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| --- | --- | --- | --- |
| Reviewed on (Date):Reviewed by: | Reviewed on (Date):Reviewed by: | Reviewed on (Date):Reviewed by: | Reviewed on (Date):Reviewed by: |
| Approved on (Date):Approved by: | Approved on (Date):Approved by: | Approved on (Date):Approved by: | Approved on (Date):Approved by: |

## Purpose

To define responsibility and mechanism for the management of change, so that OHS/**QMS/FSMS** Hazards and Risks are addressed prior to making new infrastructure or making changes in existing infrastructure.

## Process Owner

MR is the process owner of this process.

## Procedure

* 1. MOC is triggered in cases referred to categorized below :
		+ Management of Change – People (MOC-P)
		+ Management of Change – Technology & Facilities (MOC-T&F)

## A MOC is conducted BEFORE :

* A new machine or equipment is installed or added
* A new process is established
* Changes made in existing machines, processes or materials
* A new construction/alteration to facility is done
* Any change required in HR function

## Methodology of MOC :

|  |  |  |  |
| --- | --- | --- | --- |
| Initiation | Evaluation | Implementation | Closeout |
|  |  |  |  |
| Propose and definechange | Assess Risk | Pre-Startup Safety review | Close MOC |
| Emergency MOC | Identify controls & ActionableItems | Startup approval |  |
| Principle approval | Calculate cost |  |  |
| Identification of allStakeholders | Get approval |  |  |

**STEP 1: Define & Propose the Change**

Once the initiator has determined that an MOC is required, the next step is to define the change. This involves providing information to describe and show the magnitude of the change, such as: the type and category of change; description, the reason of change.

The key is to assess the change and provide clear details so that the approvers can make a decision whether or not to proceed with the change. Once verified, these details will affect the personnel involved in the MOC, the risk assessment and pre-startup safety review (PSSR) methods will be used, and approvals will be needed.

# STEP 2: Bypass Approval for Emergency MOC

If in the definition step it was determined that this is an emergency change needing immediate implementation, the process should allow for administration steps to be bypassed. The information related to who approved the emergency change and if it was approved should be captured if the change is in fact an emergency. Also, the risk of the change should still be assessed, so the process for emergency changes will continue at the evaluation step.

# STEP 3: Principle Approval on MOC

MOC approval may be done by authorized Manager or Committee. The Manager or committee assesses if the proposal is worthwhile, taking into account. This can be done by reviewing all proposed MOCs in POR and MOR for principle approval from Management.

# STEP 4: Identification of all Stakeholders

Even a small change can involve a lot of departments (Stakeholders) to assess their areas of concern with change. All stakeholders must be taken on board to address their concerns well in time.

Departmental Managers can nominate individuals from department for reviewing MOCs and highlighting concerns.

# STEP 5: Risk Assessment and Controls Identification

Once the preliminary approval has been given, an evaluation of the proposed changes must be completed. The evaluation process should be the most extension phase of MOC. The activities here are the most robust due to the fact that typically, many users are involved in the evaluation process. This should allow flexibility based on the type and magnitude of the change. Major changes will

benefit from collaboration from different departments. Smaller, routine changes may be simpler and involve few individuals or even just the owner. Risk Assessment should include:

* + - Assessing the risk using OHS Risk Assessment and Objective
		- Identification of controls to minimize the risk as low as reasonably possible
		- Calculate Cost of controls for implementation

A Standard part of the evaluation method is a checklist in which appropriate stakeholders are involved in answering specific questions. Consideration should be given regarding impact on Legal compliance, Occupational Safety, Environmental impact, Fire and Emergency response, Chemical hazards, **Quality,Food Safety and HR function.**

# STEP 6: Approve MOC for Implementation

This step is a business and financial approvals considering the impacts it will generate and analyzing the controls that will be taken. This requires and understanding of change and accuracy of assessed risk. This approval is required by Business Unit head based on appropriate steps have been completed up to this point.

# STEP 7: Pre Startup Safety Review

The pre-startup safety review is the chance to ensure everything has been done correctly – according to specification, scope and all risks are controlled through a structural manner. An audit should be performed at this stage to cross check implementation of defined controls. It should ensure that no risk is present more than the acceptable level.

# STEP 8: Approve Startup

This is the commission of the change. It involves putting the new equipment or process into use. Startup tasks include:

* + - Ensuring all effected personnel have been properly trained on new change
		- Communicating all stakeholders that new change is now in place
		- Formally approving the startup, if required

# STEP 9: Close MOC

When above steps are followed including initiation, risk assessment, implementation and startup, the project can be confidently close out. The MOC should be retained for future analyses and learnings, and as documentation for regulatory reviews and audits.

# MOC LOOP

MOC loop will start from Principle approval from BU head / Production Manager. It will be delegated to line manager for assessment of risk from change. After assessing, MOC will be approved by BU Head and will be sent to CFO along with CEP form for final approval from CEO.



# MOC Grid Matrix

Emergency MOC

No

Yes

No

Take Approval

Yes

Close MOC

& Trainings

Post Startup Review

Startup Approval

Pre-Startup Safety Review

Calculate Cost

Identify controls and actionable items

Assess Risk

Principle Approval

Lessons Learned

Propose and define change

Identification of all stakeholders

Propose and define

change

No