Management of change (MOC) aims to manage risks associated with changes to design, equipment, procedures, personnel, and the organization and includes temporary and permanent changes.

Self-Assessment & Action Plan

Visit Management of Change on pellet.org for:

* Self-Assessment & Action Plan Worksheets
* Improvement Tools & Resources
* Example of MOC Plan
* Example of MOC Form
* MOC Guidelines



When completing the Self-Assessment & Action Plan below:

* If you identify a gap in any of the questions, develop an action plan.
* When choosing due dates for the action plans, consider the following to determine priority:
  + The anticipated effort required to close the gap and make improvements,
  + The benefits expected from taking action and implementing change, and
  + The urgency (e.g., perceived risk) of the improvements needing to be made.

Key Resources

* [PSM Implementation: How to Use the Self-Assessment Worksheets](https://pellet.org/resources/how-to-use-the-psm-self-assessment-worksheets/)
* [Process Safety Management](https://pellet.org/safety/safety-initiatives/process-safety-management-psm/) on [pellet.org](http://pellet.org/)
* [CSA Z767 Process safety management standard (2nd edition)](https://www.csagroup.org/store/product/CSA_Z767%3A24/)

Materials are being updated all the time—come back to pellet.org often.

Suggested Activities

* Define what constitutes a change and implement a system to identify changes prior to implementation.
* Create a change review system that requires proposed changes to be documented.
* Provide training to all personnel to identify changes.
* Develop a practical process to notifying management of changes.
* Provide resources to raise awareness on the process safety hazards that can be posed by changes.
* Educate personnel on what constitutes a replacement in kind.
* Implement an authorization procedure to manage temporary changes, and establish time limits for temporary changes and define renewal requirements.

Suggested Deliverables

* Documented management of change procedure.
* Documented management of change roles and responsibilities.
* Documented procedures for change review and approvals.
* Documented process for changing documentation, test and inspection frequencies, operating procedures, training records.

References

* Rayner Brown, K., Murray, G., Laturnus, B., Yazdanpanah, F., Cloney, C., Amyotte, P.R. (2024). [*Integrating Process Safety Management into Canadian Wood Pellet Facilities that Generate Combustible Wood Dust.*](https://onlinelibrary.wiley.com/doi/10.1002/cjce.25462) The Canadian Journal of Chemical Engineering. 102, 4085-4103.
* WorkSafeBC. (2022). [*Managing Risks in Manufacturing Workplaces: How to Use the Self-Evaluation Tool*.](https://www.worksafebc.com/en/resources/health-safety/information-sheets/managing-risks-manufacturing-how-to-use-self-evaluation) Last accessed April 2024.
* WorkSafeBC. (2023). [*Enhancing Health & Safety Culture & Performance: Self-Evaluation Tool for Managing Risks in Manufacturing Workplaces*](https://www.worksafebc.com/resources/health-safety/checklist/managing-risks-manufacturing-assessing-mobile-equipment?lang=en&direct). Last accessed April 2024.

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| --- | --- |
| 1. **Is a management of change (MOC) program in place?**   Yes (formalized)  Yes (informal)  No  Unsure | |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach** | |
| 1. **Does the MOC system manage risks associated with the following changes? Check all that apply:**   Design changes  Equipment changes  Procedural changes  Organizational changes  Not applicable | |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach** | |
| 1. **If an MOC system is present, does it consider the following aspects? Check all that apply.**   States what a change is.  States what type a given change is (emergency or temporary).  States what replacement-in-kind (RIK) is (which is not included in MOC).  Considers changes in operating procedures or safe operating limits.  Considers changes in the structure of the organization and staffing.  A process for reviewing and approving changes.  Includes a risk assessment of the change.  Includes the communication of the change with relevant stakeholders before the change is made.  Includes any necessary training of relevant stakeholders before the change is made.  Includes a procedure for implementing an emergency change, as well as communicating with relevant personnel in a timely manner.  States the documentation needed for a change including:   * 1. Explanation of proposed change.   2. Change authorization.   3. Training requirements.   4. Up-to-date drawings.   5. Confirmation that change was implemented as design intended.   Not applicable. | |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach** | |
| 1. **Does the MOC system manage temporary changes?**   Yes (formalized process documented)  Yes (informal process)  No  Unsure  Not applicable | |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach** | |
| 1. **Does the MOC system use any of the following considerations to manage temporary changes? Check all that apply.**   A time limit/timeframe is set.  A process for review and approval if the temporary change needs a time extension.  A process to return the equipment or system back to the original state when the temporary change has ended (e.g., removing any temporary installations).  Not applicable. | |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach** | |
| 1. **If there have been instances of temporary changes being permanently implemented, are the following considerations made? Check all that apply.**   Changes for other lifecycles (e.g., maintenance turnaround)  Changes to documents and procedures  Changes to supporting programs  Not applicable | |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach** | |
| 1. **Is the hierarchy of controls and inherently safer design (ISD) options considered during management of change?**   Yes (formalized process documented)  Yes (informal process)  No  Sometimes  Unsure  Not applicable | |
| **Action owner** | **Due date (yyyy-mm-dd):** |
| **Plans and actions needed to address gap or improve existing approach** | |

Review of Action Plan for Management of Change

Complete the following table after corrective actions have been implemented.

|  |
| --- |
| Improvement actions taken |
| How did you ensure the controls were implemented in a timely fashion? How did you prioritize your actions? |
| How will you ensure the implemented controls will continue to be effective over time? |
| How are workers involved in developing and implementing controls? |
| How do you know that workplace decisions related to safety are effective and sustainable? |
| How do you measure change to establish a new performance expectation? |
| When changes are made, how are interrelated procedures, programs, and policies updated effectively? |
| Is a strategy for continuous improvement in place? How does this process work? |
| If you have multiple locations, are lessons learned and continuous improvements shared with other locations? How does this process work? |
| Is the safety management system self-sufficient, or does it rely on specific individuals to make it function? How do you ensure the system remains self-sufficient? |
| Overall effectiveness of improvement actions. |