

MANAGEMENT OF CHANGE APPROVAL FORM

Initiator:		Date:	
Plant ID:			
Indicate the type of change and provide the details below:			
Plant or Equipment	<input type="checkbox"/>		
Procedure or Standard	<input type="checkbox"/>		
Operating Process	<input type="checkbox"/>		
Substance/Chemical	<input type="checkbox"/>		
Person or Competence	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Specify the Proposed Changes:			
Risk Assessment — Attach copy of the Risk Assessment Form			
What hazards are presented by the proposed change?			
Hazard	Risk	Control or Safeguard	Res. Risk
Estimated Change			
Cost (\$)	Details		
Design			
Labour			
Contract Labour			
Materials			
Other Costs			

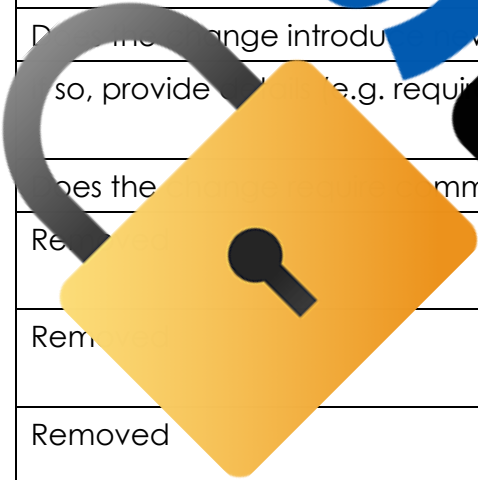
SAMPLE

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Total Cost		
Anticipated Benefit(s):		
Removed	Yes	No
Does the change require new, or changes to existing standards, procedures or the management systems.?		
If so, provide details:		
Does the change affect warranty or certifications?		<input type="checkbox"/>
If so, provide details:		
Does the change require drawing updates?	<input type="checkbox"/>	<input type="checkbox"/>
If so, provide details:		
Does the change require stocking of new parts/materials?	<input type="checkbox"/>	<input type="checkbox"/>
If so, provide details:		
Does the change affect require competency?	<input type="checkbox"/>	<input type="checkbox"/>
If so, provide detail:		
Does the change introduce new controls?	<input type="checkbox"/>	<input type="checkbox"/>
If so, provide details (e.g. require...)		
Does the change require communication or notification?	<input type="checkbox"/>	<input type="checkbox"/>
Removed		
Removed		
Removed		
Removed		

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FORMALIZED CONSULTATION FORM

List the Reason for Consultation (e.g. Revised Document/Policy/Procedure etc)

Summary of Changes:

Feedback and Comments:

Removed

Removed

Removed

Removed

Removed

Removed

Removed

Removed

Removed

Removed

Removed

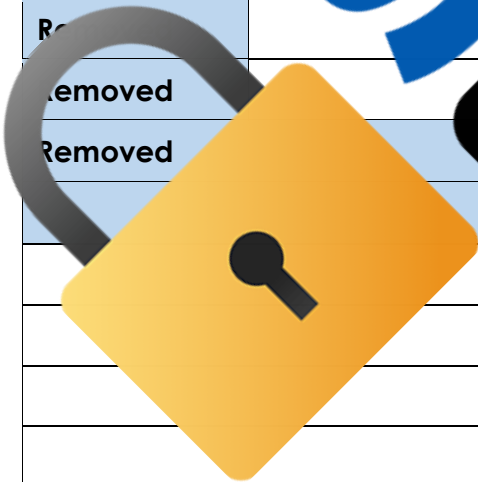
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Record Maintenance

Record of consultations must be kept for a minimum of three years.



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**Please 'Contact Us' if
you would like to see
additional examples.**