

**QUALITY MANAGEMENT PROCEDURE
FOR CHANGE MANAGEMENT**

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is given below.				
Amendment Record				
Version	Date	Context	Section	Summary of amendments
1.0	Insert Date	To establish a process for managing outcomes with changes.	At the end of the original	
The latest revision of this procedure is on the Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. 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'.				
Document Title:	Change Management		Rev:	1.0
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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 workers, including permanent, temporary and contractors.

4. TERMS AND DEFINITIONS

Term	Definition
Initiator of Change	The person who identifies the need for a change and requests that the change be assessed, validated and implemented. The initiator may be authorized or in a position to formally present a formal change request documentation, or may be required to refer to a manager to sponsor a change request.
Modification	An alteration or process occurs when something passes from one form or phase to another.
Temporary Change	A change that is intended to be in place for a defined length of time.

5. ROLES AND RESPONSIBILITIES

Management are responsible for:

- Conducting appropriate risk and impact analysis of the proposed change.
- Providing information and monitoring of the change.
- Conducting reviews of the change.

Change Implementers are responsible for:

- Implementing 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: