

**QUALITY MANAGEMENT PROCEDURE  
FOR CHANGE MANAGEMENT**

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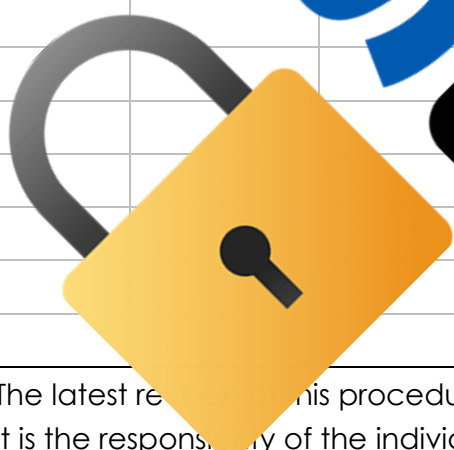
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# 1. APPROVAL

Document Control			
<b>Document:</b>	Q-MP-8 – Change Management		
<b>Version:</b>	1.0		
<b>Released:</b>	Insert Date		
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<b>Approved By:</b>	Insert Person	<b>Position:</b>	Insert Position
This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is maintained.			
Amendment Record			
Version	Date	Context	Summary of amendments
1.0	Insert Date	To establish a process for achieving the desired outcomes with changes.	All original
The latest revision of this procedure is on <b>Insert Your Company</b> 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.'			
<b>Document Title:</b>	Change Management		<b>Rev:</b> 1.0
<b>Uncontrolled Copy:</b>	<input checked="" type="checkbox"/>	<b>Controlled Copy:</b>	<input checked="" type="checkbox"/> <b>Date:</b> Insert Date



## 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 **Insert Your Company**, including permanent, temporary and contractors.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Initiator of Change</b>	The person who identifies the need or need for a change and requests that the change be assessed, validated, and implemented. The initiator may be authorized or in a position to prepare formal change request documentation. The initiator may refer to a manager to sponsor the change request.
<b>Modification</b>	An intentional process that occurs when something passes from one phase to another.
<b>Temporary Change</b>	A change that is intended to be in place for a defined length of time.

## 5. ROLES AND RESPONSIBILITIES

### Managers are responsible for:

- Use appropriate risk and impact analysis of the proposed change.
- Provide authorization and monitoring of the change.
- Conduct reviews of the change.

### Supervisors are responsible for:

- Implement change within the required timeframes.
- Obtain 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: