## HSEQ PROCEDURE

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

#### **Insert Your Company Logo**

## **TABLE OF CONTENTS**

1.	APPROVAL	3
2.	PURPOSE	4
3.	SCOPE	4
	TERMS AND DEFINITIONS	4
5.	ROLES AND RESPONSIBILITIES	4
6.	PROCEDURES	25
(	6.1. Change Management Overview	15
	6.1.1. Change Management Process Flowche	5
(	6.2. The Change Management Process	6
(	6.3. Communication of Change and Trail	7
7.	RELATED PROCEDURES, FORMS AND D	7
8.	REVIEW CRITERIA	7
9.	RECORD MANAGEMENT	7
10	D. REFERENCES	8



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#### 1. APPROVAL

Document Control						
Document:	HSEQ-MP-21 – Change Management					
Version:	1.0					
Released:	Insert Date					
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Prepared By:	Insert Person	Position:	Insert P .on			
Reviewed By:	Insert Person	Position:	Insert Pc			
Approved By:	Insert Person	Position:	rsert Positic			

This procedure is reviewed to ensure its continuing relevance to it describes. A record of contextual additions or omissions

# Section All Control of the Control o **Amendment Record** Version Date mendments To establish a process for **Original Insert Date** 1.0 outcomes with a

this procedure is on Insert Your Company intranet site.

It is the responsibility of the individual to ensure that any hardcopy is the current revision.

A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

Document Title:	Ch	Change Management			Rev:	1.0
Uncontrolled Copy:	<b>✓</b>	Controlled Co	ру:	<b>✓</b>	Date:	<mark>Insert Date</mark>

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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, c 'e c ntrol of, Insert Your Company. This procedure applies equally to all ers cluding permanent, temporary and contractors.

#### 4. TERMS AND DEFINITIONS

Term	Definition
Initiator of Change	The person who ic the sect wed need for a change and reque in sect sessed, validated and/or c in a position to any preparation of the sect wed need for a sessed, validated and/or c in a position to any preparation of the sect wed need for a sessed, validated authorized or in a position to any preparation of the sect wed need for a sessed, validated authorized or in a position to any preparation of the sect wed need for a sessed, validated and/or c in a position to any preparation of the sect wed need for a sessed, validated and/or c in a position to any preparation of the sect wed need for a sessed, validated and/or c in a position to any preparation of the sect wed need for a sessed, validated and/or c in a position to any preparation of the sect wed need for a sessed, validated and/or c in a position to any preparation of the sect wed need for a sessed of the sect with the sect we have a sect with the sect we have a sect with the sect wit
Modification	An ar ces urs when something passes from one or phe of ther.
Temporary Ch ge	ded to be in place for a defined length ne.

### ROLES RESPONITIES

#### Manag nsible

priate risk and impact analysis of the proposed change.

tation and monitoring of the change.

non reviews of the change.

#### **C** responsible for:

- change within the required timeframes.
- Ok ing 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:

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