AL TANMIA CHEMICALS LLC

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

MANAGEMENT OF CHANGE PROCEDURE

ROLE	NAME	SIGNATURE	DATE
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1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	06 Oct 2025	Original issue.	MANAGING DIRECTOR

1 Purpose

The purpose of this procedure is to set standard guidelines of changing a system in the QHSEMS

2 Scope

This procedure is applicable to all temporary, permanent and emergency changes taking place within **AL TANMIA CHEMICALS LLC** in conformance to its Management System.

3 Terms and Definitions

Temporary Change: Any change where the intention is to restore back to the original condition within the defined time period. A temporary change is subject to the same level of evaluation as the permanent change.

Permanent Change: An action that is necessary to remedy and emergency that poses imminent threat to health, safety, security and environment.

Emergency Change: Unexpected changes that is necessary to remedy threat to health, safety, security and environment

QHSE – Quality, Health, Safety and Environmental Management System

MANAGING DIRECTOR – Chief Executive Officer

HOD – Head of the Department

4 References

ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 clause reference 6.1.1

5 Roles and responsibilities

Chief Executive Officer is authorized to approve changes with high risk and any changes in the HSEMS.

6 Processes Description

5.1 All temporary, permanent and emergency changes shall be evaluated and managed to ensure that health, safety, and environmental risks arising from these

5.1.1 Risk remains at acceptable levels. The procedure is intended to fulfill HSE expectations, regulatory requirements, and local needs.

5.1.2 This procedure establishes the minimum requirements necessary to identify and control potential hazards or effects associated with change. Management of Change ensures that the impact affecting the health and safety of personnel or threatening the environment is properly recognized, reviewed, approved, communicated and documented.

5.2 Proposal of Change

5.2.1 The process begins when the need for a change is identified by MENAGER director and Management Representative. The originator of the proposed change shall clearly describe the needed change in the "Management of Change Sheet" and reasons thereof to the appropriate level of management.

5.2.2 Management shall evaluate the merits of the proposed change and determine the actions that are necessary to address and implement the intended changes.

Wherever, it is deemed essential and fit, proposed changes are consulted with other departments, engineers, contractors, consultants, or interested parties before according to approval for the proposed change.

5.3 Screening

5.3.1 After the need for a change has been assessed and verified, the change must be screened to determine whether the Management of Change (MOC) process is applicable. Operation Manager and relevant supervisors shall be responsible for making the assessment and for taking decisions.

5.3.2 Generally, if environmental, health and safety and/or regulatory compliance is affected due to change, MOC process shall be initiated.

5.3.3 Operation manager shall be the MOC coordinator (usually the person most involved with the change) to coordinate the review and implementation activities.

5.4 Review

5.4.1 When a proposed change has been identified and if it is evident that the MOC process is necessary, it must be evaluated for potential safety, health, security and environmental implications. A review shall be conducted to assess the hazards and aspects that might result associated with implementing a change as well as the consequences that the change could have on processes, equipment, personnel and environment. The review should also ensure that the following are met.

- Applicable standard;
- Regulatory and legal requirements;
- Training required;
- Compatibility assessments; and
- Generally accepted engineering practices

5.5 Type of Changes

5.5.1 Temporary / Permanent

- new facilities
- increase in facility capacity
- producing a different product
- changes to existing equipment
- new equipment
- temporary or permanent bypassing of equipment
- changes in guarding
- changes in instruments or alarms
- changes in structural components
- changes to fire protection
- changes to emergency response systems
- changes in waste management or environmental impact

5.5.2 Emergency Changes:

If the change is an emergency, the MOC can be completed after the change has happened. An emergency change is one that deals with a:

- threat to employees
- damage to the environment
- significant production loss

The MOC should be completed immediately after the emergency change and then sent to the HSE department.

5.5.3 Opening a New Facility or closing a facility:

Opening a new facility may mean that Delta International Petroleum Services has built a new facility, has bought a facility previously owned by someone else, or is leasing the facility. The HSE department should send a complete list of all requirements needed when opening or closing a facility.

5.6 Authorization

5.6.1 The change must be authorized prior to implementation. Division and Department Heads are authorized to approve the implementation of proposed changes.

5.6.2 Before authorizing the implementation of changes, following shall be verified.

All necessary technical, health, safety, security and environmental reviews are completed;

Hazards, aspects and its consequences those were identified during the review processes are addressed to the utmost satisfaction;

Proposed changes are complying to the applicable regulatory and legal requirements;
Necessary approvals are obtained from the regulatory and/or legal authority wherever required;
All affected personnel are informed of the changes and adequately trained to handle the changes; and
Documentation pertaining to changes and reviews are complete.

5.7 Communication, Implementation and Follow-up

5.7.1 Before proceeding ahead with the implementation of change, the changes that will take place must be communicated to the affected employees. Communication may be in the form of pre-job safety meeting, toolbox meeting, and/or direct induction by HSE Officers, Department Heads, supervisors, etc., or any other method that is appropriate, effective and practicable.

5.7.2 All training requirements shall be identified, completed and documented prior to implementation of change. Effectiveness of training shall be monitored.

5.7.3 Upon implementation of change, the Operation Manager or the responsible individual assigned with the task of coordination shall verify the following.

Implemented changes are as intended;

Documentations are complete pertaining to changes;

Applicable regulatory and legal requirements are fulfilled;

Necessary trainings are imparted;

If the effected change is temporary, time limits for such change must be set.

System shall be developed to ensure that the prescribed time limits and other stipulations associated with the temporary changes are not violated.

6 Records

Management of Change Form IMS-MC-F01