



Management of Change (MOC) Procedure Template

Food Processing Corp / 1 Feb 2023 / John West

Complete

Score	22 / 34 (64.71%)	Flagged items	0	Actions	1
Site/Facility	Food Processing Corp				
Conducted on	1 Feb 2023 10:30 PST				
Prepared by	John West				
Location	3722 Redlands Ave Perris, CA 92571 United States (33.84075548019675, -117.2200571835562)				

Actions

1 action

Management of Change / Other

Is there any negative impact on any of the fatal risks?

Yes

We realised the fatal risk brought by the news of a horrific accident involving another industrial meat grinder. That is why we will not commission our equipment until we get the new stairs installed and our personnel trained.



Photo 2

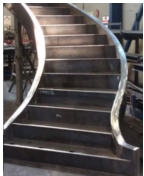
To do | Assignee: SafetyCulture Staff | Priority: High | Due: 10 Feb 2023 14:34 PST | Created by: SafetyCulture Staff

Stair with guard rails needed ASAP

Hello Angela, I believe you're the one assigned for the completion of the new stairs with guard rail near the new industrial meat grinder. Please give me an update on the status.

Management of Change		1 action, 22 / 34 (64.71%)
Information		
Change Initiator		
John West		
Discription of proposed change		
A new industrial meat grinder to be installed to meet customer demand		
Area of Change		
Room 1-A of building A		
Proposed Date and Time to implement Change?		1 Mar 2023 07:30 PST
Engineering		7 / 11 (63.64%)
Will the change bring about alterations to the original design of machine/equipment?	No	
Will the change bring about a change to maintenance, equipment operating methods, or safety devices?	Yes	
Will the change result in a negative impact on pressures, temperatures, lubrication, emissions, vibration or ergonomics?	Yes	
Will the change initiate any new construction, modification of existing facilities, or decommissioning activities?	Yes	
I asked Angela to prove an update on the new stairs with guard rails to replace the old near the newly installed meat grinder. We are near the commissioning date and we want this done before then.		
Will the change requie or involve any excavation, soil contamination or contamination of ground water?	No	
Will the change involve, result in or generate radioactive,hazardous or mixed waste such as any new or altered carcinogenic, corrosive, biological ,radioactive, or infectious chemical or agents?	No	
Will the change requier the use of large quantities of flammable liquids?	No	
Will the change require that combustable liquids are heated above or close to their flashpoints?	No	
Does the change require the use of storage tanks or the storage of large quantities of hazardous, radioactive, flammable or combustibile materials?	No	

Does the change involve any High -energy sources(e.g. Radiation, electromagnetic, laser, compressed gasses, propellants and/or explosives?	No
Will the change alter any pre-start inspection schedule?	Yes
One more equipment for pre-start once this is commissioned.	
Does the change alter the validity of of any certification, exemptions, or permissions?	No
Operating and Design	2 / 2 (100%)
Will the change alter existing hardware and/or control software?	No
Will this alter emergency response used on site?	No
Quality	2 / 2 (100%)
Will the change have an impact on the quality of the product or service?	No
Will the change have an impact on the quality of maintenance?	No
Operating Personnel	1 / 3 (33.33%)
Have personnel changed?	No
Has a person's area of responsibility changed?	Yes
Inspectors assigned to building A has a new equipment in their list of items to check daily.	
Do people require additional training to accomodate the change?	Yes
They will be trained right before commissioning.	
External Personnel on the site	1 / 3 (33.33%)
Does the change require additional contractor personnel to be employed outside the current contract?	Yes
Our cleaning vendor has been informed.	
Will the change require a change in scope of work conducted by contractor personnel?	Yes
I am drafting the scope of work to be submitted to them tomorrow.	
Will the change require a change in contractor company performing the work?	No

Regulations, Standards, or Code of Practice	2 / 4 (50%)
Is the change as a result of a significant change in regulations, standard operating procedures, or any code of practice?	No
Is the change as a result of a client requirement, standard?	Yes
Is there a change required to procedures and/or training material?	Yes
New training material being drafted by our training team. Training will commence before commissioning the new equipment but not before the new and safer stairway is installed.	
Not covered in procedures or code of practices?	No
Organisational Structures	1 / 1 (100%)
Will the change require significant alterations to the organisational structure?	No
Suppliers, Community and/or Client/User	3 / 3 (100%)
Are there any added health, safety, and environmental risk to the suppliers, clients, users or the community?	No
Is there any added financial risk to the shareholders?	No
Are there any legal implications between the suppliers, clients, users and or community?	No
Other	1 action, 2 / 4 (50%)
Is there any added risk to personnel with regards to health & safety	Yes
The risk found is the old stairs beside the newly installed industrial grinder. We are addressing this by replacing the old stairs with one with guard rails.	
	
Photo 1	
Is there any added risk to the environment such as altering existing environmental status by generating any new or altered airborne emissions, liquid effluents, or solid debris, or affect the approved environmental management system?	No
Will the change require new or additional PPE?	No

Is there any negative impact on any of the fatal risks?

Yes

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Photo 2

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Completion

1 / 1 (100%)

Is the change Permanent or Temporary

Permanent



Photo 3

Comments

We are currently waiting for the new stairs with guard rails to be installed and will schedule training for the staff on operating the new equipment safely. We realized the risk that the new equipment brings after a memo we received about an accident with an industrial meat grinder and we are doing all we can to mitigate such risk in our facility.

Name and signature

John West
3 Feb 2023 14:32 PST

Media summary



Photo 1



Photo 2



Photo 3