



COUNTY OF NORTHERN LIGHTS

POLICY

MANAGEMENT OF CHANGE

CREATED: 2/9/2025

REVISED: 7/11/2025

TOTAL PAGES: 2

PURPOSE

The purpose of this document is to define County of Northern Lights policy related to Management of Change (MOC) throughout all levels of the organization.

SCOPE

This policy and procedure applies to all employees and contractors; all affected personnel and stakeholders must participate in this Management of Change process.

POLICY

The purpose of this policy is to establish guidance for the management and control of changes to processes, chemicals, technology, equipment and facilities to reduce or eliminate potential sources of hazards. The MOC process must be used for all permanent and temporary changes to County of Northern Lights work processes, equipment, and facilities, excepting replacement in kind.

The following are some general objectives of a Management of Change process:

- Define a modification and to explain how the modification is implemented and controlled.
- Identification of all technical aspects of a situation that need to be addressed.
- Ensure that records are properly updated and personnel are properly informed.
- Ensure that a record of all modifications, whether implemented or not, is kept

DEFINITIONS

Management of Change	Any change in the design, operation of, or construction material to be utilized for a process, equipment or other controlled asset.
MOC	An acronym which stands for "Management of Change"
Modification	Any change in process, materials, equipment or conditions which fall outside the limits prescribed by the original or revised flow sheets, or operating procedures, which may affect the safety of the process, the environment or safety and integrity of the facility.

RESPONSIBILITIES

Involved Personnel

Ensures required change can be implemented in a safe, efficient manner. Ensures all follow up required as part of the changes made are completed prior to sign off, which can include updating affecting operating procedures, ensuring adequate training has been provided, etc.

Supervisors

Ensures required change can be maintained in a safe manner, and proper manuals and training have been provided. The Supervisor of proposed change will outline change and at least a preliminary solution. The Supervisor will sign and date the form indicating change or request for changes in the workplace, forms could include inspection forms or maintenance requests, but are not limited to, and forward it to the representative in charge for consideration and will ensure that the MOC will be added to the system.



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Safety Representative

Ensure that for the required change, proper Regulatory Agencies have been taken into account and a safety review has been conducted in a satisfactory manner. Ensures compliance with all safety standards and guidelines have been addressed.

Environmental Representative

Ensures required change is in compliance with all Client regulations and Regulatory Agencies have been taken into account. Update environmental procedures as required.

PROCEDURE

Before any change to facilities, equipment, or work process has been initiated, a review should be completed to ensure that health, safety, environmental, and/or quality standards can be maintained while staying on budget. As well, a pre-startup review must be completed to ensure that all requirements outlined in the pre-project review have been addressed, and to ensure that any other possible hazardous conditions are assessed.

All proposed requests generated by an employee or contractor typically go through the person's immediate Supervisor, from which an MOC may be deemed appropriate. Feedback is provided to the request originator through the following process:

- A preliminary design or description is generated
- In general most MOC requests will be sent to Management for approval.
- If an Emergency MOC is required, the Originator shall have the MOC authorized by a Supervisor.
- The Emergency MOC will be forwarded as soon as reasonably possible for review and comment

MOC IS REQUIRED	EXAMPLE
Any new piece of equipment	Forklift, bobcat, quad, snowmobile, trailer, parts washer, sandblaster, specialized meters (i.e.; power factor meter, test equipment (i.e.; digital deadweight), overhead or portable cranes
New office or shop space at branch	Changes to the branch which add new space, consider ERP, lighting, access egress, hazardous substances, air quality,
Any replacement, not the same as the original	Changes to equipment or buildings, new yard space, new overhead doors, additional electrical loads,
Reorganization of Company Structure	Hiring of new Senior/Executive Management, development of new division.
MOC IS NOT REQUIRED	EXAMPLE
Acquisition or replacement of maintenance or auxiliary equipment which is not part of a process	Desks, trucks, ladders, mobile cranes
Internal service modifications to non-process buildings	Lights, plugs, plumbing,
Change in Kind	Replacing valve with identical type of valve or replacement of personnel without change to job scope.

ACTION

Violations of this practice will lead to disciplinary action, up to and including, where appropriate, immediate suspension or termination of employment as per the company Enforcement Policy.

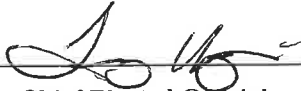


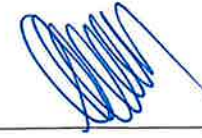
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Chief Elected Official

Chief Administrative Officer