|  |  |  |  |
| --- | --- | --- | --- |
| **Change Proposal Title:** |  | **Ref Number:** |  |
| **Originator (Name):** |  | **Designation:** |  |
| **Dept.** |  | **Date of Request** |  |

|  |
| --- |
| **Proposed Change Description and References:** |
|  |
| **Justification with the details of benefits and possible consequences may face if not implemented:** |
|  |

**Initial Review Results:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Reviewed by: (name)** |  | **Designation:** |  | **Approved(√)** | Yes( ) | No( ) |
| **Comments :** | | | | | | |

**Reviewed By : QHSE Committee**

|  |  |  |
| --- | --- | --- |
| **Name :** | **Designation:** | **Sign :** |
| **Name :** | **Designation:** | **Sign :** |
| **Name :** | **Designation:** | **Sign :** |
| **Name :** | **Designation:** | **Sign :** |
| **Comments if any:** | | |

**Preparations for change Implementation (Fill by Originator, Initial and Final Reviw Team)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Select Yes/No using (√)** | | **Remark ( Ref. No./ Title / Brief Description)** |
| **Risk Assessment** | **Yes ( )** | **No ( )** |  |
| **MSDS** |  |  |  |
| **Change in Procedure** |  |  |  |
| **Manual/ Technical description** |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Change Approved By**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Designation : General manager** | **Sign:** |

**Implementation Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communicated with all Concerned** | **Yes ( )** | **No ( )** | **Date of Circulation :** |  |

**Effectiveness Montoring**

|  |  |  |  |
| --- | --- | --- | --- |
| **Inspected by (Name)** | **Designation** |  |  |