

This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.

[insert company info here]

CHANGE MANAGEMENT & PROCUREMENT

Date of Issue:	
Written by:	Date:
Reviewed by:	Date:
Approved by:	Date:

PURPOSE

Change in any organization is necessary to adapt to new ways of doing things, as business grows or evolves, new legislation is introduced or a multitude of other reasons.

SCOPE

Before changes take place there must be an understanding of the current program/ processes, etc. and what is the desired change or improvement. The changes can be to personnel, procedures, policies, equipment, etc. It may require one or more individuals, or a committee involved in the decision making.

DEFINATION

The ability or process to get simple, powerful, modern tools to drive agility within your supply chain, form strategic relationships with your preferred suppliers, support your stakeholders, and impact company-wide goals.

ROLES AND RESPONSIBILITIES

Management

Be aware of new systems approaches to supply management.

Investigate different approaches with others, including suppliers, technical consultants and internal staff.

Review current procurement system for efficiencies, irritants or deficiencies in existing system, Be aware of health and safety criteria/requirement standards for products including tools, equipment, materials, vehicles, etc.

Management receive feedback of the effectiveness of changes.

Supervisors

Be knowledgeable of products used by workers.

Ensure specific equipment has the CSA, UL or equivalent designations.

Ensure the products have safety features and they are used by workers.

Be sure workers receive adequate training in using the products/equipment in the manner it is meant to be used.

Provide feedback/results to management on the results of changes.

Workers

Provide relevant information to supervisors if involved with different products or processes.

Ensure health and safety remains focal in using different/new products or processes.

Use the new products the way they were meant to be used.

TRAINING

Once the change is selected it must be identified, researched, tested by those persons directly involved before implementation. Once it has been approved and in use it must be evaluated with input from direct workers, supervisors and maybe managers for effectiveness, meeting expectations and costs. This applies throughout the company.

Sources for change come from internal reviews, suppliers, legislative or regulatory bodies, industry best practices, competitors, or other sources.

Prior to initiating changes there must be internal discussion with management, supervision, workers and others familiar with the proposed changes. Consultations may be formal or informal. Some changes may be evaluated before implementation. Others may involve testing before implementation.

Changes must be communicated to affected parties. The communications must be clear, reasons for the change and in some cases the benefits of the change. These communications may be in the form of written descriptions, demonstrations, videos, e-mails to all staff, safety meetings, general meetings or to outside parties.

EVALUATION

Once a change has taken place it must be monitored for effectiveness, understood by the persons affected by the change and ensure that the change is implemented in the manner it is supposed to be. There may be different persons with predetermined responsibilities for the implantation.

IMPROVEMENTS

Proposed changes don't always work out the way they are supposed to and are often misunderstood. It is important the changes are followed through thoroughly as planned. It is important to have a champion with overall responsibility for implementation and evaluation of the change.

SAMPLES

New system for ordering equipment.
New system of applying materials.
New products to be used in process.

Continuous Improvement Review Tracking

Date of Review/Change	Notes	Name of Reviewer

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