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9.1 Management of Change Policy Statement 2



9.1 Management of Change Policy Statement

The purpose of this policy is to notify employees when processes and procedures change. This is applicable to all changes except replacement in kind.

This policy applies to all employees, volunteers and contractors when engaged in company business on behalf of The Town of Daysland. For the purpose of this policy, volunteers are classified as employees.

Responsibilities

Chief Administrative Officer, Foreman/Supervisors

- Document changes so employees can be notified when any change(s) occur.
- Ensure all employees are informed when changes are made to policies, procedures, materials, chemicals, or any equipment.
- Ensure that all employees are aware of this policy.

Employees

- Follow and understand the management of change process.
- Inform your foreman or supervisor if you think a change needs to be made.
- Document all changes that are made.

Types of Change

Change may be classified into two areas:

1. Process and operational change, and
2. Facility change.

These changes may also be classified as permanent or temporary in nature.

Process or operational changes may include changes in normal operating conditions such as pressure, temperature, flow rate, etc.; change in chemical or physical properties of required or associated process chemicals or additives, or changes in operating procedures.

Examples of facility changes may include projects to provide new facilities or increase facility capabilities or accommodation of different products; equipment changes including addition of new equipment or modification to existing equipment; temporary or permanent by-passing of equipment, guarding, instrumentation or alarms which affects the safety of the process; changes in structural components; changes to fire protection and other emergency response systems; or replacement of equipment, piping, valves or fittings which are different material than in the currently approved specifications, i.e., any replacement that is not in kind.



Procedure

1. Before any changes occur, a pre-planning meeting must take place. This meeting is to ensure that all changes are planned and thought out. This will ensure that quality and budget are not affected by the change.
2. Once a decision has been made, the change needs to be documented to ensure that everyone can be informed of this change.
3. The proposed change needs to be expressed to all members of The Town of Daysland.
4. The change is developed and will be implemented.
5. There will be a pre-start up meeting to advise all employees of the actions being taken; this will be done prior to implementing the changes.

All employees need to be informed again once the new policies, procedures, or material and put into place.

Rod Krips, Chief Administrative Officer

Date