

<b>Dee Cramer, Inc.</b>	Location: <b>GM Sites</b>	Procedure N°: <b>MOC</b>
<b><i>Management of Change – Documented Program</i></b>		Issue date: <b>1/4/2017</b>
Authorized by: <b>Matthew Cramer, President</b>		Revision N°: <b>RV0</b>

## 1.0 Purpose

The purpose of this documented program is to provide the minimum requirements for Dee Cramer, Inc. Management of Change Documented Program, including the following:

- Hazard Identification & Risk Assessment Process
- Management of Change Process
- Roles and Responsibilities
- Management of Change Review Team
- Change Validation Checklist Implementation
- Training Requirements
- Program Evaluation

## 2.0 Scope

This procedure applies to Dee Cramer, Inc. and all contractor's working under Dee Cramer, Inc.

## 3.0 Definitions

**Contractor Worker** - A person who performs services for GM pursuant to an agreement between GM and the person's employer. A Contractor Worker is not a GM employee and remains subject to the control and employment terms of the Contractor Worker's own employer.

## 4.0 Roles and Responsibilities [These should be tailored to the individual company]

Jamie Roark - Responsible for the implementation and documentation of the elements of this standard related to site change management procedures.

Jamie Roark - Responsible for identifying and training the Site MOC Review Team in accordance with GM's Management of Change Performance Standard.

Jamie Roark - Must be a technical SME (e.g. ME Director or equivalent).

- Responsible for initiating the Change Validation Checklist or equivalent upon worker request.
- Responsible for escalating per Dee Cramer, Inc. process if the change cannot be validated at the site level.

## 5.0 Requirements

Dee Cramer, Inc. will identify and comply with applicable regulatory requirements related to the Management of Change process on their site.

Dee Cramer, Inc. will have a process in place to conduct a hazard identification and Risk Assessment on people, equipment, and/or process changes and will be documented.

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Dee Cramer, Inc. will identify a Contractor SME to review and validate requested changes.

Dee Cramer, Inc. will develop and implement a document to validate requested changes that exceeds or is at the minimum equivalent to GM's Management of Change Validation Checklist.

Dee Cramer, Inc. will document all validations completed by Dee Cramer, Inc. and will make these documents available for review upon request by GM leader who monitors Dee Cramer, Inc.

Dee Cramer, Inc. is responsible to inform the responsible GM leader, who monitors the contractor, of the validated change.

Dee Cramer, Inc. is responsible for implementing a Management of Change Review Team and designate a Champion.

Dee Cramer, Inc. is responsible to submit any event that may be considered or identified as a sentinel event to the responsible GM leader.

Dee Cramer, Inc. is required to attend and participate in GM's site Management of Change Review Team meeting.

Dee Cramer, Inc. is responsible for validation signatures on the contractor document, equivalent to the Change Validation Checklist.

Dee Cramer, Inc. will train their employees on the Management of Change standard.

Dee Cramer, Inc. will forward documentation to the Management of Change Champion at their site verifying the training has been completed.

Dee Cramer, Inc. will maintain records relating to Management of Change activities in accordance with GM's ILM requirements.

Dee Cramer, Inc. will perform an annual program evaluation to determine implementation effectiveness of the Management of Change Performance standard.

Dee Cramer, Inc. self-assessment will be forwarded by Dee Cramer, Inc. to the Management of Change Champion at the site.

## **6.0 Related documents**

- Change Validation Checklist or Equivalent

## **7.0 References**

## **8.0 Revision History**

Revision 1 – Initial Document