



**SECTION 1** **CHAPTER 8**  
**MANAGEMENT OF CHANGE**

**Purpose** The Company has established a program to initiate action for correction or changes to procedures.

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**Scope** This policy covers all operating procedures

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## Management of Change Objective

<b>Purpose</b>	To properly manage changes to processes of chemicals, technology, equipment and facilities. The change includes all modifications to equipment, procedures, and processing conditions other than “replacement in kind”. These changes need to be properly managed by identifying and reviewing them prior to implementation of the change.
<b>Scope</b>	The Company Management of Change policy applies to all employees and contractors working for Gravity Oilfield Services.
<b>Government Regulations</b>	No variance from applicable governmental regulations can be granted through this procedure.

## Responsibility

**Purpose** This document describes the responsibilities of employees who want to make a change to a specific procedure.

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**Responsibility** Employee – Any employee may initiate action to amend or correct a procedure by completing the form attached at the end of this procedure and turning it into their immediate supervisor.

Supervisor – The supervisor will make appropriate comments, sign and pass it on to the next level of management.

Management – Management will review and make comments, if they choose, and pass to the HSE coordinator or Director of Safety.

Safety Department – Every effort will be made to rectify any procedural problems. All options should be considered, safety precautions taken, and other pertinent information must be completed prior to approving any variance.

The V.P. HSE will review those items, which cannot be rectified through the procedure as shown and will make the final determination on the recommendation.

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## Procedure

### Procedure

Any employee may initiate action by completing the form at the end of this procedure. They must give it to their immediate supervisor or HSE Coordinator. The supervisor may pass it on to his/her superior or to the local HSE Coordinator. If an agreement cannot be reached at this level, the recommendation will progress upwards until a final determination is reached.

The person who initiates the action will be given a verbal progress report until the final decision is reached.

The Safety Department or designee will be responsible for making any changes or correction and distributions to the holders of the safety manuals.

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