



Change Control Request Form

Form: C-403-F1

CCR No. CC-22-0477

Revision: 8

CCR No CC-24-0518 Rev 0 Due Date 12/04/24

Customer Notification Required: Yes No Date of Notification: N/A (attach evidence)

SECTION 3 – Approvals [Reviewed/Approved (Y) Yes or (N) No-Initials/Date. If No, provide explanation

Department	Print Name	First Routing			Second Routing		
		Y/N	Initials	Date	Y/N	Initials	Date
EHS&S	Rebecca Stewart	Y	RLS	11/07/24			
Production	Matt Keib	Y	mjk	11/08/24			
QA	Paula Christensen	Y	PC	12/23/24			
N/A VBS 07/18/25							
N/A VBS 07/18/25							
N/A VBS 07/18/25							
N/A VBS 07/18/25							

SECTION 4 – Change Control Implementation (DC)


Document Effective Date	<u>07/18/25</u>	By	<u>VBS</u>	Date	<u>07/18/25</u>
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SECTION 5 – Change Control Closure (DC)

<input checked="" type="checkbox"/> All requirements included in the change control verified as complete and closed	By	<u>VBS</u>	Date	<u>07/18/25</u>
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Comments _____

~~N/A VBS 07/18/25~~

	Standard Operating Procedure		SOP Number A-110	Revision 2
	Authorization to Work Procedure		Effective Date <i>07/18/25</i>	Page Page 1 of 3
Written by/ Date <i>Kelara Stowae + 11/07/24</i>		Reviewed by/ Date <i>M R 11/08/24</i>		Approved by/ Date <i>PEC 12/23/24</i>
Title: EHS&S Director		Title: COO		Title: QA Director

1.0 Purpose

The purpose of this procedure is to ensure that all safety measures have been taken to protect employees from injury or illness caused by changes to the work area. Because changes to the workplace can create new hazards, we will not expose our employees to these potential hazards until a thorough inspection can be made. “Nothing we do is so important that it cannot be done safely—every time.”

2.0 Scope

This procedure applies to all changes to a work area including, but not limited to, modifications or installation of new equipment, changes in the work area, or changes in policies or procedures. “Managers and Directors bear a particular responsibility to provide clear leadership on health and safety issues.”

3.0 Responsibility

3.1 It is the responsibility of the Sr. Facility and Maintenance Manager to inform the EHS&S department of changes in the work area that could affect employee safety. The Sr. Facility and Maintenance Manager is also responsible for completing the Authorization to Work form when needed.

3.2 It is the responsibility of the Sr. Facility and Maintenance Manager to inform the EHS&S department of changes or modifications to equipment and the installation of new equipment that could affect employee safety. The Sr. Facility and Maintenance Manager is also responsible for completing the Authorization to Work form when needed.

3.3 It is the responsibility of the COO to inform the EHS&S department of changes in

Standard Operating Procedure Authorization to Work Procedure	SOP No A-110	Rev 2	Page 2 of 3
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production policies and/or procedures that could affect employee safety and health. The COO is also responsible for completing the Authorization to Work form when needed.

- 3.4 It is the responsibility of the EHS&S department to make an inspection of the changes, modifications, and/or installations of new equipment before employees are allowed to enter the work area. When the EHS&S department determines that the work area is safe for employees to enter, the EHS&S department will sign the Authorization to Work form.

4.0 Definitions

- 4.1 **Mechanical Hazard** – a hazard created as a result of either powered or manual use of tools, equipment, or machinery (e.g. contact, entrapment, and/or entanglement with unguarded moving parts on a machine)
- 4.2 **Environmental Hazard** – a hazard that can harm an employee without necessarily touching them, including noise or working at heights (e.g. exposed wires or a wet/slippery surface that may result in a trip or fall hazard)
- 4.3 **Chemical Hazard** – the introduction of a new or different chemical into the work area where employees have not been trained in the potential hazards associate with the chemical
- 4.4 **Policy or Procedural Changes** – changes to a standard operating procedure or working policy to which the affected employees have not been properly trained.

5.0 References

- 5.1 OSHA Act 1970 Part 5(a)(1): Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.
- 5.2 A-110-F1, Form, Authorization to Work Form

5.3 C-502, SOP, Record Storage, Retention, and Destruction

5.4 DCC Code of Conduct

6.0 Procedure

6.1 The Sr. Facility and Maintenance, Facility Manager and/or Maintenance Manager will inform the EHS&S department of proposed changes before work begins.

6.2 Upon completion of the changes, Form A-110-F1 will be completed by the change owner and submitted to the EHS&S department for approval.

6.3 The EHS&S department will be informed of changes to policies or procedures that affect employee safety. These changes will be reviewed by the EHS&S before being implemented.

6.4 The EHS&S department will inspect the changes to the work area, equipment, and/or machinery before employees are permitted to enter.

6.4.1 If the new equipment or procedure inspection reveals issues that require corrective actions, the inspection form will be returned to the initiator. Upon completion of the required corrective action, the EHS&S department will re-inspect the changes. If no safety issues are uncovered, the EHS&S department will approve Form A-110-F1 Authorization to Work Form.

7.0 The EHS&S department will maintain all completed Authorization to Work forms following SOP C-502 Record Storage, Retention, and Destruction.

8.0 Revision History

Revision	Date	Description of Changes	CCR #	By
0	04/28/21	New procedure.	N/A	B. Almand
1	02/21/22	Updated/added responsibilities and titles. Changed logo.	CC-22-0082	B. Almand
2	09/18/24	Updated SOP responsibilities, duties, titles, logo and company name.	CC-24-0518	R. Stewart