



Management of Change (MOC)

Purpose

The purpose of this MOC process is to ensure a consistent and documented process for notification of any and all changes made within the WTG O&M, which includes all WTG Compliance plans (i.e. OQ Plan, TIMP, DIMP, PAP, Damage Prevention, Emergency Plan, etc.)

Responsibility

The WTG Compliance Department will be responsible for making and/or communicating any changes to the WTG Compliance Plans.

MOC Process

- A. Low Impact Changes** — These changes require informal communication such as an email to the affected employee or districts. These may include, but are not limited to, minor wording changes / corrections, changes in procedure or form numbers, field personnel changes, minor administrative program changes, etc. No additional approval is needed to complete these changes.
- B. Significant Changes** — The process for these changes is outlined below. Examples of this type of change include, but are not limited to, new or revised regulations or procedures, installation of new equipment and/or facilities, changes made to WTG Compliance plans noted above, any significant operational changes, etc.
 - a. Proposed changes will be made electronically via company email to the WTG Compliance Department.
 - b. The WTG Compliance Dept. will review all suggested changes and make the determination of the suggested relevance.
 - c. In the event the suggested change does not require a revision, the WTG Compliance Dept. will reply electronically to the author the justification for why the changes were not made. This notification will also be made electronically to the WTG Operations Manager.
 - d. In the event the suggested change requires a revision, the WTG Compliance Dept. will develop a working draft model of the change to be made. This draft will then be forwarded electronically to the WTG Operations Manager for approval.
 - e. Upon approval from the WTG Operations Manager, the draft will be considered an approved revision and placed within the applicable plan.
 - f. Notification of all changes made to the WTG O&M will be communicated to WTG District Managers by the Compliance Department. It is the responsibility of the District Manager to communicate changes to field personnel. This notification shall include which procedures and/or forms were updated.
 - g. A copy of all electronic correspondence will be kept on the WTG Compliance Server.
 - h. If applicable, notification will be made to federal and state regulatory agencies of such significant changes by the Compliance Department.