MOC Work-in-Process Documentation: Best Practices

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ABSTRACT

Once a change request has been scoped out, as part of the Management of Change (“MOC”) process, various individuals conduct the “design change” activities of the MOC. This involves creating new documents and revising existing documentation. MOC documentation is largely work-in-process information that may or may not ultimately become a part of the plant’s operational data or process safety information.

Over the last two decades, plant documentation has increasingly been managed in electronic systems, due to the economic benefits of electronic document management. However, while many companies have an approach for managing currently released plant documentation, managing MOC work-in-process documentation is problematic due to its complexity: revision and version numbering issues, multiple concurrent modifications to the same P&IDs and other documents, not all MOCs are approved and implemented, temporary MOCs require that documented changes be “undone”, etc.

This paper conducts a critical review of the various techniques for managing work-in-process documentation for MOCs and presents specific recommendations on best practices for MOC-WIP document management. Examples from actual installed systems are presented.