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|  | SAFETY MANAGEMENT SYSTEM | |
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PART 15 MANAGEMENT OF CHANGE (MOC)

15.1 INTRODUCTION

GAM will experience change over time due to expansion, contraction; changes to existing systems, equipment, programs, products, and services; and introduction of new equipment or procedures. Hazards may inadvertently be introduced into an operation whenever change occurs. Safety management practices require that hazards that are a by-product of change be systematically and proactively identified and appropriate measures to manage the safety risks of the consequences of hazards be identified, implemented, and subsequently evaluated.

Therefore, the Management of Change is a critical procedure that is used to plan and control changes that have a safety impact whenever there is a change. MOC Report can be raised by anybody in GAM via GAMS Portal thru MOC module to justify the changes.

Safety risk assessment shall be performed to assess the new arrangements/changes by using a HIRM to previously risk mitigation as applicable prior to the implementation. Assessment shall be in accordance with **Part 9.0** in this manual.

GAM continually changing, in response to changes process and the need to improve service and quality to the company itself. The quality of GAM must be preserved in responding to these changes and changes must be properly planned and implemented so that service and quality level continue to be achieved. The primary objectives of MOC are:

- To manage and control changes made to the GAM environment.
- To minimize disruptions to the business and service that may be related to changes.
- To minimize the occurrence and impact of changes-related problems.

15.2 MANAGEMENT OF CHANGE (MOC) PROCESS

This systematic approach in managing and monitoring organizational change should be disclosed through a process by section in sequence as below:

- **Section A** – MOC Details.
- **Section B** – Description of changes.
- **Section C** – Accountable Manager Approval.
- **Section D** – Safety Management System Section.
- **Section E** – Quality Assurance Section.
- **Section F** – Implementation and Review.

GAM management of change incorporated together with the Quality Department's MOC to ensure a comprehensive management when there are any changes in the company.