

## Management of Change (MoC)

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**Work arising from temporary and permanent changes to organization, personnel, systems, processes, procedures, equipment, products, materials or substances, and laws and regulations cannot proceed unless a Management of Change (MoC) process is completed, where applicable, to include:**

- A risk assessment conducted by all impacted by the change
- Development of a work plan that clearly specifies the timescale for the change and any control measures to be implemented regarding:
  - Equipment, facilities and process
  - Operations, maintenance, inspection procedures
  - Training, personnel and communication
  - Documentation
- Authorization of the work plan by the responsible person(s) through completion

**Are you trained and competent to perform this work? You have an obligation to stop the work if it's unsafe.**