HSEQ PROCEDURE

HEALTH, SAFETY, ENVIRONMENTAL AND QUALITY MANAGEMENT PROCEDURE FOR CHANGE MANAGEMENT

Insert Your Company Logo

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance as symptoms of symptoms and the straight describes. A record of contextual additions or omissing significant procedure is reviewed to ensure its continuing relevance as symptoms of the straight describes.

Amendment Record

Version	Date	Context	sec.	Summary of Amendments
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A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

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Uncontrolled Copy:	✓		Controlled Copy:	√	Date:	<mark>Insert Date</mark>

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2. PURPOSE

The purpose of this procedure is to define the methods for managing changes or modifications to processes, equipment, materials, substances, or other aspects of the management system in a controlled manner.

3. SCOPE

This procedure applies to the relevant activities operated at, or unitrol of, Insert Your Company. This procedure applies equally to all wo, permanent, temporary and contractors.

4. TERMS AND DEFINITIONS

Term	Definition	
Initiator of Change		de ie ne ceived need for a nat rhe sassessed, validated or in a pre formal change request may red to refer to a manager to
Modification	Ane or prog	ccurs when something passes from nother.
Temporary Ch	ne dinge	ended to be in place for a defined length

ROLES

Man^r le for:

riate risk and impact analysis of the proposed change.

entation and monitoring of the change.

ration reviews of the change.

Chan enters are responsible for:

- Plaggiful the change within the required timeframes.
- Obtaining the appropriate resources for the task.
- Successful implementation of the change.
- Ensuring that the change is authorized.
- Attending change review meetings.
- Ensuring that communication of the change is made known to personnel, business owners and customers.
- Participation in the post-change review process.

Supervisors are responsible for:

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