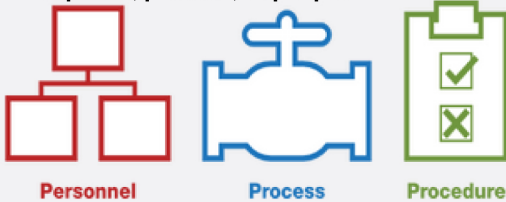


MANAGEMENT OF CHANGE

Management of Change (MOC) is a systematic approach to dealing with organizational change. The goal of this approach is to safeguard workers from potential harm during the crucial period of transition. MOC is a process to assess any risks arising from changes to plants, process, or people.



The possible changes may include but not limited to:

- Changes in the personal (e.g.: major experienced work force replaced with inexperienced or new work force).
- Introduction of a new task (e.g.: new production requirements or product range are added to existing product range)
- Changes in COMO standard operating procedures.
- Identification of new hazard or risk.
- Implementation of new control measures.
- Changes in the management organization structure.
- Replacement of equipment's (e.g.: Existing and known equipment replaced with new)
- Introduction of new equipment's (e.g.: New equipment provided to replace a manual task; new equipment introduced to carry out new task)

Benefits of Effective Management of Change (MOC):

Enhanced Safety Performance

- Properly managing change reduces the risk of accidents, injuries, and occupational illnesses by identifying and
- addressing potential hazards before they result in harm.

Operational Efficiency:

- MOC helps minimize disruptions to operations by ensuring that changes are carefully planned, executed, and monitored to
- maintain productivity and quality.

Compliance with Regulations:

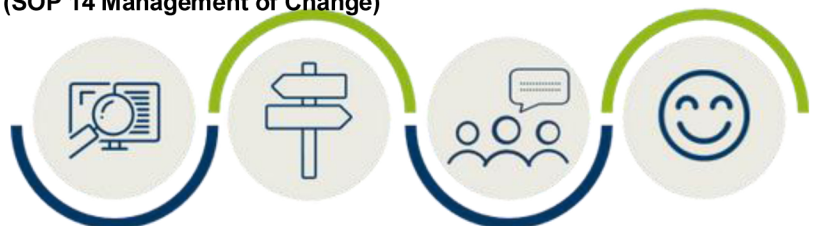
- Adhering to MOC best practices helps ensure compliance with relevant health, safety, and environmental regulations,
- standards, and industry best practices.

Continuous Improvement:

By systematically evaluating and learning from past changes, organizations can identify opportunities for improvement and implement proactive measures to prevent incidents and enhance performance.

The process owners identify the changes in the beginning of a process, task, or job by evaluating the past and present conditions. The process is evaluated regardless of the routine, constant, regular, normal, or ordinary nature to ensure the chances of change.

For more details, please refer to COMO Standard Operating Procedure – (SOP 14 Management of Change)



Implement change management

Develop a strategy

Apply communication techniques

Established feedback culture