COMPLIANCE AUDIT PROTOCOL SECTION 4.11 MANAGEMENT OF CHANGE § 29 CFR 1910.119(l)				
Audit item	**Yes**	**No**	**Comments**	**Initials**
1. Does the plant have a written management of change program?	x			DCS
2. Do the contents of the management of change program include:				DCS
a) Process change criteria;	x			DCS
b) Authorization requirements;	x			DCS
c) Evaluation procedure;	x			DCS
d) Technical basis for the proposed change; and	x			DCS
e) Impact of change on safety and health.	x			DCS
3. *Do the management of change procedures* trigger appropriate modifications to process safety information and operating/maintenance procedures?	x			DCS
4. *Is there documentation showing that* required training has been completed before the intended process change is implemented?	x			DCS

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Audit item	**Yes**	**No**	**Comments**	**Initials**
5. *Is there evidence of communication to the employees of the existence of the management of change program and how to use it (such as awareness training documentation, minutes of safety meetings, etc.)?*		x	Progress reports indicate that this training was done. However, there are no minutes or agendas for these meetings or attendances sheets. Also, this training is needed for contractors who perform maintenance in covered process areas. No records were found that indicate this contractor training was done.	DCS
6. *Does the plant have copies of completed management of change authorization forms?*	x			
7. *Does the plant have copies of sample backup documents (e.g., safety & health review, process engineering review, pre-startup safety review)?*	x			
8. *Does the plant have minutes of change review meetings, if such meetings are held?*	na			
9. *Does the plant have meeting minutes, lists, or other evidence of having communicated changes to affected employees, before they were exposed to the change?*	x			

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