



**Management of Change**

**Purpose**

The purpose of MOC is to introduce plans for making changes, controlling changes and helping people to adapt to changes in the Organization. However, prior to implementing any significant changes in the organization, it is essential to take into consideration how an adjustment or replacement will impact processes, systems and employees within the organization. Approved change requests must be communicated to the employees at the appropriate time. It is an opportunity for the Company to identify new potential risks and challenges in terms of HSE that could result from these changes. MOC must comply with regulatory compliance.

**Scope:**

MOC is applicable in all manufacturing units, plants, offices, R&D Centres, Warehouses, Laboratories of HSCL.

**Change Management Process:** (refer Appendix-1)

- 1. Prepare approach:
- 2. Manage Change:
- 3. Sustain outcome:

**Documentation:**

It is an important criterion of MOC. It is not only to maintain an audit trail should a rollback become necessary, but also to ensure compliance with internal and external controls, including regulatory compliance.

**Roles and responsibilities**

At Himadri Speciality Chemical Limited the following gives guidance on typical roles associated to the MOC process. Some of these roles can be combined to be performed by one person, provided at least two competent persons are involved in the MOC process. Any person who could be involved in a change shall be trained to understand what constitutes a change and how a change shall be addressed and managed.

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