BAKKAVOR MEALS Change Control Form

Reference No:		**Date:**	
Proposal for Change			
Project Lead:			
Details of Proposed Change:			
Change Process			
Estimated Cost:		**Is change Permanent?**	
Expected Start Date:		**Expected Completion Date:**	

Acceptance of the Change			
	Name	**Date**	**Signature**
Project Lead			
Head of Ops			
Factory Manager			
Engineering			
SHE			
Hygiene			
Technical			
Supply Chain			
Process			
Learning			
Other			

Change Control - Risk Review Check List			
Item No.	**Does the changes require the following?**	**Y/N/NA**	**ACTION/OWNER**
	Project Management		
1	CDM Decision Tree Consulted?		

2	Compliance with CDM Regulations Required?		
3	Permit to Work or Contractor control required?		
4	Any notification of an enforcing authority?		
5	Has a map of the area been provided?		
6	The “Bakkavor Fire Safe Factory Design “document to be checked?		
	Financial		
7	Identify the Cost Centre Department for this project?		
	Risk Assessment Reviews		
8	Review of General Work Activity assessment?		
9	Review of Machinery assessment?		
10	Pre-Delivery Machinery assessment?		
11	Manual handling assessment or repetitive work assessment required? (MAC, ART WRAPP)?		
12	COSHH assessment?		
13	Workplace transport assessment?		
14	Slips/Trips/Falls assessment?		
15	Working at height assessment?		
16	Noise assessment?		
17	Lighting/Illumination assessment?		
18	DSE / Vibration / New & Expectant Mothers?		
19	Review of Fire or DSEAR assessments?		
20	Review Ionising & non ionising assessments?		
21	Review of Upper Limb (WRULDs) assessments?		
22	PUWER Assessment required?		
23	‘Does the machinery guarding comply with BS EN ISO 13857? (Safeguarding distance)		
	Management System		
24	Management Policies (HSMS or EMS) review?		
25	Emergency Plans?		
26	Consultation with Employees (or others)?		
27	Additional Health surveillance or 1st Aid requirements?		
28	Changes to the internal audit program?		
	Inspections		
29	Is there a need for changing Zurich inspection regimes (Pressure systems, LOLER or LEV)?		
30	Are pre-use checks or planned maintenance needed?		
	Training Review		

31	SSOW/SOP/CIC updated or required?		
32	Review of Lock off & Isolation procedure?		
	Environment		
33	Update required to the Aspects & Impacts register?		
34	Any increase energy usage (elect/water/steam/air)?		
35	Change to site discharges (water/effluent/air/ground)?		
36	Any increased waste?		
37	Any changes to drainage or spillage control?		
38	Any increase in odour or noise outside the factory?		
39	Any environmental permits required		
	Maintenance		
40	Added to CMMS System (Agility)?		
41	PPM schedule required?		
42	Initial spares provisioned?		
43	Maintenance training provided?		
44	Spares requirement identified?		
	Hygiene		
45	Is any additional equipment required?		
46	Are additional chemicals required?		
47	Does the change require CIC		
48	Does the change require an ICI		
	Technical		
49	Will the change impact on the Customers Code of practice?		
50	Will the change impact on the BRC Code of practice?		
51	Will the change be carried out in close proximity to their production lines which could pose a risk to product?		
52	Have the routes of other products or components/raw materials been considered to ensure the change does not pose a risk?		
53	Have all the biological, physical, and chemical food safety hazards posed to products, including allergen risks posed been assessed?		
54	Equipment that is permanently sited needs full access for cleaning, maintenance and pest control.		
55	Consider control of contractors, people routes, increased microbiological surveillance swabs (where relevant), screening, storage capacity.		
56	Does the swabbing schedules need to be reviewed		