

NC CIRCLE CHANGE MANAGEMENT

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SUCCESSFUL CHANGE MANAGEMENT INVOLVES:

1. GETTING EVERYONE'S OPINION
2. FOLLOWING APPLICABLE
PROCEDURES / FORMS
3. REMEMBERING THE GOLDEN
RULE
4. DOES IT IMPACT SAFETY?

GET EVERYONE'S OPINION

- ONLY CHANGES THAT INVOLVE ALL THOSE AFFECTED WILL BE TRULY SUCCESSFUL. (BOTH SHIFTS TOO)
- A POORLY PLANNED CHANGE WILL NOT BE MAINTAINED.
- AND BY GETTING EVERYONE'S OPINION FIRST THE CHANGE IS WELCOMED NOT SHUNNED.

GET EVERYONE'S OPINION

HOW WOULD YOU FEEL IF SOMEONE MADE
CHANGES AND DIDN'T TELL YOU?

DISRESPECTED?

SPITEFUL?

ANGRY?

IGNORED?

USELESS?

HAPPY?

(I THINK WE KNOW WHICH ONE DOESN'T
BELONG THERE!)

WE WANT TO KEEP EVERYONE HAPPY, SO
KEEP THEM INVOLVED.

APPLICABLE PROCEDURES / FORMS

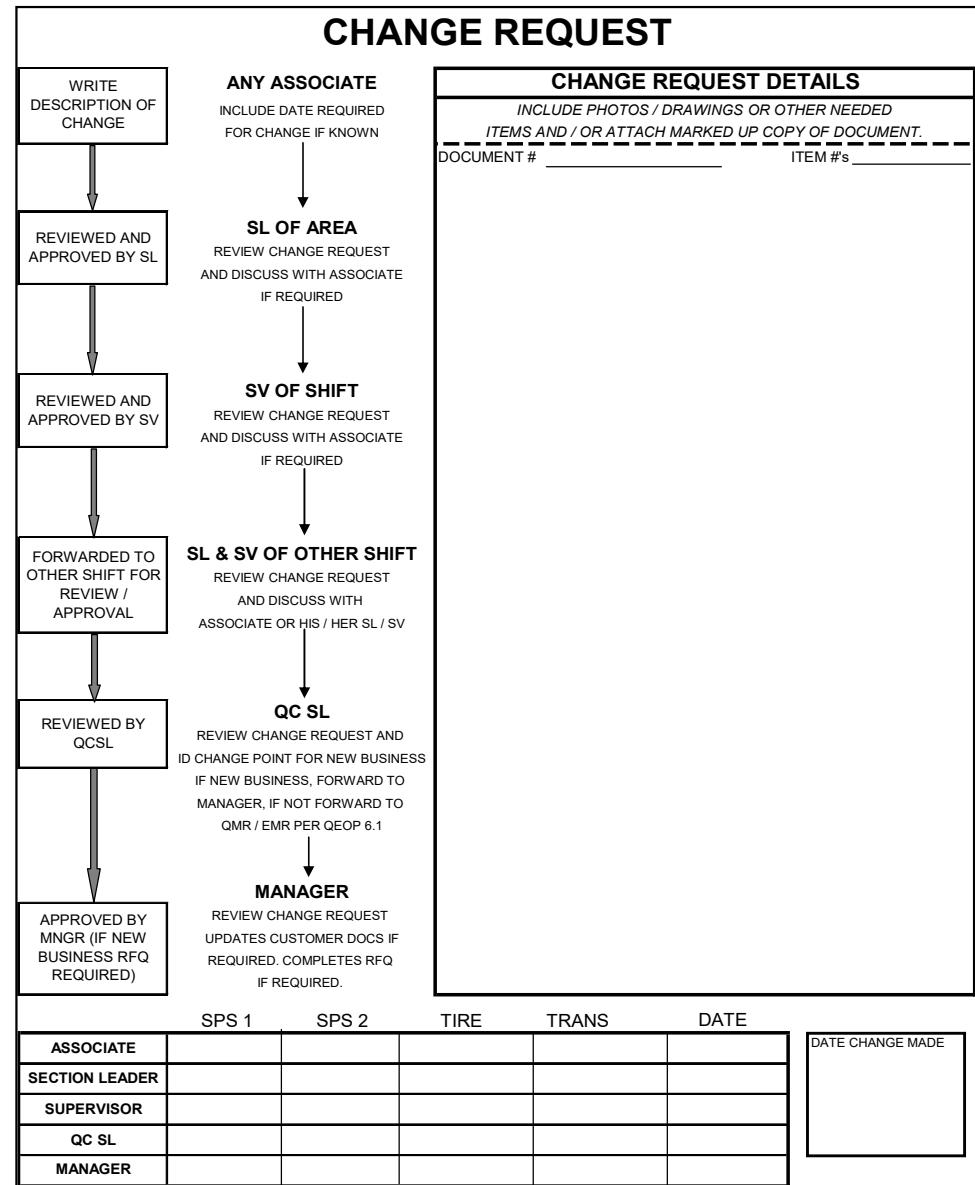
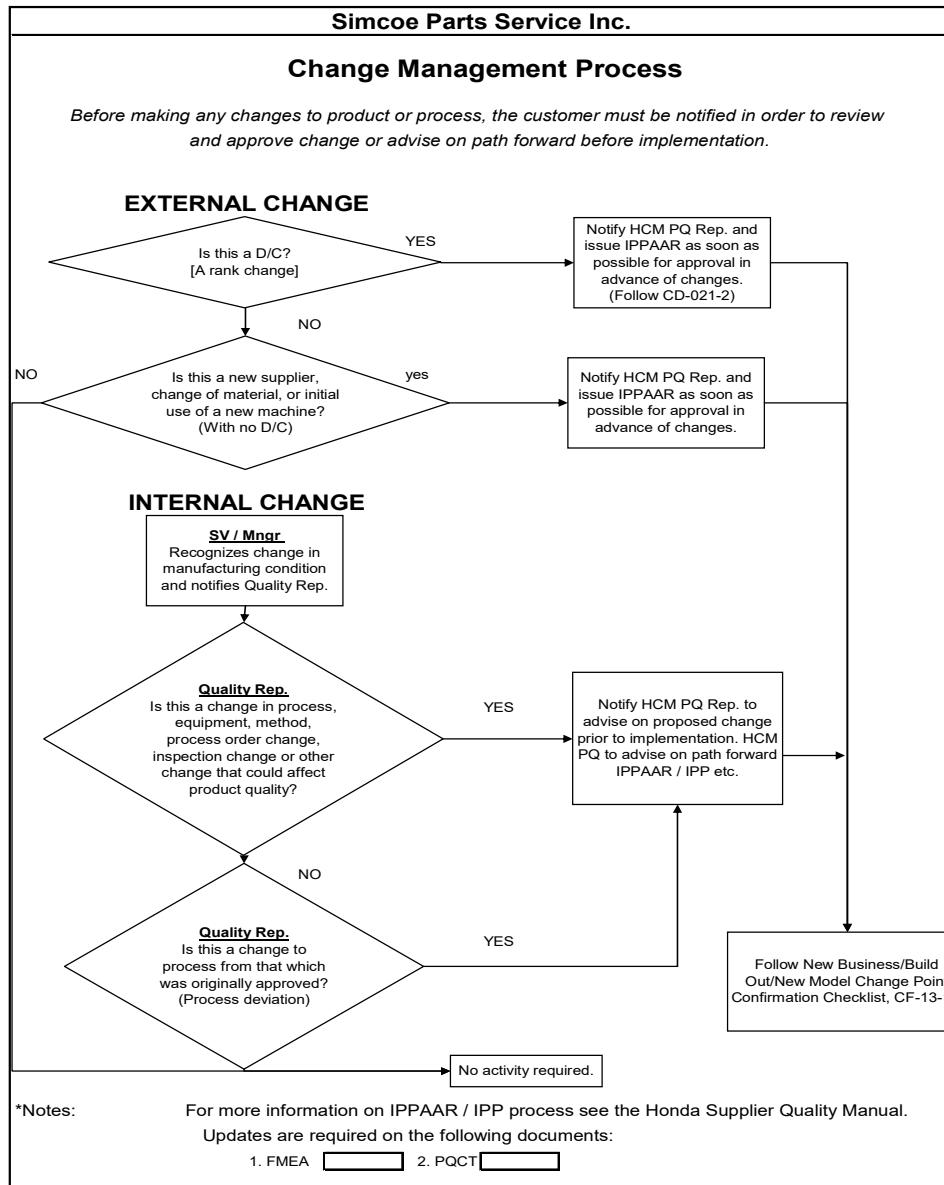
SPS HAS SEVERAL CHANGE MANAGEMENT PROCEDURES TO FOLLOW, DEPENDING ON THE CHANGE. (TYPE, WHO AFFECTED)

1 RULE = APPROVAL BEFORE IMPLEMENTATION!

WHO'S AFFECTED	WHO NEEDS TO REVIEW / APPROVE	WHAT PROCEDURE OR FORM?	HOW
HCM & SPS	SPS MNGT (WHO WILL CONFER WITH HCM)	CD-021-1&2	FOLLOW FLOW TO DETERMINE HOW TO PROCEED
SPS SUPPLIERS (BASICS, RIGO)	SPS MNGT	CD-021-1	FOLLOW FLOW TO DETERMINE HOW TO PROCEED
HCM SUPPLIERS (VENTRA, KCC)	SPS SR. MNGT	CD-021-2	FOLLOW FLOW TO DETERMINE HOW TO PROCEED
SPS INTERNAL	AFFECTED AREAS SV/SL / MNGR	CF-010 & EF-017-A (FOR ENVIRO CHANGES)	COMPLETE FORM AND CIRCULATE

PLEASE ENSURE TO USE THESE PROCEDURES / DOCUMENTS AS THEY ARE USED FOR APPROVALS AS WELL AS FOR GENERAL INFORMATION PURPOSES.

APPLICABLE PROCEDURES / FORMS



FOR HCM/SPS/SUPPLIER CHANGES

SPS INTERNAL CHANGES ONLY

APPLICABLE PROCEDURES / FORMS

Change Management Checklist

Project being reviewed:

Completed by: _____

Department: _____

Date: _____

#	Assessment	Yes	No	Specify details, if possible	EMR/EMR	QPR	HAC	Facilities	Other, Please specify
1	Will there be any impact on traffic (additional truck movement), internal or external roads, building, property or current equipment locations?				X	X			
2	Will new chemicals or chemical based products be used?				X		X		
3	Will the use of an existing chemical be increased or applied in a different manner?				X				
4	Will new packing or processing equipment be installed?						X		
5	Will there be any changes to, additions of, machine guarding?						X		
6	Will utility flows (steam, water, electrical power, air, compressed gases) be moved, added, changed or deleted?						X		
7	Will there be any changes to, or additions or relocation of the following:						X		
8	8a) fire wall, floors, ceilings						X		
	8b) fire doors, smoke vents						X		
	8c) sprinkler system, fire extinguishers						X		
	8d) location of spill kits or contaminated waste						X		
	8e) equipment or equipment structures						X		
9	Will new emissions (additional truck movement) be produced or existing emissions modified, (air, odours, dust, water sewer)?				X		X		
10	Are any new ignition sources added to the area because of this change? (electric tools/equip)						X		
11	Will any new pollution control equipment be installed or existing equipment modified?				X		X		
12	Will any new solid or hazardous waste be generated?				X				
13	Will there be a change to QOP's, Operation Standards, Process Guidelines?					X			
14	Will any of the following activities be undertaken: yard and underground trenching, excavating for equipment foundations, or installation or modification of fire lines, power lines, water lines or phone lines?						X	X	
15	Will there be any site clearance?				X			X	
16	Will plant combustors (Boilers, heaters, etc) including rental boilers, be added or modified?				X			X	
17	Will on-site structural or high pressure welding be required?				X		X		
18	Will confined spaces be added?						X		
19	Will there be changes to the "work area" (height, reach, position, repetition, force, etc.)?								Planning Ergo
Below to be filled by EMR or designate.									
20	Will any environmental aspects be added or changed? (Review EF-002A)	Date Checked:			X				
E	Comments:								
M									
R									

COMPLETED FOR ANY CHANGES THAT AFFECT ENVIRONMENT –
NATURAL GAS, HYDRO USE, SPILLS, NEW CHEMICALS...

THE GOLDEN RULE

THE BEST WAY TO REMEMBER WHAT TO DO WHEN
MAKING A CHANGE IS TO:

“DO UNTO OTHERS AS YOU WOULD HAVE
THEM DO UNTO YOU”

*RESPECT OTHER PEOPLE’S JOBS AND
OPINIONS.....*

WOULD YOU LIKE IT IF SOMEONE MADE CHANGES
TO YOUR JOB AND DIDN’T CONFER WITH YOU
ABOUT IT FIRST?

DOES IT IMPACT SAFETY?

SOME CHANGES MAY IMPACT SAFETY AT SPS.....

*USE THE CHANGE MANAGEMENT CHECKLIST
AND CONTACT THE FOLLOWING PEOPLE TO
OBTAIN INFORMATION :*

GENERAL INFO: SEE YOUR SV OR SL

LEGISLATION INQUIRY: ASK YOUR FACILITATOR TO
CONFER WITH YOUR MANAGER(EMAIL, ETC)

PRESTART INFO: USE CHANGE MANAGEMENT
CHECKLIST AND / OR CONSULT WITH YOUR
PLANT JHSC REP.