

**Process Safety Management
Management of Change (MOC) Form Sample**

www.industrydocs.org/mainttasks.html

MOC No: _____

I. Data on Request and Proposed Change

- 1.) Proposed Change Title: _____
- 2.) Name of Individual/Dept. Requesting Change: _____
- 3.) Date of Request: _____ Location/Dept (Bldg#): _____
- 4.) Type of Change (circle): Chemical Equipment Process Technology Procedural Facility Organizational
 - 4.1) Other: _____
 - 4.2) Change Status (circle): Temporary If Temporary, then list Expiration Date: _____
 Permanent
 - 4.3) Change Tier (circle): Tier 1 or Tier 2
- 5.) Description of Proposed Change: _____

- 6.) Justification of Change: _____

- 7.) Potential Hazards or risk of not implementing proposed change: _____

- 8.) List any Safeguards compromised with proposed change and associated actions to maintain safe operation:

II. Approvals Required for Change

- 9.) Identify the required signatures for Proposed Change – two tiered review (see instructions for guidance):

| | | |
|----------------------------|------------------|-------------|
| Operations/Facility Mgr: | Signature: _____ | Date: _____ |
| Building Facility/Safety: | Signature: _____ | Date: _____ |
| Operator, Covered Process: | Signature: _____ | Date: _____ |
| Department Mgr: | Signature: _____ | Date: _____ |

Tier 2 Change - requires all signatures above and below to proceed with proposed change

- | | | |
|-----------------------------------|------------------|-------------|
| Area Supervisor: | Signature: _____ | Date: _____ |
| Safety Officer: | Signature: _____ | Date: _____ |
| Bldg. or Utility Operations Engr: | Signature: _____ | Date: _____ |

Contingency – please denote any issues that you would like to highlight as part of your approval, including justification for not approving the proposed changes:

III. Process Safety Management - Program Documentation

- 10.) Does the affected personnel (e.g. operations, maintenance, contractors, etc.) require notification or training associated with this change? Yes No