**Gastech Australia Pty Ltd**

**Health Safety and Environmental Procedure**

**Management of Change**

**Procedure 4.4.4**

***‘’ Committed to HSE”***

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Contents

[1. PURPOSE 3](#_Toc335081694)

[2. SCOPE AND APPLICATION 3](#_Toc335081695)

[3. DETAIL 3](#_Toc335081696)

[3.1 Overview 3](#_Toc335081697)

[3.2 MOC Tracking 3](#_Toc335081698)

[3.3 Preliminary Assessment 3](#_Toc335081699)

[3.4 Formal Process 3](#_Toc335081700)

[3.5 Change Implementation and Verification 3](#_Toc335081701)

[4. TRAINING AND COMPETENCY REQUIREMENTS 3](#_Toc335081702)

[5. RESPONSIBILITIES 3](#_Toc335081703)

[5.1 Gastech Director 3](#_Toc335081704)

[5.2 Gastech Supervisors 3](#_Toc335081705)

[5.3 All Employees 3](#_Toc335081706)

[6. RELATED DOCUMENTS 3](#_Toc335081707)

[7. DEFINITIONS AND ABBREVIATIONS 3](#_Toc335081708)

[APPENDIX 1: Change Proposal Form 3](#_Toc335081709)

# 1. PURPOSE

The purpose of this Procedure is to ensure that all modifications carried out by Gastech, which are related to provision of any Gastech service, and which may entail a potential increase in risk, are properly assessed before changes are made.

This Procedure helps to ensure that risk associated with changes does not impact on Gastech and its clients.

# 2. SCOPE AND APPLICATION

This Procedure is applicable to all Gastech activities and operations and applies to all changes that are not simply “replacement in kind” and covers both non-technical and technical changes (refer Section 9 for definitions).

Specifically, this Procedure addresses:

* how changes are identified so that they can be evaluated for risk
* how changes are evaluated for risk and by whom
* how changes are recorded and communicated
* how documents and other records are updated so that only current versions are available for use

**This Procedure must be followed in conjunction with client procedures where applicable.**

# 3. DETAIL

## 3.1 Overview

Any individual or group that has the capacity to implement a change at Gastech must ensure that it is not carried out before review and approval in full compliance with this Procedure.

Management of Change (MOC) is the process by which any proposed change is:

* evaluated to ensure any change will not result in unacceptable risk to health, safety, environment and the integrity of the Gastech or client assets
* approved at a senior level
* effectively communicated to the workforce and clients ensuring that updated, relevant documentation is available before any changes are made

Changes which have potential to increase risk can be “technical” (eg an engineering change) or “non-technical” (eg a change in organisational structure) (refer definitions Section 7). All these changes need to be captured and assessed for risk before they are made. Examples of technical changes related to Gastech are as follows:

* Parts and equipment supplied to clients (except for “replacement in kind”)
* Safe Work Procedures where fitting or maintaining equipment

Where applicable, changes must be made in full consultation and with the involvement and approval of Gastech clients.

A flow chart depicting the overall MOC process at Gastech can be seen in Figure 1.

3.2 MOC Tracking

For recording the progress of change initiatives and providing centralised storage of the relevant documents, a computer-based MOC Tracking System (MTS) has been established at Gastech. This system is available to all Gastech personnel likely to have an interest in any proposal and the relevant clients on request. The MTS provides detail related to each change including:

* a unique change identification number
* a unique change title
* risk rating before the change and after the change (using the Gastech Risk Matrix)
* responsibility for implementing the change and action items arising from the change
* dates for close out of action items arising from the change review
* summary of progress toward change implementation and close out of action items

It is the responsibility of the Gastech Director to enter changes into the MTS and the responsibility of the relevant Gas Tech Supervisor to update progress on closing out of action items on a regular basis.

## 3.3 Preliminary Assessment

Any Gastech employee can initiate a suggested change (Change Initiator). Any suggested change is first discussed with the Gastech Supervisor and Gastech Director and, where relevant, with the client Sponsor or Supervisor. On the basis of discussion, changes can be:

* approved (where there is obviously no need for formal review, eg replacement in kind)
* rejected
* approved with modification
* preliminary approved subject to formal review and risk assessment

The purpose of the preliminary review is to assess and confirm the feasibility of, and justification for, the change and decide whether the proposal needs to be submitted for formal review by the Gas tech Director and/or client specialists.

If it is already obvious that no further review is required, the change can proceed, provided a clear record of the rationale behind the decision not to formally assess the change is made and retained on file. Where there is any doubt whether a formal review is required, a formal review must be performed. The Change Assessment Form (CAF) ([Appendix 1](#_APPENDIX_1:_R&D)) must be used to assist in the preliminary assessment process.

Where a proposed change is rejected, the proposed change and reason for rejection must be notified to the Change Initiator by the Gastech Director and Gas Tech Supervisor.

## 3.4 Formal Process

If formal review and approval is deemed necessary, the relevant section of the CAF must be completed by the Gastech Director and Gastech Supervisor. The assessment must:

* determine that there has been no unacceptable increase in risk
* determine requirements for additional risk mitigation measures to reduce risk to as low as reasonably practicable
* identify any necessary approvals from the regulatory agencies
* identify documents that will require revision before any changes are implemented

During this process changes can be rejected, approved or approved change with modifications.

## 3.5 Change Implementation and Verification

When fully approved, implementation of the change must be properly managed. The change must also verify that each risk mitigation action has achieved its intended objective, as recorded in the CAF. The results of this verification work must then be added to the MTS.

# 4. TRAINING AND COMPETENCY REQUIREMENTS

All employees who are liable to be involved in management of change must view the Tool Box presentation which supports understanding of this procedure.

# 5. RESPONSIBILITIES

## 5.1 Gastech Director

The Gastech Director must:

* promote use and ensure compliance with this Procedure
* monitor compliance with this Procedure
* formally audit compliance with this Procedure on a yearly basis
* ensure that all changes are entered into the MOC Data Base
* discuss proposed changes with client Sponsors/Supervisors as required
* complete relevant sections of the Change Assessment Form for formal approvals
* review suggested changes and approve or reject changes as required
* ensure changes are communicated and training provided
* ensure relevant documentation is updated

## 5.2 Gastech Supervisors

Gastech Supervisors must:

* promote use this Procedure
* monitor compliance with this Procedure
* discuss proposed changes with Change Initiators, the Gastech Director and client Sponsors/Supervisors as required
* complete relevant sections of the Change Assessment Form for formal approvals

## 5.3 All Employees

Employees :

* Comply with requirements detailed in this procedure
* Discuss all proposed changes with the Gastech Supervisor
* Not make any changes without approval required under this Procedure
* Complete relevant sections of the Change Assessment Form for formal approvals