

# HAJI GUL GROUP OF COMPANIES



**Title: MANAGEMENT OF CHANGE PROCEDURE**

**Document #:**

**HGGC/HSEQ/SOP-05**

**Rev #**

**01**

**Effective Date**

**01-01-2022**

**Review Date**

**01-01-2025**

## **REVISION HISTORY**

<b>Revision</b>	<b>Date</b>	<b>Change</b>
<b>00</b>	<b>January 01, 2022</b>	<b>Created</b>
<b>01</b>	<b>January 01, 2023</b>	<b>➤ Reformatting of the whole document. ➤ Précised Clause numbers. ➤ Records added for reference.</b>
<b>02</b>	<b>January 01,2024</b>	<b>Reviewed</b>
<b>03</b>	<b>January 01,2025</b>	<b>Reviewed</b>

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## **Management of Change**

### **1 PURPOSE:**

- 1.1 The purpose of this procedure is to ensure that the environmental, health, and safety risks are carefully evaluated and controlled prior to implementing significant changes.

### **2 SCOPE:**

- 2.1 This system shall be applicable to all employees of **M/S HAJI GUL GROUP OF COMPANIES**.

### **3 DEFINITIONS:**

- 3.1 **MOC:** "Management of Change."

### **4 RESPONSIBILITIES:**

- 4.1 HSEQ Manager shall be responsible to monitor changes.  
4.2 HSEQ Manager shall be responsible to identify hazard in any new change and apply suitable controls respectively.

### **5 PROCEDURE:**

- 5.1 Any employee of HGGC, who wants to initiate a change or observe a change as defined below shall be responsible to inform the HSEQ Manager.
- 5.2 HSEQ Manager then prepares MOC form.
- 5.3 HSEQ Manager shall identify the hazard/risk inherent in the change process.
- 5.4 The respective department Manager shall initiate the change.
- 5.5 The respective department Manager shall be responsible to communicate the change below the ground level of his department.
- 5.6 While preparing the MOC form, the HSEQ Manager shall give a brief description of the change.
- 5.7 Requirements of change shall also need to mention.
- 5.8 Final approval for implementing the change shall be given by the CEO.
- 5.9 If any change occurred, STOP WORK should be implemented by the person who identifies/observed change.
- 5.10 Following changes would require to create and record management of change form, as a minimum requirement:
- **Change in product quality e.g. Introduction of Euro5 product**
  - **Induction of new delivery point**
  - **Technological changes, e.g. introduction of new plant or processes or change in vehicle standard**
  - **Organizational changes, e.g. changes to key personnel staff such as a new CEO or DO.**

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- Legal changes, such as the introduction of new legislation applicable to the organization.
- Changes to the type of work that the organization does.
- Where an audit, investigation, or risk assessment suggests any change.
- When a change is requested by a third party, such as an insurance company or client.
- When a change is requested from enforcement.
- When a change is required when consultation with the workforce.

### 6 RECORDS:

Sr. #	Document Name	Document #	Retention Period
1	MOC Form	HGGC/HSEQ/FM005	1 Year

Prepared by:			
Designation	Department	Date	Signature
Manager (Operations)	Operations	Jan 01 <sup>st</sup> , 2022	

Reviewed by:			
Designation	Department	Date	Signature
Manager (HSEQ)	HSEQ	Jan 01 <sup>st</sup> , 2025	

Approved by:			
Designation	Department	Date	Signature
CEO	All	Jan 01 <sup>st</sup> , 2025	