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# Management of Change Request FORM

Name of Person or Group Requesting Change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Summary Description of Change:

Reason(s) for Change:

Change is: [ ]  permanent

[ ]  temporary Duration of change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Signature of Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##  Yes N/A

## Attachment checklist: [ ]  [ ]  Updated Process Flow Sheet, if changed

[ ]  [ ]  Current Process Flow Sheet

[ ]  [ ]  Updated JSA pages, if changed

[ ]  [ ]  Current JSA pages

[ ]  [ ]  Updated Engineering documentation pages, if changed

[ ]  [ ]  Current Engineering documentation pages

[ ]  Safety Evaluation Checklist (req’d. – see below)

**Management of Change Request Form**

# Process Change Request

# Approval Form

**Type of Change:** [ ]  Major – Requires review by entire team and faculty adviser

 [ ]  Minor – Requires review by team only

#### Description of Change as Approved:

#### Approved Duration of Change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Signatures of Approval

Faculty Adviser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Team Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attach minutes and pertinent notes from review team meetings and place in permanent file.**

**Management of Change Request Form**

### **Safety Evaluation Checklist**

Complete this safety evaluation checklist, noting any conditions that apply to the proposed change. Attach a more detailed description of the change, if necessary, along with all supporting materials.

**Changes in Process Conditions/Materials:**

[ ]  temperature

[ ]  pressure

[ ]  flow

[ ]  level

[ ]  composition

[ ]  chemical

[ ]  toxicity

[ ]  flash point

[ ]  reaction conditions

[ ]  biohazard

[ ]  use of regulated materials

[ ]  use of lasers/ change in class of lasers

**Changes in Operating Conditions/ Procedures:**

[ ]  startup

[ ]  normal operations

[ ]  abnormal operations

[ ]  shut down

[ ]  emergency shut down

[ ]  maintenance procedures

[ ]  lock-out

[ ]  tagging

**Changes in Process Equipment:**

[ ]  size or capacity

[ ]  materials of construction

[ ]  seals and gasket materials

[ ]  piping/ valving

[ ]  electrical system

[ ]  max./min. working pressure

[ ]  max./min. working temperature

[ ]  equipment guarding

[ ]  thermal insulation/insulation coverings

[ ]  filters

[ ]  support structures

**Changes in Facilities:**

[ ]  ventilation

[ ]  lighting

[ ]  utility services

[ ]  building modifications/renovations

**Changes in Safety Equipment:**

[ ]  containment

[ ]  guarding

[ ]  fire protection

[ ]  fire detection

[ ]  safety equipment location

[ ]  safety equipment type

[ ]  personal protective equipment

[ ]  grounding/bonding

**Changes in Control Systems/ Elements:**

[ ]  programming change

[ ]  controller action

[ ]  control valve trim/sizing

[ ]  instrument/transmitter

[ ]  sensing element

[ ]  graphically displayed information

[ ]  system response to alarm

**Changes in Environmental Conditions:**

[ ]  discharge air quality

[ ]  discharge water quality

[ ]  solid waste