



# **MANAGEMENT of CHANGE (MoC)**



Effective date: 1 April 2022

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## 1. Purpose and Scope

### a. Purpose

Identification of Bright Holder Company Management of Change (MOC) procedure as part of its Integrate Management System Program and applies to all operations.

### b. Scope

Development and implementation of MOC procedure for changes and modifications to facilities and operations personnel that occur on Bright Holder CO.'s Construction Projects/Facilities.

## 2. Reference Documents

- Integrated Management Systems – Requirements

## 3. Definitions

Acronyms		
	CEO	Chief Executive Officer
	F	Forms
	GP	General Procedures
	MAN	Manual
	Bright Holder	Bright Holder Company.
	OPE	Operation Department
	IMS	Integrated Management System
	MOC	Management of Change
	RIK	Replacement in Kind

**Records** Documents which provides evidence of activities performed.

## 4. Operation

The Management of Change (MOC) procedure shall apply to the changes in **Facilities** (equipment, operating procedures, materials and operating conditions) as well as changes in **Personnel**. Whenever these changes are planned or if they occur out of operational necessity, the Management of Change procedure shall be implemented **prior to the change**.

### 4.1 Changes in Facilities

Changes in facilities arise whenever the process or mechanical design is altered, changes in construction drawings occur or specifications change, design inventories change, instrumentation and control systems are modified, or materials of construction change.

### 4.2 Change in Personnel

Changes in Personnel, including contract construction personnel, occurs whenever there is a change in the organization or in personnel that supervise or operate the facility.

### 4.3 Replacement in Kind (RIK)

RIK for **Changes in Facilities** is the exchange or replacement of one piece of equipment or component by another of similar specifications and performance characteristics (size, pressure rating, temperature rating, flow rating, material specifications etc.)

RIK for **Changes in Personnel** is the substitution of one person for another of similar qualifications, training and experience (vacancies and replacements, rotation, shift or tour).

#### 4.4 MOC Procedure

This MOC procedure and associated Form address the technical basis for the change; the impact the change will make on health, safety and the coast and environments; the time period to implement the changes; and the management and field approval process. Refer to Management of Change (MOC) Form.

The MOC should consider the effects of the proposed change on unrelated upstream and downstream facilities; revisions on operating procedures, safe work practices and training; revisions of the safety and environmental information; the communications required for that change; and the impact the change will make on affected personnel.

## 5. Training

Before implementation the following action could be performed:

- 4.5 Train all affected employees and contract personnel on the contents of this element; refer to the Training element.
- 4.6 Train all affected, newly-hired employees and contract personnel within 30 days after date of hire on the contents of this element; refer to the Training element.
- 4.7 Train or inform affected employees of any changes to this element within short time after the element changes have been approved and completed

## 6. Records

All records of MOC should be maintained and filed on the facility until completion of project.

## 7. Attachments:

Management of Change Form (MOC form)