|  |  |  |  |
| --- | --- | --- | --- |
| 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: |

1. PURPOSE

To describe change management and to ensure change is executed in compliance with all Packages convertors IMS standards and regulatory requirements.

1. SCOPE

This procedure shall cover all departments of Packages convertors Limited under the scope of IMS Management System.

1. RESPONSIBILITIES
2. Change Request Originator

Originator will raise change request and provide all information/data/drawing which would be needed to assess all kind of risks. He will submit request to departmental manager/ head and complete before/after the fact conditions/next steps if imposed by approvers.

1. Change Control Owner

Change control owner will make sure that right change required information are provided. He is also responsible to maintain record in coordinate with originator and track next steps if imposed by any of the approvers. Departmental manager/ head will be the process owner of change control. Department manager will make sure that all operation risks are assessed and changes will not impact on IMS, productivity, reliability etc. He will also assure that losses are not increased due to proposed change.

1. DEFINITION OF TERMS
2. Change Management:

Procedure to manage changes in terms of design, machinery, material, process, specs and plan is called change management e.g. replacing Solvent Base Lamination with Solvent Less Lamination, replacing Sampling & Testing Plan, Changing Design of Product etc.

1. Temporary Change:

A change which is needed for a specific time/ date. All parameters, specification, design etc will go back to the original condition after passing the approved time/ date.

1. Permanent Change:

A change which is required on permanent basis. Old design, procedure, specification etc. will be cancelled.

1. Emergency Change:

A change which is urgently needed in the night shift/ holidays while mandatory approvers/ backups are not available at the site.

1. Before the fact conditions:

If some conditions are needed to avoid the risk it is called before the fact conditions e.g. for changing off-loading procedure of a hazardous chemical etc. Change will not be approved without completing next steps imposed before the fact conditions.

1. After the fact conditions:

If some conditions are needed to evaluate performance after the change e.g. process validation after the change etc. Change will be approved and next steps will be completed after the change.

1. PROCEDURE
2. Change Request Originator’s Activities

* Initiate change request & get approval.
* Mention one Normal/Urgent & Temporary/Permanent on approval.
* In case of temporary change mention expiry date/time.
* Provide all required data/drawings needed to assess the risk.
* Get area/department manager signature/ approval on the change request.
* Complete next steps if conditions are imposed by approvers.
* Share proposed change with the whole team and keep it for record/reference if needed.
* If change is approved with after the fact conditions e.g. process validation process etc. then complete next steps within given time and communicate to change control owner for closing the change control loop.
* **Maintain proper record in compile format after completion of Change Control Loop**

1. Change Control Owner Activities:

* Review new/ resubmitted request and verify required information/ data/ drawings are available.
* Return change request to originator if conditions are imposed by approvers.
* Review change request are resubmitted by originator after completing before the fact conditions and make sure all next steps are done.
* In case of rejection return change request to originator having reason for not approving the change.
* Track after the fact next steps (if any) and share in meeting.

C. Emergency/ Urgent Changes (Originator Activities):

* Get email/SMS approval of your department manager/ head.
* Initiate change request and circulate it for email approval.
* Inform Change Control owner and get email/verbal alignment.
* After getting all required approval, person can execute this job by using available resources.

Share all email/SMS approval with change control owner and get approval of change request. AMENDMENT HISTORY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REV # | DATE | PART/ SECTION | NATURE OF AMENDMENT | DONE BY |
| 1 | July 2024 | First page | Incorporation of review history | Hina |