INTERNATIONAL (A) PAPER

Using MOC
(Management of Change)

March 2013

Management of Change (MOC) is the centralized program for entering Management of Change requests for your facility.

How to access MOC

Open Internet Explorer

Type MOC.ipaper.com in address bar

My MOC's

- My MOC's will show all MOC's awaiting your approval or review.
- You can answer the MOC's from this page and click Save

View MOC

- Facility will default to your current Facility
- Search criteria includes: MOC Number, Dates, MOC Type, Classification, Initiator, Status and Category
- Can export results to web page or Excel

View MOC

- Results displayed to web
- Click on Detail Report link to run MOC Summary report
- Click on Title link to go to Update MOC page

Record Count: 16

View/Update   Excel

Facility	Start Date	End Date	Business Unit	Area	Line	Detail Report	Title	Initiator	Type	Savings	MOC Status
Courtland Mill	3/5/2013	3/5/2015	Finished Products	Finishing	11 Rewinder	3629	test	Amy Albrinck	Permanent	$0	No Approvers
Courtland Mill	3/5/2013	3/5/2015	Finished Products	Finishing	11 Rewinder	3630	another test	Amy Albrinck	Permanent	$0	No Approvers
Courtland Mill	3/5/2013	3/5/2015	Finished Products	Finishing	11 Rewinder	3631	test	Amy Albrinck	Permanent	$0	No Approvers
Courtland Mill	3/5/2013	3/5/2015	Finished Products	Chemical Prep	30	3632	testing 123	Amy Albrinck	Permanent	$0	No Approvers
Courtland Mill	3/5/2013	3/5/2015	Finished Products	Chemical Prep	30	3649	a moc test from dev.	Amy Albrinck	Permanent	$0	No Approvers
Courtland			Finished	Chemical							

Create New MOC

- Click on Enter Management of Change (top left)
- EXAMPLE: Courtland – Finished Products – Chemical Prep – 30
- Enter information (Facility, Business Unit/Area, Line/Line Break, Type, Dates, Title)
- Only Facility, Bus/Area, Dates and Title are required
- Click on Save New MOC Record

Create New MOC (Default Approvers)

- Once you click Save MOC, the approvers selection will pop-up
- Approvers that are already selected (right side) are defined in the Default Approvers maintenance page (only Admins can change)
- You can keep the default selections or make changes. Required approvers cannot be removed and are identified with an *.
- If you do not want to add approvers at this time – remove all approvers/informed from the right side and click Save MOC

Create New MOC

- Classification
- Category

- If PI/PROFICY are selected, a USD Ticket will automatically get generated and routed to the mill's MEAS group.

Create New MOC

- An email will be sent to 1st Level approvers with the initiator copied
  - If no approvers were selected, the email will go to the initiator
- Approvers/Informed users will show on page

New MOC initiated in Finished Products - Chemical Prep: MOC Test with just L1 and Informed entered.
You have been selected as an approver. Please review this MOC and approve or reject so MOC can move to next phase.

- **MOC Number:**   3749
- **Title:**   MOC Test with just L1 and Informed entered.
- **Description:**   PI MOC Change request
- **Implementation Date:**   3/11/2013 12:00:00 AM
- **Expiration Date:**   3/11/2015 12:00:00 AM
- **Area:**   Finished Products - Chemical Prep 30
- **Type:**   Permanent
- **Classification:**
- **Level 1 Approvers:**   Cathy Cox
- **Level 2 Approvers:**
- **Level 3 Approvers:**
- **Informed:**   Amy Albrinck

Click here to View/Update Information or Approve this MOC

Updating MOC

- Once MOC has been saved, the page heading will change to Update MOC #
- New Fields (Status, Tasks Completed, Comments)

*** This MOC has been submitted for approval. Certain fields may not be changed at this point. ***

*Facility	*Bus/Area	Line/Line Break
Courtland Mill	Finished Products - Chemical Prep	30

Functional Location Tree | 0627 | **Search**

COURTLAND MILL

Type of Change

◉ Permanent ○ Trial/Temporary ○ Emergency

Implementation Date 3/7/2013 🗓▼ **Time** 00 ▼ 00 ▼ **Expiration Date** 3/7/2015 🗓▼ **Time** 00 ▼ 00 ▼

* **MOC Title** Starch System Biocide Convertion from Nalco 7639 (Bronopol) to Nalco 7678   **MOC Status:** Approval Requested   **Tasks Completed:**

Description/Justification

Potential Impact   **Estimated Savings**
$ 0

- Hide Comments

New Comment

 Additional Buttons

Spell Check – Utility will pop-up that performs a typical spell check

Delete – Delete current MOC

Attachments () – Pop-up with ability to add file attachments

Task Items () – Task Tracker link

MOC Summary – Report with details for MOC

Spell Check	Save MOC Record	Delete
Attachments (0)	Task Items (1)	MOC Summary

Updating MOC (Approvers/Informed)

- Only Initiator or Administrator can remove L1, L2, L3 Approvers
- Anyone can remove Informed
- You must be signed on as the Approver/Informed in order to answer the MOC

First Level Approvers				
Approver Name	**Approved?**	**Approval Date**	**Comments**	**Required**
Reliability (Michael Pope,Shanda Bittick)	☐ Yes ☐ No			N	Remove

Second Level Approvers				
Approver Name	**Approved?**	**Approval Date**	**Comments**	**Required**
Cox, Cathy	☑ Yes ☐ No	03/07/2013	These are my comments. Can second level approvers approve before first level approvers?	N	Remove

Third Level Approvers				
Approver Name	**Approved?**	**Approval Date**	**Comments**	**Required**
Albrinck, Amy	☐ Yes ☐ No			N	Remove

Informed				
Informed	**Reviewed**	**Reviewed Date**	**Comments**	**Required**
Day, Noel	☐ Reviewed			N	Remove

Approval List Changed Email

If the approver list gets changed, an email will be sent to initiator

Updating MOC (System Checklist)

- System Checklist is integrated with Task Tracker
- When entering MOC, click Yes and select role or individual, priority and days after approval.
- When MOC is approved – tasks will be generated with a due date equal to last date of approval + days after
  - The Days After Approval will change to the due date on the Update MOC page

Updating MOC (Task Items)

- Integrated with Task Tracker
- Initial Task List will appear if there are tasks associated with MOC
- You can add new tasks or update existing tasks

Updating Tasks

• Access tasks to update with information or close task via
- Hyperlink within email notification
- Directly from calendar (Tasks)
- Find Header and select task to update

• Number of recurring tasks, attachments and sub task are in ()

+ Show Recurring Tasks (5)	Recurrence Schedule
+ Show Attachments and Links (2)	Attachments and Links
+ Show Sub Task Items (1)	Sub Task Items
+ Show Comments (0)	Comments

- Add/Update Recurrence Schedule
- Add/Update Attachment (similar to adding to Task Header, but can also add for each tasks)
- Add/Update SubTasks

Subtasks

• May add as many subtasks as desired at time of creation of original task or update
• Sub task will be created once the main task has been marked completed

Closing Tasks

•Access tasks to update with information or close task via
- •hyperlink within email notification
- •Directly from calendar (Tasks)
- •Find Header and select task to update

•Close Tasks:
•Choose Closed date Automatically marks Status as Complete
•OR select status (Complete, No Work Needed or Cancelled) and will automatically mark Closed Date as today

Default Approvers

- You can manage who is included in the default approver list via the Default Approvers page

- Approvers can be set up by Business Unit Area, Classification and/or Category

- Since a user can only be one type of an Approver on a MOC - The precedence is Business Unit Area, then Classification, then Category
    - What that mean is if a user is set up as a default approver – L1 for a BUA and also set up as an Informed for a Category, the L1 BUA setting would take precedence in the event an MOC was set up for that BUS and category.

- Default Approvers can also be a role

- Default Approvers can be from any facility, as long as they are in our employee table.

- Default Approvers can be marked as required – only administrators can remove them from MOCs.

Default Approvers – Business Unit Area

- If All is selected for Area or Line –the user will be included in the default approver list for any MOCs that fall under those selections.

Default Approvers – Business Unit Area

- Select User/Role, Business Unit, Area, Line, Approval Level and checked if you want user required
- Click Add
- User should appear in list for the business unit, area and line you selected
- Click Delete to remove user/role

Default Approvers – Classification

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- Select Classification, User/Role, Approval Level and check if you want user required
- Click Add
- User should appear in list for the classification you selected
- Click Delete to remove user/role

Default Approver Maintenance for Training Site

○ Business Unit Area ● Classification ○ Category

Classification	Available Approvers/Informed		Approval Level	Required	
Chemicals	Training Site	HOLLEY, JIM	Level 1	☐	Add

Classification	Approval Level	Role/Person	Required	
Chemicals	Level 1	Cathy Cox	☐	Delete
Environmental	Level 1	Noel Day	☑	Delete
Reliability	Informed	Shanda Sbittic	☐	Delete

Default Approvers – Category

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- Select Category, User/Role, Approval Level and check if you want user required
- Click Add
- User should appear in list for the classification you selected
- Click Delete to remove user/role

Default Approver Maintenance for [Training Site]

○ Business Unit Area ○ Classification ● Category

Category	Available Approvers/Informed		Approval Level	Required	
Chemical/Raw Material-New chemical approval ▼	Training Site ▼	HOLLEY, JIM ▼	Level 1 ▼	☐	Add

Category	Approval Level	Role/Person	Required	
Equipment-Supplier	Level 1	Environmental (Amy Albrinck,Cathy Cox)	☐	Delete
Process Control-PI	Informed	Amy Albrinck	☐	Delete
Process Control-PI	Informed	Lisa Kohout	☐	Delete
Process Control-PI	Informed	Matthew Jones	☑	Delete
Process Control-PI	Informed	Thomas Porter	☑	Delete
Process Control-Proficy	Informed	Matthew Jones	☑	Delete
Process Control-Proficy	Informed	Thomas Porter	☑	Delete