



## Management of Change (MOC)

**Potential PDH:** 16

### Description:

This course offers a focused overview of the Management of Change (MOC) process, tailored specifically to your site's unique needs. Participants will learn to recognize when an MOC is necessary, understand the roles and responsibilities within the MOC program, and identify key personnel involved. The course content is customized to align with your site's specific MOC procedures and guidelines, ensuring relevance and practical application for all attendees. This concise and site-specific approach makes the course an essential tool for professionals seeking to effectively manage change within their organization.

### Outline:

1. Introduction to Management of Change
  - Overview of MOC as a Crucial Management System
  - The Role of Common Sense in MOC
  - Understanding Risks and Unintended Consequences
2. Course Objectives Overview
  - Recognizing the Need for MOC
  - Explaining the Importance of MOC to Colleagues
  - Identifying Key Roles in MOC Implementation
3. The Importance of MOC
  - Legal and Regulatory Framework
  - Case Studies: Learning from Past Incidents
  - MOC as a Tool for Effective Risk Management
4. The MOC Process
  - Criteria for Requiring an MOC
  - The Concept of Replace In Kind (RIK)
  - Differentiating MOC from Standard Operational Changes
5. Pre-Class Exercise
  - Identifying Unknowns and Potential Risks
  - Analyzing Historical Incidents for Lessons Learned
6. MOC Program Execution (Site/Company Specific)
  - Roles and Responsibilities in the MOC Process
  - Steps for Initiating and Managing MOC
  - The Role of Approvers and Technical Reviewers
  - Collaboration and Communication in the MOC Process



- Accessing and Using Written MOC Procedures
  - List of References and Guidelines
7. MOC in Action: Case Studies and Exercises
- Analyzing Real-Life Scenarios
  - Group Exercises on Risk Assessment and Decision Making
8. Closure and Assessment
- Course Review and Objectives Recap
  - Completion of Course Assessment Test
  - Open Forum for Questions and Discussion

