

# **Engineering Change Control Policy**

## **1 Procedure Description**

1.1 All changes to engineering systems shall be managed to ensure that risks associated with these changes are acceptable.

1.2 This procedure describes how the healthy, safety, environmental, QA, business and other impacts of temporary and permanent engineering changes are formally assessed, managed, documented and approved. This shall include:

1.2.1 Changes in legal and regulatory requirements, technical codes and knowledge of health and environmental effects are tracked and appropriate changes implemented.

1.2.2 Effects of change on the workforce/organisation, including training requirements, are assessed and managed.

1.2.3 The impact of changes on quality is assessed and associated hazards are evaluated and risks controlled.

1.2.4 The original scope and duration of temporary changes are not exceeded without review and approval.

## **2 Required Documentation**

2.1 An Engineering Change Control Form shall be completed for each engineering change.

2.2 The Production Director, or appointed deputy, shall uniquely number engineering modification forms to facilitate tracking.

2.3 The Production Director shall retain copies of all relevant documents with the form.

## **3 Authorisations**

3.1 Engineering modifications shall only be carried out on the written instruction of an approved person.

## **4 Requests**

4.1 Requests for engineering changes shall be made using the Engineering Change Control Form

4.2 The engineering system owner, or appointed deputy, shall be authorised to approve requests and shall be considered the client.

4.3 The Production Director shall not be the client.

4.4 Information required shall include:

4.4.1 Title of change.

4.4.2 Location.

4.4.3 Duration (Permanent/Temporary).

4.4.4 Details of proposed change.

4.4.5 Reason for change.

## **5 Implementation Checks**

5.1 The Production Director shall consider whether the change is technically feasible and desirable, and shall be responsible for carrying out a suitable detailed design.

5.2 Brief details of the arrangements and priority shall be given on the form.

5.3 The following checks shall be confirmed:

5.3.1 Detail design completed.

- 5.3.2 Relevant authorisations obtained (Client/Internal/External).
- 5.3.3 Health, Safety, Environmental and Business Risks identified and controls in place.
- 5.3.4 Controlled drawings and documentation that require updating have been identified.
- 5.3.5 Spares and maintenance requirements have been considered.
- 5.3.6 Training requirements have been considered.
- 5.3.7 Cost estimate produced and funding arranged.
- 5.4 The change shall not be implemented until approved by the Production Director.

## **6 Completion Checks**

- 6.1 The Production Director shall confirm the following checks before accepting the change as being complete:
  - 6.1.1 Change implemented and accepted by the client.
  - 6.1.2 Controlled drawings and documentation updated.
  - 6.1.3 Spares and maintenance programme in place.
  - 6.1.4 Training requirements completed.