

From: Central SHEQ Team

Date: 1st March 2017

The Theme for March 17 will be: Control of Variances (Change Control)

Your Health and Safety

**Our Environment
Health and Safety**

Quality Requirements

Plans

- The Construction Phase H&S Plan must be updated every time there is a change e.g. in the scope of work or the controls necessary.
- The Environmental Management Plan should be reviewed.
- Simple changes can be marked up in pen on site. Major changes need a new electronic revision.



RAMS

Review with those carrying out the task – they are more likely to be able to help identify any unforeseen changes.

Recognise that a significant number of our incidents occur when we deviate. Communicate to the team that it is ok to **stop** and **speak to Supervisor** if method changes.

Document Control

Make sure all documents have revision numbers or dates.



Clearly mark Superseded or Obsolete documents or drawings.

B	30/6/16	P Hodgson		
A	26/01/2016	P Hodgson	S Kennedy	P Gledhill
0	12/08/2014	Z Robertson		
Rev	Date	Prepared	Checked	Approved

Design Change

- If design on site requires change raise a Design Change Request or a Technical Query with the Design Team.
- Design Change must be fully controlled by the Design Department as changes can have **knock on effects**.
- If minor changes are made, as agreed by a Designer, ensure drawings are marked up on site and sent back to the Design department to create As Builts.

THINK!

- Changes are inevitable – control them!
- Any uncontrolled changes you make can have knock on effects you may not be aware of.
- Most accidents / incidents and quality issues occur when an uncontrolled change is made.

