



MOC Coordinator Roles and Responsibilities

DATE POSTED: 1/5/2017

DATE CLOSED: 1/12/2017 (4 P.M.)

DATE REQUIRED: 1/23/2017

The Management of Change (MOC) Coordinator position is a very fluid onsite role that is responsible for working with Whiting personnel to manage changes using the KMS software. The Coordinator could also facilitate more complex, HAZOP Risk Reviews, if qualified.

Essential Background:

Worked in refinery or chemical facility; familiar with PSM Management of Change process & HAZOP methodology and has a strong Process Safety Management Background

Preferred Background:

5+ Years of experience in Project/Plant Process Safety Management, familiar with KMS software or equivalent Management of Change Software, trained HAZOP facilitator with understanding of PHA Pro software or equivalent

Essential Education:

Minimum HS degree + 10 years of refinery or chemical plant PSM Experience or a BS in engineering or sciences

Essential experience and job requirements:

- Highly Proficient in all Microsoft products such as Excel and Word.
- Computer and Technology savvy
- Self-starter and an ability to work with minimum supervision
- Can demonstrate ability to work efficiently across a large organization



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Major departments that (MOC) Coordinator(s) support:

Whiting Business Unit (WBU)

- Capitol Construction group
- HAZOP Support (Hazard & Operability Study)
- HSSE Support (Health Safety Security Environmental)
- Complex Assurance Specialist Interim (CAS)
- Process Safety Management

Roles & Responsibilities to Manage the (MOC) Process:

Review all Management of Change (MOC) requests

- Once MOC is reviewed our Coordinator will determine per BP policies & procedures what BP personnel will be required to be part of the MOC process
- Review PSI required for the review (Review P.I.D., ISO's, Electrical Drawings, and Instrumentation etc.). Prepare to review the DAD checklist in the Risk Review.
- Prepare the required MOC documentation lead the Risk Review meetings
- Facilitate Risk Review/HAZOP meetings
- Continually follow up and review status in the KMS system
- Conduct PSSR (Pre-Startup Safety Review), once equipment or piping is ready to go into service, if requested.
- Work with BP personnel and Contractors to improve their ability to work in the KMS system
- Manage the Occupancy of all Occupied Portable Building, as requested by the Subject Matter Expert.