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REPUBLIC OF THE PHILIPPINES
 PROVINCE OF DAVAO DE ORO

QUALITY MANAGEMENT SYSTEM

CHANGE MANAGEMENT

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1.0 PURPOSE

Change Management is an important element of Quality Management. This procedure aims to ensure that when there is a need for changes to the quality management system, these changes will be carried out in a planned manner.

2.0 SCOPE

This procedure starts with describing the change to the QMS being requested and ends with implementing that change.

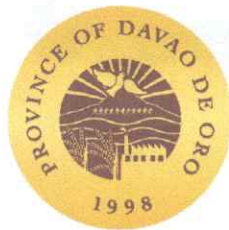
3.0 DEFINITION OF TERMS

3.1 **Change Request** – is a tool used to ensure that the following are considered whenever changes to the QMS are planned and implemented:

- 3.1.1 the purpose of the changes and their potential consequences;
- 3.1.2 the integrity of the quality management system;
- 3.1.3 the availability of resources;
- 3.1.4 the allocation or reallocation of responsibilities and authorities.

4.0 PROCEDURE DETAILS

No.	ACTIVITY	PERSON RESPONSIBLE	DETAILS
1	Describe the change being requested	Process Owner	Proposed changes to the QMS shall be described and categorised as follows: <ul style="list-style-type: none"> ● New Products, Services and/or Processes ● Changes to Existing Products, Services and/or Processes ● Organizational changes ● Others: those not categorised above
2	Provide justifications for the requested change to the QMS	Process Owner	Justifications in form of the following shall be supplied: <ul style="list-style-type: none"> ● Reason for Change ● Consequence to be considered for the proposed



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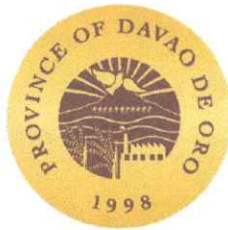
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			<p>change</p> <ul style="list-style-type: none"> ● Target Date of effecting the proposed change
3	Determine QMS processes affected by proposed change	Process Owner	<ul style="list-style-type: none"> ● To ensure that the integrity of the QMS is maintained: <ul style="list-style-type: none"> ○ Other QMS processes foreseen to be affected by the proposed change and their corresponding documented information shall be determined. ○ The alignment and integration of RIPs, Quality Objectives, Quality Plans and Work Instructions shall be considered
4	Determination of Resources needed to implement the Change	Process Owner	<ul style="list-style-type: none"> ● Resources needed to implement the changes shall be based on the outcomes of Activity Nos. 2 and 3. ● Determine allocation or reallocation of responsibilities and authorities (e.g., changes in Tables of Organisation, Job Descriptions, etc.)
5	Determine if there are new or changed Risks / Opportunities that need to be addressed	Process Owner	Refer to DdO-QP-06 Risk and Opportunity Assessment Procedure
6	Endorse Change	PG Department	Review outcomes of Activity Nos. 1



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	Request to QMR	Head	to 5. If found to be in order, endorse Change Request to QMR.
7	Provide disposition on the proposed change	QMR	The following dispositions shall be used: <ul style="list-style-type: none">• Approved• Rejected• Deferred
8	Implement change	Process Owner, PG Department Head	Implement changes in accordance with approved Change Request

5.0 REFERENCES:

- PLGU-DdO Quality Manual
- DdO-DC-Form-003

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