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Flight Safety System Procedure	Procedure No. SOP/MC/01	Rev. 00 December 11, 2014

1.1 Purpose

To define mechanism and responsibilities for Change Management Team to establish goals, objectives, roles, and procedures involved in every process applied throughout the lifecycle of a change. This document will serve as a best-practice guide and can also be used to train new staff who will be involved in Change Management.

1.2 Scope

This System Procedure covers all elements of potential changes, internal and external both (as per the guidelines defined in SMS Manual Ed4, Chapter 7, Para 7.2), which takes place in the organization with regard to following;

- a) New Induction of Equipment (Aircraft and Ground equipment Both)
- b) Major Changes/modifications in Systems and Processes
- c) Change of Key Accountable Manager, Safety Manager
- d) Change in infrastructure
- e) Change in/ or new Regulation


1.3 Responsibility

Director Safety & QA/Chief Pilot Safety has the overall responsibility to identify the hazards, evaluation of associated risks alongwith significance of their Impacts on operations, before the changes occur. Director Safety & QA/Chief Pilot Safety shall coordinate with all operational heads (Directors/GMs/CEs/CPs) through cross functional teams for potential changes and mitigation of risks associated with future impacts on operations.

1.4 Procedure

For Management of Change, following steps shall be taken;

- 1.4.1 A formal Meeting of all Divisional/Sectional heads shall be called and Plan of Proposed change will be distributed. All operational heads shall be assigned to indentify the associated requirements and potential risks in view of future change.
- 1.4.2 Formal risk assessment of identified hazards related to potential change shall be carried out. For inter departmental processes, which have cross functional safety implications shall be coordinated through cross functional risk assessment exercises.

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- 1.4.3** Where required, physical & technical surveys cum inspections shall also be carried out to check the gaps between the existing processes vs potential operational requirements. During the course of Risk assessment, financial inference of potential risk to operations will also be assessed. All operational areas shall establish relevant check lists for said technical/safety risk assessment process.
- 1.4.4** Considering risk assessment outcomes, desired modification and development strategies shall be devised.
- 1.4.5** Post change verification, in light of devised program shall be conducted to evaluate desired implementation steps.
- 1.4.6** In case of, non fulfillment of risk assessment outcomes, post change risk assessment shall be carried out and all fundamental steps of risk management shall be complied.
- 1.4.7** All activities towards the adequate change management process shall be properly documented and recorded by controlled means, in line with organizational approved procedures.
- 1.4.8** For, continual improvements towards safety performance, ongoing risk management process based upon defined frequency shall be continued for prescribed period.
- 1.4.9** Above mentioned steps shall also be exercised in case of writing off/ grounding of equipments and processes/operations, those are no longer needed.

1.5 Reference Documents

Corporate SMS Manual- Ed 04

Capt Saleem Shujaat Khan

Prepared by

Dy. Chief Flight Safety

Designation



Signature

Capt Amir Aftab

Reviewed by

Chief Pilot Safety

Designation



Signature

Capt S Adnan Haris

Approved by

Director Safety & QA

Designation



Signature