MANAGEMENT OF CHANGES PROCEDURE

Rev	Date	Revision Record	Updated by	Reviewed by	Approved by
00	06/06/19	1st Issuance as per the new version of the standards ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018	3rd Party	RM	NY

CONTROLLED

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1.0 PURPOSE

This procedure aimed at defining the approach adopted for managing all permanent and temporary technical, organizational, business process and standards and procedural changes in SAIFCO as well as Contractor's operations.

2.0 SCOPE

This procedure applies to all possible changes to SAIFCO and contractor's operations.

3.0 DEFINITIONS

None

4.0 RESPONSIBILITY

The primary responsibility of the General Manager is to review the proposed changes and make decision on the required action (approval or rejection).

The Coordinator/ HSE representative shall conduct risk assessment to evaluate the potential risk that might be associated with the requested change and propose appropriate control measures to reduce such risks. Employees at all level, especially personnel who are involved in conducting EHS Critical Activities, are responsible for suggesting changes to unusual operating equipment, incompetent personnel, etc

5.0 PROCEDURE

5.1 Identification of Required Changes

Technical, organizational, business process as well as standards and procedural changes that might be required for a safer operation can be identified /suggested by employees at all levels, particularly the personnel who performs EHS Critical Activity. Changes to the applicable EHS Legislation shall also be identified by any employee within the company. Changes may be identified, but not limited to, through management reviews, internal and external audits and inspections, changes in applicable local and international EHS laws and regulations, incidents/near misses, emergency situations, etc.

5.2 Request for Change

All proposed changes shall be communicated to the management through 'Document Change Request Form' for evaluation and decision making. The personnel who suggest change shall fill this form and submit it to the Coordinator. The Coordinator shall request for a meeting with the Committee and evaluate the request prior to submission to the General Manager.

5.3 Risk Assessment & Change Evaluation

Upon receipt of the request for change, the Coordinator shall conduct risk assessment in accordance with the 'HIRA and EIA Procedure' in order to determine the risk level that might be associated with the required change. The Risk Assessment shall be performed by participation of affected company personnel including but not limited to Department Managers, Supervisors and

personnel directly involved in the conduct of the activity or equipment operation. Subsequent to the risk assessment, the potential impacts that might be associated with the required change shall be identified, listed and evaluated.

Based on the findings of the Risk Assessment process and magnitude of the anticipated risk, the Coordinator shall recommend appropriate control measures and conduct residual risk assessment.

Following completion the risk assessment process, the Coordinator shall submit the change request along with the risk assessment sheet to the General Manager. The General Manager shall review and make the final decision on the requested change. The General Manager is the sole authority to approve or reject any proposed change.

5.4 Change Planning & Implementation

If the change request has been approved by the General Manager, the Coordinator in cooperation with the affected Department Manager shall prepare a 'Change Plan' for systematic implementation of the change. The Coordinator shall submit the change plan to the General Manager for review and approval. Change implementation shall not be commenced prior to written approval of the General Manager.

As for the implementation, the affected Department Manager shall appoint competent personnel to implement the required tasks in accordance with the Change Plan. If applicable, the changes shall be implemented as stages. Upon completion of each stage, the Coordinator shall verify the effective implementation until completion.

5.5 Documentation

All changes shall be documented in a Change Control Register by the Coordinator. The register shall be kept up to date and made available for internal and external auditors. In addition, the Risk Register shall be updated based on the findings of the Risk Assessment Process.

5.6 Communication

As appropriate, all changes shall be communicated to the Industrial Sector Regulatory Authority, stakeholders, contractors, employees, etc.

6.0 ATTACHMENTS

Type	Name	Number / Code
Form	Document Proposal Change	IMS/QHSE/MC/17/01
Form	Change Proposal Register	IMS/QHSE/MC/17/02

QHSE MANAGEMENT SYSTEM	SAIFCO Electromechanical Works (LLC)	
Document Name: **Document Proposal Change**	QHSE Ref. No.	IMS/QHSE/MC/17/01 Rev. 00
	Date:	

Document Title:	**Document. Ref:**	**Rev:**
New Proposal/Proposed Change Cost Impact		
Suggested By:	Signature:	
Line Manager Notes: Position:	Signature:	
Management Representative Notes:		
Signature:		

QHSE MANAGEMENT SYSTEM	SAIFCO Electromechanical Works (LLC)	
Document Name: **Document Proposal Change**	QHSE Ref. No.	IMS/QHSE/MC/17/01 Rev. 00
	Date:	

Authorized Signatory				
General Manager	Cost Impact			
	Significant	Moderate	Negligible	Zero Impact
	Rating for the Proposed Document			
	Very Good	Good	Satisfactory	Not Satisfactory
Sig. Date:				

QHSE MANAGEMENT SYSTEM	SAIFCO Electromechanical Works (LLC)	
Document Name: Change Proposal Register	QHSE Ref. No.	IMS/QHSE/MC/17/02 Rev.00
	Date:	6th of June 2019

CHANGE REQUEST NO	REQUESTED BY	REQUEST DATE	DEPARTMENT	DESCRIPTION OF CHANGE	CHANGE PRIORITY	CHANGE STATUS	COMPLETION DATE