

Management of Change Policy

Introduction

A Bright Solution Ltd. is committed to protecting employees, visitors, contractors, members of the public and the environment as a result of the risks arising from our operations.

Therefore, A Bright Solution Ltd shall manage any change that may cause any detrimental effect by monitoring work environments, organisation, personnel, systems, process, procedures, equipment, products, materials, substances, laws and regulations.

Work arising from temporary and permanent changes to environment, organisation, personnel, systems, process, procedures, equipment, products, materials, substances, laws and regulation cannot proceed unless a Management of change process is completed, where applicable, to include:

- A risk assessment conducted by all impacted by the change.
- Development of a work plan that clearly specifies the timescale for the change and any control measure to be implemented regarding:
 - Equipment, facilities and process
 - Operations, maintenance, inspection procedures
 - Training, personal and communication
 - Documentation
- Authorisation of the work plan by the responsible person(s) through completion.

Every affected person must be briefed on the control measures that are to be put in place to manage any proposed change.



Signed.....
Mick Barrett
Director
8th August 2025



Signed.....
Sam Pailor
Director
8th August 2025