

<b>JAGUAR ENERGY SERVICES, LLC</b> <b>310 N Parkerson Ave</b> <b>Crowley, LA 70526</b>  <b>Original Date of Implementation: October 2013</b> <b>New Effective Date: 1/08/2015</b>	<b>Management of Change</b>  <b>Plan Revision Date: 1/08/2015</b> <b>Page 1 of 3</b>
<b>Reviewed By: Jared Monk</b>	<b>Date: 01/10/2022</b>

## Section 17.0 MANAGEMENT OF CHANGE

### A. Purpose

This Policy establishes the **minimum** required procedures necessary to provide for the safety of personnel and facilities due to changes or modifications. This Policy is designed to provide review of changes to equipment which are not replacement in kind prior to implementation. The process is to review any potential impact, caused by change, to the overall operation.

### B. Scope

This procedure covers requirements for all changes, except “replacement in kind”, to process chemicals, technology and equipment, and other changes that affect a covered process.

### C. Responsibilities

1. The Safety Coordinator or his/her designee is responsible for ensuring that employees have completed the training required by this procedure.
  - (a) Additional responsibilities include:
    - (i) The implementation of this Policy.
    - (ii) Documentation of completion by each employee.
  
2. The Supervisor is responsible for the implementation of this procedure.
  - (a) Additional responsibilities include:
    - (i) He will be **JAGUAR ENERGY SERVICES, LLC**’s representative in the Management of Change process.
    - (ii) All proposed modifications to the facility’s process operations and/or operating procedures must be approved by the client’s management.
  
3. The employees are responsible for completing their training and providing assistance in the implementation of this Procedure.

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#### **D. Procedure**

Any employee must notify his or her immediate supervisor of any contemplated that impact the original design, safety or control system. The supervisor must review the proposed change in relation to the definition of "replacement in kind". If the change does not fit the definition of "replacement in kind, then a Change Form must be completed and approved by Management before the change is undertaken.

#### **E. Definitions**

Replacement in kind is generally construed to mean the replacement of equipment with equipment having the same technical specifications.

The following changes are not considered to be "in kind" changes: [Note that these examples need to be modified to be relevant to your specific equipment. I.e., if you run equipment utilized for closing out pits and road maintenance, then use some examples on that type of equipment, and delete what I have here. Thgis is designed to let people know what is acceptable to do without having to go through the MOC process.]

- ◆ Valves - if style, material, pressure rating, size, packing, seals or Pressure Safety Valve
- ◆ Drivers - if Horsepower (Hp) rating, motor electrical rating classification or lubrication systems change.
- ◆ Instrumentation - if changing device range, multiplier, or resetting critical alarm set points.
- ◆ Structural modifications – if any modifications need be made to the structure.
- ◆ Chemicals - if composition, function or reaction is changed.

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## CHANGE FORM

Description of the change being recommended include both a physical description and the reason that the change is necessary:

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Person recommending the Change: \_\_\_\_\_

Supervisor's concurrence that Change is necessary: \_\_\_\_\_

Description of evaluation was undertaken? Was the Manufacturer consulted? Was an Engineering Evaluation performed, or necessary? Were any cautions expressed in order to implement the Change?

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### APPROVAL:

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

**This signed Change Form is the necessary authorization to perform the Change as recommended and/or modified during evaluation. Documentation of the actual Change should be made in the Equipment Files.**