

Management of Change Screening Form

A practical first-pass screen for plant, process, procedural, software, temporary, and organisational changes.

Facility / Area	Date	Reference
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Change details

☐	Change title / reference number	Y / N / N/A	
☐	Plant area and affected equipment tags	Y / N / N/A	
☐	Change owner and responsible manager	Y / N / N/A	
☐	Reason for the change	Y / N / N/A	
☐	Proposed implementation date	Y / N / N/A	
☐	Temporary or permanent? If temporary, record expiry date	Y / N / N/A	

Replacement-in-kind test

☐	Same design pressure, temperature, flow, and containment duty	Y / N / N/A	
☐	Same materials of construction, seals, gaskets, and chemical compatibility	Y / N / N/A	
☐	Same function, failure position, operating speed, and capacity	Y / N / N/A	
☐	Same alarm, trip, relief, isolation, and control performance	Y / N / N/A	
☐	Same inspection, maintenance, spares, and competency requirements	Y / N / N/A	
☐	Existing drawings, procedures, and training remain valid	Y / N / N/A	

Potential impacts

☐	Process chemistry, inventory, pressure, temperature, or throughput	Y / N / N/A	
☐	Loss of containment, fire, explosion, toxic release, or reaction hazard	Y / N / N/A	
☐	Relief, flare, vent, drain, bund, or emergency system	Y / N / N/A	
☐	Alarm, interlock, control logic, software, or cybersecurity	Y / N / N/A	
☐	Operating, maintenance, sampling, cleaning, or emergency procedure	Y / N / N/A	
☐	Staffing, shift pattern, role, contractor, or competence	Y / N / N/A	
☐	HAZOP, LOPA, BowTie, QRA, MHI assessment, or emergency plan	Y / N / N/A	

Required actions and approvals

☐	Hazard review method and competent reviewers identified	Y / N / N/A	
☐	Drawings, data sheets, procedures, and inspection tasks listed for update	Y / N / N/A	
☐	Training and communication requirements defined	Y / N / N/A	
☐	Pre-Startup Safety Review required	Y / N / N/A	
☐	Pre-startup actions separated from post-startup actions	Y / N / N/A	
☐	Operations, engineering, maintenance, and process-safety approval recorded	Y / N / N/A	

Use note: Adapt this resource to the site's hazards, legal duties, engineering standards, and management system. A checklist does not replace competent technical review.