General Motors Management of Change
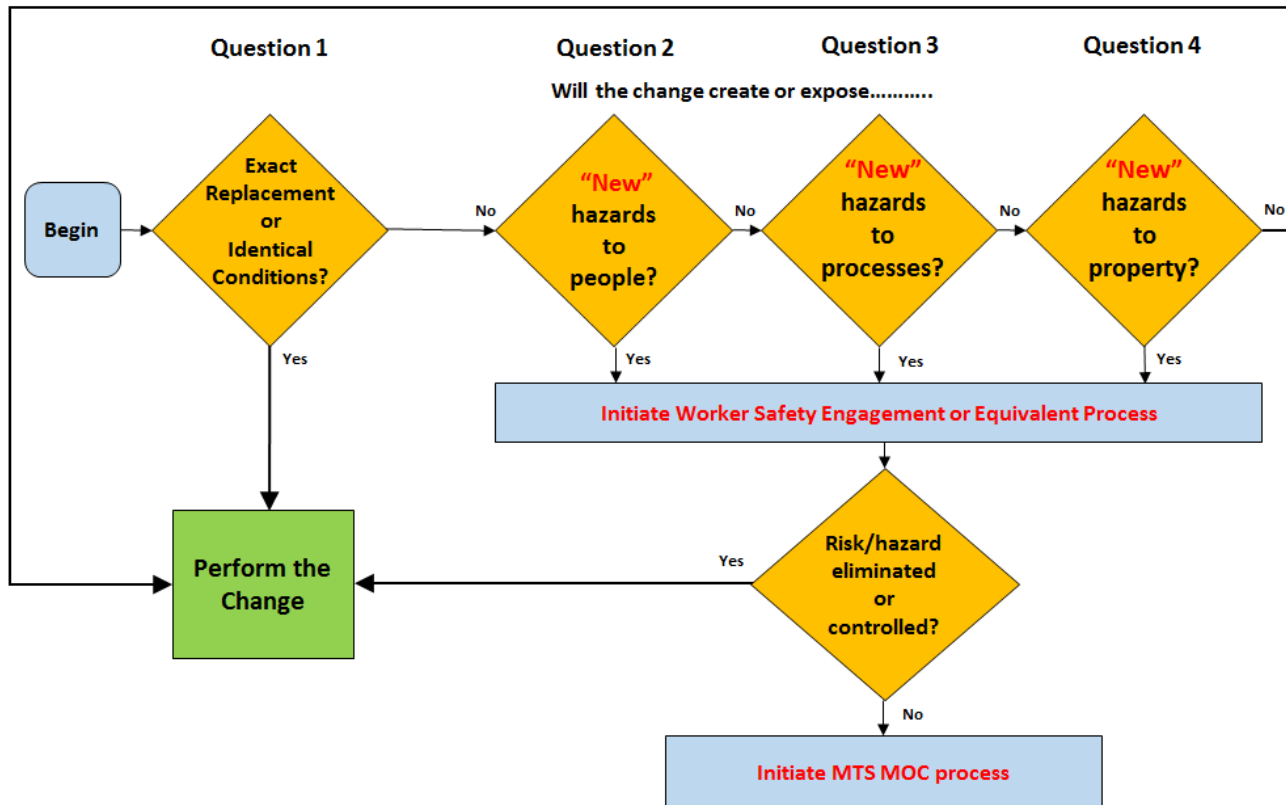
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be certain.

What is Management of Change?

» General Motors has instituted a program whereas anytime there is a replacement of a piece of equipment we are required to evaluate for any new safety concerns.

» All vendors must comply with this program to do business with General Motors.

What Does This Mean To You?

» Anytime you replace anything you need to validate that no new hazards are created.

What Do I Need To Do?

» MTS Field Service must follow procedure FS-OP 4412.

» Anytime you replace something you need to complete the Change Validation Checklist.

» The MOC Change Validation Checklist Template is available on the QMS page at:
  – QMS Home > Service > Safety > Forms, Templates, and Tools

» You can download the change validation checklist template from the link below.
  – MOC Change Validation Checklist Version 6.0.xlsx

Change Validation Checklist

» The change validation checklist has a header which must be completed each time the checklist is required.

» This catalogs the checklist by event and includes a description to help with further identification.

» The checklist reference # is the service order number.

Change Validation Checklist

Customer Site number: _____
Checklist Reference #: _____
Initiated By: _____
Contact Number: _____
Date Checklist Initiated: _____

Risk 360⁰

Look for hazards above, below, beside, in front and behind.

Description of Change (Include Attachments As Necessary):

Change Validation Checklist

» The main body determines what further action is necessary.

» If the change is an exact replacement and you can answer yes on line 1 and no on lines 2, 3, and 4 no further action is necessary.

– Note that you are looking for **"new"** hazards created by the change.

Each question must be answered by checking Yes or No for validation.

	MOC 1 + 3 Approach (Questions 1 - 4)	Yes	No	Risk/Hazard - Mitigation	Mitigation Validated
1	Is the change an exact replacement or identical conditions?	X			
2	Will the change create or expose "new" hazards to people?		X		
3	Will the change create or expose "new" hazards to processes?		X		
4	Will the change create or expose "new" hazards to property (e.g. system, sub-system, equipment, device, or component)?		X		

If questions 2, 3, _or_ 4 are answered yes, continue with questions 5 - 38.

New Hazards

» If new hazards are created you must complete the remainder of the checklist.

» For each type of new hazard that is identified as yes you must document on the validation checklist what actions have been taken to mitigate hazard.

		Yes	No	Risk/Hazard - Mitigation	Mitigation Validated
5	Is this a new, temporary, or modified process?	X		Trained operator on proper operation for new process	
6	Will new or modified storage or handling of any materials be implemented for the requested change?		X		
7	Will current labeling for load ratings (visual) require revisions for implementation of the change?		X		
8	Will new equipment be required for implementation of the change?		X		
	Will new or different pumps, motors, piping, valves, closures,				

Examples Requiring Management of Change

» Replace 407 controller with FlexTest 40 controller

 – Do cables cause trip hazard?

 – Is PC monitor safely located to not fall on operator?

» Replace 6 inch actuator with 10 inch actuator

 – Are new pinch points created?

» Replace 506 HPU with 505 HPU

 – Is new lockout/tagout procedure required?

Evaluating Hazards

» When a change is made that is not an exact replacement, the FSE will work with the subject matter expert (SME) to identify and mitigate any hazards.

» We do not have a single SME for all events. The SME needs to be an expert in the product and risks being evaluated.

» If you do not know who an appropriate SME is your manager can help you identify one.

» If the change cannot be validated on site escalate to Service Manager

After Completing Change Validation Checklist

» After you complete the change validation checklist it needs to be sent to the MTS EH&S manager.

» If risk mitigation is required you must inform the customer of the validated change.

» Work cannot be completed until all potential new risks have been identified and mitigated.