

Evans Roger

From: Evans Roger
Sent: Wednesday, October 17, 2018 12:45 PM
To: El-zoghbi Muhamed
Subject: PLD18MR003 -- Merrimack -- MOC within DIMP

12.4 Communication of Change

Once changes to the plan are approved, an e-mail will be routed from the Gas Standards mailbox to the appropriate management/leadership level employees. The e-mail will include either the revised plan or a link to the location on the Company intranet where the plan can be downloaded. The e-mail will also include a document which summarizes the changes, discusses implementation issues, and addresses specific impacts, e.g., training or OQ implications. The Manager of Distribution Integrity Management Program, or designee, will assess if the nature of the revision, requires a more extensive

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communication effort. If required, the Manager of Distribution Integrity Management Program, or designee, will partner with internal groups to establish a communication plan.

12.5 Documentation

The Integrity Engineer maintains a tracking log, summarizing all requested changes. The Management of Change Tracking Log will be the data source of record for requested changes. The original communication of the proposed change (e.g. meetings, phone conversations, email, DIMP Form 12-1 "Management of Change Request") may be, but is not required to be, preserved.

A summary of implemented changes for the most recent 5-year period can be found in Figure 12-2.