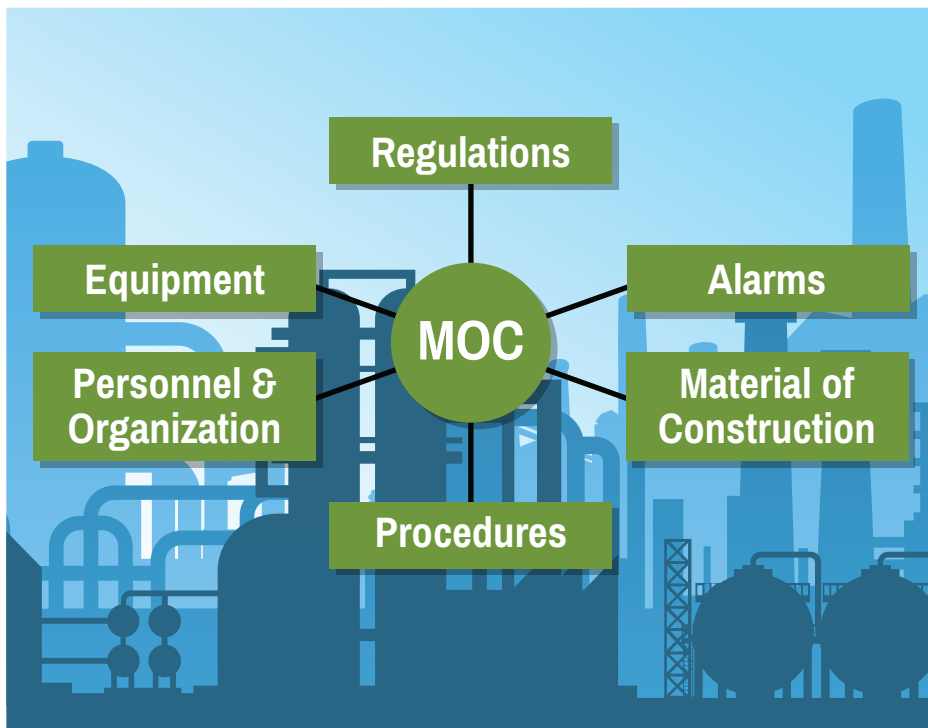




Driving Operational Excellence™



**Management of Change
Facility and Technology Procedure**

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1 Purpose

This purpose of this procedure is to describe the requirements and steps in execution of a Management of Change at the facility, to manage risk by ensuring modifications made to Company facilities and processes undergo the proper health, safety, environmental, engineering, operational and business reviews.

Following this procedure will ensure compliance with the following U.S. and Canadian regulations:

- 29 CFR 1910.119(l), OSHA
- 40 CFR Part 68.75, EPA
- API RP 750 - Management of Process Hazards
- ABSA AB-512, Province of Alberta
- OH&S Code, Province of Alberta

2 Scope

- 2.1 This Procedure applies to facilities that have the potential for a hazardous event that could result in a process safety incident posing a risk of human injury, damage to property or damage to the environment
- 2.2 This Procedure applies to employees and contractors who work on the facility
- 2.3 This Procedure covers the Management of Change Process, however, does not cover Pre-Safety Start-up Review (PSSR)

3 Roles and Responsibilities

- 3.1 Facility Manager
 - a) Ensure this Management of Change Procedure is established and implemented at their facility
 - b) Communicate, establish expectations, and audit to ensure this procedure is being followed
- 3.2 Operations Managers
 - a) Reviews the need and justification for the proposed change for preliminary approval to proceed with the MOC
 - b) Assigns or requests a Responsible Person
 - c) Notifies the Area Supervisor by including them in the MOC review
 - d) Ensures that Operator training and communication of MOC are accomplished and documented
 - e) Updates the operating procedures and training manuals (Temporary Change, or Permanent Change)