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# Purpose

## This policy identifies the process for preventing or mitigating business losses, and leveraging opportunities from the result of changes made to the operation, management, or maintenance of the MTS Test Division Site.

# Scope – applies to where & when the Policy is used

## This policy applies to operations and activities, under normal conditions and reasonably foreseeable situations, in the office and facilities of MTS Test Division, Eden Prairie and applies as referenced within the scope of the EHS Manual.

## This policy applies to “change” specifically as defined within the context of the document.

# Policy

## **Management of Change (MOC**) - A best practice used to proactively ensure that safety, health and environmental risks are controlled when MTS makes changes defined in this procedure to facilities, documentation, personnel, or operations.

## **Functional Management** – Assures the “Utilizing the Management of Change Database” procedure is being used.

## **Change** – As defined in the scope of this procedure includes the following

### Additions of hazardous chemical substances or harmful physical agents to the facility (example new source of non-ionizing radiation, noise, etc.)

### Additions of new or increased volume of waste streams to or from the site

### Changes that introduce unique process related hazards not otherwise covered by existing risk assessments

### Changes to legal and/or regulatory requirements impacting the EHS management system

### Significant modifications to site layout or purpose

### Installation, modification or relocation of capital equipment > $20,000

### Product design changes that may impact EHS as it relates to the development of product including but not limited to:

##### Design which changes environmental impact (large energy reduction or increase)

##### Design which changes safety or health impact temporarily or permanently (machine guarding, interlocks, etc.)

### Replacement and or alterations to safety systems (interlocks, shutdowns, fire or explosion suppression etc.)

### “Not in kind” replacement of process or equipment parts which are inconsistent with the existing OEM items

### Alterations or new connections to utilities systems (air, electrical, gas, water, steam, etc.)

### Equipment or materials that are planned to be introduced by others into the workplace (example heavy duty forklifts or portable cranes brought into the facility for large parts moving.

### Revisions of emergency procedures for the EHS Management System

### **Key personnel changes** – applies to adding new roles/positions, combining roles/positions, removing roles/positions

##### Applies to personnel whose presence or absence provides significant risk or opportunity to achieving the intended outcomes of the management system

##### Applies to voluntary and involuntary termination events (reference EHS-500-141 Employee Transition Checklist

# Reference Procedure (or Work Instruction)

|  |  |
| --- | --- |
| **Procedure Title** | **QMS Web Location** |
| Utilizing the Management of Change Database | EHS Web |
|  |  |
|  |  |

# Current Revision Training Requirements

Training requirements are determined by the document owner.

1. List required LMS Course Number.
2. Checkmark which type of training.
3. List the functions or groups that require the training.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LMS Course Number** | **Read & Acknowledge** | **Read &**  **Test** | **Instructor Evidence** | **Functions or groups that require this training** |
|  |  | X |  | Manufacturing managers and supervisors, Engineering managers and supervisors, facilities, material handling, logistics and EHS |
|  |  |  |  |  |
|  |  |  |  |  |

# Revision History & Approval

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision History** | | | |
| **Rev** | **Description of Change** | **Author** | **Effective Date** |
| A | Initial Release | Caitlin O’Leary | 10/10/2017 |
|  |  |  |  |
|  |  |  |  |

All QMS Policies must be approved by the MTS Test Senior Management.

|  |  |  |
| --- | --- | --- |
| **Approval of Current Revision** | | |
| **Name** | **Function** | **SharePoint Approval** |
| Steven Harrison | President Vehicles & Structures Test Systems |  |
| William Becker | President Materials Test Systems |  |
| Stephen Jordheim | QMS-EHS Systems Manager |  |