

Management of Change Form

ABC Biofuels

Anywhere, USA

MOC No. _____

RFC No. _____

(Attach approved RFC)

Date Requested _____

Requestor: _____

Date Required _____

Unit: _____

Equipment: _____

1. Description of change

Estimated cost of modifications: Equipment:

Labor:

Total:

Does a sketch accompany this form? _____ Yes _____ No

2. Technical Basis for Change

3. Potential impact on safety, health, and the environment

Type of PHA required: _____ HAZOP, _____ What-If, _____ Checklist, _____ specify

4. Training Completed

	Req'd Y/N	Responsible Party	Target Date	Date Completed	Initials
Operations	Y				
Maintenance					
Contractor					
Other: _____					
Other: _____					

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5. Process Safety Information Revised

	Req'd Y/N	Responsible Party	Target Date	Date Completed	Initials
Process Flow Diagram Piping & Instrument Diagrams Electrical System Documentation Relief System Documentation Spare Parts List MSDS Documented Operating Limits Other _____					

6. Procedures Revised

	Req'd Y/N	Responsible Party	Target Date	Date Completed	Initials
Start-up Shut down Emergency Shutdown Normal Operation Maintenance procedure Emergency Reponse Other (e.g. administrative)					

7. PSSR Responsibility _____
 PSSR No. _____

8. Approvals

EH&S Review Team Leader Date	Unit Engineer Date
Area Training Coordinator Date	Area Procedures Coordinator Date
Management of Change Coordinator Date	
Area Manager Date	

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