



PDHonline Course P231 (3 PDH)

Management of Change, aka MOC

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2020

PDH Online | PDH Center

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ATTACHMENT A

SAMPLE

MANAGEMENT OF CHANGE FORM

Department _____ Date _____
Submitted by _____ Title _____

DESCRIBE IN DETAIL THE PROPOSED CHANGE: _____

LIST SUPPORTING DOCUMENTATION RELATIVE TO THE PROPOSED CHANGE:

DESCRIBE THE SITUATION WHICH GENERATED THE NEED FOR THE CHANGE:

ATTACH SKETCHES OR DIAGRAMS AS APPROPRIATE.

THE PROPOSED CHANGE AFFECTS THE FOLLOWING ASPECTS OF THE FACILITY:

☐ SAFETY

☐ WAREHOUSING ☐ PSM

☐ SECURITY

☐ SHIPPING

☐ REGULATORY AFFAIRS

☐ ENVIRONMENTAL

☐ MAINTENANCE ☐ ENGINEERING

☐ PRODUCTION

☐ TRAINING

☐ TESTING

☐ COST CONTROL ☐ HUMAN RESOURCES ☐ SCHEDULING

☐ OTHER, Describe _____

DESCRIBE THE EFFECTS EXPECTED FROM THE PROPOSED CHANGE.

PROVIDE THE DATE OF THE MOC PROCESS MEETINGS: DATE: _____

LIST THOSE PRESENT AND INVOLVED IN THE CHANGE DISCUSSION:

NAME	DEPARTMENT	SIGNATURE	APPROVES CHANGE	
			YES	NO

LIST THE PROPOSED SCHEDULE FOR THE CHANGE

ACTION	DATE
SUBMIT CHANGE TO MANAGEMENT	
EXPECTED APPROVAL TO PROCEED	
EXPECTED DATE TO BEGIN CHANGE EFFORT	
EXPECTED DATE OF COMPLETION OF THE CHANGE	
EXPECTED RETURN TO NORMAL OPERATIONS	

TO BE COMPLETED FOLLOWING COMPLETION OF THE CHANGE

DATE CHANGE COMPLETED _____

CHANGE APPROVED BY: _____ DEPT. _____ DATE _____