



Personnel MOC questions

Questions

- Are the appropriate stakeholders engaged in supporting the personnel movement/change?
- Have individuals whose role will change because of the change been notified?
- Are there pending negotiations, permitting or regulatory issues identified (PSM, Environmental, Management Systems)?
- Has the change plan been developed with requirements for knowledge and document handover allowing for a quality transition?
- Have the key risks to SHE and STI performance delivery been reviewed and documented with actions in place to mitigate them?
- Have key accountabilities been identified for the change, including interim arrangements to address urgent/critical SHE requirements?
- Is there a plan in place to ensure commitments or coverage from other team members during transition?

Questions

- Has an agreement been established by all parties to protect licensing information from leaving the organisation?
- Have critical SHE action items (MOC, PHA, Environmental, Incident Investigations, Chemical Approval, Waivers/Deviations) been identified for re-assignment to ensure timely closure?
- Has the required training been identified for systems, procedures and practices that are new to employees (MOC, PHA Mitigation, Incident Investigation, Environmental systems, Management Systems, Intools, Meridium, Waivers/Deviations, etc)?
- Has the new/transferred Employee On-boarding Checklist been completed?
- Has proper communication been made to the workforce regarding the change?
- Does the personnel change address the risk profile of the area?