

ADM QP28 Management of Change Procedure

Change History

| Revision Number | Description of Change | Date |
|-----------------|--|------------|
| 0 | First issue. | 12.08.2019 |
| 1 | Update in Approver. Updated job title of Manager – MS to Professional – Head of Management Systems and Senior Manager – Health and Safety (SMHS) to Manager - Health and Safety, Fire Prevention and Maintenance. Added reference of Controlled Document 306 CAS Contextual Analysis and Controlled Document 377 | 15.03.2022 |
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Written by:



Elaine Ellul Desira, Professional – Head of Management Systems

Date:

15.03.2022

Revised by:



Stefan Salomone
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Wasteserv Malta Ltd

Stefan Salomone, Manager – Health & Safety, Fire Prevention and Maintenance

Date:

15.03.2022

Approved by:



Mr Richard Bilocca
Chief Executive Officer
Wasteserv Malta Ltd.

Richard Bilocca, Chief Executive Officer

Date:

21.03.2022

1 PURPOSE

This procedure is to provide guiding principles to manage and control any planned, temporary or permanent change within WasteServ's operation.

2 SCOPE

This procedure applies company wide.

3 REFERENCE DOCUMENTS

- ADM QP01 Control of Documented Information Procedure
- ADM EP01 EHS Legal Requirements and Compliance Procedure
- ADM EP04 Aspects and Impacts Procedure
- ADM HS01 Risk Assessment Procedure
- ADM HR01 Identification of Training Needs Procedure
- ADM HR02 Training on Documentation Procedure
- ADM HR04 Recruitment Issuance of Calls Procedure
- Controlled Document 124 KTS Contextual Analysis
- Controlled Document 150 TTF Contextual Analysis
- Controlled Document 158 MN Contextual Analysis
- Controlled Document 159 SAWTP Contextual Analysis
- Controlled Document 306 CAS Contextual Analysis
- Controlled Document 377 Landfill Contextual Analysis
- WS072 Management Review Meeting Agenda
- WS073 Management Review Meeting Minutes

4 RESPONSIBILITIES

The personnel responsible for the procedure are identified in the list below. All responsibilities are clearly defined in **Section 5 Method** and the relevant flow chart.

Responsible Personnel:

- Top Management
- Head of Department / OBU
- Manager – Health & Safety, Fire Prevention and Maintenance
- Professional – Head of Management Systems Department
- WS Insurance Department
- All employees

5 METHOD

5.1 DEFINITION

Change refers to any modification, variation, alteration that may impact WasteServ's operations, including its design, processes, workforce, equipment, procedures, materials and operating conditions. Changes shall be considered and evaluated prior to its implementation.

5.2 PROCESS

The attached flowchart depicts the activities involved in the process.

6 RECORDS

Records considered critical for this procedure are treated as follows:

| Reference Document | Person responsible for maintaining the | Document Storage Location | Duration of time Records are kept |
|---|---|--|-----------------------------------|
| WS072 Management Review Meeting Agenda | Professional – Head of Management Systems | Soft copy: Management system's Root Folder | All records are kept indefinitely |
| WS073 Management Review Meeting Minutes | | | |
| Controlled Document 124 KTS Contextual Analysis | | | |
| Controlled Document 150 TTF Contextual Analysis | | | |
| Controlled Document 158 MN Contextual Analysis | | | |
| Controlled Document 159 SAWTP Contextual Analysis | | | |

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| Controlled Document 306 CAS Contextual Analysis | | | |
| Controlled Document 377 Landfill Contextual Analysis | | | |

