Operational Sustainability, LLC®

Driving Operational Excellence™

Management of Change
Facility and Technology Standard

Contents

1 Introduction

Planned changes are an integral part of technological progress and continuous improvement. Without continuous improvement, industry cannot meet its business goals and challenges. However, change has also been a major contributor to a significant number of major incidents and business failures. The ripple effects of a single change may impact on critical performance issues elsewhere in a system and unknown to the initiator. A disciplined approach to managing change is necessary to ensure that safety and integrity are not compromised while maintaining the initial intent of the change. Management of Change (MOC) provides a discipline for doing this.

It is the company's standard to provide a safe and healthy work environment for all Employees and Contractors working in or around company owned or operated facilities. It is the company's standard to protect the public, the environment and the company's property, plants, and equipment. The Management of Change (MOC) Standard will be used to manage changes at company owned and operated facilities in accordance with the company's Operational Integrity Management System (OIMS).

2 Purpose

This standard provides a framework of activities for ensuring that changes are carefully and diligently executed. Further, the MOC process is a primary tool used to manage risk by ensuring modifications made to Company facilities and processes undergo the proper health, safety, environmental, engineering, operational and business reviews.

This standard is intended to ensure that all planned changes are fully understood and supported by key stakeholders prior to implementation. The separate MOC procedure attempts to screen out harmful or undesirable changes while expediting critical and beneficial changes. The rigor with which the MOC procedure is applied will varywith the scope of the change, its magnitude and the implications of its effect/failure. It is a requirement that all company and contract personnel follow the Management of Change procedure. Other categorizations of MOC that carried out on a day-to-day basis in the company, may be beyond the scope of this document.

3 Objectives

The objectives of this Standard are:

- To establish and define the requirement to manage changes which may introduce risk into the operation of a company location through physical, process, procedural, staffing or any other changes.
- To eliminate or minimize incidents which may occur as a result of a change.
- To enhance the company's technical specifications as a result of incorporating items identified through this Standard.
- To ensure all applicable regulatory requirements are met when a change is introduced into the operation of a company location.