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PROCEDURE · P0630-01

# Change Management

INSERT COMPANY  
LOGO

A controlled procedure defining how the organization plans, approves, implements, and reviews changes to the environmental management system under ISO 14001:2026 Clause 6.3.

STANDARD  
ISO 14001:2026

REVISION  
1.0 · April 2026

CLASSIFICATION  
Controlled · Internal

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| Term                             | Meaning in this procedure  |
|----------------------------------|--|
| Change                           | Any addition, modification, or removal affecting the EMS — its scope, processes, controls, aspects, obligations, risks, objectives, documented information, infrastructure, or personnel responsibilities. |
| Request for Change (RFC)         | The formal document (F0630-01) initiating a change under this procedure.   |
| Change Requestor                 | The individual raising the RFC. Must be authorized by their Departmental Manager to submit changes.  |
| Change Implementer               | The individual or team delivering the change once approved.  |
| EMS Change Board                 | The standing committee that reviews and approves Minor, Major, and Emergency changes.  |
| Routine change                   | A change with low risk and well-understood outcomes that can proceed without EMS Change Board review — see §1.5.1.   |
| Minor change                     | A change with low-to-medium EMS risk requiring EMS Change Board review.  |
| Major change                     | A change with medium-to-high EMS risk requiring Top Management approval via the EMS Change Board.  |
| Emergency change                 | A change that must be implemented immediately to address an imminent or materialized EMS risk, with retrospective approval.  |
| Back-out plan                    | A documented procedure to revert the change if implementation fails or produces unintended consequences.   |
| Post-implementation review (PIR) | A structured review conducted after implementation to verify that the change achieved its intended outcome.  |

### 1.5.1 Change classification (F0630-02 Section A)

Each change is classified into exactly one of four categories. Classification is performed by the Change Manager at Step 2 using the three-test sequence below; the test results are recorded in F0630-02 Section A.

| Category         | Test (all must be true)  | Examples  | Approval authority   |
|------------------|--|---|--|
| <b>Routine</b>   | (1) The change follows a pre-determined, documented process. (2) The outcome is predictable with historical precedent. (3) Zero impact on any environmental aspect, compliance obligation, objective, or interested party.   | Replacement of a like-for-like consumable; standard preventive maintenance per existing schedule; addition of a trained operator to an existing approved shift pattern.                 | Departmental Manager (recorded in F0630-03; no Change Board review)                  |
| <b>Minor</b>     | (1) The change affects an existing EMS process, aspect, obligation, or objective but does not alter its scope or significance class. (2) Risk assessment produces a pre-control score below 13 (reference F0614-01 scoring). (3) Resources required are within the Departmental Manager’s existing budget authority.   | Adjustment of a monitoring frequency (without changing the KPI); change of solvent grade within the same chemical family; modification of a training module’s delivery method.          | EMS Change Board, standing weekly cycle  |
| <b>Major</b>     | Any one of: (1) The change introduces a new significant aspect, compliance obligation, or objective, or alters the significance classification of an existing one. (2) Risk assessment produces a pre-control score $\geq 13$ (High or Very High under F0614-01). (3) Resources required exceed the Departmental Manager’s standing budget authority. (4) The change affects the EMS scope statement (Clause 4.3). | New product line; new physical site; substitution of a principal raw material family; major change to manufacturing technology; new regulatory obligation requiring capital investment. | EMS Change Board + Top Management approval   |
| <b>Emergency</b> | (1) Action must be taken within 24 hours to prevent or contain an environmental incident, permit breach, or enforcement action. (2) Delay to the next scheduled Change Board would cause material harm.  | Immediate shutdown of a failing abatement unit; emergency containment action for a spill; rapid substitution following a  | Change Manager may authorize action; retrospective EMS Change Board + Top Management |

| Category | Test (all must be true) | Examples                           | Approval authority                 |
|----------|-------------------------|------------------------------------|------------------------------------|
|          |                         | supplier's chemical-safety recall. | approval within 24 hours of action |

### 1.5.2 RFC status codes (F0630-03 Column G)

Change status values are restricted to the following controlled vocabulary. The Change Request Log aggregates on these values; arbitrary free-text status is not allowed.

| Status                   | Meaning   |
|--------------------------|---|
| <b>Logged</b>            | The RFC has been raised and logged, but not yet classified.               |
| <b>Under Assessment</b>  | Classification complete; F0630-02 in preparation.                         |
| <b>Awaiting Approval</b> | F0630-02 complete; change is scheduled for the next Change Board.         |
| <b>Approved</b>          | Approved by the appropriate authority; implementation scheduled.          |
| <b>In Implementation</b> | Implementation is in progress.  |
| <b>Implemented</b>       | Implementation is complete; awaiting post-implementation review.          |
| <b>Closed</b>            | PIR complete; change confirmed to have achieved its intended outcome.     |
| <b>Rejected</b>          | The approving authority has rejected the change; rationale recorded.      |
| <b>Withdrawn</b>         | The Change Requestor has withdrawn the RFC before approval.               |
| <b>Backed-out</b>        | The change was implemented but has been reverted using the back-out plan. |

## 1.6 Step 1 — Raising a Request for Change

### 1.6.1 Who may raise an RFC

Any employee may identify a potential change. RFCs are raised by the Change Requestor — typically a Departmental Manager, process owner, or other authorized individual. Non-authorized raisers route their concern through their Departmental Manager, who either raises the RFC or logs the reason for not raising it.

### 1.6.2 Completing F0630-01

The Change Requestor completes F0630-01 Request for Change, recording at minimum:

- **Section A — Identification.** RFC ID (auto-assigned; format RFC-YYYY-NNN), date raised, Change Requestor name and role, target date.
- **Section B — Source.** Which of the seven trigger types from §1.2 generated the change, with the upstream reference ID (e.g., "F0614-01 RO-2026-014" for a risk-triggered change).
- **Section C — Description.** Plain-language description of what is to change, why, and the expected outcome. Must include: the current state, the proposed state, and the difference between them.
- **Section D — Scope.** Which EMS processes, aspects, obligations, objectives, sites, or personnel are affected. Where unknown, so stated.
- **Section E — Proposed implementation.** Broad approach, estimated timeline, anticipated resource needs. Refined in Step 3.
- **Section F — Back-out plan.** An initial outline of how the change can be reverted if implementation fails. Refined in Step 3 for Major changes.

### 1.6.3 Logging

The EMS Coordinator assigns the RFC ID and enters a new row in F0630-03 Change Request Log with the status set to Logged. The log is the authoritative tracker; F0630-01 is an evidence artifact, but is not itself the tracker. The log entry links to the F0630-01 document and, once created, the F0630-02 assessment.

Incomplete or ambiguous F0630-01 submissions are returned to the Change Requestor within two working days of logging, with a written summary of what is missing. The RFC remains in status Logged until the resubmission is complete.

## 1.7 Step 2 — Classification and Prioritization

### 1.7.1 Classification test

The Change Manager applies the classification test from §1.5.1 and records the outcome in F0630-02 Section A. The test is applied in order: Routine → Minor → Major → Emergency. The first category whose tests are all satisfied is the classification.

Classification is recorded as a trail of question/answer pairs (three questions for Routine, three for Minor, four for Major, two for Emergency), so that subsequent audits can verify that the classification was defensible rather than asserted.

### 1.7.2 Re-classification

A change may be re-classified upward during Step 3 assessment if the assessment reveals impacts not visible at Step 2. Downward reclassification (e.g., Major → Minor) is permitted only with Change Manager sign-off and a documented rationale; this prevents classification downgrades from being used to avoid higher-authority approval.

### 1.7.3 Priority flag (F0630-02 Section A)

A priority flag — High, Medium, or Low — is recorded alongside the classification. Priority captures urgency within the category, where classification captures EMS impact. A Minor change can be a high priority (e.g., a prerequisite for a customer audit) without being escalated to Major. Priority affects scheduling on the Change Board agenda, not approval authority.

| Priority | Meaning  |
|----------|--|
| High     | Change is time-critical; delay would create new risks, costs, or compliance exposures. Takes first agenda slot at the next Change Board. |
| Medium   | Change should proceed within the normal cycle. Default for most RFCs.  |
| Low      | Change is beneficial but not time-pressured. Scheduled at the Change Board's convenience.  |

## 1.8 Step 3 — Clause 6.3 Four-Consideration Assessment

ISO 14001:2026 Clause 6.3 requires that changes be carried out in a planned manner, with explicit consideration of four factors. The EMS Change Board tests each of these four considerations for every change; blank or inadequately answered fields are grounds for the Board to return the request to the Change Requestor for further work rather than proceeding to approval.

The four considerations are recorded in dedicated sections of F0630-02. All four must be complete before the RFC is escalated to the Change Board (Step 4).

### 1.8.1 Consideration (a) — Purpose of the change and its potential consequences (F0630-02 Section B)

The Change Requestor and Change Manager must state clearly:

- **Why** the change is being made (what problem or opportunity it addresses).
- **What** it is intended to achieve (the expected outcome, measurable where possible).
- **What environmental consequences** — positive or negative — may result.

Consequences to be considered include effects on:

- Significant environmental aspects (reference F0612-01 row IDs where applicable).
- Compliance obligations (reference F0613-01 row IDs).
- Environmental objectives (reference F0620-01 row IDs).
- The intended outcomes of the EMS (policy, continual improvement, compliance commitments).