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Guidance on Practice for Management of Change Safe Operating Procedure No. 8

GP 82-68

**BP GROUP
ENGINEERING TECHNICAL PRACTICES**

Foreword

The Golden Rule on Management of Change states:

Work arising from temporary and permanent changes to organization, personnel, systems, process, procedures, equipment, products, materials or substances, and laws and regulation cannot proceed unless a Management of change process is completed, where applicable, to include:

- A risk assessment conducted by all impacted by the change
- Development of a work plan that clearly specifies the timescale for the change and any control measure to be implemented regarding :
 - Equipment, facilities and process
 - Operations, maintenance, inspection procedures
 - Training, personnel and communication
 - Documentation
- Authorisation of the work plan by the responsible person(s) through completion

Moreover, Getting HSE Right (GHSER) Element 7 clearly states that:

All temporary and permanent changes to organisation, personnel, systems, procedures, equipment, products, materials or substances will be evaluated and managed to ensure that health, safety and environmental risks arising from these changes remain at an acceptable level. We will comply with changes to laws and regulations and take account of new scientific evidence relating to HSE effects.

The Group Expectations associated with GHSER Element 7 are:

- The health, safety, security, environmental, technical and other impacts of temporary and permanent changes are formally assessed, managed, documented and approved.
- Changes in legal and regulatory requirements, technical codes, and knowledge of health and environmental effects, are tracked and appropriate changes implemented.
- Effects of change on the workforce/organisation, including training requirements, are assessed and managed.
- The impact on product quality of changes in manufacturing processes is assessed, associated hazards are evaluated and risks are controlled.
- The original scope and duration of temporary changes are not exceeded without review and approval.



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Introduction

This procedure establishes the minimum requirements for the management of change, both operational and organisational, such that the health, safety, security, environmental, technical and other impacts of such change - both temporary and permanent - are formally risk assessed, managed, documented and approved. This procedure ensures that the requirements of both GHSER Element 7 and the Golden Rule on Management of Change are complied with.

Uncontrolled change inevitably results in undesirable outcomes; recent history, both internal and external to BP, has illustrated this perfectly. The purpose of this procedure is to eliminate uncontrolled change and so avoid undesirable outcomes.

Change in the wider context falls into one of two categories. The first, and most common, is voluntary change, which is implemented when the company identifies either a perceived business benefit or a potential business risk, such as the cumulative effect of creeping change. The second is forced change imposed by some external force, most likely a change in national or international legislation, but potentially a change in internal standards. Whatever the driver, the change shall be managed in a controlled way.



1. Scope

This procedure shall be applied within the BP Lubricants SPU to all temporary and permanent changes with potential health, safety, security and environmental implications. This includes changes to organisation, personnel, systems, processes, procedures, equipment, products, materials or substances and laws and regulations – both national and international.

2. Normative References

The following normative documents contain requirements that, through reference in this text, constitute requirements of this technical practice. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this technical practice are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies.

BP

GP 48-01	PHSER - HSE Review of Projects
GP 82-55	Engineering modifications in Lubricant Blend Plants
BP Lubricants America DS-100	HSE Review of Projects

3. Terms and definitions

3.1. Responsibilities

The following definitions are used within this document. Local terminology may differ throughout the SPU, but the fundamental requirements remain the same.

3.1.1. Change Leader

A competent person appointed to lead the Risk Assessment Team. The Change Leader should be of significant standing or seniority to ensure that the demands of the Team are carried out and should be sufficiently independent to avoid a conflict of interest, although local resource availability should be taken into account.

3.1.2. Risk Assessment Team

Consists of competent persons with a good mix of the following attributes:

- Knowledge of the business
- Risk assessment and management techniques;
- Technical skills relevant to the proposed change
- Knowledge of appropriate BP HSSE Policies and Expectations

3.1.3. Competent Person

Someone who by a combination of knowledge, training and experience in a range of relevant subjects – of which HSSE is mandatory – is able to make an effective contribution to the Management of Change process.

