



Bangladesh Power Development Board
INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO
45001:2018 STANDARDS)

PROCEDURE FOR CHANGE MANAGEMENT



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-006

Revision No.: 00

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Effective Date: 01-11-2021

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1.0 Purpose

To define the methods for managing changes to processes and other aspects of the term in a controlled manner.

2.0 Scope

Applies to whole of Integrated Management System of Bangladesh Power Development Board (BPDB)

3.0 Terms & Definition

Definition

Process Output" - the result of any process

Abbreviations

BPDB – Bangladesh Power Development Board

MR - Management Representative

4.0 Roles and Responsibility

Tasks in Reference Clause nos.	Responsibility
5.4	MR

5.0 Procedure

5.1 Change to Processes

- Management system processes will undergo changes, typically when:
 - Improvement opportunities have been identified, typically to improve process effectiveness
 - Nonconformities within a process are identified and require corrective action
 - Conditions in the industry or company change, requiring a process to be updated
 - New processes are added which impact on existing, processes, requiring changes
 - Customer requirements result in a "needle" change processes
 - Any other reason determined by management
- In such cases, the process must be changed in a controlled manner to ensure proper authorization and implementation of the changes.
- At a minimum, process changes shall include the Steps herein:
 - The request for a process change shall be documented, typically in a format to record all the concerned. The justification for the change shall be recorded.
 - The change shall be reviewed by appropriate management, including the senior most manager responsible for the process. Changes must be approved prior to implementation.

Prepared By		Approved By	
Reviewed By			



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- The appropriate process will be updated to reflect the change. This document will undergo review and approval as per the procedure for Documents Control, The revision indicator of the procedure will be incremented and the nature of the change recorded
- The follow-up verification step of the CAR process shall seek to ensure the change as had he 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.

5.2 Changes to Process Outputs

- The methods for changing process outputs are typically defined in the changed | document of the process. Where a process output is a document, the rules for changing documents above shall apply.
- 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 change is significant, this will trump any internal decision.

5.3 Changes to Documentation

- Changes to active orders or contracts may occur when the customer changes the requirements after the work has begun, or may be initiated by concerned responsible officer when unforeseen circumstances are encountered.
- When changes are initiated by the customer, the new requirements will undergo the same review and acceptance per the procedure for Customer Affair. If the changes cannot be accepted by the concerned responsible officer, a satisfactory solution will be negotiated with the customer.
- When changes are initiated by BPDB, the concerned person in charge who keeps communication will notify the customer and negotiate a resolution.

5.4 Internal Audit & Review

- To track and control the changes, a change control log is maintained.
- Procedure for Change Management and its effectiveness after implementation of its decisions will be checked and reviewed during internal audits:
- Review consideration will be raised in MRC Meeting for decision
- Corrective actions will be taken to improve the system on the basis of review

6.0 References

None

7.0 Appendix

None

8.0 Revision History

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