



MANAGEMENT OF CHANGE

“MOC” Training Course

Course Introduction:

Many changes occur in the everyday operation of a facility. However, not all of these changes require the scrutiny of an MOC procedure. Only initiated change (conscious decision to change) can be analyzed and evaluated for its potential hazardous consequences and, therefore, managed. Reactive, spontaneous or covert (hidden) change cannot be managed because it cannot be anticipated. These kinds of changes must be managed within other elements of the HSE Management System, for instance, Hazard Identification and Mechanical Integrity.

All of these changes have the potential to create new workplace hazards, some of which are not immediately recognizable. Although some changes are more critical than others, each modification should be analyzed for inherent hazards that may result from the change. Although change usually is proposed for a good reason, changes made to improve one aspect of an operation actually may increase the potential for hazards in other areas of the same operation. To assess the impact of change and to monitor its implementation, it is essential to have a policy and procedure for Management of Change (MOC).

Course Objectives:

Upon completion of this course, the Participant will be able to:

- Describe definitions used during the Management of Change and Pre-Startup Safety Review process.
- Describe the importance of implementing an effective MOC/PSSR system
- Identify what is and what isn't considered "change."
- Review and assess the proposed change.
- Describe the initiation and implementation process for a proposed change.
- Describe an effective MOC/PSSR system
- Evaluate MOC/PSSR systems for feasibility in various change scenarios.

Who Should Attend?

Target Group:

- Operation Engineers& Forman's
- Maintenance Engineers
- Technical Department Engineers
- Safety Management Team
- Loss Prevention Engineers

Course Outline:

Section 1: Overview of MOC/PSSR

- Definitions used during the Management of Change and Pre-Startup Safety Review process.
- Regulatory requirements
- How MOC works
- Common weaknesses of change management
- Why MOC is necessary

Section 2: Recognizing or Proposing Change

- Recognizing change
- Categories of change

Section 3: Initiating a Change Request

- Description of change
- Design review and risk review

Section 4: Technical Review of Proposed Change

- Risk assessment methods
- Hazard evaluation

Section 5: Approving and Implementing Change

- Approval process
- MOC tracking

Section 6: Pre-Startup Safety Review (PSSR)

Section 7: Roles and Responsibilities

Section 8: Managing the MOC/PSSR Process

Section 9: Course Final Assessment Test

Section 10: Course Final Evaluation& Review

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, Hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee/Tea
08:20 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session