



UK Petroleum Industry Association Ltd.

## Self Assessment Module 1

# MANAGEMENT OF CHANGE

**Document Reference:** UKPIA\_PSL\_002\_001\_Appendix 1  
**Document Revision:** 0.2

**Complete For:** <Enter Facility>

# Attendance Record

Date of Assessment: <Date>

Organisation: <Member>

| Name | Organisation | Position | Signature | Date |
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## Summary

|  |           | <b>Implementation Phase</b> |
|--|-----------|-----------------------------|
| Definition and Scope of MOC Process    | 0%        | Awareness Building          |
| Types of Change                        | 0%        | Awareness Building          |
| Key steps of the MOC Process           | 0%        | Awareness Building          |
| Audit                                  | 0%        | Awareness Building          |
| Metrics, Training and Improvement Plan | 0%        | Awareness Building          |
| <b>Average</b>                         | <b>0%</b> | <b>Awareness Building</b>   |

| Score | Level of Implementation    | Attributes and Evidence   |
|-------|----------------------------|---|
| 4     | Optimising (best practice) | Effective and efficient. Visible continuous improvement culture/efforts in place. "We are systematically applying lessons learned and best practices to improve performance". |
| 3     | Managed                    | Documented and effectively implemented. "We consistently follow our programs and procedures".   |
| 2     | Implementing               | Documented. Implementation ongoing/not effective. "We have established programs and procedures and are working on implementation effectiveness".                              |
| 1     | Program Development        | Some evidence that the practice exists (limited or no documentation of processes or practices). "We are aware of our gaps and are developing programs and procedures".        |
| 0     | Awareness Building         | Practice is essentially non-existent, or ad-hoc. Reliance on key people. Reliance on Initiative. Processes & procedures minimal.  |