



INTERNATIONAL  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



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View Management of Change

My MOC's		Enter Management of Change		View Update/Excel		Reports		Default Approvers		Help	
Division	P&C Papers	Facility	Courtland Mill	Business Unit	All						
Area	All	Line	All	Line Break	All						
Implementation Date		1/1/2014		Expiration Date		2/12/2014		Date Range		Year To Date	
Type of Change											
<input checked="" type="checkbox"/> All <input type="checkbox"/> Permanent <input type="checkbox"/> Trial/Temporary <input type="checkbox"/> Emergency											
Classification											
<input checked="" type="checkbox"/> All <input type="checkbox"/> Energy <input type="checkbox"/> Finishing Materials <input type="checkbox"/> OEE <input type="checkbox"/> Obsolescence <input type="checkbox"/> POR/Indirects <input type="checkbox"/> PSM <input type="checkbox"/> Reliability <input type="checkbox"/> Safety <input type="checkbox"/> Strategic/Customer											
<input type="checkbox"/> Chemicals <input type="checkbox"/> Environmental											
MOC Number			Initiator			MOC Status					
Category											
<input type="checkbox"/> Chemical/Raw Material		<input type="checkbox"/> New chemical approval									
<input type="checkbox"/> Equipment											
<input type="checkbox"/> Other											
<input type="checkbox"/> Procedure		<input type="checkbox"/> Basic Care <input type="checkbox"/> KOP <input type="checkbox"/> PdM <input type="checkbox"/> SOP <input type="checkbox"/> Shutdown/Abandon <input type="checkbox"/> TCC									
<input type="checkbox"/> Process		<input type="checkbox"/> Grade Specification <input type="checkbox"/> Measurement Technique <input type="checkbox"/> Product Recipe <input type="checkbox"/> setpoint									
<input type="checkbox"/> Process Control		<input type="checkbox"/> DCS <input type="checkbox"/> Instrument Loops <input type="checkbox"/> Logic changes <input type="checkbox"/> PI <input type="checkbox"/> Proficy									
Record Count: 0											
<div>View/UpdateExcel</div>											
My MOC's		Enter Management of Change		View Update/Excel		Reports		Default Approvers		Help	

English (United States) [Choose Language](#)

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- 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




My MOC's

[My MOC's](#) | [Enter Management of Change](#) | [View Update/Excel](#) | [Reports](#) | [Default Approvers](#) | [Help](#)

You have 2 MOCs awaiting your approval or review.

MOC	Date	Title	Status	Initiator	Approve/Review	Comments
4071	11/13/2013	MOC Test 3 Test. Amy, cathy, shanda L1, Michael, Karen Endorsers.	Pending Your Approval	Amy Albrinck	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3649	3/5/2013	a moc test from dev.	Pending Your Review	Amy Albrinck	<input type="checkbox"/> Yes	

Save



View Management of Change

My MOC's	Enter Management of Change	View Update/Excel	Reports	Default Approvers	Help
Division	P&C Papers	Facility	Courtland Mill	Business Unit	All
Area	All	Line	All	Line Break	All
Implementation Date	1/1/2014	Expiration Date	2/12/2014	Date Range	Year To Date
Type of Change <input checked="" type="checkbox"/> All <input type="checkbox"/> Permanent <input type="checkbox"/> Trial/Temporary <input type="checkbox"/> Emergency					
Classification <input checked="" type="checkbox"/> All <input type="checkbox"/> Energy <input type="checkbox"/> Finishing Materials <input type="checkbox"/> OEE <input type="checkbox"/> Obsolescence <input type="checkbox"/> POR/Indirects <input type="checkbox"/> PSM <input type="checkbox"/> Reliability <input type="checkbox"/> Safety <input type="checkbox"/> Strategic/Customer <input type="checkbox"/> Chemicals <input type="checkbox"/> Environmental					
MOC Number		Initiator		MOC Status	
Category <input type="checkbox"/> Chemical/Raw Material <input type="checkbox"/> New chemical approval <input type="checkbox"/> Equipment <input type="checkbox"/> Other <input type="checkbox"/> Procedure <input type="checkbox"/> Basic Care <input type="checkbox"/> KOP <input type="checkbox"/> PdM <input type="checkbox"/> SOP <input type="checkbox"/> Shutdown/Abandon <input type="checkbox"/> TCC <input type="checkbox"/> Process <input type="checkbox"/> Grade Specification <input type="checkbox"/> Measurement Technique <input type="checkbox"/> Product Recipe <input type="checkbox"/> setpoint <input type="checkbox"/> Process Control <input type="checkbox"/> DCS <input type="checkbox"/> Instrument Loops <input type="checkbox"/> Logic changes <input type="checkbox"/> PI <input type="checkbox"/> Proficy					
Record Count: 0					
<div style="display: flex; justify-content: flex-end; gap: 10px;"> <div style="background-color: red; color: white; padding: 2px 10px; border: 1px solid black;">View/Update</div> <div style="background-color: red; color: white; padding: 2px 10px; border: 1px solid black;">Excel</div> </div>					

My MOC's

Enter Management of Change

View Update/Excel

Reports

Default Approvers

Help

English (United States) [Choose Language](#)

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- 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

- 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

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Enter New MOC

Enter Management of Change	View Update/Excel	Reports	Default Approvers	Help
<div><div>*Facility</div><div>Courtland Mill</div></div> <div><div>*Bus/Area</div><div>Finished Products - Chemical Prep</div></div> <div><div>Line/Line Break</div><div>30</div></div>				
<div><div>Functional Location Tree</div><div>0627</div><div>Search</div></div> <div>Courtland Mill</div>				
<div>Type of Change</div> <div><input checked="" type="radio"/> Permanent <input type="radio"/> Trial/Temporary <input type="radio"/> Emergency</div>				
<div>Implementation Date 3/7/2013  Time 00 00</div> <div>Expiration Date 3/7/2015  Time 00 00</div>				
<div>* MOC Title</div> <div></div>				
<div>Description/Justification</div> <div></div>				
<div>Potential Impact</div> <div></div> <div>Estimated Savings</div> <div>\$</div>				

Spell Check

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

Facility
Courtland Mill

Available Approvers/Informed

ENVIRONMENTAL
ELLIOTT, DAVID
FACILITY ADMINISTRATOR
AGEE, SHANNON
CARROLL, MIKE
CHANDNANI, SUNIL
CULBERTSON, MIKE
ECKL, RON
EDWARDS, STEVE
FRAZIER, DAVID
GREGORY, MIKE
GRIFFIN, BRENT
HEAD, LARRY
HODGSON, KALLY
HOFFMAN, LARRY
JOHNSON, DAVID
MCGRATH, CHRIS
MINNELLI, KAREN
MINNELLI, TOM
MOULTRIE, RANDY
RASBERRY, DARRYL
ROGERS, RIC
TODD, DOUG

Selected Approvers/Informed
*** Required**

☒ First Level Approvers:

RELIABILITY
POPE, MICHAEL
BITTICK, SHANDA

☐ Second Level Approvers:

ALL
COX, CATHY

☐ Third Level Approvers:

ALL
ALBRINCK, AMY

☐ Informed:

ALL
DAY, NOEL

Move Selected
Move All
Remove Selected
Remove All

Save MOC

Create New MOC

- Classification
- Category

Classification	
<input type="radio"/> Chemicals <input type="radio"/> Energy <input type="radio"/> Environmental <input type="radio"/> Fiber <input type="radio"/> Finishing Materials <input type="radio"/> OEE <input type="radio"/> Obsolescence <input type="radio"/> POR/Indirects <input type="radio"/> PSM <input type="radio"/> Reliability <input type="radio"/> Safety <input type="radio"/> Strategic/Customer	
Category	
<input type="checkbox"/> Chemical/Raw Material	<input type="checkbox"/> New chemical approval
<input type="checkbox"/> Equipment	<input type="text"/>
<input type="checkbox"/> Other	
<input type="checkbox"/> Procedure	<input type="checkbox"/> Basic Care <input type="checkbox"/> KOP <input type="checkbox"/> PdM <input type="checkbox"/> SOP <input type="checkbox"/> Shutdown/Abandon <input type="checkbox"/> TCC
<input type="checkbox"/> Process	<input type="checkbox"/> Grade Specification <input type="checkbox"/> Measurement Techniques <input type="checkbox"/> Product recipe <input type="checkbox"/> Setpoint
<input type="checkbox"/> Process Control	<input type="checkbox"/> DCS <input type="checkbox"/> Instrument Loops <input type="checkbox"/> Logic changes <input type="checkbox"/> PI <input type="checkbox"/> Proficy

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

- 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 Courtland Mill	*Bus/Area Finished Products - Chemical Prep	Line/Line Break 30
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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 Conversion 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No			N	Remove

Second Level Approvers					
Approver Name	Approved?	Approval Date	Comments	Required	
Cox, Cathy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> Yes <input type="checkbox"/> No			N	Remove

Informed					
Informed	Reviewed	Reviewed Date	Comments	Required	
Day, Noel	<input type="checkbox"/> Reviewed			N	Remove

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

Account ▾	Subject: MOC Approver list updated
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MOC Approver list updated

- **MOC Number:** 3657
- **Title:** a moc test from local
- **Implementation Date:** 3/5/2013 12:00:00 AM
- **Expiration Date:** 3/5/2015 12:00:00 AM
- **Area:** Finished Products - Finishing 11 Rewinder
- **Type:** Permanent
- **Classification:**
- **Level 1 Approvers:** Amy Albrinck, Shanda Bittick
- **Level 2 Approvers:** Shanda Bittick
- **Level 3 Approvers:** Amy Aalbrin
- **Informed:**

[Click here to View/Update Information or Approve this MOC](#)

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

- Hide Checklist		
System Changes Required: ?		
Basic Care <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Courtland Mill <input type="text"/> HEALTH & SAFETY <input type="text"/> Priority Low <input type="text"/> Days After Approval 5 <input type="text"/>	CMMS (Description/BOM) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Enviro Procedures/Emissions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Equipment Field Labels <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Equipment Files/Process Flow Drawings <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Equipment Guarding <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Equipment/Maintenance Access <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Fire Protection <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	JSA's <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
KOP's/TCC's <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	LOTO <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Lubrication Route <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MSDS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Maintenance Training/Manuals <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Operator Training/Manuals <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PI or Proficiency <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Preventative Maintenance <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Process Lock <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Documentation/Backup <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Spare Parts <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Standard Cost <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

<input checked="" type="radio"/> Only Update this task		<input type="radio"/> Update tasks from Due Date forward		Save Task	Add New Task	SpellCheck	Return to Task List	Open MOC	
* Responsible Person	Courtland Mill	* Priority	Low	* Due Date	<input type="text"/> <input type="checkbox"/> Critical	Closed Date	<input type="text"/>	Lead Time (Days)	0
Clear Selection									
* Title		Description							
<input type="text"/>		<input type="text"/>							
Status								WO/PO	
<input checked="" type="radio"/> Open <input type="radio"/> Complete <input type="radio"/> No Work Needed <input type="radio"/> Cancelled								<input type="text"/>	
- Hide Recurring Tasks (0)		Recurrence Schedule							
None									
+ Show Attachments and Links (0)		Attachments and Links							
+ Show Subsequent Task Items (0)		Subsequent Task Items							
+ Show Sub Task Items (0)		Sub Task Items							
+ Show Comments (0)		Comments							
<input type="text"/>		<input type="text"/>							
Status	Created By	Creation Date	Last Updated By	Last Update Date					
None	None	None	None	None					

- 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

- 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

Edit Sub Task Items	
Title <input type="text" value="File report"/>	Description <input type="text" value="This example creates the sub task when the main task is marked complete. The subtask Due date will be calculated by adding 30 days from the main task closed date."/>
Responsible Courtland Mill <input type="text" value="Bittick, Shanda"/>	Days After Complete <input type="text" value="30"/>
<div><input type="button" value="Cancel"/> <input type="button" value="Save Sub Task"/> <input type="button" value="Spell Check"/></div>	

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

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Task Tracker

Task Details

Enter Task Header Tasks Reports Data Maintenance

☒ Only Update this task ☐ Update tasks from Due Date forward

Save Task Add New Task Copy

Responsible Person: [Georgetown Mill](#) Priority: Low Due Date: 6/1/2011 ☐ Critical Closed Date: Lead Time (Day): 0

Title: test Description:

Status: ☒ Open ☐ Complete ☐ No Work Needed

+ Show Recurring Tasks (0) Recurrence Schedule

+ Show Attachments and Links (0) Attachments and Links

+ Show Sub Task Items (0) Sub Task Items

+ Show Comments (0) Comments

Created By: SHANDA BITTICK Creation Date: 03/31/2011 Last Updated By: Last Update Date:

Calendar: Mar 2011


Su	Mo	Tu	We	Th	Fr	S
27	28	1	2	3	4	
6	7	8	9	10	11	
13	14	15	16	17	18	
20	21	22	23	24	25	
27	28	29	30	31	1	

- 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

- 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.

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MOC Default Approvers

My MOC's

Enter Management of Change

View Update/Excel

Reports

Default Approvers

Help

The page is used to select which default approvers will show up when an MOC is initiated.

Default Approver Maintenance for Pine Hill Mill

☒ Business Unit Area ☐ Classification ☐ Category

Available Approvers/Informed	Business Unit	Area	Line	Approval Level	Required	Add
Pine Hill Mill All Employees	All	All	All	Level 1	<input type="checkbox"/>	<input type="button" value="Add"/>

NO DEFAULT L1 APPROVERS

NO DEFAULT L2 APPROVERS

L3 Approvers	Business Unit	Area	Line	Required	
Pittman, Greg	Finished Products	All	All	<input checked="" type="checkbox"/>	Delete
Blackburn, Todd	Power	All	All	<input checked="" type="checkbox"/>	Delete
Neese, Chuck	Pulp	All	All	<input checked="" type="checkbox"/>	Delete

Informed	Business Unit	Area	Line	Required	
Facility Manager (Janet Neighbors)	All	All	All	<input checked="" type="checkbox"/>	Delete
Health & Safety (Kathleen Freeley)	All	All	All	<input checked="" type="checkbox"/>	Delete
Holley, Jim	All	All	All	<input checked="" type="checkbox"/>	Delete
Luker, Brian	All	All	All	<input checked="" type="checkbox"/>	Delete
Manufacturing Excellence (Robbin Macneil)	All	All	All	<input checked="" type="checkbox"/>	Delete
Operations Manager (David Stringfellow)	All	All	All	<input checked="" type="checkbox"/>	Delete
Woodham, Brian	All	All	All	<input checked="" type="checkbox"/>	Delete

My MOC's

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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 Approver Maintenance for Training Site

☒ Business Unit Area ☐ Classification ☐ Category

Available Approvers/Informed	Business Unit	Area	Line	Approval Level	Required	Add
Training Site	COX, CATHY	Millwide	Safety	All	Level 1	<input type="checkbox"/>

L1 Approvers	Business Unit	Area	Line	Required	
Cox, Cathy	All	All	All	<input type="checkbox"/>	Delete
Albrinck, Amy	All	Finishing	3 PS and D	<input type="checkbox"/>	Delete
Holley, Jim	Millwide	Safety	All	<input type="checkbox"/>	Delete

L2 Approvers	Business Unit	Area	Line	Required	
Fedyszyn, Karen	All	All	All	<input type="checkbox"/>	Delete

NO DEFAULT L3 APPROVERS

Informed	Business Unit	Area	Line	Required	
Pope2, Michael	All	All	All	<input type="checkbox"/>	Delete

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 Approver Maintenance for

☐ Business Unit Area ☒ Classification ☐ Category

Classification <input type="text" value="Chemicals"/>	Available Approvers/Informed <input type="text" value="Training Site"/> <input type="text" value="HOLLEY, JIM"/>	Approval Level <input type="text" value="Level 1"/>	Required <input type="checkbox"/>	<input type="button" value="Add"/>
---	--	---	---	------------------------------------

Classification	Approval Level	Role/Person	Required	
Chemicals	Level 1	Cathy Cox	<input type="checkbox"/>	Delete
Environmental	Level 1	Noel Day	<input checked="" type="checkbox"/>	Delete
Reliability	Informed	Shanda Sbittic	<input type="checkbox"/>	Delete

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

Default Approver Maintenance for Training Site

☐ Business Unit Area ☐ Classification ☒ Category

Category	Available Approvers/Informed	Approval Level	Required	Add
Chemical/Raw Material-New chemical approval	Training Site HOLLEY, JIM	Level 1	<input type="checkbox"/>	

Category	Approval Level	Role/Person	Required	
Equipment-Supplier	Level 1	Environmental (Amy Albrinck,Cathy Cox)	<input type="checkbox"/>	Delete
Process Control-PI	Informed	Amy Albrinck	<input type="checkbox"/>	Delete
Process Control-PI	Informed	Lisa Kohout	<input type="checkbox"/>	Delete
Process Control-PI	Informed	Matthew Jones	<input checked="" type="checkbox"/>	Delete
Process Control-PI	Informed	Thomas Porter	<input checked="" type="checkbox"/>	Delete
Process Control-Proficy	Informed	Matthew Jones	<input checked="" type="checkbox"/>	Delete
Process Control-Proficy	Informed	Thomas Porter	<input checked="" type="checkbox"/>	Delete