

<p><b>Developing Best in Class Organizations</b></p>	<p style="text-align: center;">   <b>The Operational Excellence Institute</b>  <a href="http://www.theopexinstitute.com">www.theopexinstitute.com</a> </p>	<p style="text-align: center;"> <b>Page 1 of 4</b>  <b>Rev 1.0</b> </p>
--	---	---

## **Management of Change (MOC) Training Course**

### **Course Background**

Changes are inevitable during the life cycle of any manufacturing facility. Changes occur design, construction, operation, decommissioning, mothballing and demolition. MOC is a critical success factor of any Process Safety Management (PSM) Program. It ensures that each proposed change undergoes the appropriate level of technical and EHS review any change does not inadvertently introduce new hazards or unknowingly increase the risk of existing hazards.

### **Course Objective**

The objective of this course is to understand all critical success factors of MOC Program to ensure its implementation effectiveness. The course aims to:

1. Build understanding on MOC
2. Provide guidance on developing an effective program for MOC
3. How to maintain an effective MOC program

### **Course Duration and Delivery**

Typical course duration is 3 to 5 days based on the background of the participants. One of our Senior Technical Professional with over 25 years of experience would lead the class. Instruction can be in house or in an online webinar.

<p><b>Developing Best in Class Organizations</b></p>	<p style="text-align: center;">   <b>The Operational Excellence Institute</b>  <a href="http://www.theopexinstitute.com">www.theopexinstitute.com</a> </p>	<p style="text-align: center;"> <b>Page 2 of 4</b>  <b>Rev 1.0</b> </p>
--	---	---

## Course Syllabus

The goal of the course would be to refresh the knowledge of those who have a basic understanding of MOC techniques and to build a foundation to those who are new to the MOCs.

### Typical Course Outline

- Understanding MOC
- Key Definitions & Links with other PSM Standards
- Overview of MOC Process
- Categorization of a Change & Replacement in kind
- Requirements on Process Safety Information
- Developing a Site Management System Development and Deployment
- Initiation of change
- MOC Process: Permanent, Temporary, Emergency
- MOC Review Committee & Chairman Roles
- Identifying impact of change
- Conducting an effective MOC meeting
- Residual Risk after MOC
- MOC Closure & Control of Records
- Incorporating Legal and Regulatory Requirements
- MOC Quality Monitoring & KPI's
- Competence Requirements & Training Needs
- MOC Examples
- Assessment exam

<p><b>Developing Best in Class Organizations</b></p>	<p style="text-align: center;">   <b>The Operational Excellence Institute</b>  <a href="http://www.theopexinstitute.com">www.theopexinstitute.com</a> </p>	<p style="text-align: center;"> <b>Page 3 of 4</b>  <b>Rev 1.0</b> </p>
--	---	---

## Who Should Attend

- People who are making day to day decisions regarding operation, design, and economics of processing plants;
  1. 1<sup>st</sup> Line Operations personnel,
  2. Operation Supervisors,
  3. 1<sup>st</sup> Line Maintenance personnel,
  4. Maintenance Supervisors,
  5. Senior Plant Supervisors,
  6. Operations Engineers
  7. Process Support Engineers,
  8. Design Engineers,
  9. Cost Engineers
- People who are reviewing changes e.g. MOC Chairman and review Committee members
- Operating & Maintenance Personnel, PSM Coordinators, PSM/HSE Managers and Engineers, Process Engineers, Project engineers
- Ideal for veterans and those with only a few years of experience who want to review or broaden their understanding of process safety.
- Other professionals who desire a better understanding of the subject matter.

<b>Developing Best in Class Organizations</b>	 <b>The Operational Excellence Institute</b> <b><a href="http://www.theopexinstitute.com">www.theopexinstitute.com</a></b>	<b>Page 4 of 4</b> <b>Rev 1.0</b>
---	---	--------------------------------------

### **What You Can Expect to Gain**

- How to develop an effective MOC Program
- How to perform an MOC Review to meet Process Safety Management requirements
- How to monitor and sustain an MOC Program