

SAFETY MANAGEMENT MANUAL



**SOP-GEN-012A
Management of Change**


Rev # 16
Revision date: 24 May 2017
Page 1 of 4

**SOP-GEN-012A
Management of Change**

- 1.0 [Purpose and Description](#)
- 2.0 [What is Change?](#)
- 3.0 [“Do I Need an MOC?” Questions](#)
- 4.0 [Types of Change](#)
- 5.0 [Approval Process](#)
- 6.0 [Forms and Procedure](#)

Revision/ Review Log

Revision Date	Approved by	Reviewed by	Revision Details/ Proposal Notes
7 February 2006 Revision #10	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager: Russell Putt Port Captain: Capt. Pat Fallwell	
10 July 2010 Revision #11	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager: Russell Putt Port Captain: Capt. Pat Fallwell	
15 October 2010 Revision #12	Dr. Jim Brooks Dr. Bernie Bernard	HSE Manager: Russell Putt Port Captain: Capt. Pat Fallwell	Changed to electronic format
05 September 2012 Revision #13	Dr. Jim Brooks	Dr. Jim Brooks Dr. Bernie Bernard Dr. James Howell	Moved from HSE to SMM as a new SOP
11 December 2013 Revision #14	Dr. Jim Brooks Mr. Pete Tatro	Dr. Jim Brooks Mr. Pete Tatro Dr. James Howell	Removed sections 2 and 3 with regard to management org chart
03 July 2014 Revision #15	Dr. Bernie Bernard Mr. Pete Tatro		Incorrect references removed and headlines corrected
24 May 2017 Revision #16	Dr. Jim Brooks Pete Tatro	Dr. James Howell	SOP simplified and streamlined. Added questions to assist crew to determine if MOC needed.

SAFETY MANAGEMENT MANUAL		
	SOP-GEN-012A	Rev # 16
	Management of Change	Revision date: 24 May 2017
		Page 2 of 4

1.0 Purpose and Description

Often, unforeseen events may cause us to adjust our plans and procedures. Even small changes can introduce increased risks in unexpected ways.

The TDI-Brooks Management of Change Forms are designed to guide the management team through a series of questions to consider all areas impacted by any proposed change, evaluate any new or increased risks and plan ways to mitigate those risks.

2.0 What is Change?

OSHA defines it this way:

“Change is an alteration or adjustment to any component, variable or property within an existing system.”

Components could mean machinery parts, equipment, systems or members of a team or vessel crew.

Variables could be anything from weather, sea state, geographic location, methods of transporting personnel or equipment, local agents, to use of contractors or third party vessels.

Properties could be ratings of lifting gear, safe working load limits of a-frames, lift points and winches, weight of gear or samples, volumes and weights of gear (for stability calculations and shipping) or skill sets of personnel.


3.0 “Do I Need an MOC?” Questions

The biggest challenge of managing change is to recognize it.

If you can answer YES to any of the “Do I Need an MOC?” questions below, you need a management of change.

“DO I NEED AN MOC?”

1. Are we changing/ adding/ removing steps from our usual JSA or SOP?
2. Are we altering or adding connections to equipment? (water, air electrical, steam, gas, hydraulics, lifting gear, survey equipment)
3. Will the change cause us to operate at reduced or exceeded capacity? (vessel capabilities, survey equipment, lifting gear, number or skill level of personnel)
4. Is the client requesting a deviation or change to our usual JSA, SOP or other procedures?

SAFETY MANAGEMENT MANUAL		
	SOP-GEN-012A Management of Change	Rev # 16
		Revision date: 24 May 2017
		Page 3 of 4

4.0 Types of Change

Changes may be classified as one or more of the following:

- **Permanent-** This change is expected to be in place indefinitely. Changes at this level will require revision in our practices and procedures and need management review and approval
- **Temporary-** This change is expected to be in place for a specified period only. Temporary changes extending beyond the specified activity and duration require re-evaluation and approval.
- **Urgent-** This change must be made quickly to take advantage of a limited opportunity or reduce the impact of adverse events. Urgent changes are not associated with an incident, but rather require quick action to capture the expected benefits of the change or to avoid significant negative consequences (such as costs, schedules, or other business reasons). Urgent changes can be cancelled at any time with a return to the original condition.
- **Emergency-** This change must be undertaken urgently to avoid, mitigate or control an incident. This type of change can be approved and implemented by the appropriate management level on site to avoid, mitigate or control an incident. Site level managers include Party Chief, HSE Manager, Captain and Chief Engineer.
- **Minor-** This change has an inherent low risk and is not expected to have a significant impact on operations or personnel. This type of change should have minor impact on cost and schedule issues and have no contractual or regulatory implications.

5.0 Approval Process


The approval levels of any changes include approval within TDI-Brooks International using the following as a guide.

Minor changes- Master, First Mate, Chief Engineer

Urgent changes- Master in conjunction with Party Chief

Emergency changes- The Master followed by documentation and notification sent to DPA@tdi-bi.com.

Permanent changes- The DPA

SAFETY MANAGEMENT MANUAL		
	SOP-GEN-012A	Rev # 16
	Management of Change	Revision date: 24 May 2017
		Page 4 of 4

Temporary changes-- Master in conjunction with Party Chief

Clients may need to be notified of or approve certain changes depending on the contract. Refer to the project execution plan.

6.0 Forms and Procedure

There are **4 Steps** to the Management of Change form located on the TDI Forms page. The steps are:

- Step 1: **Consideration** of MOC meeting sign in sheet
- Step 2: Pre-MOC **Risk Analysis**
- Step 3: MOC **Implementation Form**
- Step 4: **Close Out**

Once the group agrees that a Management of Change should be considered, the following steps need to happen:

1. **Step 1: The Consideration of MOC Meeting sign in sheet** will be filled out and signed by the affected persons who make up the MOC team.
2. During the Consideration meeting, the group will complete the **Step 2: Pre-MOC Risk Analysis** as a team and decide if the change should take place. *If no*, the proposed MOC is scanned to DPA@tdi-bi.com and filed on the bridge. *If yes, then....*
3. **Step 3: MOC Implementation Form** will be filled out and signed, a copy of all MOC forms will be sent to DPA@tdi-bi.com for posting on the CM.
4. **Step 4: Close Out** The close-out section will be completed and the entire form will be scanned to DPA@tdi-bi.com for posting on the Crewing Module.

This final step in the MOC process is to verify that the change has been implemented properly, evaluated and that lessons learned are communicated.