

H S E

HEALTH

SAFETY

ENVIRONMENT



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Management of Change "MOC"& Prestart up Safety Review "PSSR" Training Course

Duration: 5 Days



Introduction:

Many changes occur in the everyday operation of a facility. However, not all of these changes require the scrutiny of an MOC procedure. Only initiated change (conscious decision to change) can be analyzed and evaluated for its potential hazardous consequences and, therefore, managed. Reactive, spontaneous or covert (hidden) change cannot be managed

because it cannot be anticipated. These kinds of changes must be managed within other elements of the HSE Management System, for instance, Hazard Identification and Mechanical Integrity.

All of these changes have the potential to create new workplace hazards, some of which are not immediately recognizable. Although some changes are more critical than others, each modification should be analyzed for inherent hazards that may result from the change. Although change usually is proposed for a good reason, changes made to improve one aspect of an operation actually may increase the potential for hazards in other areas of the same operation. To assess the impact of change and to monitor its implementation, it is essential to have a policy and procedure for Management of Change (MOC).

Training Methodology:

There will be interactive discussion based around case studies and presentations and Videos to highlight course details.

Who Should Attend?

- Operation Engineers& Forman's
- Maintenance Engineers
- Technical Department Engineers
- Safety Management Team
- Loss Prevention Engineers

Course Objectives:

By the end of this course delegates will be able to:

- Describe definitions used during the Management of Change and Pre-Startup Safety Review process.
- Describe the importance of implementing an effective MOC/PSSR system
- Identify what is and what isn't considered "change."
- Review and assess the proposed change.
- Describe the initiation and implementation process for a proposed change.
- Describe an effective MOC/PSSR system
- Evaluate MOC/PSSR systems for feasibility in various change scenarios.

Course Outline:

Section 1: Overview of MOC/PSSR

- Definitions used during the Management of Change and Pre-Startup Safety Review process.
- Regulatory requirements
- How MOC works
- Common weaknesses of change management
- Why MOC is necessary

Section 2: Recognizing or Proposing Change

- Recognizing change
- Categories of change

Section 3: Initiating a Change Request

- Description of change
- Design review and risk review

Section 4: Technical Review of Proposed Change

- Risk assessment methods
- Hazard evaluation
- Section 5: Approving and Implementing Change
- Approval process

- MOC tracking

Section 6: Pre-Startup Safety Review (PSSR)

Section 7: Roles and Responsibilities

Section 8: Managing the MOC/PSSR Process

Section 9: Course Final Assessment Test

Section 10: Course Final Evaluation& Review