



Subject Area no. 26 Management of change including vessel acquisition			
Principle: The company has a formal process to document, evaluate, approve and communicate temporary and permanent changes that could impact safe, compliant and efficient operations.			
Level	Expectations	Targets	Suggested objective evidence
Basic	<p>The company has management of change (MOC) procedures in place which define levels of approval.</p> <p>Vessel acquisition or disposal is covered by procedure or MOC</p>	<p>There is a MOC procedure which covers changes to personnel, systems, processes, equipment, products, materials, procedures and vessels.</p> <p>MOC to include considerations to the design, training, regulatory, requirements, levels of approvals depending on the change, changes to risk, type of change (permanent, temporary or emergency), time frame, etc.</p> <p>Where a temporary change has been applied, there is verification it has been reverted with in the specified time frame.</p>	<p>Procedure should describe:</p> <p>When is the procedure to be used</p> <p>How the procedure is to be complied with.</p> <p>Documentary evidence that:</p> <p>All Changes are approved</p> <p>Approved at the appropriate level.</p> <p>Different categories of change are approved at different levels of management</p>



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Intermediate	<p>The MOC procedure ensures that all parties affected by the change are identified and informed.</p> <p>Personnel are trained on use of MOC.</p> <p>MOC is implemented onboard vessels.</p> <p>MOC is integrated with RA and a register of MOC is maintained.</p>	<p>Appropriate specialist advise should be sought during the consideration for change (i.e. manufacturer, subject matter expert, etc.)</p> <p>Authorisation for change is approved by appropriate level of management, but not by person involved in the change.</p> <p>Risk assessment should contain:</p> <ul style="list-style-type: none"> - The risks being assessed - Potential consequence of the risks - Likelihood of occurrence - Aids in prioritising the most effective risk reduction measures. - Identify residual risk that requires management attention. 	<p>Evidence such as a checklist that ensures:</p> <ul style="list-style-type: none"> - All changes are authorised - All authorisations are approved by appropriate management, & not by person involved in the change <p>The document includes reference to appropriate safety, security, health and environmental issues.</p> <p>Documented evidence of MOC training is maintained.</p> <p>Register of MOC to be sighted</p> <p>Verify if specialists have been used where appropriate</p>



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Advanced	<p>MOC training is refreshed at periodic intervals.</p> <p>MOC is implemented at all levels in the company.</p> <p>Changes to MOC may result in amendment of drawings, procedures and other documents.</p> <p>MOC is applied when the company acquires additional vessels.</p>	<p>There is a process to include MOC implementation effectiveness in audits onboard vessels</p> <p>MOC is implemented and is effective.</p> <p>MOC included in incident investigation process to verify if an MOC should have been done</p>	<p>Evidence of refresher training</p> <p>Evidence of MOC program being audited. Confirmation that all required elements of the MOC process have been properly addressed.</p> <p>Evidence of inclusion of MOC in investigation process.</p> <p>A process is used by the company to bring new ships into service including training of staff and necessary certification checklists.</p> <p>Familiarisation detailed and include critical equipment</p> <p>Time is allocated for crew and superintendents to familiarise themselves</p>



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Excellence	<p>Management of change process is used when there are significant changes to the fleet profile and/or shore organisation.</p> <p>New build designs incorporate improvements to safety, energy efficiency, etc.</p> <p>Existing vessels are upgraded as required.</p>	<p>The company ensures that HSSE risks are properly controlled for changes to the fleet profile and/or shore organisation.</p> <p>Newbuilding specifications include design improvements, which may include energy efficiency, enhanced environmental performance.</p> <p>advanced ergonomics, operational safety and efficiency, new security features, crew accommodation and recreational facilities</p>	<p>Evidence of MOC usage for organisational changes.</p> <p>Evidence of design improvements.</p> <p>Evidence of existing vessels being upgraded.</p>

