

## SOP-GEN-018 Management of Change

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### 1.0 Purpose and Description

Unforeseen events may cause us to adjust our plans and procedures. Even small changes can introduce increased risks in unexpected ways.

The TDI-Brooks Management of Change Form is designed to guide the management team through a series of questions to consider all areas impacted by any proposed change, evaluate any new or increased risks and plan ways to mitigate those risks. These may apply to vessel operations and shore support functions and operations.

### 2.0 Definitions

**Change** is an alteration or adjustment to any component, variable or property within an existing system.

**Components** could mean machinery parts, equipment, systems or members of a team or vessel crew.

**Variables** could be anything from weather, sea state, geographic location, methods of transporting personnel or equipment, local agents, to use of contractors or third-party vessels.

**Properties** could be ratings of lifting gear, safe working load limits of a-frames, lift points and winches, weight of gear or samples, volumes and weights of gear (for stability calculations and shipping) or skill sets of personnel.

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| <b>Title of Document:</b> | Safety Management Manual      | <b>Document Number:</b> | SOP-GEN-018 |
| <b>Authority:</b>         | Director of Marine Operations | <b>Revision:</b>        | 3           |
| <b>Custodian/Owner:</b>   | Designated Person Ashore      | <b>Issue Date:</b>      | March 2023  |
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### 3.0 “Do I Need an MOC?” Questions

The biggest challenge of managing change is to recognize it.

**If you can answer YES to any of the “Do I Need an MOC?” questions below, you need a management of change.**

#### “DO I NEED AN MOC?”

1. Are we **changing/ adding/ removing steps** from our usual JSA or SOP?
2. Are we **altering or adding connections** to equipment? (water, air electrical, steam, gas, hydraulics, lifting gear, survey equipment)
3. Will the change cause us to operate at **reduced or exceeded capacity**? (vessel capabilities, survey equipment, lifting gear, number or skill level of personnel)
4. Is the **client requesting a deviation** or change to our usual JSA, SOP or other procedures?

### 4.0 Types of Change

Changes may be classified as one or more of the following:

- **Permanent-** This change is expected to be in place indefinitely. Changes at this level will require revision in our practices and procedures and need management review and approval
- **Temporary-** This change is expected to be in place for a specified period only. Temporary changes extending beyond the specified activity and duration require re-evaluation and approval.
- **Urgent-** This change must be made quickly to take advantage of a limited opportunity or reduce the impact of adverse events. Urgent changes are not associated with an incident, but rather require quick action to capture the expected benefits of the change or to avoid significant negative consequences (such as costs, schedules, or other business reasons).

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Urgent changes can be cancelled at any time with a return to the original condition.

- **Emergency-** This change must be undertaken urgently to avoid, mitigate or control an incident. This type of change can be approved and implemented by the appropriate management level on site. Site level managers include Party Chief, HSE Manager, Captain and Chief Engineer.
- **Minor-** This change has an inherent low risk and is not expected to have a significant impact on operations or personnel. This type of change should have minor impact on cost and schedule issues and have no contractual or regulatory implications.

## 5.0 Approval Process

The approval levels of any changes include approval within TDI-Brooks using the following as a guide.

Minor changes- Captain, Chief Mate, Chief Engineer

Urgent changes- Captain in conjunction with Party Chief

Emergency changes- The Captain followed by documentation and notification sent to **Port Captain**.

Permanent changes- The Port Captain

Temporary changes-- Captain in conjunction with Party Chief

Clients may need to be notified of or approve certain changes depending on the contract. Refer to the project execution plan.

The Port Captain will be notified of any Management of Change.

## 6.0 Forms and Procedure

|                           |                               |                         |             |
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There are **4 Steps** to the Management of Change form.

- Step 1: **Consideration** of MOC meeting sign in sheet
  - Step 2: **Pre-MOC Risk Analysis**
  - Step 3: **MOC Implementation Form**
  - Step 4: **Close Out**
1. **Step 1: The Consideration of MOC Meeting sign in sheet** will be filled out and signed by the affected persons who make up the MOC team.
  2. During the Consideration meeting, the group will complete the **Step 2: Pre-MOC Risk Analysis** as a team and decide if the change should take place. ***If no***, the proposed MOC is scanned to Port Captain and filed on the bridge. ***If yes, then....***
  3. **Step 3: MOC Implementation Form** will be filled out, signed and sent to Port Captain for posting on the CM.
  4. **Step 4: Close Out** The close-out section will be completed, and the entire form will be scanned to Port Captain for posting on the Crewing Module.

This Close Out step in the MOC process is to verify that the change has been implemented properly, evaluated and that lessons learned are communicated.

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