Introduction
This procedure identifies the minimum standards required to comply to Bakkavor standards relating to the management of changes to plant, equipment, and process and NOT large organisational changes. The objective is to ensure that all changes are managed so risks are known and appropriately managed.

Responsibilities
- The site Safety Champion is accountable for the implementation of this procedure at Bakkavor Meals Boston
- The Engineering Manager is responsible for the implementation, improvement, and ongoing maintenance of this procedure.
- The Project Lead is responsible for ensuring that the correct procedure for the introduction of new equipment into the factory is followed and organising a suitable project team that identifies all the required features and potential restraints to which the equipment must conform.

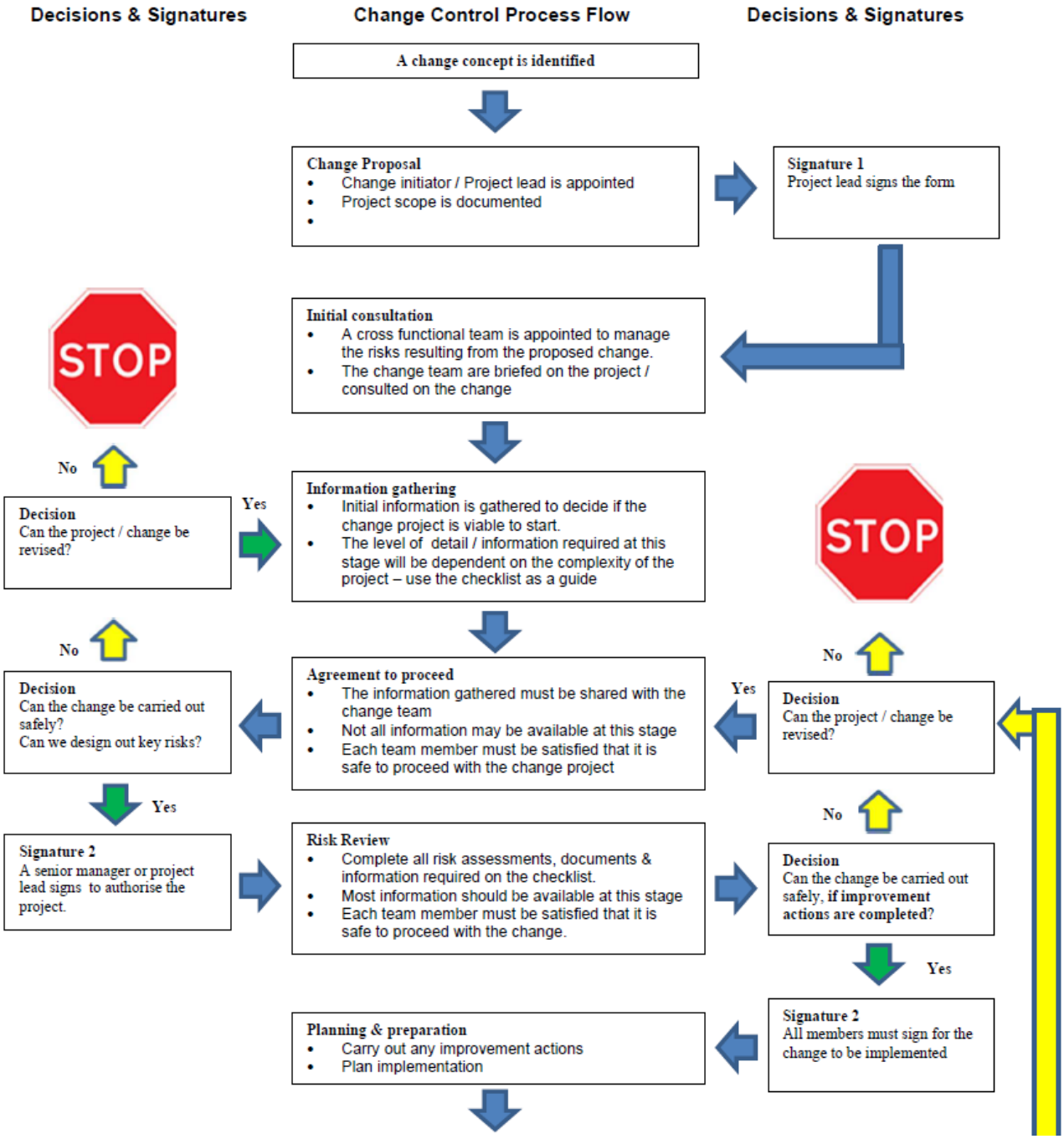
Competent People
- All members of the Change Management Team will receive training on the management of change control and the processes to be followed.

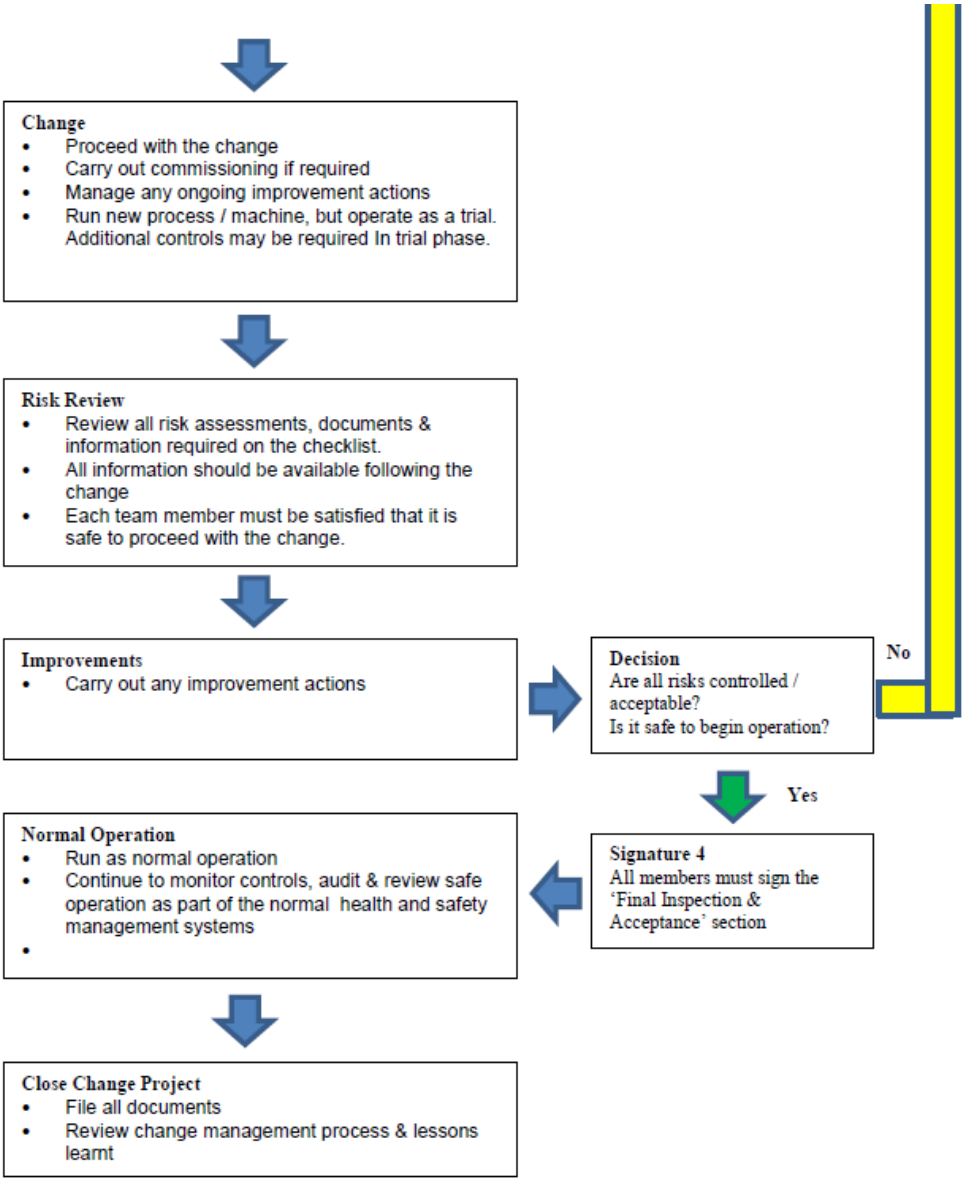
Systems
- The change management process will be implemented by following the Change Management Guidance Flow Chart at the end of this document.
- The current Change Control Form must be used to document plant, equipment, and process changes.
- Change will be assessed and managed before the change takes place by a multi-disciplinary team.
- The change control process has in place a system of assessing the change request to identify those hazards that may come about from the change which present a people and business risk.
- Any specific assessments linked to the change request, such as task, noise, dust, etc. will be reviewed and the impact of the change recorded.
- The change control process ensures that responsibilities and accountabilities are clearly defined.

Communication and Consultation
- All those affected by the change will be provided with timely information to enable them to understand the reasons for proposed changes.
- All those affected by the change will receive adequate consultation on changes and be given the opportunity to influence proposals.
- All those affected by the change are given training to support the changes. SOPs that require documenting then training need to be raised with the L&D Team
- All those affected by the change are aware of timetables for changes.

Related Documents
- Bakkavor Health & Safety Risk Management Standard 6 Change Management V1.
- Bakkavor Health & Safety Risk Management Guidance 6 G1 Change Management Flow Chart V1
- HS06-F1 Change Control Form
- HS06-F2 Change Control Register

Change Management Guidance Flow Chart




Change
Proceed with the change
Carry out commissioning if required
Manage any ongoing improvement actions
Run new process / machine, but operate as a trial. Additional controls may be required In trial phase.
Risk Review
Review all risk assessments, documents & information required on the checklist.
All information should be available following the change
Each team member must be satisfied that it is safe to proceed with the change.
Improvements
Carry out any improvement actions
Decision
Are all risks controlled / acceptable?
Is it safe to begin operation?
No
Yes
Signature 4
All members must sign the 'Final Inspection & Acceptance' section
Normal Operation
Run as normal operation
Continue to monitor controls, audit & review safe operation as part of the normal health and safety management systems
Close Change Project
File all documents
Review change management process & lessons learnt