

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

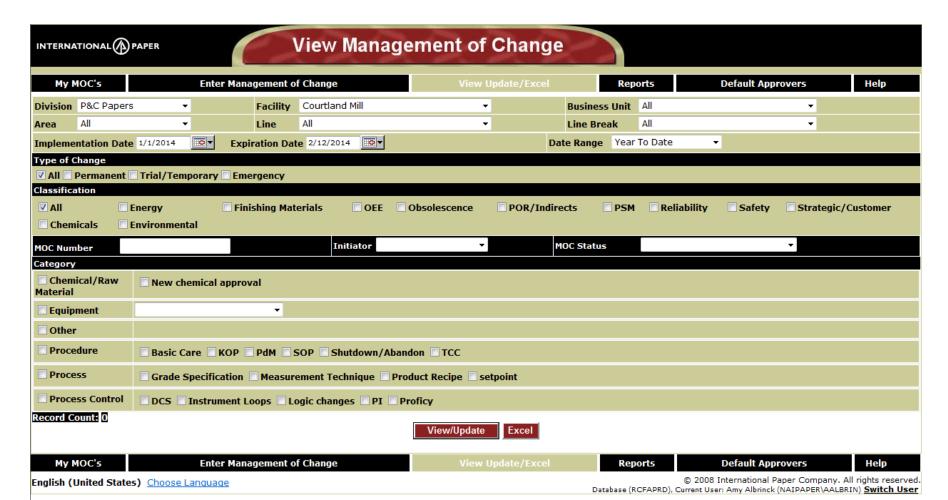


Open Internet Explorer



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



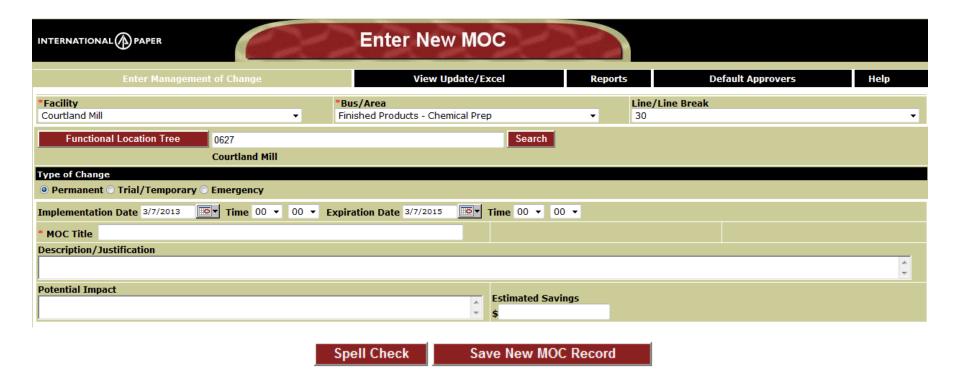
- Results displayed to web
- Click on Detail Report link to run MOC Summary report
- Click on Title link to go to Update MOC page

Record Count: 16 View/Update Excel												
<u>Facility</u>	Start Date	End Date	<u>Business</u> <u>Unit</u>	<u>Area</u>	<u>Line</u>	<u>Detail</u> <u>Report</u>	<u>Title</u>	<u>Initiator</u>	<u>Type</u>	<u>Savings</u>	MOC Status	
Courtland Mill	3/5/2013	3/5/2015	Finished Products	Finishing	11 Rewinder	<u>3629</u>	test	Amy Albrinck	Permanent	\$0	No Approvers	
Courtland Mill	3/5/2013	3/5/2015	Finished Products	Finishing	11 Rewinder	<u>3630</u>	another test	Amy Albrinck	Permanent	\$0	No Approvers	
Courtland Mill	3/5/2013	3/5/2015	Finished Products	Finishing	11 Rewinder	<u>3631</u>	test	Amy Albrinck	Permanent	\$0	No Approvers	
Courtland Mill	3/5/2013	3/5/2015	Finished Products	Chemical Prep	30	<u>3632</u>	testing 123	Amy Albrinck	Permanent	\$0	No Approvers	
Courtland Mill	3/5/2013	3/5/2015	Finished Products	Chemical Prep	30	<u>3649</u>	a moc test from dev.	Amy Albrinck	Permanent	\$0	No Approvers	
Courtland			Einichad	Chemical								

Create New MOC



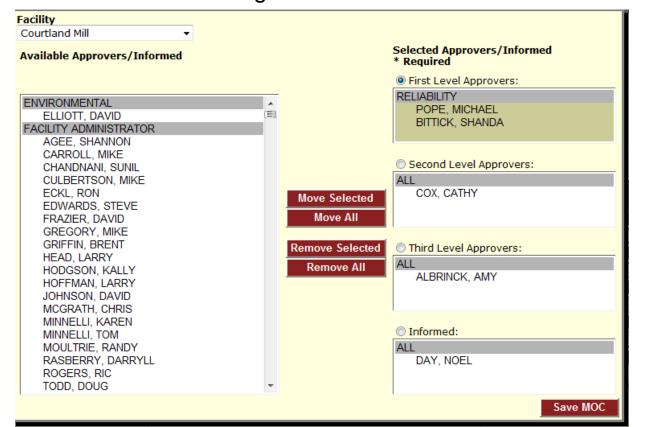
- Click on Enter Management of Change (top left)
- EXAMPLE: Courtland Finished Products Chemical Prep 30
- Enter information (Facility, Business Unit/Area, Line/Line Break, Type, Dates, Title)
- Only Facility, Bus/Area, Dates and Title are required
- Click on Save New MOC Record



Create New MOC (Default Approvers)



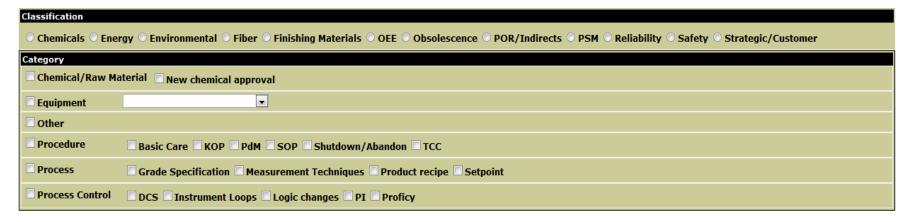
- Once you click Save MOC, the approvers selection will pop-up
- Approvers that are already selected (right side) are defined in the Default Approvers maintenance page (only Admins can change)
- You can keep the default selections or make changes. Required approvers cannot be removed and are identified 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)



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



Updating MOC (Approvers/Informed)



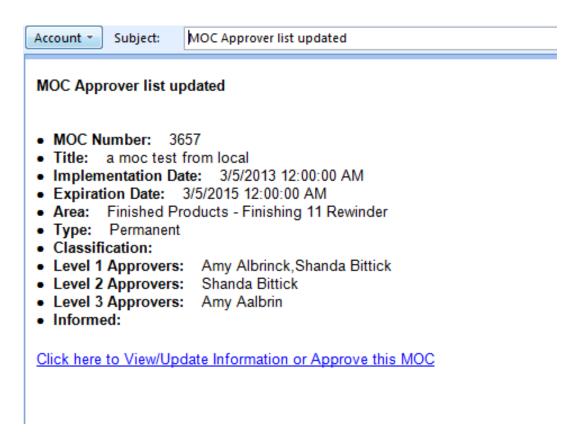
- Only Initiator or Administrator can remove L1, L2, L3 Approvers
- Anyone can remove Informed
- You must be signed on as the Approver/Informed in order to answer the MOC



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

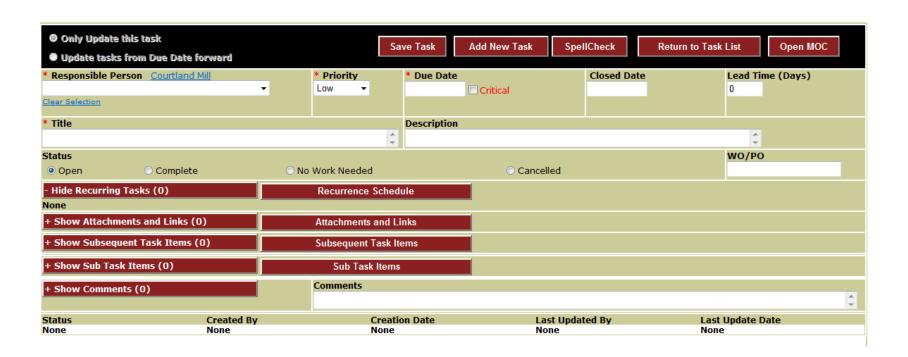


Updating MOC (Task Items)



- 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

Task Items for Header # [20996]	
	Add Task Items



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 ()

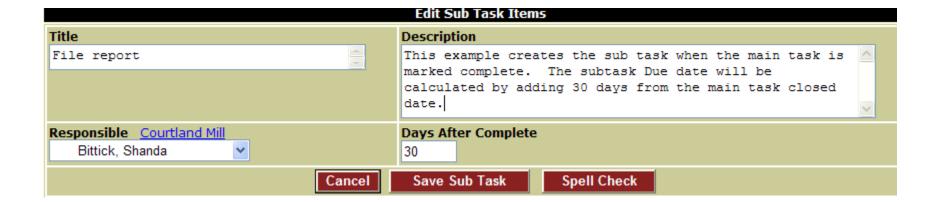
+ Show Recurring Tasks (5)	Recurrence Schedule
+ Show Attachments and Links (2)	Attachments and Links
+ Show Sub Task Items (1)	Sub Task Items
+ Show Comments (0)	Comments

- 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



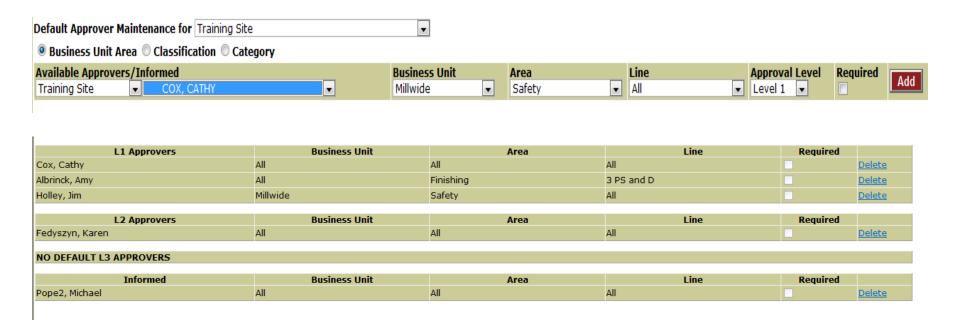
 If All is selected for Area or Line –the user will be included in the default approver list for any MOCs that fall under those selections.

INTERNATIONAL PAPER MOC Default Approvers												
My MOC's Enter Mar	nagement of Change	View	Update/Excel	Reports	Default Approvers							
The page is used to select which default appr	overs will show up when an M	OC is initiated.										
Default Approver Maintenance for Pine Hill Mill ▼												
Business Unit Area Classification Category												
Available Approvers/Informed		Business Unit	Area Line	e Approval Level	Required							
Pine Hill Mill ▼ All Employees	▼	All	→ All → All	▼ Level 1 ▼		Add						
-												
NO DEFAULT L1 APPROVERS												
NO DEFAULT L2 APPROVERS												
L3 Approvers	Business Unit		Area	Line	Required							
Pittman, Greg	Finished Products	All		All		<u>Delete</u>						
Blackburn, Todd	Power	All		All		<u>Delete</u>						
Neese, Chuck	Pulp	All		All		<u>Delete</u>						
Informed Facility Manager (Janet Neighbors)	Business Unit	All	Area	Line All	Required	Delete						
	All	All		All	<u> </u>	Delete						
Health & Safety (Kathleen Freeley)	All	All		All								
Holley, Jim	All	All		All		<u>Delete</u>						
Luker, Brian	All	1				<u>Delete</u>						
Manufacturing Excellence (Robbin Macneil)		All		All		<u>Delete</u>						
Operations Manager (David Stringfellow)	All	All		All		<u>Delete</u>						
Woodham, Brian	All	All		All		<u>Delete</u>						
My MOC's Enter Mar	nagement of Change	View	Update/Excel	Reports	Default Approvers	Help						
English (United States) Choose Language				nternational Paper Company. All r: Amy Albrinck (NAIPAPER\AALBRI								

Default Approvers – Business Unit Area



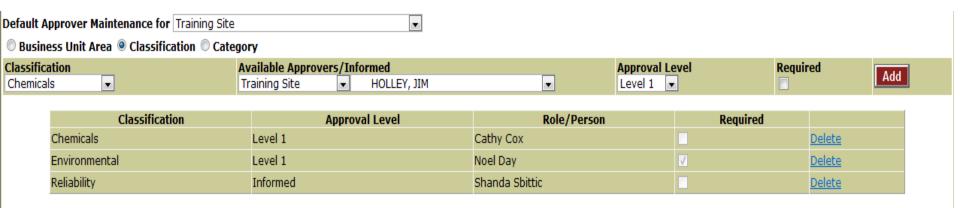
- Select User/Role, Business Unit, Area, Line, Approval Level and checked if you want user required
- Click Add
- User should appear in list for the business unit, area and line you selected
- Click Delete to remove user/role



Default Approvers – Classification



- 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 Approvers – Category



- 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

