



2016 MANAGEMENT OF CHANGE REQUEST FORM

Name of Person or Group Requesting Change: _____ Date: _____

Summary Description of Change:

Reason for Change:

Change is: permanent
 temporary Duration of change: _____

Signature or Requestor: _____

Attachment checklist:	Yes	N/A
	<input type="checkbox"/>	<input type="checkbox"/> Updated Process Flow Sheet, if changed
	<input type="checkbox"/>	<input type="checkbox"/> Current Process Flow Sheet
	<input type="checkbox"/>	<input type="checkbox"/> Updated JSA pages, if changed
	<input type="checkbox"/>	<input type="checkbox"/> Current JSA pages
	<input type="checkbox"/>	<input type="checkbox"/> Updated Engineering documentation pages, if changed
	<input type="checkbox"/>	<input type="checkbox"/> Current Engineering documentation pages
	<input type="checkbox"/>	<input type="checkbox"/> Safety Evaluation Checklist (req'd. – see below)

Management of Change Request Form

**PROCESS CHANGE REQUEST
APPROVAL FORM**

Type of Change: Major – Requires entire team and faculty adviser review
 Minor – Reviewed by team only

Description of Change as Approved:

Approved Duration of Change: _____

Signatures of Approval

Faculty Adviser: _____ Date: _____

Review Team Member: _____ Date: _____

Review Team Member: _____ Date: _____

Review Team Member: _____ Date: _____

Review Team Member: _____ Date: _____

Review Team Member: _____ Date: _____

Review Team Member: _____ Date: _____

Attach minutes and pertinent notes from review team meetings and place in permanent file.

Management of Change Request Form

SAFETY EVALUATION CHECKLIST

Complete this safety evaluation checklist, noting any conditions that apply to the proposed change. Attach a more detailed description of the change, if necessary, and all supporting materials.

Changes in Process Conditions/Materials:

- temperature
- pressure
- flow
- level
- composition
- chemical
- toxicity
- flash point
- reaction conditions
- biohazard
- use of regulated materials
- use of lasers/ change in class of lasers

Changes in Operating Conditions/ Procedures:

- startup
- normal operations
- abnormal operations
- shut down
- emergency shut down
- maintenance procedures
- lock-out
- tagging

Changes in Process Equipment:

- size or capacity
- materials of construction
- seals and gasket materials
- piping/ valving
- electrical system
- max./min. working pressure
- max./min. working temperature
- equipment guarding
- thermal insulation/insulation coverings
- filters
- support structures

Changes in Facilities:

- ventilation
- lighting
- utility services
- building modifications/renovations

Changes in Safety Equipment:

- containment
- guarding
- fire protection
- fire detection
- safety equipment location
- safety equipment type
- personal protective equipment
- grounding/bonding

Changes in Control Systems/ Elements:

- programming change
- controller action
- control valve trim/sizing
- instrument/transmitter
- sensing element
- graphically displayed information
- system response to alarm

Changes in Environmental Conditions:

- discharge air quality
- discharge water quality
- solid waste