



Definitions

EHSS-Management of Change Program – Appendix A

A **Process Change** is any temporary or permanent alteration of environments, processes, technology, or facilities, that modifies existing assets or conditions.

Process Changes include changes to:

- Process Equipment
- Process Controls and Automation
- Safe Operating Limits
- Materials of Construction
- Materials Used, their Compositions, Properties, Packaging, and Wrapping
- Design of Equipment or Structure
- Process Inputs and Raw Materials
- Infrastructure
- Layout or General Arrangement
- Final Products

The following table defines Types of Process Changes referred to in the ***Management of Change*** program:

Types of Process Changes	Definition
Permanent Management of Change (MOC)	• This is for a change that is intended to remain in place.
Temporary Management of Change (MOC)	• This is for a change that is intended for a specified period. • Temporary changes and related MOCs can remain in place for up to 6 months. • There is an allowance for a temporary MOC extension, but once that extension time lapses, the MOC must either be returned to the original condition OR permanent MOC created. • Before extending the Duration/Reversal date the Change Coordinator must: ○ Confirm with reviewers and approvers that an extension is required and approved by all parties. ○ Document confirmation in the MOC folder (e-mail) and inform affected personnel of the extension.



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EHSS-Management of Change Program – Appendix A

Types of Process Changes	Definition
	If a temporary MOC is deemed to become permanent, the Change Coordinator should create a permanent MOC as a <i>Child Change Request</i>.
Emergency Management of Change (MOC)	Emergency changes are considered only when expedited action is necessary to avoid injury, damage to equipment, environmental impact, or severe economic impact.
Replacement-in-kind	Replacement of an asset that: - Conforms to existing design specifications, procedure, and policy, and - Is of the same fit, form, or function  Note: If material of construction is being changed, the activity does not qualify as “Replacement-in-kind.”

The following table defines additional terms used in the **Management of Change** program:

Term	Definition
Training Personnel (As a Result of the Change)	- Communication to affected individuals of a change where job tasks or instructions to operate or maintain equipment or processes has changed. - Tracked attendance is required for initial training. - Coordinated with training department for long-term training requirements.
Informing Personnel of the Change(s)	- Communication to affected individuals of a change where job tasks or instructions to operate or maintain equipment or processes have not changed. - No sign-off is required on informing actions. - Requires proof that information was shared with the affected personnel in the MOC folder. - Examples include: - Site-wide communications - Area notices - Emailed notices of change



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EHSS-Management of Change Program – Appendix A

Pre-Startup Safety Review (PSSR)	• Process to confirm that: ○ Construction and equipment are in accordance with design specifications. ○ Safety, operating, maintenance, and emergency procedures are in place and are adequate. ○ All recommendations that require completion before startup resulting from the hazard and/or safety reviews have been addressed. ○ Informing or training of each affected employee has been completed
Critical EHS Device	• Safety: any device or system that ensures any process condition is contained and maintained within its designed safety limits, and if it fails or malfunctions may lead to serious injury or death. • Environmental: any device or system that ensures any process condition is contained and maintained within its designed limits, and if it fails or malfunctions may result in an environmental incident.  Reference: North America Critical EHS Devices Program