

1.4.5 Procedure for Implementing Hand Processed Changes

1. Purpose

This procedure describes the process for implementing hand processed changes.

2. Responsibilities

2.1 All authors of hand processed changes are expected to follow this procedure for implementing a hand processed change.

3. Prerequisites

None

4. Precautions

None

5. Procedure

Note 1:

[C-A-OPM 1.4.5.a](#) contains a flow chart for implementing Hand Processed Changes.

5.1 The author shall mark up a photocopy or a copy printed from the OPM website of the procedure to be changed.

5.2 Initiating a Hand Processed Change

5.2.1 The author of the hand processed change shall complete the first four boxes on the Hand Processed Change Form, see [C-A-OPM-ATT 1.4.5.a](#).

5.2.2 The author of the hand processed change must identify:

- the appropriate people or job classification affected by the change,
- the appropriate training and/or required reading.

5.2.3 The hand processed change writer shall meet with the ESHQ Associate Chair and obtain the name of a reviewer for the Hand Processed Changed Procedure.

- 5.3 Reviewing the Hand Processed Change (HPC)
- 5.3.1 The author of a HPC must present the HPC to the person designated by the Associate Chair of ESHQ for review.
- 5.3.2 The reviewer shall review the HPC for technical correctness and check that the author suitably describes the minimum training requirements.
- 5.3.3 The reviewer shall sign the Hand Processed Change Form indicating a review has occurred.
- 5.4 Documenting the Hand Processed Change
- 5.4.1 The author must obtain a HPC number from the MCR Group Leader and fill out the Hand Processed Change Log Book.
- 5.4.2 The author of the Hand Processed Change will enter the HPC number on the front sheet of the permanent procedure that was changed, and in addition enter:
- the date of change,
 - page numbers affected by the change,
 - and initials of the author of the change.
 - changes to the procedure.
- 5.5 Implementing Training for Hand Processed Changes
- 5.5.1 After entry into the Hand Processed Change Logbook is complete, the author must complete the training requirement with the minimum number of trained personnel needed to execute the changed procedure.
- 5.5.2 Persons meeting the minimum training requirement must sign the HPC Training Sign-Off Sheet which is provided by the designated trainer (see [C-A-OPM-ATT 1.4.5.b](#)).
- 5.5.3 After the author determines that the minimum number of persons have met the training requirement, the MCR Group Leader must enter the hand processed change into the Controlled Copy of the C-A-OPM in the MCR, as well as forward a copy of the HPC to the C-A Procedure Coordinator, and Quality Assurance Office.
- 5.5.3.1 The Procedure Coordinator shall scan the Hand Process Changed Procedure into a pdf format document and replace the unedited procedure on the OPM website with the HPC version.

5.5.4 The author of the HPC must ensure that forms in [C-A-OPM-ATT 1.4.5.b](#) are completed.

5.5.4.1 The Head of the MCR must place these forms along with a copy of the changed procedure in the Hand Processed Changed Logbook binder in the MCR.

5.5.4.2 The author must provide the forms in [C-A-OPM-ATT 1.4.5.a](#) and [1.4.5.b](#) along with a copy of the changed procedure to the Procedure Coordinator along with a form for revising C-A-OPM procedures ([C-A-OPM ATT 1.4.3.a](#)) for updating of permanent C-A-OPM procedures.

5.5.5 Additional persons who meet the training requirements at a later time must go to the Hand Processed Change Logbook binder and sign the sign-off sheet.

5.6 The ESHQ Division shall track revisions to procedures and shall work to ensure that Hand Processed Changes are replaced by revised procedures in the Controlled Copies and on the OPM website during the next scheduled revision of the affected procedure.

6. **Documentation**

6.1 HPC (Hand Processed Change) Log.

7. **References**

7.1 [C-A-OPM 1.4, "Management of C-A Operating Plans, Policies, and Procedures"](#).

7.2 [C-A-OPM 1.4.3, "Procedure for Implementing New, Revised or Canceled Permanent Procedures"](#).

8. **Attachments**

8.1 [C-A-OPM-ATT 1.4.5.a, "C-A Hand Processed Change Form and Flow Chart"](#).

8.2 [C-A-OPM-ATT 1.4.5.b, "C-A Hand Processed Change Training Sign-Off Sheet"](#).