



Airswift
HSE Management System
Management of Change Policy

Important Notice:

1. This procedure is a Controlled Document and shall not be amended without the authority of the Operations Manager - North America.
2. Any queries or feedback concerning the contents of this document should be addressed to the Operations Manager - North America.

Prepared	Reviewed	Approved	Effective Date	Issue Number
Julia Arevalo _____ Name _____	Sam Cross _____ Name _____	Sam Cross _____ Name _____	05 July 2016	2

PURPOSE

This procedure establishes the **minimum** procedures necessary to provide for the safety of personnel and facilities due to changes or modifications. These procedures are designed to communicate changes or modifications to affected employees. Changes to equipment, personnel or operating procedures, which are not replacement in kind, require appropriate review.

Scope

The procedure applies to any change or modification, permanent or temporary that is **not replacement in kind**, including new installations. The following minimum criteria shall apply:

This procedure applies to changes (except for replacement in kind) to:

- Personnel assigned to an area
- Process equipment
- Technology
- Procedures
- Chemicals
- Structures
- Any permanent or temporary modifications that impact the original design
- The safety or control system, which includes piping, valves, equipment and components, instrumentation and controls, metallurgy changes, programmable logic controllers and software, procedures, and processing chemicals
- Safety, Environmental regulatory requirements

Procedures

- A. Employees shall notify his or her immediate Manager/Supervisor of any proposed change in the process equipment, technology, procedures, chemicals or structure, or when any modifications will impact the original design, safety or control system.
 - B. The Management of Change must include procedures which cover safety and environmental considerations involved in proposed changes. These changes should be covered under applicable regulatory requirements.
 - C. The Manager/Supervisor must review the proposed change.
- If the proposed change is determined **not to be** a “Replacement in Kind”, a Management of Change Form (see Exhibit IV) shall be prepared and approved prior to the change. The operations supervisor or engineer shall review the change, sign the MOC form and indicate which sections of the form apply.
 - Affected employees shall be informed of all changes requiring a Management of Change (MOC) in a timely manner. In addition, appropriate training shall be provided prior to start up of the process or affected part of the process.
 - A detailed job procedure shall be written identifying the steps necessary to implement the change. The procedure should include all necessary safety precautions and other procedures necessary to manage the safety of the job. If a procedure is in place in a manual (safety manual, operating manual, etc.), no additional procedures are

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necessary. (Example: stem and seat change on a dump valve, if switching to a different size)

- If the Management of Change results in operating procedures, safe work practices and training program revisions affected employees shall be informed regarding the development and implementation of the newly revised procedures.
- Prior to start-up, necessary regulatory approvals must be received and a start-up checklist completed to ensure all affected employees are informed and training is addressed.
- Copies of all changes or modifications along with all MOC documentation shall be kept in an accessible location to ensure that design changes are available to operating personnel.
- A final copy of the completed MOC form, including documentation updates, shall be sent to the MOC Coordinator once the work is completed and all activities are initialed as complete by the responsible party.
- A review of all unfinished MOC forms must be completed every six (6) months until final closure by the MOC Coordinator.
- Management of Change policies and procedures are utilized whenever there is a change in supervisory personnel. Routine personnel vacancies and replacements, rotation and shift changes should not require additional MOC action.
- For any changes that are on client sites, Client Management of Change procedure must be used.

All effected personnel must receive communication of changes to policies, procedures, and processes.

Emergency Procedures

In emergency situations, changes may be implemented with verbal approval of the appropriate manager/client manager. However, the change must be reviewed by appropriate personnel, at the earliest practical opportunity, using the Management of Change Procedure. On client sites, the appropriate client Management of Change Procedure should be used where more stringent than the Airswift policy.

Documentation

Use Exhibit IV or equivalent to ensure:

- Proper documentation and communication of change(s),
- Responsible parties are assigned to tasks, and
- Appropriate approvals are obtained prior to start up.

Definitions

Change. Replacing an item with something other than an identical item. Making a modification to existing equipment. Changing procedures, control systems, or technology used. Replacing existing items with the exact same item is not a change.

Replacement in Kind. Replacing existing equipment or procedures with equipment or procedures that perform the same technical function and do not impact the original design, control system or safety.



MANAGEMENT OF CHANGE FORM

Title _____	Date _____
Field /Facility/Well _____	
Initiator _____	Coordinator _____
	or _____
Phone _____	Est. Completion. Date _____

SCOPE: _____

JUSTIFICATION: _____

Estimated Cost:	Capital (\$) _____	Expense (\$) _____	Total (\$) _____
Downtime:	Time: Days _____	SI (MMSCF) _____	SI (BO) _____

Production Superintendent/ Supervisor or Facility Engineer has reviewed the Scope and Justification and marked the requirements below to process this change.

Name	Title	Date
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1	Documentation Required to Complete MOC	Responsibility		Completed By	
		Group	Person	Dat	Initial
	Detailed Job Procedure				
	· Operations Review				
	· Safety Review				
2	Environmental Issues Addressed				
3	Engineering Approval				
4	Process Hazard Review				
5	Training (Start-up, Operator, etc.)				
6	Operating Procedure				
7	Startup Checklist Complete				

Authorization to Start-up:

Name	Title	Date
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Final Documentation to Complete MOCF

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Document of Control – Revisions and Amendment

Version Number	Effective Date	Author	Amendments	Reasons for Amendments
2	03.22.2018	Julia Arevalo		
3	07.31.2021	Kellie Tetley	Update	Training