

Change Management Procedure Document

Change Management Procedure Document - This procedure can only be used when the change is a time-sensitive issue. The following process is to be followed for making emergency changes: ? The Department Team will submit the ACTS Management of Change Form, with a priority rating of 'Emergency', and an explanation as to why it is an emergency. The document owner is responsible for the accuracy and integrity of this document. Document changes are made through the change management process. To initiate a change to this document, e-mail the document owner. Proposed changes will be reviewed by the document change-approvers listed above. A Project Manager's Change Control Document Projects are susceptible to changes right from... Procedure for Documentation. A change control document has to be a systematic... Conclusion. When the changes are chronologically entered, it is very easy to follow-up on... Credit and Reference. ...Procedure for Change Management. The purpose of this document is to define the process of initiating, evaluating and implementing changes in Occupational Health and Safety Management System (OH&SMS). The document is optimized for small and medium-sized organizations – we believe that overly complex and lengthy documents are just overkill for you.