|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MANAGEMENT OF CHANGE (MOC) RECORD** | | | | | | | | | | | | | | |
| **Title:** | | |  | | | | | | | | | | | |
| **MoC Number:** | | |  | | | | | | | **Initiated By:** | |  | | |
| **Response Req’d Date:** | | |  | | | | | | | **Issued To:** | |  | | |
| **Company / Client:** | | |  | | | | | | | **Contract / PO No:** | |  | | |
| **Project Description:** | | |  | | | | | | | | | | | |
| **Delays:** | | |  | | | | | | | | | | | |
| **REASON FOR CHANGE** | | | | | | | | | | | | | | |
| **Specific Request/Issue:** (attach photos or marked up drawing as applicable) | | | | | | | | | | | | | | |
| **PROPOSED CHANGE** | | | | | | | | | | | | | | |
| **Change Detail:**  Risk impact:  Cost impact: | | | | | | | | | | | | | | |
| **ITEMS / AREAS AFFECTED** | | | | | | | | | | | | | | |
| **Cost** | | | |  | **Manufactured Item(s)** | |  | **Operating Procedure** | | |  | | **Engineering** |  |
| **Schedule** | | | |  | **Software** | |  | **HSE Procedure** | | |  | | **Equipment** |  |
| **Other (specify)** | | | |  | | | | | | | | | |  |
| **REQUIRED ACTIONS** | | | | | | | | | | | | | | |
| **Identify Stakeholders** | | | |  | **Assess Risk, JSEA** | |  | **Amend Docs / Dwgs** | | |  | | **Vary Order / Invoice** |  |
| **Consultation** | | | |  | **Additional Calculations** | |  | **Local Approvals** | | |  | | **Communicate Change** |  |
| **Other (specify)** | | | |  | | | | | | | | | |  |
| **ISSUING OF MOC** | | | | | | | | | | | | | | |
| **Issued By:** |  | | | | | **Signature:** | | |  | | | | | |
| **Position:** |  | | | | |
| **Date Issued:** |  | | | | |
| **SECTION B - RESPONSE TO CHANGE REQUEST** | | | | | | | | | | | | | | |
| **Response:** | | | | | | | | | | | | | | |
| **Response By:** | |  | | | | **Signature:** | | |  | | | | | |
| **Position:** | |  | | | |
| **Date:** | |  | | | |