



**PORT OF
DOVER**

Guidance Manual

Asset Change Control

Port of Dover

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1. Introduction

The purpose of this document is to provide assurance to the Port of Dover (PoD) arising from changes to assets due to change in design, function or operation from that which was originally specified for a given asset. This document seeks to provide clarity for internal stakeholders and third parties wishing to undertake construction activities that have the potential to effect PoD assets, operations and infrastructure at any location within the boundary of the Port.

The scope of this document covers third party construction activities where changes are made that are not like for like to PoD owned assets or third-party assets where there is the potential to effect PoD assets, infrastructure and operations.

The Asset Change Control process requires demonstration that the design and implementation of any changes are undertaken by competent persons and that proposed changes will not impair the performance or the integrity of the system and any other associated infrastructure, operations or services that may be affected by the changes proposed, either directly or indirectly.

PoD is committed to ensuring that risk to assets, infrastructure and operations are effectively managed and where applicable mitigated. The policy forms part of the PoD's Asset Management assurance and as such demonstrates the Ports continued commitment to ensuring that risk to its infrastructure and operations arising from third party operational activities, is effectively managed.

A failure to comply with this standard may have serious consequences for individuals and companies found to be in breach of the principals and procedures defined within.

For queries regarding this document contact access.use@portofdover.com

2. Roles and Responsibilities

Applicant – Person who is responsible for overseeing the undertaking of the work. The applicant must be technically competent or work for a company that is competent, to undertake the technical aspects of the work involved in the proposed change. They are responsible for ensuring that accurate and complete information is submitted as part of the change control application. In practice this would be someone that works for a contractor company that has the skills and experience to undertake the work.

CCR Co-ordinator – A representative of the PoD who vets the change control application and directs it to the relevant technical authority for approval, at the point when accurate and full information is provided.

Technical Approver – A designated lead engineer with the skills and experience to determine if the application can be approved from a technical perspective, such that the change will not introduce risk to PoD infrastructure.

Operational Approver – A designated individual within the organisation who can assess the likely operational impact of the change going ahead. This individual will approve or reject the application on this basis.

Planner – The asset planner is responsible for ensuring that changes to assets are captured and information updated within the asset management system. The planner ensures that information is complete and where appropriate maintenance plans are updated to reflect changes.

3. Change Control Procedure

3.1 Overview

A change control approval is required each and every time construction activities, are undertaken which involve changes which are not like for like and have the potential to effect PoD infrastructure or operations, either directly by undertaking work on PoD assets or within PoD operational areas, or indirectly by working on third party assets which have the potential to affect PoD infrastructure or operations.

Change control is applied for via the Work Request process. A work request application must be completed in its entirety and submitted to the Access and Use team via email, whenever work is undertaken within the Port boundary by third parties.

The form can be accessed via the internet at: [Port Information - Access Requirements \(portofdover.com\)](https://portofdover.com)

Change control is managed as part of the Work Request process. There are several questions on the work Request application form that are specifically for change control. If it is deemed that change control applies, the Work Request Vetting Team will direct the change control elements through a series of change control approvals, the purpose of which is to ascertain if the proposed works can be allowed to proceed or not. In practice this comes down to the risk posed to PoD infrastructure and operations.

The following disciplines are applicable for change control approvals:

- Building Fabric Internal
- Building Fabric External
- Land areas and Structures
- HVAC
- Potable Water
- Electrical HV/LV
- Life Safety Systems
- Mechanical
- Data Networks

Please note: - There is an administrative charge levied against each and every application received. Please see separate charging schedule for further information on Work Request & Permits charging structures.

3.2 Supporting documentation and information

Each change control application must be submitted with the following information:

- A Layout drawing showing the location of works including any proposed additions/removals.
- Drawings showing the scope of works e.g. elevations, sections, details, schematics, cable route etc.
- The basis of design with as a minimum:
 - The design criteria used.
 - Compatibility with the existing system on which the change is being implemented.
 - Construction considerations.
 - Calculations, (signed by competent persons)
 - Design Drawings, validations and checks undertaken by a competent person or organisation.
 - Risk Assessment
 - Method Statement

This information must be submitted with the application at the start of the change control process. A failure to provide this may result in the application being rejected.

3.3 Reviewing Change Controls

When an application is submitted for change control review, a period of 10 working days should be allowed for approval.

There are ordinarily three stages in the approvals process. The first stage is a triaging stage to ensure the correct documentation has been submitted. Applications that are incomplete will be rejected and an additional charge will be made upon resubmission.

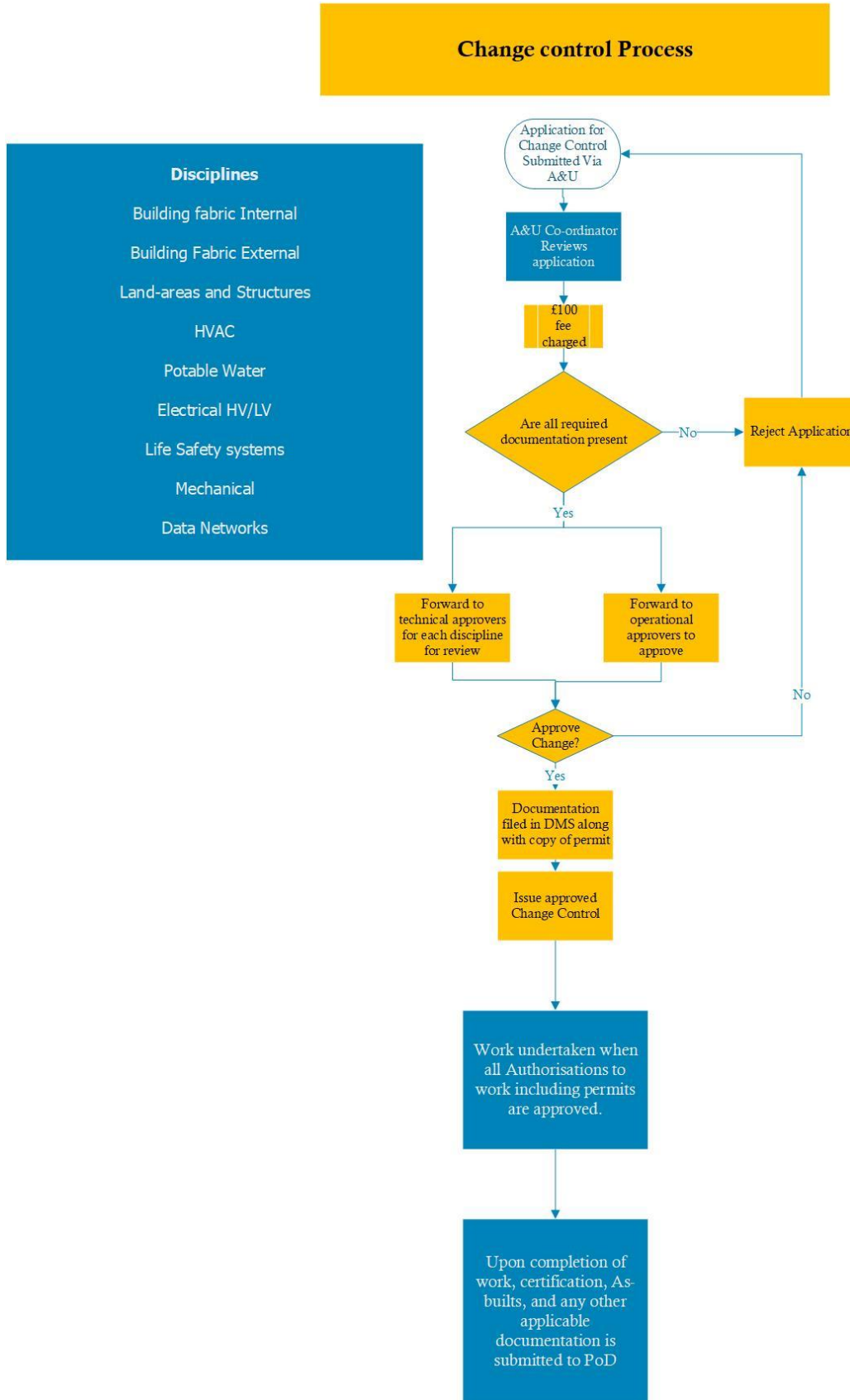
Next in parallel technical approval is undertaken whereby an engineer or engineers who are competent to consider the technical aspects of the change request, reviews the application. This can be one or more approvers depending on the number of engineering disciplines the assets affected span. The technical approver must review and consider all technical aspects of the request and review all the information submitted on the application from a technical perspective.

At the same time an operational approval is undertaken. This approval is undertaken by someone who is competent to assess the operational impact of the changes. Operational approvals may be undertaken by one or more persons from different PoD departments. For example, to assess the impact of change within a customer focused area, approval may be sought from the Operations/Estates Teams. There may also be implications in terms of how the asset will be accessed and maintained once the change is applied. This approval would be undertaken by an operational engineer within the PoD engineering team.

If a change request is rejected the applicant must resubmit the application after addressing the points raised upon rejection. An additional charge will be made when the application is reviewed again.

Once approved, the change elements on the Work Request will be signed off and once the Work Request review is complete, the Work Request can be issued and works can commence.

The process below gives a visual representation of the approvals workflows for change controls:



3.4 Post completion - Documentation Requirements

Upon completion of works, As-built information, commissioning and testing certification, Warranty, Health and Safety file information and any accompanying construction documentation must be submitted to the A&U team within a 4-week period. Failure to do this may result in PoD refusing further applications to work until this information is provided.

3.5 Emergency Change Controls

If emergency works need to be undertaken e.g. there is an imminent risk to health, safety or environmental risk, contact the Access & Use team who will be able to advise. If the emergency is out of hours; after 16:30 weekdays or at the weekend, contact Terminal Control by email: terminal.control@portofdover.com or by phone: 01304 240427.

Should emergency works be approved and undertaken without a documented preapproval of change control, an application for the change must be submitted retrospectively within 24hrs of the work being undertaken.