Management of Change

Step 1:

Date:			
Change Number:		Facility number followed by consecutive numbers (750-001; 750-002; etc.)	
Type:	☐	Permanent Change	☐	Emergency Change or Emergency Repair
	☐	Temporary Change	Expiration Date:	

Describe the purpose and why the change is necessary:

Requestor:

Printed name | Signature | Date

Step 2: **Manager Approval**

☐ The proposed change may proceed.

☐ The proposed change may not proceed for the following reason(s):

Manager:

Printed name | Signature | Date

Step 3: **Process Review – Complete Step 3**

Step 4: **Closure**

☐ The corrective actions entered on pages 1, 2 & 3 have been completed.

☐ This Management of Change activity has been entered on the Management of Change Register.

Manager:

Printed name | Signature | Date

Management of Change Register

Facility: ___________________________________

Change Number From Checklist (Facility Number & Consecutive Numbers: 750-1, 750-2, etc.)	**Status**	**Brief Description of Change**

Step 3 Process Review

Change/Modification will require	Yes	No	NA	Comments	Date Completed	Responsible Person
1. Applying for and acquiring permits before, during and after the change.	☐	☐	☐			
2. Submitting changes for existing permits.	☐	☐	☐			
3. Evaluate whether change falls under RMP/PSM requirements.	☐	☐	☐			
4. Review and update of the existing RMP Worst Case and Alternate Release Scenarios.	☐	☐	☐			
5. Resubmission of RMP to EPA to be completed and acknowledged.	☐	☐	☐			
6. Generating new or additional hazardous waste(s). The facility is prepared to handle and store the wastes.	☐	☐	☐			
7. Production critical variables being identified.	☐	☐	☐			
8. A FIFRA/CSF review.	☐	☐	☐			
9. A raw material specification review.	☐	☐	☐			
10. A Compatibility Review.	☐	☐	☐			
11. An Industrial Hygiene Review.	☐	☐	☐			
12. New sampling and analytical procedures.	☐	☐	☐			
13. Cross contamination being addressed.	☐	☐	☐			
14. A Material of Construction Review.	☐	☐	☐			

Change/Modification will require	Yes	No	NA	Comments	Date Completed	Responsible Person
15. A mechanical integrity inspection.	☐	☐	☐			
16. Specification inspections or tests.	☐	☐	☐			
17. Review of relief systems.	☐	☐	☐			
18. Changes to electrical wiring, conduits or circuit boxes conducted by qualified electricians.	☐	☐	☐			
19. Complying with specific engineering practices.	☐	☐	☐			
20. Revising/Adding machine guarding.	☐	☐	☐			
21. Changes to existing Control Settings.	☐	☐	☐			
22. Using specialized equipment or tools.	☐	☐	☐			
23. Revised maintenance procedures.	☐	☐	☐			
24. Updating the preventative maintenance schedule.	☐	☐	☐			
25. Updated Process Safety Information (RMP/PSM).	☐	☐	☐			
26. Changes to existing diagrams, schematics or P&ID of the process.	☐	☐	☐			
27. Revised existing written monitoring procedures.	☐	☐	☐			
28. Revised written emergency shutdown procedures.	☐	☐	☐			
29. Revised emergency procedures.	☐	☐	☐			
30. Revised written inspection procedures.	☐	☐	☐			

Change/Modification will require	Yes	No	NA	Comments	Date Completed	Responsible Person
31. Acquiring new or different spare parts.	☐	☐	☐			
32. Revised PPE requirements.	☐	☐	☐			
33. New or additional SDS being acquired and maintained.	☐	☐	☐			
34. Decals, signs or notices being removed or installed.	☐	☐	☐			
35. New packaging and labeling specifications being determined.	☐	☐	☐			
36. Compliance with DOT requirements.	☐	☐	☐			
37. All affected employees, contractors and their employees being trained on changed or altered control settings.	☐	☐	☐			
38. All affected employees, contractors and their employees be trained on handling new or additional hazardous waste.	☐	☐	☐			
39. All affected employees, contractors and their employees be trained on hazard communication training for new chemical(s).	☐	☐	☐			
40. All affected employees, contractors and their employees should be trained on new or different PPE requirements.	☐	☐	☐			
41. All affected employees, contractors and their employees be trained on new or different skill of knowledge of tools, equipment or instruments.	☐	☐	☐			
42. All affected employees, contractors and their employees be trained on new or altered operating procedures.	☐	☐	☐			
43. All affected employees, contractors and their employees be trained on new or different maintenance procedures.	☐	☐	☐			
44. All affected employees, contractors and their employees be trained on new or different emergency procedures.	☐	☐	☐			

Change/Modification will require	Yes	No	NA	Comments	Date Completed	Responsible Person
45. Training documentation to be completed and filed at the branch.	☐	☐	☐			
46. A Pre-startup Safety Review (PSSR).	☐	☐	☐			

Step 3 Process Review

Printed Name	Signature	Department	Date
Printed Name	Signature	Department	Date
Printed Name	Signature	Department	Date
Printed Name	Signature	Department	Date