

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

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## 1. APPROVAL

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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 under the control of, **Insert Your Company**. This procedure applies equally to all work, including permanent, temporary and contractors.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Initiator of Change</b>	The person who identifies the new or perceived need for a change and that the need is assessed, validated and/or adopted. The initiator must be authorized or in a position to direct, prepare a formal change request document or may be required to refer to a manager to sponsor the change.
<b>Modification</b>	An error or process occurs when something passes from one state or process to another.
<b>Temporary Change</b>	A change intended to be in place for a defined length of time.

## 5. ROLES AND RESPONSIBILITIES

**Manager** is responsible for:

- Conducting a risk and impact analysis of the proposed change.
- Approval and monitoring of the change.
- Conducting reviews of the change.

**Change Implementers** are responsible for:

- Planning 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: