
1 Purpose

The purpose of this Management of Change procedure is to provide all MAS Solutions' employees with instructions on MAS' Management of Change (MOC) process. Any changes that may affect quality, operations, safety, or the environment will be adequately assessed and must be approved by management or a designated representative of management prior to implementation.

2 Scope

This procedure is intended to address those changes which may have a direct impact on MAS' Business Management System, or the subsequent delivery of products and services.

Changes covered under this procedure do not include those related to contractual amendments, purchasing specifications or other project-specific deliverables and outputs, which are covered under established "WI" series documents.

3 Objectives

To ensure that changes are assessed and documented in a consistent manner in order that:

- Unnecessary or counterproductive changes are prevented
- Changes do not adversely affect safety, the environment, quality, operations, or the level of service to the client
- No changes are made by individuals without knowledge and / or agreement of all relevant parties
- A record of the assessment rationale and change assessment process is produced
- To ensure proper change out of employees during operations is addressed

4 Definition of Change

For the purpose of this procedure a "change" is an alteration to:

- Processes;
- Documented information maintained by this BMS;
- Equipment, hardware, software;
- Personnel assignments and training;
- Vendor selection and management.

Other types of changes not listed above can be related to any element of the process, such as inputs, resources, persons, activities, controls, measurements, outputs, etc.

**Note: Not all alterations or adjustments to a system require the Management of Change Process (MOC) (e.g., changing employees, editorial changes to BMS procedures and forms, etc.).*

5 Levels of Change

Level 1

- Change which has limited or no effect on deliverables, operations, safety, work environment, etc.

Level 2

- Changes to equipment, procedures and employee assignments that have a moderate impact on deliverables, operations, safety, or work environment.

Level 3

- Changes to equipment, procedures and employee assignments that have a major impact on deliverables, operations, safety or work environment.

6 Change Procedure

Step 1 – Initiation of Change

Any employee or contractor that becomes aware of a need for change can initiate the MOC process. The originator will notify their immediate Supervisor / Manager, detailing the proposed change on the MOC form. (Form 0630.1). With concurrence by their Supervisor / Manager, the MOC form shall then be forwarded to MAS's Management Representative for review.

Step 2 – Review by the Management

MAS' Management Representative will log (Form 0630.2) and review the MOC request for potential operational impact, cost/benefit, analysis, and associated risk, with input from the appropriate process owners (Moderate Impact) and / or MAS's top management (Major Impact), as appropriate to the change under consideration. Changes that have negligible impact may be processed by the Management Representative directly.

If the request is accepted, the Management Representative will detail any actions deemed necessary to control the impact of the change and forward the request to the appropriate process owner / manager for implementation.

Step 3 – Implementation of Actions

The process owner (Manager) will be responsible for implementing and coordinating the actions required for the proposed change. If it is determined that further assessment is required during the course of implementing the change, these assessments will be documented and submitted for review prior to completing the change process. Only after all assessments have been reviewed shall the MOC process be continued and monitored through completion.

7 Closing out the MOC

The Management Representative shall be responsible for verifying the satisfactory implementation of the proposed change, and effectiveness of any corresponding control measures.

8 Record Keeping

The Management Representative will retain a log showing each MOC (Form 0630.2) and file the initial MOC request (Form 0630.1) with all information supporting the actions taken throughout the MOC process. These records shall be maintained for a minimum of 5 years. (See BMS.0750, *Documented Information*).

9 Emergency Changes

The intent of the Management of Change Process is not to prevent anyone from taking immediate steps to protect the health and safety of employees or the environment during an emergency or unplanned event. However, any changes made under such circumstances shall be followed up with appropriate MOC documentation in a timely manner.

10 Revision History

Revision	Date	Description of Change	Approval
0	11/01/15	Initial Release	SR