



Management of Change

Applications International Corporation designed our Management of Change (MOC) module around OSHA Process Safety Management (PSM) Standard (29 CFR 1910.119) and EPA Risk Management Plan (40 CFR 68). OSHA believes that contemplated changes to a process must be thoroughly evaluated to fully assess their impact on employee safety and health and to determine needed changes to operating procedures. To this end, the standard contains a section on procedures for managing changes to processes. Written procedures to manage changes (except for "replacements in kind") to process chemicals, technology, equipment, and procedures, and change to facilities that affect a covered process, must be established and implemented. These written procedures must ensure that the following considerations are addressed prior to any change:

The Management of Change Solution allows you to create action plans for implementing change and managing various projects. You have the ability to track tasks, corrective or preventative actions, and project items as a result of change that needs to take place. You can assign tasks to whoever is responsible for this action item in your organization, detail what needs to be done, assign a scheduled date and a priority. You can also track any Cost or Hours associated to this project, attach supporting documentation, and customize a review/approval process to ensure this change is being implemented effectively. Through our reporting solution you can also track all of this data and even have automated email reports and alerts to stay on top of the project.

Corrective Actions

Track any Corrective/Preventative Action or Task as result of the change. Assign a responsible person, detail what needs to be done, assign a scheduled date and a priority. All Corrective actions are enforced by:

- Automated email alerts for notification of; New Corrective Action, Coming Due and Past Due Reminders to both the responsible person and facility, division, region or corporate personnel.
- Interactive Activity Calendar for viewing all outstanding items in a single view.
- Automated reporting, build the report outlining the fields you are looking for and have the system PUSH an open Corrective Action report to vested parties at the specified date and time.
- KPI Scorecards with drill-down capability help paint a complete picture by providing On Time Closure Rates and Open/Closed/Closed Late snapshots.

Review Approval

Define and enforce a review/approval process per each MOC record added to the application.

- The AIC MOC Solution allows for multiple Review/Approval Workflows to be defined and applied as applicable.
- All records are electronically “walked” through the Review/Approval process by automated email alerts and messaging to reviewers and approvers. This ensures that all items are addressed in a timely manner.

Training Required

Identify Training requirements as a result of the change.

- This module integrates fully with the AIC Training Module.

Files

Track any supporting documentation related to the record; PDF's, word docs, scanned items, images or video clips. Updates

- This electronic diary function allows you post status updates, all of which are date/time stamped and user stamped.

Corrective Action Tracking - Moving Machine 345-A to a New Location

Location Edit
 Los Angeles
Number
 7537TX32
Reference #
 7537TX32

Type
 Moving Machine to New Location
Lead Auditor
 Ederer, Brie

Findings / Description Action Plan

Machine 345-A will be moving to a new location in the warehouse. This change will be permanent at the end of the week. Please adhere to all safety procedures when moving the machine.

Summary Status



OPEN CLOSED

Status

Champion **Overall Status** **Target Date**
 Estrada, Renee OPEN 9/15/2016

Updates Corrective Actions Files Communication People Involved Review/Approval Training Required Cost/Hours

Add Edit Delete View Send to Excel

Champion	Task	Scheduled	Completed	Priority	Comments
Nokes, Rebekah	Safety - Verify PPE and proper proc	9/23/2016		High	
Ederer, Brie	Production manager - sign off to app	9/21/2016		High	
Ederer, Brie	Train production how to operate mac	9/20/2016		High	
Andersen, Elijah	Ensure machine is running and oper	9/16/2016	9/16/2016	High	
Bilawa, Hannah	Please sign off on the attached form	9/15/2016		High	
Bisher, Adam	Please move machine to new locatic	9/14/2016	9/13/2016	High	the machine has been moved to the
Carter, Casey	Hook up machine (electrical, air, hyd	9/14/2016	9/13/2016	High	completed early