	Management of change Program		
	IMS-IP-P-18	Revision No. 2	Dated. 21.02.2022

1.0 PURPOSE:

The purpose of the Management of Change (MOC) standard is to ensure that EHS impacts and risks are evaluated before proposed changes are implemented to facilities, equipment, products and processes.

It would also be mandatory for the Change initiator, Process owner and Approval authority, to check and ensure that corrective & preventive action are to be taken and the personnel involved have adequate competence level.

2.0 SCOPE:

This procedure is applicable to all departments who have planned as well as unplanned changes in process or equipment's. Typical examples are as follows:

- Building Addition / Modification
- Electrical Wiring Change
- New Equipment Addition
- Piping Lay Out Change
- Process Change/ Equipment Modification
- Raw Material Change
- High Hazard Process
- Fire Management System

3.0 PROCEDURE:

The Process which assures that a proposed change to the facility, equipment, and/or process is identified and reviewed to determine its EHS impacts before the change is put into action, below are the key elements for management of change:

3.1 REQUIREMENTS:

- Attach the (JOB ORDER for internal and PO for external job/activity/project) from end user requesting such change;
- Attach the updated Electrical Single Line Diagram, if required;
- Attach the updated Logic Diagram, if required;
- Attach the Safety Maps and Emergency Route Plans;
- All Regulatory Checks needs to be identified & licenses shall be obtained;

- Attach the updated Mechanical P&ID piping and instrumentation diagram, if required;
- Attach the updated layout / civil drawings in case of changes related to building;
- Attach all Preventive Maintenance & Inspection documents of machines;
- Mention the major parts to be installed / replaced / modified in this change;
- Mention the major Contractors involved in the Change Execution & Consultation;
- Any Other applicable or important information (please mention & attach);
- Assessment of risks associated with change and determination of the proper level of review;
- SOP to be developed for the new change;
- Develop Operating Procedures & Work instructions to execute the new change;
- Development / Implementation of action plans to reduce risks from change.;
- Identification and evaluation of significant environmental aspects;
- Raw material change WRT halal food packaging and Food Safety management System, and Raw materials which may effect in regard to OSH specially introduction of new chemicals, which may have health or fire/explosion hazards associated with them.

4.0 ROLE AND RESPONSIBILITIES:

All Departmental Heads are responsible to implement this procedure in their areas. To establish such system each department will have their MOC Structure.

4.1 RESPONSIBILITIES OF CHANGE INITIATOR

- It is responsibility of Change initiator to give detail of change process.
- Initiator should specify the nature of change whether it is permanent change or temporary.
- Change Initiator will get sign from process owner after complete arrangements and process.

4.2 RESPONSIBILITIES OF PROCESS OWNER

- It is the responsibilities of process owner that completely assess the change process & then give approval for further process.
- Process owner will take ownership for task which will be changed
- Process owner will assess the potential risk of proposed change and give corrective measure to reduce the EHS risk level.
- Process owner will develop the action plan to reduce the EHS risk level (if any), then verified from HSE.
- Process owner will get signage from approval authority.
- Process owner will identify Pre & Post-Requisites (If any).

4.3 RESPONSIBILITIES OF ENGINEERING

- Engineering approval will estimate the cost & give work method statement for proposed change


























4.4 RESPONSIBILITIES OF QA & FS

- QA&FS Head will assess the potential risk of proposed change & verify the corrective measure to reduce QA & FS risk level

4.5 RESPONSIBILITY OF HSE

- HSE head will verified the potential risk of proposed change & verify the corrective action of action plan to reduce EHS risk level

4.0 MOC APPROVAL CHART:

Risk Rating	2 ~ 4 Low	5 ~ 10 Medium	11 ~ 19 High	20 ~ 25 Extreme
Change Initiator				
Process Owner				
Dept. SHEQ				
Engineering & Production Head				
BUM				
ManEx Team				
*HOE				
*HOP				

6.0 TRAINING:

EHS Team should include MOC training as part of the application of the Training and Competence Standard. All personnel must be informed of the importance of managing changes. EHS Team is responsible for providing awareness training to employees and workers to the proper level based on their roles and responsibilities. All people who are required to participate in the MOC process must have the knowledge, skills and experience to identify EHS risks, conduct an EHS risk assessment and provide recommendations for risk control.

In particular, Change Initiator, Process Owner, Operations Engineering managers, QA&FS Manager and EHS manager need to be trained in risk assessment and risk control and the overall MOC process. Employees, maintenance personnel and contractors impacted by a change must be informed and/or trained prior to beginning process start-up or other work/maintenance tasks associated with the change

7.0 DOCUMENTATION & RECORDKEEPING

All documents associated with MOC shall be retained on-site for a year by Departmental EHS Co-ordinators.

Documents that must be maintained include:

- MOC Risk Assessment Form - Review/identification of EHS impacts and risks
- New/modified procedures including emergency procedures;
- Approval Authorizations
- Other relevant documentation specific to the respective MOC (e.g. drawings, regulatory determinations, calculations).