

<b>Safety and Environmental Management Systems (SEMS)</b>	Revision Number:	<b>1</b>
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**(API RP 75 Element 4) § 250.1912 Management of Change**

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A written Management of Change (MOC) program shall be followed at each OCS facility. The program establishes procedures to identify and control hazards associated with change and maintain the accuracy of safety information. Management of change procedures must be followed for modifications associated with the following:

1. Equipment,
2. Operating procedures,
3. Personnel changes (including contract operators),
4. Materials, and
5. Operating conditions.

Management of change procedures do not apply to situations involving replacement in kind (such as, replacement of one component by another component with the same performance capabilities).

All changes must be reviewed prior to their implementation.

The following items must be addressed in the management of change procedures:

1. The technical basis for the change;
2. Impact of the change on safety, health, and the coastal and marine environments;
3. Necessary time period to implement change; and
4. Management approval procedures for the change.

Employees, including contractors whose job tasks will be affected by a change in the operation, must be informed of, and trained in, the change prior to startup of the process or affected part of the operation; and if a management of change results in a change in the operating procedures of your SEMS program, such changes must be documented and dated.

This management program requires a review of the effects of newly acquired or sold facilities on the organization or facilities SEMS program.