

Management of Change

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Creating a Checklist

- ✓ Before a user can conduct a Management of Change process, a checklist needs to be created for the location of the change.
- ✓ To create a new checklist, select the 'Add New' option from the navigation bar. Under the MOC module, click 'Checklist'.
 - Checklists are location based and only one Pre-Startup Safety Review (PSSR) and one Post Startup checklist can be created per location. Ensure that you set your checklist at the appropriate level.
 - Select the 'Checklist Type': PSSR or Post Startup.
 - Give your checklist a description.
 - Determine your template properties.
 - Set up the Positive/Negative Answer Type:
 - These can be formatted to also include a N/A answer. The 'Yes/No' can be changed to include any language that you want. This will display as help text in the checklist.
 - Note that for each question, you can choose to use text responses instead of Positive/Negative if more appropriate.
 - Start building your checklist by selecting 'Checklist' from the index on the left side of your screen and then 'Build Checklist' from the top right of your screen.
 - To begin adding categories and questions, right click on the title folder (either PSSR or Post Startup) and choose 'Add Category' or 'Add Question'.
 - Enter your category name or your question. Select the answer type that you would like applied to that question.
 - Since there is only one checklist per location, you can format the questions that you want to have appear in specific scenarios. Once your question is entered, select if you would like it to appear for permanent, temporary, or

emergency changes. Also, select the type of change you would like the question to appear for. Keep in mind, selecting nothing has the same effect as selecting all, meaning that no selection will apply the question in all scenarios.

- If there is a checklist with questions that you would like to copy, move the option over to 'Copy'. Select the location of the other checklist. Click and drag the questions from the checklist that have already been published over into the checklist that you are creating.
- When the checklist is complete, click on 'Publish' in the top right-hand corner of your screen to make it available to users.

Try this:

- ☐ Check the monitor menu to see if the checklist you need already exists for your location.
- ☐ Create a category with a question within it.
- ☐ Copy questions from an existing checklist to the one that you are creating.

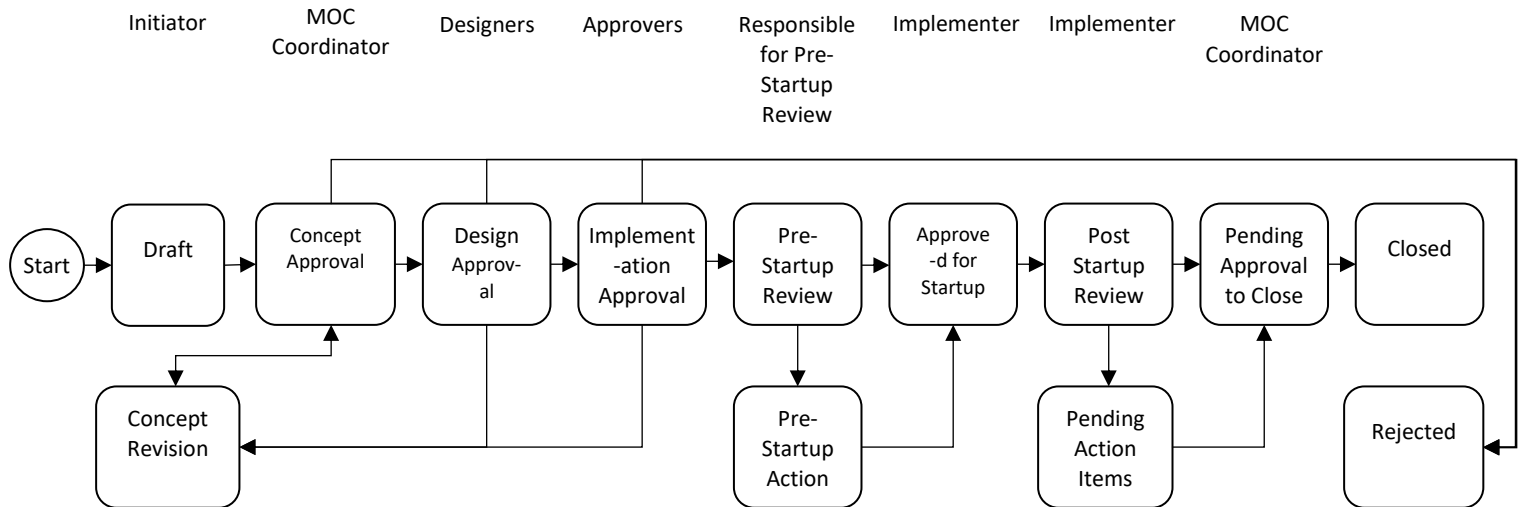
Knowledge Check:

1. What are the question types that can be used when creating an MOC checklist?
 - i. _____
 - ii. _____
2. What is the process of copying questions from a checklist that has already been published? _____

3. True or False: The checklist can be setup so that negative answer (or positive answer) requires action.
4. True or False: Two PSSR checklists can be setup at the same location.

Permanent Change Workflow

A change that will remain in place for the remainder of the life of that process/procedure.



Permanent Change—Draft

- ✓ To begin entering a new permanent change into the application, click on 'Add New' from the navigation bar, click "Permanent Change" and fill out the draft using a scenario you create.
- ✓ Here are some pointers for you to consider:
 - Add as many details as possible.
 - In the 'Change Type' field, select all items that apply. Keep in mind, the selections that you make here could impact your checklists depending on the filters that you chose when building your checklist questions.
 - Use your hamburger menu to save the change if you are not ready to submit it yet.
 - When all your information is complete, select 'Submit Change Request' from the top right corner of your screen.

Permanent Change – Concept Approval

- ✓ The person assigned the role of the 'MOC Coordinator' is responsible for selecting the individuals who will be responsible for the Design and Implementation approvals, and in what order. Access the change record from your dashboard in the "My to Do" webpart, the monitor menu, or from the notification email link. Consider these points when completing the concept approval:
 - On the Approvals tab from the index on the left side, enter all the approval details.
 - Use the   to put the approval names in order of how they will be received. Once one individual approves, the record will then be sent to the next person.
 - Use your  to include additional approval names.
 - Identify who will be responsible for the pre-startup review and implementation.
 - In your hamburger menu, you have additional options available to you which will change slightly at each workflow stage.
 - i. Request Revision – This action will send the change request back in the workflow stage to the Initiator for review.
 - ii. Reject the Change – This action will cancel the change request.
 - iii. Print Summary.
 - Once all the information and approval names are entered, click 'Submit Approval' in the top right-hand corner.

Permanent Change—Design Approval

- ✓ After the Concept Approval, the Management of Change (MOC) is sent to all people who were selected as Designers. At this point the detailed design will take place. Access the change record from your dashboard in the "My to Do" webpart,

the monitor menu, or from the notification email link. Consider these points when completing the Design Approval:

- Attach all files related to the change.
- Once all Designers have completed their tasks, they will sign off on the MOC to indicate that they are finished, moving the workflow forward.

Permanent Change—Implementation Approval

- ✔ After the Design Approval, the MOC is sent to all people who were selected as Approvers. Implementation approvers are usually in roles which require visibility on what is happening. Consider these points when completing the Implementation Approval:

- Review the information submitted and provide final approval.
- Provide comments or requests for revisions, as necessary.

Permanent Change—Pre-Start up Review

- ✔ After the Implementation Approval, the MOC is sent to the individual who is responsible for the Pre-Startup Safety Review (PSSR). This person will go through the checklist to determine if the change is ready for startup. Consider these points when completing the PSSR:

- Create action items to address any concerns which are found.
- Indicate which action items must be completed prior to startup. If an action item must be completed prior to startup, this icon in red  will display beside the question in the checklist.
- Ensure actions created earlier in the process that were required for startup have been addressed.

Permanent Change—Approved for Start Up

- ✔ Once the PSSR and all actions have been completed, the change is ready to be made. The change is 100% ready to go and the “switch can be flipped.” Outside of

the software, this signals that the actual change can be completed on the equipment. Consider this:

- Review information submitted and provide approval to implement at site based on site schedule.

Permanent Change—Post Startup Review

- ✓ Once the implementation has been made, the Implementer will go through the post startup safety review checklist to ensure that everything was implemented correctly and safely. If there are any action items which need to be completed, they will be assigned now. If there were any action items, they will be completed and the record will progress to the next stage.

Permanent Change—Pending Approval to Close

- ✓ At this point, everything for the record has been completed and the record can be closed.

Try this:

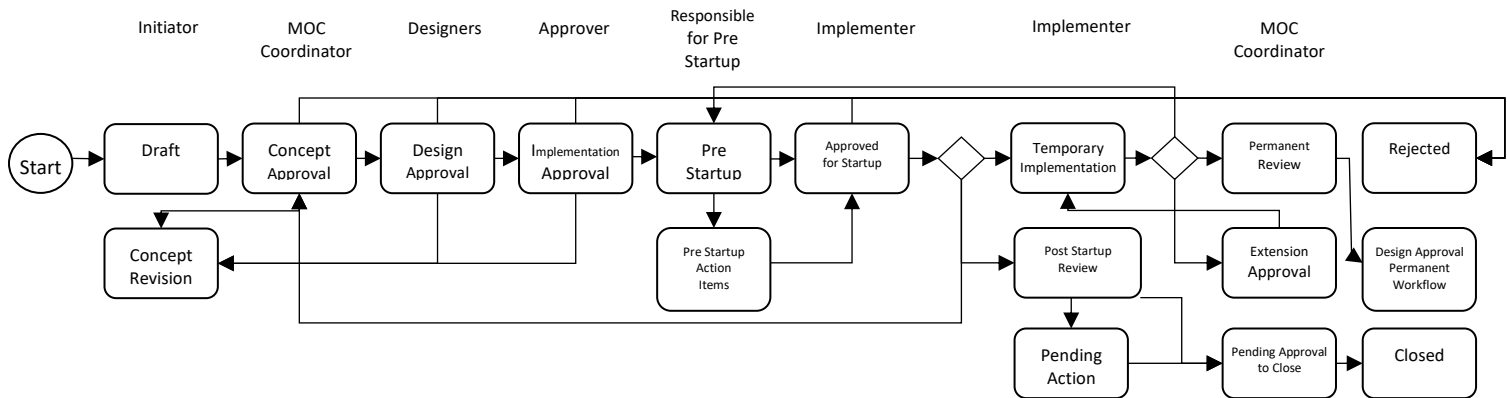
- ☐ Reject the record at the Design Approval stage.
- ☐ Request a concept revision at the Implementation Approval stage.
- ☐ When completing the PSSR, creating one action item which is required for startup.

Knowledge Check:

1. Who must review the changes to a record which has been sent for 'Concept Revision' at the Design Approval workflow stage? _____
2. True or False: The change can be rejected after the PSSR is complete.
3. True or False: Any action item which is created in the PSSR must be completed prior to startup.
4. True or False: I can generate an MOC Log of permanent changes that were initiated over the last year at my location.

Temporary Change Workflow

A change that is designed to only be in place for a pre-defined amount of time at which point it will be reverted to the original design.



Temporary Change—Draft

- ✓ To begin entering a new temporary change into the application, click on 'Add New' from the navigation bar, click "Temporary Change" and fill out the draft using a scenario you create.
- ✓ Here are some pointers for you to consider:
 - Add as many details as possible.
 - In the 'Change Type' field, select all items that apply. Keep in mind, the selections that you make here could impact your checklists depending on the filters that you chose when building your checklist questions.
 - Enter the expiry date for the temporary change. The expiry date will allow notifications to be fired to notify key individuals of the temporary change expiry date.
 - Use your hamburger menu to save the change if you are not ready to submit it yet.
 - When all your information is complete, select 'Submit Change Request' from the top right corner of your screen.

Temporary Change – Concept Approval

- ✓ The person assigned the role of the 'MOC Coordinator' is responsible for selecting the individuals who will be responsible for the Design and Implementation approvals, and in what order. Access the change record from your dashboard in the "My to Do" webpart, the monitor menu, or from the notification email link.

Consider these points when completing the concept approval:

- On the Approvals tab from the index on the left side, enter all the approval details.
- Use the   to put the approval names in order of how they will be received. Once one individual approves, the record will then be sent to the next person.
- Use your  to include additional approval names.
- Identify who will be responsible for the pre-startup review and implementation.
- In your hamburger menu, you have additional options available to you which will change slightly at each workflow stage.
 - Request Revision – This action will send the change request back in the workflow stage to the Initiator for review.
 - Reject the Change – This action will cancel the change request.
 - Print Summary
- Once all the information and approval names are entered, click 'Submit Approval' in the top right-hand corner.

Temporary Change—Design Approval

- ✓ After the Concept Approval, the Management of Change (MOC) is sent to all people who were selected as designers. At this point the detailed design will take place. Access the change record from your dashboard in the "My to Do" webpart,

the monitor menu, or from the notification email link. Consider these points when completing the design approval:

- Attach all files related to the change.
- Once all designers have completed their tasks, they will sign off on the MOC to indicate that they are finished, moving the workflow forward.

Temporary Change—Implementation Approval

- ✓ After the Design Approval, the MOC is sent to all people who were selected as approvers. Implementation approvers are usually in roles which require visibility on what is happening. Consider these points when completing the implementation approval:

- Review the information submitted and provide final approval.
- Provide comments or requests for revisions, as necessary.

Temporary Change—Pre-Start up Review

- ✓ After the Implementation Approval, the MOC is sent to the individual who is responsible for the Pre-Startup Safety Review (PSSR). This person will go through the checklist to determine if the change is ready for startup. Consider these points when completing the PSSR:

- Create action items to address any concerns which are found.
- Indicate which action items must be completed prior to startup. If an action item must be completed prior to startup, this icon in red  will display beside the question in the checklist.
- Ensure actions created earlier in the process that were required for startup have been addressed.

Temporary Change—Approved for Start Up

- ✓ Once the PSSR and all actions have been completed, the change is ready to be made. The change is 100% ready to go and the “switch can be flipped.” Outside of

the software, this signals that the actual change can be completed on the equipment. Consider this:

- Review information submitted and provide approval to implement at site, based on site schedule.

Temporary Change—Temporary Implementation

✓ In this workflow stage, the process is now turned on and the change was successful. Here are some things to keep in mind:

- Temporary changes have an expiry date. If the change is not complete at the time of the MOC expiry date, an extension can be requested to ensure that the process is successfully executed.
- To request an extension, click on the hamburger menu and choose 'Request Extension.'
- At this stage, you also have the option to make the temporary change permanent. Click on the hamburger menu and choose 'Make Permanent.'

Temporary Change—Revert Change

✓ When the MOC is ready to be reverted, it will go through a PSSR to be reviewed for safety prior to reverting the change back to normal conditions. Next, it will go through Approved for Startup, Post Startup Review, Pending Approval to Close and finally closure.

Try this:

- ☐ At the temporary implementation stage, request an extension.
- ☐ Turn a temporary change into a permanent change.

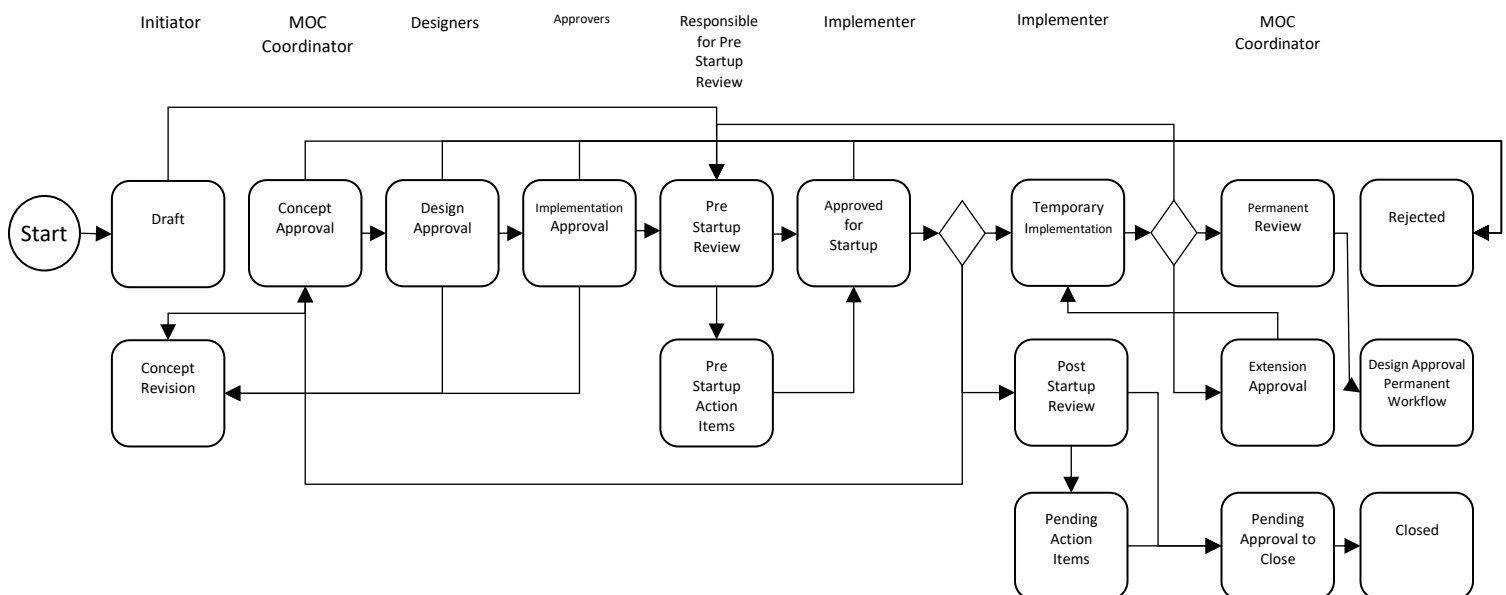
Knowledge Check:

1. What are the different options available for the Implementer when the change is in the Temporary Implementation stage? _____

2. Who has the authority to approve extensions and review requests to make the temporary change permanent?
3. True or False: When a temporary change is converted to a permanent change, it does not need to go through approvals again.
4. True or False: The Implementer is reminded when the temporary change's expiration date is approaching.

Emergency Change Workflow

A change that must be implemented as quickly as possible to avoid risk.



Emergency Change—Draft

- ✓ An Emergency Change workflow is intended to be used in an emergency. This workflow allows for quick action while still documenting approvals and conducting risk analysis. To begin entering a new emergency change into the application, click on 'Add New' from the navigation bar, click "Emergency Change" and fill out the draft using a scenario you create.
- ✓ Here are some pointers for you to consider:

- Add as many details as possible.
- Identify the person who approved this to be treated as an emergency in the 'Emergency Approver' field.
- In the 'Change Type' field, select all items that apply. Keep in mind, the selections that you make here could impact your checklists depending on the filters that you chose when building your checklist questions.
- Enter the expiry date for the emergency change. The expiry date will allow notifications to be fired to notify key individuals of the emergency change expiry date.
- Use your hamburger menu to save the change if you are not ready to submit it yet.
- When all your information is complete, select 'Submit Change Request' from the top right corner of your screen.

Emergency Change—Pre-Start up Review

- ✔ After the Draft, the MOC is sent to the individual who is responsible for the Pre-Startup Safety Review (PSSR). This person will go through the checklist to determine if the change is ready for startup. Consider these points when completing the PSSR:
 - Create action items to address any concerns which are found.
 - Indicate which action items must be completed prior to startup. If an action item must be completed prior to startup, this icon in red  will display beside the question in the checklist.
 - Ensure actions created earlier in the process that were required for startup have been addressed.

Emergency Change—Approved for Start Up

- ✔ Once the PSSR and all actions have been completed, the change is ready to be made. The change is 100% ready to go and the "switch can be flipped". Outside of

the software, this signals that the actual change can be completed on the equipment. Consider this:

- Review information submitted and provide approval to implement at site, based on site schedule.

Emergency Change—Approvals

- ✓ After the change has been implemented, the record will then go back through the approval stages.

Emergency Change—Temporary Implementation

- ✓ In this workflow stage, the process is now turned on and the change was successful.

Here are some things to keep in mind:

- Emergency changes have an expiry date. If the change is not complete at the time of the MOC expiry date, an extension can be requested to ensure that the process is successfully executed.
- To request an extension, click on the hamburger menu and choose 'Request Extension'.
- Just like with temporary changes, the emergency change can be made permanent.

Try this:

- Initiate an emergency change to prevent severe business economic impact.

Knowledge Check:

1. What are the reasons for emergency listed in the application? _____

2. How many times does the emergency change go through the Pre Startup Review stage? _____
3. True or False: Emergency change needs to be approved before it is started up.
4. True or False: Emergency changes are treated as temporary implementations.



Tips and Tricks

- ✓ When you open the record, you can see what workflow stage you are in by clicking on the workflow title which is in brackets at the top left of the page.
- ✓ Always check the hamburger menu at each workflow stage as your options will continue to change.