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| **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** |[x]  **Assess Risk, JSEA** |[x]  **Amend Docs / Dwgs** |[ ]  **Vary Order / Invoice** |[ ]
| **Consultation** |[ ]  **Additional Calculations** |[ ]  **Local Approvals** |[ ]  **Communicate Change** |[x]
| **Other (specify)** |  |[ ]
| **ISSUING OF MOC** |
| **Issued By:** |  | **Signature:** |  |
| **Position:** |  |  |  |
| **Date Issued:** |  |  |  |
| **SECTION B - RESPONSE TO CHANGE REQUEST** |
| **Response:** |
| **Response By:** |  | **Signature:** |  |
| **Position:** |  |  |  |
| **Date:** |  |  |  |