

People & Social Responsibility

PSR/HSE/MS Division

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Copie / Copy : Alexandra Papillon, Peter Theunissen, Aude-Lise Chaput	Date : 12/09/2019
Objet / Subject : Deployment of company rule CR-GR-HSE-302	

Dear all,

The company rule CR-GR-HSE-302 *Management of change* was published on REFLEX on the 22/07/2019 and will be effective on the 22/01/2020. **This company rule is new for the M&S Branch.**

A summary listing the main requirements is available on the first page of the company rule. To help you deploy this rule on the field, we offer in addition:

- A synthetic presentation of the rule requirements;
- A support file intended to list the requirements of this rule and enabling their compliance follow-up.

The company rule CR-GR-HSE-302 defines the minimum requirements to ensure that HSE risks are managed when changes are made to assets, operating conditions, procedures, or to an organization for our major risk installations. This is commonly referred to as "MOC" or "Management of Change".

This rule completes Golden Rule 11 and covers in particular:

- The implementation of a process whereby the steps as well as the roles and responsibilities are clearly described in a procedure;
- The record of a change request as soon as it is initiated;
- The assessment of the HSE risks and impacts from the change which is accompanied by risk control measures if required;
- The communication to staff and third parties affected by the change, and the training where required;
- The documentation update;
- The conduction of a Pre-Start Up Safety review for certain changes;
- The assessment of MOC Process performance.

☞ **I remind you that each affiliate must:**

- **Identify the gaps between its referential and the new requirements,**
- **Implement the associated action plans to correct the differences,**
- **Comply with the rule on the target date.**

Hans-Christian Gützkow