**SNEPCO AMS Implementation Handshake**

For AMS process implementation, management of change controls and assurance will be achieved through the use of the [AMS toolkit](https://eu001-sp.shell.com/sites/AAFAA3720/Pages/AMS-Toolkit-Page.aspx) and site management system control documents. This handshake document is a reference to those components. They are organised to align with the MOC process steps, as defined in HSSE&SP Control Framework Management of Change Manual. The completed tools and procedures are reviewed during implementation and stored as a record in the management system. The intent of this handshake is to document final approval for the work process implementation.

Compliance is measured by:

* Meeting AMS “shall” statements (requirements) in the Standard and Manual (or have a derogation from their EVP LoB), and
* Updating [Local Management Systems](https://nga001-sp.shell.com/sites/AFFAA0080/Asset%20Management%20System/Forms/AllItems.aspx?RootFolder=%2Fsites%2FAFFAA0080%2FAsset%20Management%20System%2FLocal%20Management%20System%5FLMS) to reflect AMS, any additional regulatory requirements and local risks.
* Reporting of Mandatory KPI’s

**Conduct Assurance (CA)**

Conduct Assurance covers activities with the intent to assure that the AMS and HSSE & SP requirements and controls are implemented and effective. It is the process of corporate governance in which management provides accurate and current information to accountable business leaders about the efficiency and effectiveness of processes and the status of its compliance with business requirements and statutory obligations through more self-assessments (LOD1) and optimization of external reviews/audits (LOD2 and LOD3).

Kick-off

Plan Phase Complete

Go-Live

Implemented

July 2019

September 2019

December 2019

September 2019

Site Process Owner: <<Elohor Aiboni >>[link to appointment letter](https://nga001-sp.shell.com/sites/AFFAA0529/PRO90/Corporate%20Produ/AMS/AMS-CA-Process%201.3/AMS%20CA%20Appointment%20Letters/SNEPCo%20AMS%20CA%20Appointment%20Letters/Elohor_Conduct%20Assurance.docx)>>

Site Process Focal Point: << Orewa Ngozi-Pope>>[link to appointment letter](https://nga001-sp.shell.com/sites/AFFAA0080/Asset%20Management%20System/Local%20Management%20System_LMS/Conduct%20Assurance_CA/CA%20Appoinment%20letter/SPFP%20Formal%20Appointment%20Letter_Ngozi-Pope%20Orewa_SNEPCo.docx)>>

**AMS Plan and Prepare Phases**

*Identify* << [SNEPCO CA Gap Assessment](https://nga001-sp.shell.com/sites/AFFAA0529/PRO90/Corporate%20Produ/AMS/AMS-CA-Process%201.3/AMS%20CA%20SNEPCo/AMS%20CA%20Health%20Check%20Assessment%20-%20200818.xlsx)>>

<< [SNEPCO CA Health Check](https://nga001-sp.shell.com/sites/AFFAA0529/PRO90/Corporate%20Produ/AMS/AMS-CA-Process%201.3/AMS%20CA%20SNEPCo/AMS%20CA%20Health%20Check%20Assessment%20-%20200818.xlsx)>>

<< [SNEPCO CA Change Impact Assessment](https://nga001-sp.shell.com/sites/AFFAA0529/PRO90/Corporate%20Produ/AMS/AMS-CA-Process%201.3/AMS%20CA%20SNEPCo/Bonga_CA%20-%20Change%20Impact%20Assessment_updated%20230918.xlsx)>>

*Concept Screening Approval* <<[SNEPCO CA Change Implementation Plan](https://nga001-sp.shell.com/sites/AFFAA0529/PRO90/Corporate%20Produ/AMS/AMS-CA-Process%201.3/AMS%20CA%20SNEPCo/ST%20gap%203x3%20matrix_Bonga%20DW%20CA%20ST%20gap%20closure%20250918.pptx)>>

**AMS Implement Phase**

*Solution Design* << SNEPCO CA Derogations-None>>

Procedures

<< SNEPCO CA list>>

Work Instructions

<<[Procedure](https://nga001-sp.shell.com/sites/AFFAA0529/PRO90/Corporate%20Produ/AMS/AMS-CA-Process%201.3/Local%20Management%20System/SNEPCo/SNEPCo%20OE%20to%20AMS%20Assurance%20Plan.pdf)>>

*Review and Approve* << [SNEPCO CA Document Control Forms](https://nga001-sp.shell.com/sites/AFFAA0936/Documents/Forms/AllItems.aspx) - Add>>

*Implement* << [SNEPCO CA Training](https://nga001-sp.shell.com/sites/AFFAA0080/Asset%20Management%20System/Local%20Management%20System_LMS/Conduct%20Assurance_CA/2020%20AMS%20Training%20documents)>>

**AMS Monitor Phase**

*Readiness Review and Handover* << [SNEPCO CA Implementation Health Check](https://nga001-sp.shell.com/sites/AFFAA0080/Asset%20Management%20System/Local%20Management%20System_LMS/Conduct%20Assurance_CA/2020%20CA%20Implementation/Bonga%20Implementation%20Health-Check%20CA.xlsx)>>

<<GPO comments>>

*Close Out*

**Outstanding Actions** (to be entered in RADAR)

<< SNEPCO CA Actions in RADAR- None>>

**Implementation Approval**

Ngozi-Pope Orewa

Process Focal Point

Elohor Aiboni

Process Owner

Oni Kolawole

AMS Implementation Lead

Elohor Aiboni

Asset Manager