Management of change (MOC) request and approval

Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/management-of-change-form

MOC number	Date raised	Revision

Facility / unit	System(s) affected	Originator

Change type	Expiry date (temporary changes)	Category

Permanent: stays in place. Temporary: removed, or made permanent through a new MOC, by the expiry date. Emergency: made to keep the plant safe with a minimum review at the time and the full review straight after. A replacement in kind (same design specification) is not a change.

1. THE CHANGE

Description of the change (what will be different, and where)

Reason for the change and technical basis

No.	Tag affected	Description	P&ID / drawing	What changes	Remarks
1	*PT-2101*	*Separator pressure transmitter*	*PID-21-001*	*High alarm 9.0 to 9.5 barg*	*Example*
2					
3					
4					
5					

2. RISK REVIEW

Hazard review needed (HAZID / HAZOP)	
Review method used	
Risk ranking before the change	
Risk ranking with the change and its controls	
Review reference (study, minutes, action numbers)	

Hazards identified, impact on safety, health and the environment, and the controls required

3. DOCUMENTS AND INFORMATION TO UPDATE

Document updates

Updates needed: 0 Done: 0 Still to do: 0 Not needed: 0

No.	Document	Update needed	Reference / new revision	Owner	Done (date)
1	P&IDs				
2	Cause and effect charts				
3	Operating procedures				
4	Maintenance and inspection procedures				
5	Equipment datasheets				
6	Alarm and trip schedule (setpoints)				
7	Relief and flare system data				
8	Other process safety information				
9	Training material				
10	Other (state)				

4. TRAINING AND START-UP

Training needed before the change is used	
Who is trained, and how	
Pre-startup safety review (PSSR) required	
PSSR reference and date	

5. APPROVAL

Sign-off	Name	Decision	Signature	Date
Originator				
Area authority				
Technical authority				
HSE				
Operations				

Conditions of approval

6. IMPLEMENTATION AND CLOSE-OUT

Implementation started	Implementation complete	Temporary change removed (date)

Documents updated and issued	Training complete	MOC closed

Close-out verification (how the change, the document updates and the training were checked)

Sign-off	Name	Signature	Date
Closed out by			
Verified by			

Management of change register

One line per change. Days open and the temporary change flag work themselves out. Grey rows are examples (dates relative to today): overwrite them.

Facility / unit	Register owner	Document number / revision

Status

Open: 0 Approved: 0 Implemented: 2 Closed: 0 Rejected: 0 Temporary changes past expiry: 1 Without an expiry date: 0

MOC no.	Title of the change	Unit / system	Type	Category	Originator	Raised	Expiry (temporary)	Approved	Implemented	Closed	Status	Days open	Temporary change flag	PSSR	Remarks
MOC-0001	*Raise separator high pressure alarm setpoint*	*21 Separation*	*Permanent*	*Minor*	*Process engineer*	*29-Sep-26*		*09-Oct-26*	*27-Oct-26*		*Implemented*	*40*		*No*	*Example*
MOC-0002	*Temporary clamp on cooling water line*	*41 Cooling water*	*Temporary*	*Minor*	*Maintenance*	*25-Aug-26*	*03-Nov-26*	*26-Aug-26*	*27-Aug-26*		*Implemented*	*75*	***Past expiry***	*No*	*Example*