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: ________________________________

Attachment checklist: ☐ Yes  ☐ N/A
☐ 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.
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