

**HEALTH, SAFETY, ENVIRONMENTAL  
AND QUALITY MANAGEMENT  
PROCEDURE FOR  
CHANGE MANAGEMENT**

## TABLE OF CONTENTS

1. APPROVAL .....	3
2. PURPOSE.....	4
3. SCOPE .....	4
4. TERMS AND DEFINITIONS.....	4
5. ROLES AND RESPONSIBILITIES .....	4
6. PROCEDURES .....	
6.1. Change Management Overview.....	
6.1.1. Change Management Process Flowchart.....	5
6.2. The Change Management Process .....	6
6.3. Communication of Change and Training.....	7
7. RELATED PROCEDURES, FORMS AND DOCUMENTS.....	7
8. REVIEW CRITERIA .....	7
9. RECORD MANAGEMENT .....	7
10. REFERENCES .....	8



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## 2. PURPOSE

The purpose of this procedure is to define the methods for managing changes or modifications to processes, equipment, materials, substances, or other aspects of the management system in a controlled manner.

## 3. SCOPE

This procedure applies to the relevant activities operated at, or under the control of, **Insert Your Company**. This procedure applies equally to all employees, including permanent, temporary and contractors.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Initiator of Change</b>	The person who identifies the need for a change and requests that the change be assessed, validated and/or approved. Initiators must be authorized or in a position to formally prepare a formal change request documentation. They may be required to refer to a manager to sponsor a change request.
<b>Modification</b>	Any change in process that occurs when something passes from one state or phase to another.
<b>Temporary Change</b>	Changes that are intended to be in place for a defined length of time.

## 5. ROLES AND RESPONSIBILITIES

### Managers are responsible for:

- Conducting appropriate risk and impact analysis of the proposed change.
- Approving the initiation and monitoring of the change.
- Conducting final reviews of the change.

### Change Implementers are responsible for:

- Implementing the change within the required timeframes.
- Obtaining the appropriate resources for the task.
- Successful implementation of the change.
- Ensuring that the change is authorized.
- Attending change review meetings.
- Ensuring that communication of the change is made known to personnel, business owners and customers.
- Participation in the post-change review process.

### Supervisors are responsible for: