

## Procedure PR-PRO-001

### Change Management

#### 1. SUMMARY

- 1.1. The purpose of this procedure is to define the methods for managing changes to processes and other aspects of the management system in a controlled manner.
- 1.2. Where this document discusses changes to processes, this shall be understood to mean the top-level processes identified in the ***PR-PLA-002 Pure Rail Quality Management Plan***.
- 1.3. The Directors are responsible for implementation and management of this procedure.

#### 2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1	01/01/16	Original issue.	Kyle Devine
2	23/11/2021	Updated document number, formatting and references to relevant controlled document numbers added.	Kyle Devine

#### 3. DEFINITIONS

- 3.1. "Process Output" – the result of any process; these are typically defined in the Process Definition for each top-level process.

#### 4. CHANGES TO PROCESSES

- 4.1. Management system processes will undergo changes, typically when:
  - 4.1.1. Improvement opportunities have been identified, typically to improve process effectiveness
  - 4.1.2. Nonconformities within a process are identified and require corrective action
  - 4.1.3. Conditions in the industry or company change, requiring a process to be updated
  - 4.1.4. New processes are added which impact on existing processes, requiring changes
  - 4.1.5. Customer requirements result in a need to change processes
  - 4.1.6. Any other reason determined by management
- 4.2. In such cases, the process must be changed in a controlled manner to ensure proper authorization and implementation of the changes.
- 4.3. At a minimum, process changes shall include the steps herein:
  - 4.3.1. The request for a process change shall be documented, typically in a Corrective Action Report per the procedure ***PR-PRO-006 Corrective and Preventive Action***. The justification for the change shall be recorded.

- 4.3.2. The change shall be reviewed by appropriate management, including the senior most manager responsible for the process. Changes must be approved prior to implementation.
- 4.3.3. The appropriate **Process Definition** will be updated to reflect the change. This document will undergo review and approval per the procedure **PR-PRO-003 Control of Documents**. The revision indicator of the **Process Definition** will be incremented, and the nature of the change recorded.
- 4.3.4. The follow-up verification step of the CAR process shall seek to ensure the change has had the intended effect, and/or has improved the process. If not, the change may be rolled back or a new change made to correct any new issues that arise as a result of the change.

## 5. CHANGES TO PROCESS OUTPUTS

- 5.1. The methods for changing process outputs are typically defined in the **Process Definition**. Where a process output is a document, the rules for changing documents above shall apply.
- 5.2. Formal changes to process outputs will be used when the change is significant. Minor changes may be made without formal control, however the decision on what constitutes a significant vs minor change must be agreed upon by those involved in the change. If a customer indicates a change is significant, this will trump any internal decision.

## 6. CHANGES TO DOCUMENTATION

- 6.1. Management system documents undergo changes when there is a need to revise them.
- 6.2. Changes to documentation are done in accordance with the procedure **PR-PRO-003 Control of Documents**.