

MPS 9 – Management of Change

Category: Process Integrity

Tags: change management, process integrity, risk assessment, operational control, governance, continuous improvement

Description: Minimum Performance Standard for Management of Change (MoC). Defines the intent, required actions, and guidance for establishing structured, documented change management processes that systematically assess and mitigate risks before implementing modifications to procedures, equipment, systems, facilities, or operations. Supports international best practices by integrating risk assessment, governance, and operational controls to ensure safe, secure, and efficient operations.

Assessment Criteria (Structured)

1. 1.

Requirement: An approved Change Management Policy or Procedure must define scope, responsibilities, and thresholds for applying controls.

Evidence: Signed policy document detailing purpose, authority levels, and application criteria.

2. 2.

Requirement: All significant changes must follow a documented change control process, including stakeholder review and formal approval.

Evidence: Change forms, planning documentation, and signed approvals.

3. 3.

Requirement: Risk assessments must be conducted and documented for all significant changes.

Evidence: Risk analysis reports covering safety, security, quality, and operational impact.

4. 4.

Requirement: Change thresholds and criteria must be clearly defined to ensure consistent application of the MoC process.

Evidence: Threshold documentation and decision matrices.

5. 5.

****Requirement:**** Stakeholder engagement must occur early in the change planning process.

****Evidence:**** Meeting minutes, consultation logs, and communication records.

6. 6.

****Requirement:**** Management approvals must reflect delegated authority and be documented for all changes.

****Evidence:**** Approval logs, sign-off sheets, and delegation matrices.

7. 7.

****Requirement:**** Communication plans must notify affected internal and external parties about approved changes.

****Evidence:**** Communication schedules, staff briefings, and partner notifications.

8. 8.

****Requirement:**** The change management procedure must be published and accessible to all relevant personnel.

****Evidence:**** Links or portals showing active availability of procedure documents.

9. 9.

****Requirement:**** Training and briefings must be provided on change management procedures and thresholds.

****Evidence:**** Training records, session feedback, and distribution logs.

10. 10.

****Requirement:**** Complete records of all change requests, risk assessments, approvals, and implementation plans must be maintained.

****Evidence:**** Documented change history and implementation archive.

11. 11.

****Requirement:**** Verification must be conducted to confirm that changes are implemented as approved.

****Evidence:**** Compliance checklists and validation records.

12. 12.

****Requirement:**** Post-implementation reviews must assess the success and unforeseen impacts of changes.

****Evidence:**** Review meeting minutes and adjustment recommendations.

13. 13.

****Requirement:**** Emergency changes must follow contingency protocols with required documentation and review after implementation.

****Evidence:**** Emergency change logs and post-event evaluations.

14. 14.

****Requirement:**** Technical change controls such as backout plans and system documentation updates must be implemented where applicable.

****Evidence:**** Backup records, recovery procedures, and updated technical drawings.

15. 15.

****Requirement:**** The change management procedure must be periodically reviewed and updated.

****Evidence:**** Review schedules, update logs, and revision history.

16. 16.

****Requirement:**** Design reviews for new systems or facilities must integrate security, safety, and efficiency requirements from the outset.

****Evidence:**** Design documentation including integrated safety and risk considerations.