



2017 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: _____

	Yes	N/A
Attachment checklist:	☐	☐ Updated Process Flow Sheet, if changed
	☐	☐ Current Process Flow Sheet
	☐	☐ Updated JSA pages, if changed
	☐	☐ Current JSA pages
	☐	☐ Updated Engineering documentation pages, if changed
	☐	☐ Current Engineering documentation pages
	☐	☐ 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