



Roles and Responsibilities

EHSS-Management of Change, Appendix B

The following table outlines the responsibilities for specific groups / roles as required for the **Management of Change** program:

Group / Role	Responsibilities
Requestor	- Initiates the <i>Change Request</i>. - Formerly designated as: <i>Solicitante (Empleado)</i> in SeSuite
Area Owner	- Representative of the area where the change is taking place. - Conducts <i>Initial Evaluation</i> and <i>Approval</i> for <i>SME Evaluation</i> phase for the requested change. - Performs <i>Change Request Evaluation</i> and <i>Closure</i>. This is a final check to review all requirements of the MOC in SAP and Content Server folder were met. - Formerly designated as: <i>Supervisor o Equivalente</i> in SeSuite
Subject Matter Expert (SME)	- Evaluates the <i>Change Request</i> from their respective technical discipline's perspective and carries out specific activities related to their fields. - When an activity results from more than one SME discipline, it is cross-functional and defaults to the MOC Coordinator to delegate.
Change Coordinator	- Assigns, delegates, and implements (as needed) tasks and activities. - Formerly designated as: <i>MOC Lead</i> in Maximo <i>Coordinador de MOC</i> in SeSuite
Management Approver	- Approves the <i>Implementation</i> of change and <i>Startup</i>. - Approves or rejects PHA action items for non-PSM areas. - Reference Appendix D for Manager Approver requirements based on MOC impact (risk ranking).
Cross-Functional Team	Identifies the risks and hazards associated with the change.



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	• Ensures that multiple perspectives and viewpoints are effectively incorporated. • Ensures that changes are made in alignment with contribution and evaluation from specialists and subject matter experts.