

Insert Company Logo

## Management of Change Procedure

<Insert document number>

EHSQ Management Solutions

**Contents**

1. Purpose ..... 3

2. Scope..... 3

3. Definitions..... 3

4. Responsibilities ..... 3

5. Procedure..... 4

5.1 Changes that are managed by other methods 4

5.2 Undertaking Management of Change 4

    5.2.1 Description of change ..... 4

    5.2.2 Preliminary Approval and Registration ..... 5

    5.2.3 Hazard and Risk Identification ..... 5

    5.2.4 Risk Reduction Action Plan ..... 5

    5.2.5 Action Questionnaire ..... 5

    5.2.6 Estimate Project Length & Cost ..... 5

    5.2.7 Final Approval ..... 5

    5.2.8 Communication (Section 9.0 on the Management of Change document)..... 6

    5.2.9 Completion (Section 10.0 on the Management of Change document) ..... 6

6 References ..... 6

7 Appendix – Process Flow ..... 7

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## 1. Purpose

<Insert Company Name> recognises the importance of managing change. Management of Change is the process of requesting, assessing, planning, implementing, and evaluating change. The purpose of a Management of Change process is to:

- Ensure that all changes or modifications are implemented in a manner that does not present a hazard to, or adversely affect, safety, health or the environment.
- Maintain and potentially improve the technical integrity of plant, equipment and operations.

## 2. Scope

This procedure shall apply to all <Insert Company Name> personnel, contractors, sub-contractors and their employees at <Insert Company Name> controlled workplaces.

## 3. Definitions

Term	Definition
Change	Physical changes to plant and equipment, management system changes, organisational changes and purchasing. A Management of Change is required when a new system or process that has not been previously risk assessed is put in place or <i>there is</i> any deviation from a current state, <i>be it</i> permanent or temporary, See section 2.2 <i>for exceptions</i> .
Change Owner	The change owner is the person who is responsible for the change planning, implementation and review. They shall be in a supervisory role or higher in order to achieve this
Initiator	The 'initiator' is the person who first identifies the need for a change and is not necessarily involved in the change implementation.
Project Owner	The project owner is responsible for managing the change and is appointed by the department manager

## 4. Responsibilities

### Project Owner

- Shall ensure correct approvals process is implemented
- Shall ensure the change is registered at the appropriate time
- Shall ensure a risk assessment is undertaken and all required documentation is completed.
- Shall initiate formal review of implemented changes after completion (review to be completed by independent party).
- Shall ensure agreed changes are completed as per the approvals.
- Shall ensure the change is communicated to effected stakeholders

### Safety Advisor