



Management of Change Annual Review

To learn more or discuss a procedures cost estimate, please call 866-734-9244 ext 206

Management of Change (MOC), also known as an annual review, allows you to keep your procedure investment current and up to date year after year. Why invest in procedures just to have them end up on a shelf collecting dust a year after they were written?

Our automated system will send you an email 90 days prior to your one year review date to allow you and your staff an opportunity to review the procedure and ensure it is current and up to date.

Each Management of Change module comes with an MOC form which will allow you to immediately determine if the procedure is current or requires updating. Here is a view of our MOC questioner.

Management of Change Process:

1. Read the entire procedure that starts on the next page.
2. Answer the following questions at the end of the procedure.
3. Print the entire document.
(If you have Adobe Acrobat Reader you will not be able to save the document with your corrections; you can only save the form "as is".)
4. When you are finished, double click the submit button.

A. Has any part of the process changed? Yes No
If yes, describe the changes.

B. Are any of the photos or figures out of date? Yes No
If yes, describe the changes.

C. Are personnel names, phone numbers, and information correct?
Yes/No If no, describe the changes.

D. Is any part of the procedure inaccurate? Yes No

If yes, describe the changes.

E. Are the owner/reviewer and approver still the same?

Yes No

If no, describe the changes.

F. Who at your facility should be trained on this procedure?

Names of Employees:

Indicate which of the following statements is true:

A. Approved with no changes.

B. Approved with changes as indicated on this form.

C. Not approved until I speak with the Terminal Manager.

D. Not approved until I can go over changes with WGR in greater detail.

Name _____

Email _____

Phone _____

[Click Here to Submit Form](#)

The MOC system can be easily adapted to meet your company needs and criteria.