

Change Management Procedure

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Applicability: Oil and Gas Downhole Equipment and Maintenance Services

1. Purpose and Scope

1.1 Purpose

This procedure establishes a systematic approach to manage changes that may affect quality, environment, health and safety, and operational performance in accordance with ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 requirements.

1.2 Scope

This procedure applies to all changes related to:

- Downhole equipment design, manufacturing, testing, and delivery
- Maintenance services
- Facilities, equipment, and work environment
- Organizational structure and resources
- Processes, procedures, and work instructions
- Suppliers and subcontractors
- Regulatory and customer requirements

2. References

- ISO 9001:2015 - Quality Management Systems
- ISO 14001:2015 - Environmental Management Systems
- ISO 45001:2018 - Occupational Health and Safety Management Systems
- IOGP 456 - Process Safety - Recommended Practice on Key Performance Indicators
- API RP 75 - Safety and Environmental Management System for Offshore Operations
- Company Risk Management Procedure (RM-OG-001)
- Document Control Procedure (DC-OG-001)
- Management of Nonconformities Procedure (NC-OG-001)

Change Management Procedure Document

JA Banks



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