**Preliminaries**

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| **Title of Change:** |  |
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| **Change Manager:** |  |

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| **Version Number** | **Date** | **Summary of Changes** |
|  |  | *Document Control for any resubmission required* |
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1. **Define the Change**

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| **Nature and Scope of the Change** |
| *What is being Changed.*  *Driver for Change (Why?).*  *How it is to be changed.*  *How long will it take.* |

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| **Assumptions** |
| *Define not just what the assumption is but why it is being made.* |

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| **Impact** |
| *Consider the impact both directly and indirectly across the whole organisational environment:*  ***I****nterfaces*  ***B****usiness*  ***E****quipment*  ***D****ocumentation*  ***C****ompliance*  ***O****rganisation*  ***P****eople*  ***I****nformation**(IT)*  ***L****ogistics*  ***O****perations*  ***T****raining*  ***S****takeholder****s (Part 2)*** |

1. **Stakeholder Identification**

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| **Stakeholders** |
| *Internal and External*  *Document SMEs to be used in the Change Management Haz ID and Risk Management, steps.* |

1. **Hazard ID**

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| **Methodology** |
| *Explain methodology used – could be a reference to existing SMS.*  *Ensure Human Factors are Considered – ‘Dirty Dozen’.*  *Ensure consultation with SMEs from internal and external interfaces.*  *Ensure hazards are recorded. (Suggested template at Annex A).* |

1. **Risk Management**

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| **Methodology** |
| *Explain methodology used - could be just a reference to existing SMS.*  *Ensure Human Factors are Considered – ‘Dirty Dozen’.*  *Ensure consultation with SMEs from internal and external interfaces.*  *Ensure risks are recorded. (Suggested template at Annex A).*  *.* |

1. **Preparation and Implementation**

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| **Justification for Safe Implementation** |
| *Ensure any supporting evidence/documentation is referenced.*  *Risks manged to ALARP and Tolerable declaration.*  *Proposed date of implementation.* |

1. **Review and Assurance**

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| **Performance Measurement** |
| *Establish key milestones and success criteria.*  *Explain how Hazard ID and Risk Management effectiveness will be monitored eg: Reporting; Surveys; KPIs.*  *Explain how assumptions will be validated eg: Reporting; surveys; Consultation with Stakeholders; KPIs.* |

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| **Review Schedule/Triggers** |
| *Explain review triggers:*  *Milestone (achieved or missed.*  *Calendar date.*  *Identified hazard or risk.*  *Explain actions on finding an issue eg Stop activity/notification of CAA etc* |

**Sign Off Notification/Application**

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| **The MoC process has been followed; identified hazards and risks have been manged to ALARP and Tolerable and it is recommended the change can be implemented:** | |
| **Post Holder/Change Manager Signature:** | **Name:**  **Date:** |
| **Safety Manager Signature:** | **Name:**  **Date:** |

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| **I agree the Identified risks have been manged to ALARP and Tolerable; and the change is acceptable to implement:** | |
| **Acceptance/Accountable Manager Signature:** | **Name:**  **Position:**  **Date:** |

**Annex A to MoC ‘Title & Version’**

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| **Hazard/Issue Id:** | |
| **Description:** | **Consequences/Outcome:** |
| **Pre-Mitigation Likelihood x Severity:** | **Pre-Mitigation Risk Rating** |
| **Mitigation(s)/action(s):** | **Owner and date of completion:** |
| **Post-Mitigation Likelihood x Severity** | **Post-Mitigation Risk Rating:** |

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| **Hazard/Issue Id:** | |
| **Description:** | **Consequences/Outcome:** |
| **Pre-Mitigation Likelihood x Severity:** | **Pre-Mitigation Risk Rating** |
| **Mitigation(s)/action(s):** | **Owner and date of completion:** |
| **Post-Mitigation Likelihood x Severity** | **Post-Mitigation Risk Rating:** |