

Management of Change Answer Key

Checklist Knowledge Check

1. What are the question types that can be used when creating an MOC checklist?
 - **Positive and Negative Answer. You have the option to decide what Positive and Negative should be labelled (e.g., Yes and No). You can also include Not Applicable (N/A) as a third option.**
 - **Text responses.**
2. What is the process of copying questions from a checklist that has already been published?
 - **In the Checklist tab, click on Copy radio button.**
 - **Select the Checklist Type and the Location of the checklist you want to copy from.**
 - **Drag and drop individual questions or entire categories from the source checklist into your checklist.**
 - **You can move the questions/categories up and down by dragging and dropping.**
3. True or False: The checklist can be setup so that negative answer (or positive answer) requires action.
 - **TRUE. To set up the checklist in this way, go to the General Information tab and select which option you want (Negative answer requires action or Positive answer requires action) from the Validation Requirements.**
4. True or False: Two PSSR checklists can be setup at the same location.
 - **FALSE. Each location should only have one checklist from each checklist type. If the location does not have a checklist, the system will look for the parent location(s) until it finds a checklist. For example, if a PSSR checklist did not exist for Chicago but there is a checklist for Illinois, the system will use Illinois's checklist for change requests at Chicago.**

Permanent Change Knowledge Check

1. Who must review the changes to a record which has been sent for 'Concept Revision' at the Design Approval workflow stage?
 - **All approvers. After the Initiator revise the record and resubmit, it will go to Concept Approval to be reviewed by the MOC Coordinator and then it will be sent to all Designers to review.**
2. True or False: The change can be rejected after the PSSR is complete.
 - **TURE. Typically, the change request should be rejected during the approval stages. However, an Admin or the MOC Coordinator can still reject the change request before the change is started up if deemed necessary.**
3. True or False: Any action item which is created in the PSSR must be completed prior to startup.
 - **FALSE. Only actions that are required for startup.**
4. True or False: I can generate an MOC Log of permanent changes that were Initiated over the last year at my location.
 - **TRUE. You can use the MOC Summary report to achieve this. Many filter options are available on this report such as time period (e.g., Year to Date, Previous Year), category (e.g., Permanent, Temporary), change type (e.g., Procedure, Equipment), initiator and currently responsible for tailored reports to meet specific needs.**

Temporary Change Knowledge Check

1. What are the different options available for the Implementer when the change is in the Temporary Implementation stage?
 - **Implementer can do one of the following:**
 - a. **Revert the change,**
 - b. **Ask for extension,**

c. Request to make the change permanent.

2. Who has the authority to approve extensions and review requests to make the temporary change permanent?
 - **MOC Coordinator.**
3. True or False: When a temporary change is converted to a permanent change, it does not need to go through approvals again.
 - **FALSE. The change will need to go through approvals again since the previous approvals were granted for this change to be instated on a temporary basis.**
4. True or False: The Implementer is reminded when the temporary change's expiration date is approaching.
 - **TRUE. A reminder notification can be setup to remind the Implementer on temporary change requests which are still open X days before the expiration date.**

Emergency Change Knowledge Check

1. What are the reasons for emergency listed in the application?
 - **Prevent injury to personnel,**
 - **Prevent damage to equipment or facilities,**
 - **Prevent adverse impact on the environment or community,**
 - **Prevent severe business economic impact.**
2. How many times does the emergency change go through the Pre Startup Review stage?
 - **Three times:**
 - a. **When the emergency change is being implemented,**
 - b. **After the emergency change is approved,**
 - c. **When the emergency change is being reverted back to original design (unless the change is to be converted to permanent).**
3. True or False: Emergency change needs to be approved before it is started up.

- **FALSE. Due to the emergency nature of the change, the change request is sent for approvals after the change is started up.**

4. True or False: Emergency changes are treated as temporary implementations.

- **TRUE.**