

# Change control Procedure

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<b>Ref Number</b>	MLP-HSP-004	<b>Pages</b>	6
<b>Written By</b>	Rob Tyson	<b>Authorised By</b>	Mervyn Lambert
<b>Revision Status</b>	7	<b>Issue Date</b>	20/12/2018
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## Introduction

All changes to Organisational H&S are subject to change control. We manage and control any changes that can affect or impact our H&S hazards and risks. This includes changes to the Organisation's structure, personnel, management system, processes, activities, use of materials, etc.

## Responsibilities

Directors	To ensure that changes which might affect business continuity plans are accounted for in those plans.
H&S Manager	To submit system change requests for specific requirements. To ensure that all system change requests are managed in line with this procedure. Responsible for new implementations as instructed by the Board of Directors & Senior Management, as applicable. Responsible for the central storage of system documentation as required.
Senior Department Managers	Responsible for updating specific system or user documentation and procedures.

## Procedure

The originator of a change request completes the change request form, obtaining where necessary the approval of the Board of Directors or the H&S Manager, as appropriate.

Once the change request has been submitted (**Appendix A**) the H&S Manager will assign the tasks to appropriately trained personnel. Copies of change records are retained to provide an audit trail.

Where the change has been agreed to have a potential effect on the H&S system the H&S Manager is then responsible for carrying out a risk assessment to identify potential risks, their impacts and then (with the Senior Management) to identify and cost the required controls in line with the Organisation's risk management framework. If impact is identified at this level no change implementation work is done until the change is agreed by the Senior Management Team.

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Where required or identified by a risk assessment, fallback procedures or a roll back strategy must be prepared and the Board of Directors/Partners etc., briefed on the planned actions.

Operating procedures and documentation are updated to reflect changes as required.

The following are examples of conditions that should initiate a management of change process:

- New or modified technology (including software), equipment, facilities, or work environment;
- New or revised procedures, work practices, designs, specifications or standards;
- Different types of raw materials;
- Significant changes to the site's organizational structure and staffing, including the use of contractors;
- Modifications of health and safety devices and equipment or controls;

The management of change process also includes consideration of the following questions to ensure that any new or changed risks are acceptable:

- Have new hazards been created?
- What are the risks associated with the new hazards?
- Have the risks from other hazards changed?
- Could the changes adversely affect existing risk controls?
- Have the most appropriate controls been chosen, bearing in mind usability, acceptability and both the immediate and long-term costs?

A current version of this document is available to all members of staff.

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**Appendix A:**

	General/Restricted/Confidential
Change Request Form Reference No:	
Document/Operation/Process Name:	
Document Reference:	
Date of Request:	
Reason for Request:	
Change Requested:	
Request approved?  Yes / No	
Authorised by / Rejected by: .....  Title: .....	

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