



Kenexis® MOC

Management of Change

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Table of Contents

Table of Contents	2
1 Introduction	4
1.1 About Kenexis MOC	4
1.2 Management of Change Fundamentals.....	4
1.3 Terminology	4
1.4 About Kenexis	5
2 Getting Started.....	6
2.1 Signing In	6
2.2 The KISS Manager	6
2.3 Creating a Kenexis MOC Study.....	6
2.4 The Kenexis MOC Workspace	7
2.5 Access and Roles	7
3 My Dashboard	9
3.1 My Open Tasks	9
3.2 My Pending Reviews	9
3.3 RFCs I Originated	10
4 Change Requests.....	11
4.1 The Change Request Register	11
4.2 Working Sets	11
4.3 Creating a Change Request	12
4.4 Change Types	12
4.5 Temporary Changes	13
4.6 Editing and Deleting.....	13
5 The Change Request Record	14
5.1 Stage Progress.....	14
5.2 Overview	14
5.3 Tasks.....	15
5.4 Reviews	17
5.5 Files	19
5.6 History.....	20



6 Advancing the Workflow.....	21
6.1 The Stage Context Banner.....	21
6.2 Completing a Stage	21
6.3 Reverting a Stage	21
6.4 Closing and Reopening.....	21
6.5 A Worked Sequence.....	22
7 Key Performance Indicators.....	23
7.1 The Indicators.....	23
7.2 How the Indicators Are Derived.....	23
7.3 Printing a Snapshot	24
8 Reports.....	25
8.1 Register	25
8.2 Temporary Changes	25
8.3 Overdue.....	26
8.4 KPIs.....	26
8.5 Per-RFC Packet	27
8.6 Exporting the Study.....	27
9 Administration	28
9.1 Process Units.....	28
9.2 Workflows	28
9.2.1 Stages	29
9.2.2 Required Reviews.....	29
9.3 Categories	30
9.4 Reviewers.....	31
10 Notifications.....	33
Appendix A History Event Types	34
Appendix B Change Request Field Reference	35



1 Introduction

1.1 About Kenexis MOC

Kenexis MOC is the management-of-change module of the Kenexis Integrated Safety Suite (KISS). It is a browser-based, multi-user application for proposing a change to a process facility, routing it through a defined sequence of engineering and operations approvals, tracking the work that the change requires, and retaining a complete record of who approved what and when.

A change is recorded as a Request for Change, referred to throughout the application as an RFC. Each RFC carries a description of the change, the process unit it affects, the dates it was requested and is required by, and a change type. From there the RFC advances through the stages of a workflow. Each stage collects the discipline reviews that must be signed off and the tasks that must be closed out before the change can move on.

Kenexis MOC is a records and workflow module. Its outputs are approvals, action items, attachments, and an audit trail, together with registers and performance indicators that summarize them. The quantitative safety analyses that support a change — hazard analysis, fault tree analysis, safety integrity verification, consequence modeling — are performed in the other KISS modules.

1.2 Management of Change Fundamentals

Process safety management standards require that changes to process chemicals, technology, equipment, and procedures be reviewed and authorized before they are made, and that the people who operate and maintain the process be informed and trained before start-up. A management-of-change program is the mechanism that satisfies that requirement, and it generally has to demonstrate four things:

- **Technical basis** — why the change is being made and what its safety and health implications are.
- **Authorization** — that the right disciplines reviewed the change and approved it before it was implemented.
- **Completion of required work** — that drawings, process safety information, procedures, and training were all updated.
- **A durable record** — an auditable history of the decisions, retained after the change is closed.

Kenexis MOC maps these directly onto its data model. The technical basis is captured on the RFC itself; authorization is the per-stage discipline review; the required work is the task list; and the record is the RFC's history, which the application writes automatically for every state change.

1.3 Terminology

These terms are used consistently in the application and throughout this manual.



Table 1-1. Kenexis MOC terminology.

Term	Meaning
RFC (Request for Change)	A single proposed change. The central record in Kenexis MOC.
Workflow	A named, ordered set of stages that an RFC follows from proposal to closure.
Stage	One step of a workflow, such as a proposal or a pre-startup safety review.
Discipline	An engineering or operating function that signs off on changes, such as operations or relief systems.
Review	One discipline's sign-off slot on one stage of one RFC. Approved or rejected by its assigned reviewer.
Reviewer	A user registered against a discipline, and therefore eligible to be assigned that discipline's reviews.
Task	An action item attached to a stage, owned by a responsible party and closed out when the work is done.
Process unit	An identified area or equipment group in the facility that an RFC applies to.
Change type	Standard, Emergency, or Temporary. Temporary changes carry additional required fields.

1.4 About Kenexis

Kenexis is an independent engineering consulting firm specializing in the integrity of instrumented safeguards and industrial networks. Kenexis applies skills in risk analysis, reliability engineering, and process engineering to help establish the design and maintenance specifications of instrumented safeguards such as safety instrumented systems (SIS), alarm systems, and fire and gas systems. The Kenexis Integrated Safety Suite is the software platform that supports this work.



2 Getting Started

2.1 Signing In

Kenexis MOC runs inside KISS and requires a KISS account. Point your browser at your organization's KISS address and sign in with your username and password, or with a configured single sign-on provider such as Azure AD or Okta. Every Kenexis MOC page requires authentication; if your session expires you are returned to the sign-in screen.

2.2 The KISS Manager

After signing in you land on the KISS Manager. Facilities are listed on the left; selecting a facility loads its studies on the right. Kenexis MOC studies are marked with the Kenexis MOC icon and the type “MOC”. Selecting a study opens it.

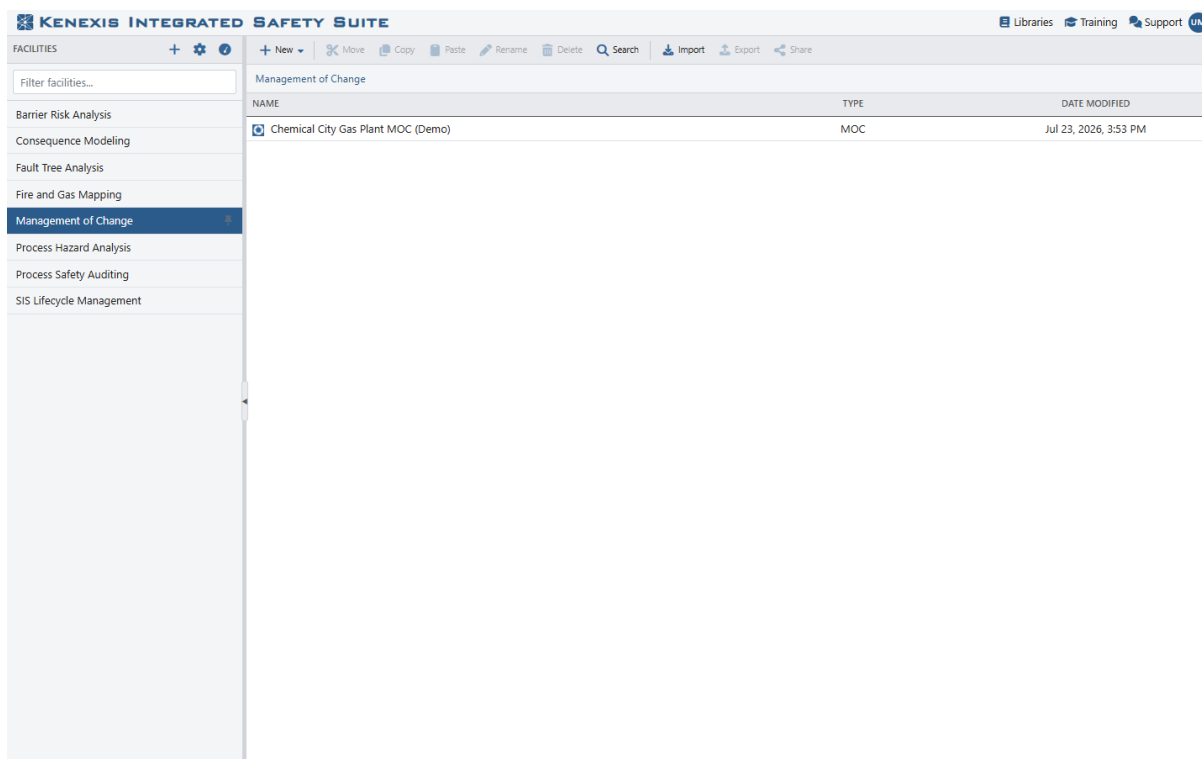


Figure 2-1. The KISS Manager. Selecting a facility lists its studies; a Kenexis MOC study is identified by the “MOC” type.

2.3 Creating a Kenexis MOC Study

A Kenexis MOC study is the container for one facility's change-management program: its workflows, disciplines, process units, reviewers, and every RFC raised against it. Most organizations run a single Kenexis MOC study per facility and let it accumulate changes year after year.

Creating a Kenexis MOC study is reserved for users holding the organization Administrator or Management role. With a facility selected, choose New › MOC and give the study a name. The new



study is created with a working default configuration already in place, so RFCs can be raised immediately:

- A workflow named Standard, containing six stages — Proposal, Action Execution, Pre-Startup Safety Review, Startup Approval, Post-Startup Actions, and Closure Actions.
- A starting set of engineering and operating disciplines.
- A starting set of task types.

Every part of that configuration can be renamed, reordered, extended, or replaced from the Admin section described in Chapter 9. Process units and reviewers are specific to your facility and are added there before the first RFC is raised.

Study lifetime

A Kenexis MOC study stays in the facility where it was created, which keeps its change history attached to the plant it belongs to. Deleting a Kenexis MOC study is also reserved for the Administrator and Management roles; a deleted study moves to the organization Recycle Bin, from which it can be restored.

2.4 The Kenexis MOC Workspace

Opening a Kenexis MOC study replaces the KISS Manager with the Kenexis MOC workspace. A header runs across the top carrying a back arrow to the KISS Manager and the study name. Everything else is reached from the sidebar on the left, which has two sections.

The upper section is available to everyone who can open the study:

- **My Dashboard** — your personal view of the study: the tasks and reviews assigned to you and the RFCs you raised (Chapter 3).
- **Change Requests** — the RFC register, and the entry point for raising a new RFC (Chapter 4).
- **KPIs** — performance indicators for the change program (Chapter 7).
- **Reports** — registers, overdue analysis, and printable packets (Chapter 8).

The lower section, headed Admin, appears only for users with administrative rights over the study, and holds the four configuration pages — Process Units, Workflows, Categories, and Reviewers (Chapter 9).

2.5 Access and Roles

Kenexis MOC distinguishes two kinds of privilege. The first is the organization role held by the account, which governs whether Kenexis MOC studies may be created or deleted at all. The second is administrative rights over a particular study, which a user has if they own the facility the study lives in, or hold Edit or Owner access to it. Study administrators see the Admin section and can act on any RFC in the study.

Beyond that, Kenexis MOC grants rights by relationship to the record. The user who raised an RFC — its originator — can edit it and manage its tasks and reviews. The responsible party named on a task is the person who closes that task out. The reviewer assigned to a review is the person who approves or



rejects it. Opening a Kenexis MOC study requires edit access to its facility; users without it are returned to the KISS Manager.

Table 2-1. Who can perform each action.

Action	Who can perform it
Create or delete a Kenexis MOC study	Organization Administrator or Management role
Configure the Admin pages	Study administrator
Raise an RFC	Any user with access to the study
Edit or delete an RFC	Its originator, or a study administrator
Add or edit a task	The RFC originator, or a study administrator
Close out a task	The task's responsible party
Reassign a task	Study administrator
Assign a reviewer to a review	The RFC originator, or a study administrator
Reassign an already-assigned review	Study administrator
Approve or reject a review	The reviewer assigned to that review
Mark a stage complete	The RFC originator, or a study administrator
Revert a completed stage	Study administrator
Close an RFC	The RFC originator, or a study administrator
Reopen a closed RFC	Study administrator



3 My Dashboard

My Dashboard is the landing view of a Kenexis MOC study and answers a single question: what does this study need from me? It holds three widgets, each showing only the records that concern the signed-in user, and each carrying a count badge. Every row is a link that opens the relevant tab of the relevant RFC with the item highlighted. Widgets can be collapsed by clicking their heading.

My Open Tasks (9)		
OVERDUE (3)		
RFC-2025-035	Complete PSSR checklist and file signoff — RFC-2025-035 · Pre-Startup Safety Review	30 May 2026
RFC-2025-046	Update PFD Rev history for RFC-2025-046 · Pre-Startup Safety Review	11 Jul 2026
RFC-2025-030	SIL verification walkdown — RFC-2025-030 · Proposal	18 Jul 2026
LATER (6)		
RFC-2026-002	Review updated SRS for RFC-2026-002 · Proposal	02 Aug 2026
RFC-2026-001	Complete PSSR checklist and file signoff — RFC-2026-001 · Pre-Startup Safety Review	05 Aug 2026
RFC-2026-007	Complete PSSR checklist and file signoff — RFC-2026-007 · Pre-Startup Safety Review	06 Aug 2026
RFC-2025-036	PSSR checklist signoff for RFC-2025-036 · Pre-Startup Safety Review	10 Aug 2026
RFC-2026-001	Execute field work per approved drawings — RFC-2026-001 · Action Execution	09 Sep 2026
RFC-2026-007	Execute field work per approved drawings — RFC-2026-007 · Action Execution	10 Sep 2026

My Pending Reviews (21)		
RFC-2026-002	Safety Instrumented Systems · Proposal	16 Jul 2026
RFC-2025-036	Safety Instrumented Systems · Pre-Startup Safety Review	16 Jul 2026
RFC-2025-030	Safety Instrumented Systems · Proposal	16 Jul 2026
RFC-2026-008	Safety Instrumented Systems · Proposal	30 Jul 2026
RFC-2025-046	Safety Instrumented Systems · Pre-Startup Safety Review	30 Jul 2026
RFC-2026-003	Safety Instrumented Systems · Proposal	30 Jul 2026
RFC-2025-047	Safety Instrumented Systems · Pre-Startup Safety Review	30 Jul 2026
RFC-2025-035	Safety Instrumented Systems · Pre-Startup Safety Review	30 Jul 2026

Figure 3-1. My Dashboard. Each widget lists only the records assigned to the signed-in user, with a count badge in its heading.

3.1 My Open Tasks

Lists every task whose responsible party is you, on an RFC that is still open and which you have not yet closed out. Tasks are grouped into three buckets by target date — Overdue, Due this week, and Later — so that the work that has slipped is always at the top. Each row shows the RFC number, the task name, the stage the task belongs to, and its target date.

3.2 My Pending Reviews

Lists the reviews awaiting sign-off on the disciplines you are registered as a reviewer for, across every open RFC in the study. Each row shows the RFC number, the discipline, the stage, and the review's target date. Selecting a row opens that RFC's Reviews tab, where the review can be approved or rejected.



3.3 RFCs I Originated

Lists the open RFCs you raised, most recent first, each with its progress through the workflow shown as “Stage n of m” together with the current stage name. This is the widget an originator uses to shepherd their own changes.

An RFC in this list is flagged as Stalled when it has been sitting in its current stage for more than thirty days — measured from the completion of the preceding stage, or from the date requested while the RFC is still in the first stage. The flag is a prompt to find out what the stage is waiting on.

The screenshot displays the Kenexis Integrated Safety Suite interface. The top navigation bar includes 'Libraries', 'Training', 'Support', and a user profile icon. The main header shows 'Chemical City Gas Plant MOC (Demo)'. A left sidebar contains navigation links: 'My Dashboard', 'Change Requests', 'KPIs', 'Reports', and an 'ADMIN' section with 'Process Units', 'Workflows', 'Categories', and 'Reviewers'. The main content area features three widgets: 'My Open Tasks' (9 items), 'My Pending Reviews' (21 items), and 'RFCs I Originated' (2 items). The 'RFCs I Originated' widget is expanded, showing a table of RFCs with their IDs, descriptions, and current stage progress.

RFC ID	Description	Current Stage
RFC-2026-006	Proposal: Add vibration-based partial-stroke test on SDV-104 as compensating mea...	Stage 1 of 6: Proposal
RFC-2025-048	Add second independent low-low suction pressure switch on P-103 to reduce single...	Stage 6 of 6: Closure Actions

Figure 3-2. The three dashboard widgets, with the originated-RFC widget expanded to show stage progress.



4 Change Requests

4.1 The Change Request Register

The Change Requests page is the register of every RFC in the study. Each row shows the RFC number, the stage the change is currently in, the start of its description, the change type as a colored badge, the process unit, the date requested, and the originator. Selecting the RFC number — or double-clicking the row — opens the record. The register is paginated, and study administrators also get a delete control on each row.

RFC NUMBER	CURRENT STAGE	DESCRIPTION	TYPE	PROCESS UNIT	DATE REQUESTED	ORIGINATOR	
RFC-2025-030	Proposal	Proposal: add second independent PSV-101B on V-101 per updated relief load study...	STANDARD	VHP-101	09 Jul 2026	Ahmed Hassan	
RFC-2025-031	Action Execution	Replace P-103 discharge check valve with a higher-Cv design after cavitation obs...	STANDARD	PEX-103	29 May 2026	Robert Fields	
RFC-2025-032	Action Execution	Replace H-105 tube bundle with enhanced-surface tubing — 15% thermal duty increa...	STANDARD	HCL-105	05 Jun 2026	Marcus Owens	
RFC-2025-033	Action Execution	Upgrade SDV-101 solenoid valve to low-power 4-20 mA partial-stroke capable per u...	STANDARD	VHP-101	11 Jun 2026	Diana Chen	
RFC-2025-034	Action Execution	Install new flare knockout drum level transmitter LT-300 — replaces manual sight...	STANDARD	FLR-300	13 Jun 2026	Dan Washburn	
RFC-2025-035	Pre-Startup Safety Review	New fuel-gas conditioning skid between header and burner — design and install co...	STANDARD	UTI-400	09 May 2026	Marcus Owens	
RFC-2025-036	Pre-Startup Safety Review	V-101 sour-service retrofit: replace bolting per NACE MR0175 following new produ...	STANDARD	VHP-101	16 May 2026	Grace Odoya	
RFC-2025-037	Pre-Startup Safety Review	Emergency seal upgrade on P-103 after small seal-vent leak identified during rou...	EMERGENCY	PEX-103	23 Jun 2026	Linda Vasquez	
RFC-2025-046	Pre-Startup Safety Review	Upgrade custody transfer calibration frequency to quarterly — overdue due to ven...	STANDARD	EGP-200	03 Feb 2026	Marcus Owens	
RFC-2025-047	Pre-Startup Safety Review	H-105 tube-side cleaning — stage 3 PSSR signoff blocked awaiting certified mecha...	STANDARD	HCL-105	09 Jan 2026	Robert Fields	
RFC-2025-048	Closure Actions	Add second independent low-low suction pressure switch on P-103 to reduce single...	STANDARD	PEX-103	29 Apr 2026	User Manual	

Figure 4-1. The Change Requests register, showing the working-set filter, the change-type badges, and the current stage of each open change.

4.2 Working Sets

Three buttons above the table select which RFCs are listed, each labelled with a live count:

- **My Work** — open RFCs you have a stake in, whether as originator, task owner, or reviewer. This is the default view.
- **All Open** — every RFC in the study that has not yet been closed.
- **Closed** — completed RFCs. This view adds a Date Closed column.



4.3 Creating a Change Request

Select Add Change Request on the register to open the new-RFC form. Kenexis MOC proposes the next RFC number for you, following the pattern RFC-<year>-0001 and continuing the highest number already used in the current year; the suggestion can be overwritten with your own numbering scheme. RFC numbers must be unique within the study.

The remaining fields describe the change. Date Requested defaults to today. Change Type and Process Unit are chosen from lists that the study administrator maintains. Fields marked with an asterisk are required, and the form reports any that are missing when you save.

The screenshot shows the 'New Change Request' form in the Kenexis Integrated Safety Suite. The form is titled 'New Change Request' and contains several fields: RFC Number (RFC-2026-0009), Description (Temporary bypass of the inlet filter differential-pressure alarm while the transmitter is removed for calibration), Date Requested (07/23/2026), Date Required (08/31/2026), Change Type (Temporary), Process Unit (IHP-100 — Inlet / Production Header), Temporary Change Rationale (The differential-pressure transmitter must be removed for annual calibration, and the alarm cannot remain in service while it is off the skid.), Temporary Change Contingency Plan (Field operator logs filter differential pressure hourly and changes out the element if it exceeds the alarm setpoint. Work is limited to a single day shift.), Temporary Change Start Date (08/03/2026), and Temporary Change End Date (Expected) (08/07/2026). The form has 'Cancel' and 'Save' buttons at the bottom right.

Figure 4-2. Raising a change request. Choosing the Temporary change type reveals the additional fields that a temporary change requires.

4.4 Change Types

Every RFC is classified as one of three change types. The type is shown as a badge in the register and is available as a filter on the reports.

Table 4-1. Change types.

Change type	Use it for
Standard	A planned, permanent change proceeding through the full review sequence.
Emergency	A change made under time pressure to restore or protect safe operation, documented and reviewed on the same workflow.
Temporary	A change intended to be removed or reversed after a defined period. Requires a rationale, a contingency plan, and an intended duration.



4.5 Temporary Changes

Choosing the Temporary change type adds a group of fields to the form. They exist because a temporary change carries risk for as long as it remains in place, and the program has to be able to show that the risk was understood and that the change has an end date.

Table 4-2. Additional fields on a temporary change.

Field	Purpose
Temporary Change Rationale	Why the temporary condition is acceptable. Required.
Temporary Change Contingency Plan	The compensating measures that manage the risk while the change is in place — increased monitoring, alternative safeguards, operating limits. Required.
Temporary Change Start Date	When the temporary condition begins. Required.
Temporary Change End Date (Expected)	When it is intended to end. Drives the expiry tracking on the Temporary Changes report.
Temporary Change End Date (Actual)	When it actually ended. Recorded when editing the RFC.

Changing the type later

These fields belong to the Temporary type. If an RFC is edited from Temporary to Standard or Emergency, the temporary-change fields are cleared along with it — so record the values elsewhere first if you will need them.

4.6 Editing and Deleting

The Edit button on an open RFC's Overview tab reopens the same form for its originator and for study administrators, and adds the Actual End Date field for temporary changes. Editing is available while the RFC is open.

Deleting an RFC is a study-administrator action and is offered from the register. It removes the change and everything recorded against it — stages, tasks, reviews, and history — so an RFC that was raised in error is best deleted early; one that was considered and rejected is better carried to closure, where the record of the decision is preserved.



5 The Change Request Record

Opening an RFC shows the change-request record: a stage progress strip across the top, and beneath it five tabs holding the detail. Tabs carry a count badge where there is something to count.

5.1 Stage Progress

The stage progress strip shows the whole workflow at a glance and is the primary navigation control on the record. Each stage is a numbered pill, and the pill tells you its state:

- **Completed** — green with a check mark. The stage's work is finished.
- **Active** — highlighted. This is the earliest stage still in progress, and the one the change is currently sitting in.
- **Future** — grey. Not yet reached.

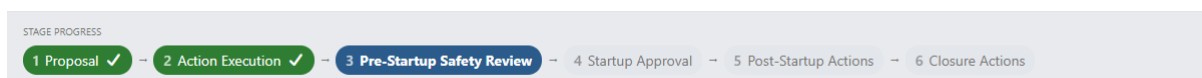


Figure 5-1. The stage progress strip. Completed stages are checked, the active stage is highlighted, and later stages are shown in grey.

Selecting a pill filters the Tasks and Reviews tabs to that stage, which is how you work one stage at a time. When a filter is applied a banner appears beneath the strip naming the stage and offering a Show all stages link to clear it. Once an RFC is closed the whole strip is shown in a muted style and a “Closed on” banner is displayed above it.

5.2 Overview

The Overview tab presents the RFC's own fields, as entered on the form, plus two read-only entries the application maintains: the Originator, and the Date Closed once the change has been closed. The Print PDF button produces the complete change-request packet described in Section 8.5.



KENEXIS INTEGRATED SAFETY SUITE Libraries Training Support UM

← Chemical City Gas Plant MOC (Demo)

My Dashboard

Change Requests

KPIs

Reports

ADMIN

Process Units

Workflows

Categories

Reviewers

Change Requests > RFC-2025-035

STAGE PROGRESS

1 Proposal ✓ — 2 Action Execution ✓ — 3 Pre-Startup Safety Review — 4 Startup Approval — 5 Post-Startup Actions — 6 Closure Actions

Overview Tasks 4 Reviews 17 Files History Edit

RFC NUMBER
RFC-2025-035

DESCRIPTION
New fuel-gas conditioning skid between header and burner — design and install complete, PSSR in progress.

DATE REQUESTED
09 May 2026

DATE REQUIRED
28 Jul 2026

CHANGE TYPE
Standard

PROCESS UNIT
UTI-400 — Utilities (IAS, Fuel Gas, Lube Oil)

ORIGINATOR
Marcus Owens

DATE CLOSED
—

Print PDF

Figure 5-2. The Overview tab of a change request, with the stage progress strip above it and the record's tabs between.

5.3 Tasks

Tasks are the work the change requires: updating a drawing, executing field work, revising a procedure, delivering training. Each task belongs to a stage, which is what ties the work to the point in the workflow at which it has to be finished.

The Tasks tab lists tasks grouped under their stage, showing the task name, its type, the responsible party, the target date, and the completion date. Target dates that have passed without completion are shown in red, and completed tasks carry a green badge with the date they were closed out. Beneath each stage is an “Add task to ...” link.



TASK NAME	TASK TYPE	RESPONSIBLE PARTY	TARGET DATE	COMPLETION DATE
Update P&ID marked-up drawing — RFC-2025-035			23 May 2026	22 May 2026
Execute field work per approved drawings — RFC-2025-035			04 Jul 2026	05 Jul 2026
Complete PSSR checklist and file signoff — RFC-2025-035			30 May 2026	
Update affected operating procedures — RFC-2025-035	Procedure	Jim Hendricks	22 Aug 2026	

Figure 5-4. The task dialog. The stage defaults to the one the task is being added to and can be changed here.

A task is closed out by its responsible party, using the check control on the task row; Kenexis MOC records both the completion and the close-out at that point. Reassigning a task to a different responsible party is a study-administrator action, so that ownership of committed work changes only under administrative control.

5.4 Reviews

Reviews are the authorization half of the workflow. When an RFC is created, Kenexis MOC reads the required-reviews matrix of the workflow being used and creates one review slot for every discipline required at every stage. Each slot starts unassigned and awaiting sign-off, and inherits a target date from the stage's target-date offset where one is configured.

The Reviews tab lists those slots grouped by stage, showing the discipline, the assigned reviewer, the target and completion dates, and the approval state. Approved reviews carry a green badge with the date; rejected reviews carry a rejection badge and a link to request a fresh review; the remainder are shown as pending.



KENEXIS INTEGRATED SAFETY SUITE

[Libraries](#)
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[←](#)
[Chemical City Gas Plant MOC \(Demo\)](#)

My Dashboard

Change Requests

KPIs

Reports

ADMIN

Process Units

Workflows

Categories

Reviewers

Change Requests

RFC-2025-035

STAGE PROGRESS

1 Proposal

2 Action Execution

3 Pre-Startup Safety Review

4 Startup Approval

5 Post-Startup Actions

6 Closure Actions

Overview

Tasks 4

Reviews 17

Files

History

1. PROPOSAL

DISCIPLINE	REVIEWER	TARGET DATE	COMPLETION DATE	APPROVED
Operations	Sandra Patel	05 Jun 2026	01 Jun 2026	✓ Approved 01 Jun 2026
Process Engineering	Marcus Owens	05 Jun 2026	03 Jun 2026	✓ Approved 03 Jun 2026
Safety Instrumented Systems	User Manual	05 Jun 2026	01 Jun 2026	✓ Approved 01 Jun 2026

2. ACTION EXECUTION

DISCIPLINE	REVIEWER	TARGET DATE	COMPLETION DATE	APPROVED
Civil Engineering	Tony Russo	02 Jul 2026	27 Jun 2026	✓ Approved 27 Jun 2026
Instrumentation and Control	Dan Washburn	02 Jul 2026	28 Jun 2026	✓ Approved 28 Jun 2026
Mechanical Engineering	Robert Fields	02 Jul 2026	28 Jun 2026	✓ Approved 28 Jun 2026
Metallurgy	Grace Oduya	02 Jul 2026	28 Jun 2026	✓ Approved 28 Jun 2026

3. PRE-STARTUP SAFETY REVIEW

DISCIPLINE	REVIEWER	TARGET DATE	COMPLETION DATE	APPROVED
Industrial Hygiene	Bill Thornton	30 Jul 2026	—	✓ Approved
Operations	Sandra Patel	30 Jul 2026	—	✓ Approved
Process Engineering	Marcus Owens	30 Jul 2026	—	Pending
Relief Systems	Ahmed Hassan	30 Jul 2026	—	Pending

Selecting the reviewer name opens the assignment dialog, which offers only users registered as reviewers for that discipline — so a discipline is always signed off by someone qualified to sign it. The originator or a study administrator makes the initial assignment; changing an assignment afterwards is reserved for study administrators.

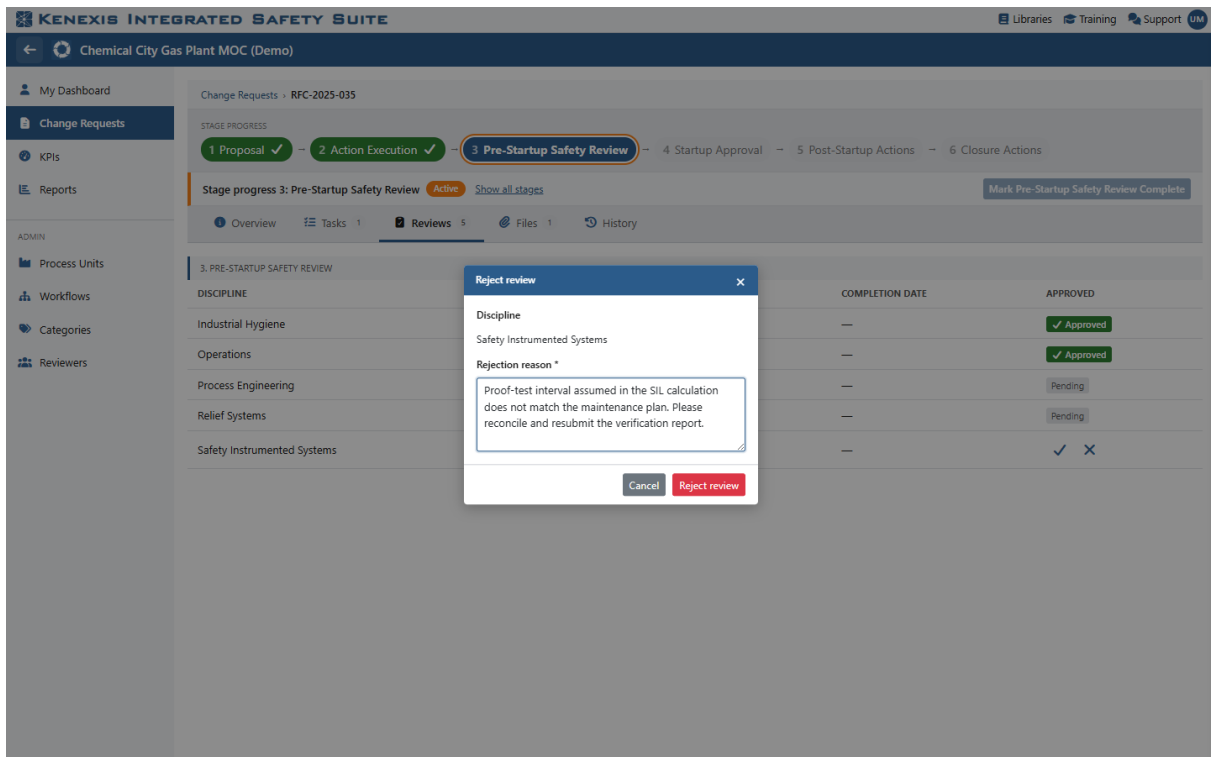


Figure 5-6. Rejecting a review. The reason is required and becomes part of the change record.

A rejected review can be reset by the same reviewer, which returns it to the pending state so the sign-off can be attempted again once the concern has been addressed.

5.5 Files

The Files tab holds documents attached to the change — marked-up drawings, checklists, vendor bulletins, photographs, signed forms. Select Upload Files, choose one or more files, and upload them; each attachment is listed with the person who uploaded it, the time, and its size. Selecting the file name downloads it. Attachments may be removed by the person who uploaded them or by a study administrator, and the Files tab becomes read-only once the RFC is closed, which protects the closed record.

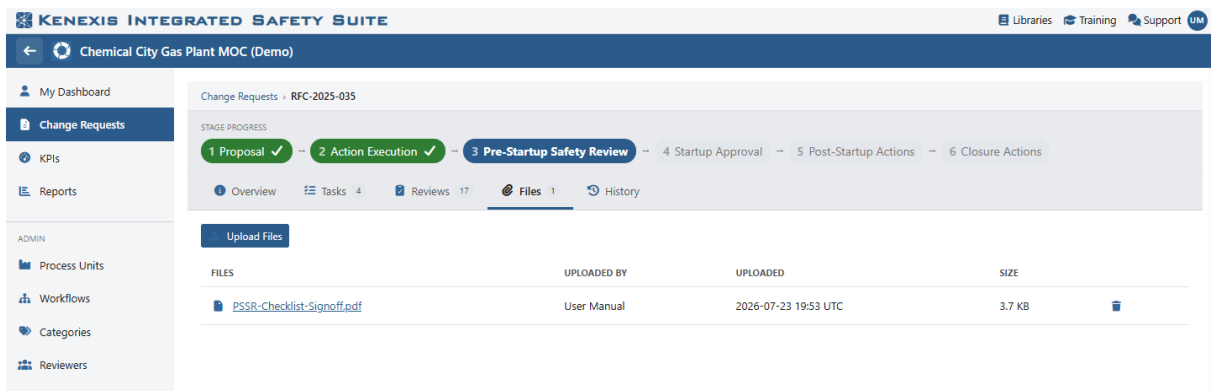


Figure 5-7. The Files tab of a change request with one attachment uploaded.



5.6 History

The History tab is the audit trail. Kenexis MOC writes an entry automatically for every state change on the RFC, so the trail is maintained by the application and preserved exactly as written. Entries are listed newest first, each with an icon, the time in UTC, what happened, who did it, and the detail it applies to.

The screenshot displays the Kenexis Integrated Safety Suite interface. The top navigation bar includes 'Libraries', 'Training', 'Support', and a user profile icon. The main header shows 'Chemical City Gas Plant MOC (Demo)'. The left sidebar contains navigation options: 'My Dashboard', 'Change Requests' (selected), 'KPIs', 'Reports', 'ADMIN', 'Process Units', 'Workflows', 'Categories', and 'Reviewers'. The main content area is titled 'Change Requests > RFC-2025-035'. It features a 'STAGE PROGRESS' bar with six stages: 1 Proposal (checked), 2 Action Execution (checked), 3 Pre-Startup Safety Review (active), 4 Startup Approval, 5 Post-Startup Actions, and 6 Closure Actions. Below this is a tabbed interface with 'Overview', 'Tasks', 'Reviews', 'Files', and 'History' (selected). The 'History' tab lists ten entries, each with a timestamp, an icon, an event type, and details. The entries are as follows:

Timestamp	Event Type	Details
2026-07-23 19:53 UTC	File uploaded	by User Manual — PSSR-Checklist-Signoff.pdf (3.7 KB)
2026-07-21 14:12 UTC	Review approved	by Sandra Patel — Operations
2026-07-20 10:45 UTC	Review approved	by Bill Thornton — Industrial Hygiene
2026-06-29 09:00 UTC	Task created	by Marcus Owens — Complete PSSR checklist and file signoff — RFC-2025-035
2026-06-28 17:10 UTC	Stage completed	by Marcus Owens — Stage 2: Action Execution
2026-06-28 15:30 UTC	Task completed	by User Manual — Execute field work per approved drawings — RFC-2025-035
2026-06-28 13:02 UTC	Review approved	by Grace Oduya — Metallurgy
2026-06-28 09:15 UTC	Review approved	by Robert Fields — Mechanical Engineering
2026-06-28 08:40 UTC	Review approved	by Dan Washburn — Instrumentation and Control
2026-06-27 11:05 UTC	Review approved	by Tony Russo — Civil Engineering
2026-06-03 16:20 UTC	Stage completed	

Figure 5-8. The History tab. Every state change on the record is written automatically as an audit entry.

The full set of recorded event types is listed in Appendix A.



6 Advancing the Workflow

An RFC moves forward one stage at a time, and it moves only when the stage it is in has genuinely been finished. This chapter describes the controls that advance it and the conditions attached to each.

6.1 The Stage Context Banner

Selecting a stage pill drills into that stage and displays the stage context banner. The banner names the stage, shows its state — completed with the date, active, or pending — offers the Show all stages link, and carries the actions available on that stage for your role.

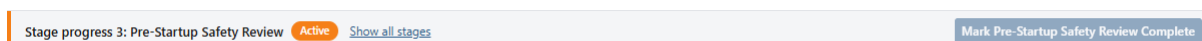


Figure 6-1. The stage context banner on the active stage. The completion action is shown but stays unavailable until the stage's conditions are met.

6.2 Completing a Stage

The Mark ... Complete action appears on the active stage for the RFC's originator and for study administrators. Kenexis MOC allows it only when both of the following are true:

1. Every task on the stage has been closed out.
2. Every review on the stage has been approved.

Until then the control stays visible but unavailable, with a tooltip reporting that the stage still has outstanding items; those items are listed on the Tasks and Reviews tabs. This is the mechanism that makes the workflow meaningful: a change reaches start-up approval only once the disciplines have actually signed and the work has actually been done.

Because a review can only be approved by the reviewer assigned to it, a stage that still has an unassigned review needs a reviewer assigned before it can be completed. Assign reviewers early in the stage rather than at the end of it.

Completing a stage stamps it with the completion date and makes the next stage active. Kenexis MOC then notifies the people who hold tasks or reviews on that next stage that it has begun.

6.3 Reverting a Stage

Occasionally a stage is completed and then something surfaces that should have stopped it. A study administrator can revert a completed stage, which reopens it and returns the change to it. Reverting requires a written reason, and the reason, the time, and the administrator who performed it are all recorded on the stage and in the RFC's history.

6.4 Closing and Reopening

When the final stage of the workflow is complete, the Close RFC action becomes available on the stage banner to the originator and to study administrators. Closing stamps the RFC with its closing date. The



change then leaves the open working sets, appears under the Closed filter and in the closed-RFC reporting, and its attachments become read-only.

A study administrator can reopen a closed RFC if something further has to be recorded against it. Reopening clears the closing date and returns the change to the open population, and is itself written to the history.

6.5 A Worked Sequence

The following sequence shows the normal path of a change through a six-stage workflow, and is the pattern most changes follow.

Table 6-1. The normal path of a change through a workflow.

Step	What happens	Who does it
1	The change is raised; Kenexis MOC creates its stages and its review slots.	Originator
2	Reviewers are assigned to the first stage's disciplines.	Originator or study administrator
3	Tasks for the stage are added and given owners and target dates.	Originator or study administrator
4	Task owners close out their tasks; reviewers approve their reviews.	Task owners and reviewers
5	The stage is marked complete and the next stage becomes active.	Originator or study administrator
6	Steps 2 to 5 repeat for each remaining stage.	—
7	With every stage complete, the change is closed.	Originator or study administrator



7 Key Performance Indicators

The KPIs page summarizes the health of the change program in eight tiles. A period selector at the top — Year to Date, Month, Quarter, or a custom date range — governs the tiles that are measured over a period; the remainder are measured as of today.

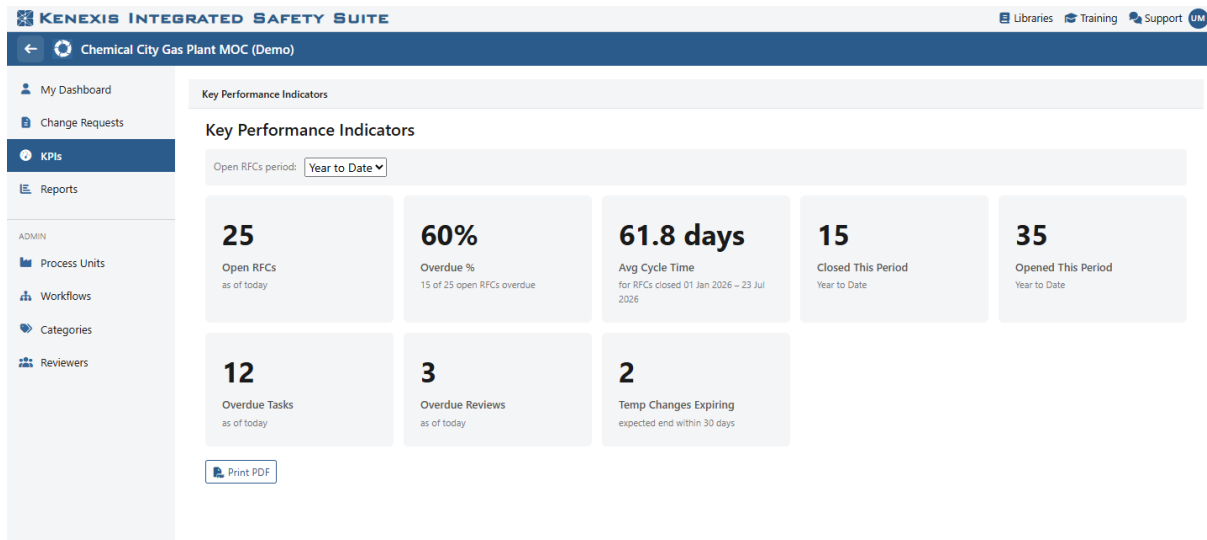


Figure 7-1. The Key Performance Indicators page. The period selector governs the period-based tiles.

7.1 The Indicators

Table 7-1. The eight key performance indicators.

Indicator	What it measures
Open RFCs	Changes that have not yet been closed, as of today.
Overdue %	The share of open changes whose required-by date has passed.
Avg Cycle Time	Mean elapsed days from request to closure, over the changes closed in the period.
Closed This Period	Changes closed within the selected period.
Opened This Period	Changes raised within the selected period.
Overdue Tasks	Open tasks whose target date has passed, as of today.
Overdue Reviews	Awaited reviews whose target date has passed, as of today.
Temp Changes Expiring	Open temporary changes whose expected end date falls within the next thirty days.

7.2 How the Indicators Are Derived

The indicators are counts and elapsed times over the RFC population; the definitions below state them precisely.



A change is counted as overdue when it is still open and its required-by date has passed. The overdue percentage is that count as a share of the open population:

$$\text{Overdue \%} = \frac{N_{\text{overdue}}}{N_{\text{open}}} \times 100$$

Cycle time is measured only over changes closed within the selected period, as the mean number of days each took from being requested to being closed:

$$t_{\text{cycle}} = \frac{1}{N} \sum_{\text{closed}} (d_{\text{closed}} - d_{\text{requested}})$$

A task or a review is overdue when it is still awaited and its target date has passed. The number of days it has slipped, reported on the Overdue report, is the elapsed time since that target date:

$$d_{\text{overdue}} = d_{\text{today}} - d_{\text{target}}$$

Finally, the stalled flag on the dashboard's originated-RFC widget compares the time an RFC has spent in its current stage against a thirty-day threshold, measured from the completion of the preceding stage, or from the date requested while the change is still in the first stage:

$$d_{\text{today}} - d_{\text{reference}} > 30 \text{ days}$$

7.3 Printing a Snapshot

Print PDF produces a one-page snapshot of the tiles as they are currently displayed, including the selected period. The same tiles are available as the KPIs tab of the Reports page.



8 Reports

The Reports page collects the study's reporting in five tabs. The three register-style tabs each export to Excel, and the two document tabs print to PDF.

8.1 Register

The Register is the reporting view of the whole RFC population, with a filter bar above it: a date range, status, change type, process unit, and originator. Apply runs the filter and Reset clears it. The table adds reporting columns beyond those of the working register — the date required, and counts of the open tasks and open reviews on each change — which together identify what each open change is waiting on. Export Excel downloads the filtered result as a workbook with a frozen header row and filtering enabled.

Kenexis Integrated Safety Suite Libraries Training Support UM

Chemical City Gas Plant MOC (Demo)

My Dashboard
Change Requests
KPIs
Reports
ADMIN
Process Units
Workflows
Categories
Reviewers

Reports

Register Temporary Changes Overdue KPIs Per-RFC

FROM: mm/dd/yyyy TO: mm/dd/yyyy STATUS: Open CHANGE TYPE: All PROCESS UNIT: All ORIGINATOR: All

Apply Reset Export Excel

25 RFCs

RFC NUMBER	DESCRIPTION	CHANGE TYPE	PROCESS UNIT	ORIGINATOR	DATE REQUESTED	DATE REQUIRED	CURRENT STAGE
RFC-2025-030	Proposal: add second independent PSV-10...	Standard	VHP-101	Ahmed Hassan	09 Jul 2026	02 Jul 2026	Proposal
RFC-2025-031	Replace P-103 discharge check valve with ...	Standard	PEX-103	Robert Fields	29 May 2026	30 Jul 2026	Action Execution
RFC-2025-032	Replace H-105 tube bundle with enhanced...	Standard	HCL-105	Marcus Owens	05 Jun 2026	23 Jul 2026	Action Execution
RFC-2025-033	Upgrade SDV-101 solenoid valve to low-p...	Standard	VHP-101	Diana Chen	11 Jun 2026	09 Jul 2026	Action Execution
RFC-2025-034	Install new flare knockout drum level trans...	Standard	FLR-300	Dan Washburn	13 Jun 2026	28 Jun 2026	Action Execution
RFC-2025-035	New fuel-gas conditioning skid between h...	Standard	UTI-400	Marcus Owens	09 May 2026	28 Jul 2026	Pre-Startup Safety...
RFC-2025-036	V-101 sour-service retrofit: replace bolting...	Standard	VHP-101	Grace Oduya	16 May 2026	20 Jul 2026	Pre-Startup Safety...
RFC-2025-037	Emergency seal upgrade on P-103 after s...	Emergency	PEX-103	Linda Vasquez	23 Jun 2026	25 Jul 2026	Pre-Startup Safety...
RFC-2025-038	V-102 heater-tracing upgrade to prevent ...	Standard	VLP-102	Jim Hendricks	02 May 2026	08 Jul 2026	Pre-Startup Safety...
RFC-2025-039	Relocate custody transfer meter skid to ali...	Standard	EGP-200	Tony Russo	19 May 2026	16 Jul 2026	Startup Approval
RFC-2025-040	Replace C-104 gearbox oil per vendor reco...	Standard	CGC-104	Linda Vasquez	12 Apr 2026	04 Aug 2026	Post-Startup Actio...
RFC-2025-041	Alarm rationalization project — Phase 2: fl...	Standard	CTR-500	Marcus Owens	25 Mar 2026	18 Jul 2026	Post-Startup Actio...
RFC-2025-042	Update flare tip radiation fence-line monit...	Standard	FLR-300	Marcus Owens	10 Mar 2026	12 Aug 2026	Closure Actions

Figure 8-1. The Register report, with its filter bar and the open task and review counts for each change.

8.2 Temporary Changes

Temporary changes need active supervision because each one is a deliberate, time-limited departure from the design intent. This report lists them with their start date, expected and actual end dates, the days remaining until expiry, and a status of active, expired, or closed. The Show selector narrows the list to all open temporary changes, those expiring within thirty or seven days, or those already past their expected end date.



RFC NUMBER	DESCRIPTION	ORIGINATOR	TEMPORARY CHANGE E...	TEMPORARY CHANGE E...	TEMPORARY CHANGE...	DAYS UNTIL EXPIRATION	STATUS
RFC-2026-004	Temporary operation of P-103 with degraded sucl...	Linda Vasquez	23 Jun 2026	07 Aug 2026		15	Active
RFC-2026-005	Temporary authorization for contractor I&C work L...	Dan Washburn	15 Jul 2026	12 Aug 2026		20	Active

Figure 8-2. The Temporary Changes report, tracking each temporary condition against its expected end date.

8.3 Overdue

The Overdue report is the study's exception list, in three sections that can each be collapsed: overdue tasks, overdue reviews, and stuck RFCs — open changes whose required-by date has passed. Each row reports how many days it has slipped and the stage it sits in, which is what makes the report actionable at a morning meeting.

RFC NUMBER	TASK NAME	RESPONSIBLE PARTY	TARGET DATE	DAYS OVERDUE	STAGE
RFC-2025-047	Complete PSSR checklist and file signoff — RFC-2...	Sandra Patel	30 Jan 2026	174	Pre-Startup Safety Review
RFC-2025-047	Update affected operating procedures — RFC-202...	Jim Hendricks	24 Apr 2026	90	Post-Startup Actions
RFC-2025-046	Update affected operating procedures — RFC-202...	Jim Hendricks	19 May 2026	65	Post-Startup Actions
RFC-2025-035	Complete PSSR checklist and file signoff — RFC-2...	User Manual	30 May 2026	54	Pre-Startup Safety Review
RFC-2025-031	Complete PSSR checklist and file signoff — RFC-2...	Sandra Patel	19 Jun 2026	34	Pre-Startup Safety Review
RFC-2025-032	Complete PSSR checklist and file signoff — RFC-2...	Sandra Patel	26 Jun 2026	27	Pre-Startup Safety Review
RFC-2025-033	Complete PSSR checklist and file signoff — RFC-2...	Sandra Patel	02 Jul 2026	21	Pre-Startup Safety Review
RFC-2025-034	Complete PSSR checklist and file signoff — RFC-2...	Sandra Patel	04 Jul 2026	19	Pre-Startup Safety Review
RFC-2025-041	Update affected operating procedures — RFC-202...	Jim Hendricks	08 Jul 2026	15	Post-Startup Actions
RFC-2025-046	Update PFD Rev history for RFC-2025-046	User Manual	11 Jul 2026	12	Pre-Startup Safety Review
RFC-2025-037	Complete PSSR checklist and file signoff — RFC-2...	Sandra Patel	14 Jul 2026	9	Pre-Startup Safety Review
RFC-2025-030	SIL verification walkdown — RFC-2025-030	User Manual	18 Jul 2026	5	Proposal

RFC NUMBER	DISCIPLINE	REVIEWER	TARGET DATE	DAYS OVERDUE	STAGE
RFC-2025-030	Safety Instrumented Systems	User Manual	16 Jul 2026	7	Proposal

Figure 8-3. The Overdue report. Tasks, reviews, and changes that have passed their dates are listed separately, each with the days elapsed.

8.4 KPIs

The KPIs tab repeats the indicator tiles described in Chapter 7, so that the indicators and the registers behind them can be reached from one place.



8.5 Per-RFC Packet

The Per-RFC tab produces the change-request packet: the complete record of a single change as a printable PDF. Type into the picker to search by RFC number or description, choose the change, and select Print PDF.

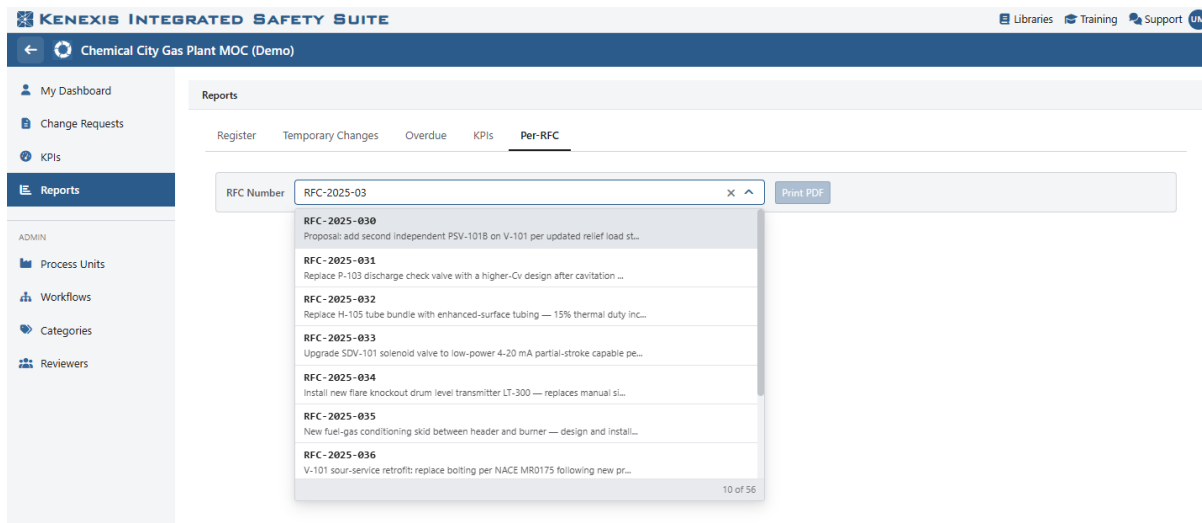


Figure 8-4. The Per-RFC tab. The picker searches by change number or description.

The packet is the document to file, to hand to an auditor, or to attach to a turnaround record. It contains, in order:

- A summary block with the change number, description, and its type and status.
- The overview fields of the change.
- The stages, with their completion dates.
- The reviews, with reviewer, dates, and approval state.
- The tasks, with responsible party and dates.
- The list of attached files.
- The complete audit trail.

The same packet is available directly from an individual change, using the Print PDF button on its Overview tab.

8.6 Exporting the Study

Alongside the reports, the whole Kenexis MOC study can be exported from the KISS Manager toolbar as an Excel workbook, giving a portable copy of the register and its supporting configuration for archiving or for analysis outside KISS. Kenexis MOC studies are created and maintained in place in KISS, which is what keeps a single authoritative change history per facility.



9 Administration

The Admin section of the sidebar holds the study's configuration and is visible to study administrators. Four pages define the vocabulary and the routing that every RFC in the study then uses. Configure them before raising the first change, and revisit them as the facility and the organization evolve.

9.1 Process Units

Process units are the areas and equipment groups of the facility that a change can apply to. Each has a unit identifier and a unit name, and every RFC must select one, which is what allows changes to be grouped and reported by area.



UNIT IDENTIFIER	UNIT NAME	
CGC-104	Gas Compression (C-104)	
CTR-500	Control Room / Electrical Switch-Room	
EGP-200	Export Gas Pipeline	
ELP-201	Export Liquid Pipeline	
FLR-300	Flare Header & Flare System	
HCL-105	Compressor Discharge Cooler (H-105)	
IHP-100	Inlet / Production Header	
PEX-103	Liquid Export Pump (P-103)	
UTI-400	Utilities (IAS, Fuel Gas, Lube Oil)	
VHP-101	High Pressure Separation (V-101)	
VLP-102	Low Pressure Separation (V-102)	

Figure 9-1. The Process Units page. Each unit carries a short identifier and a descriptive name.

A process unit that is referenced by existing change requests is retained, and Kenexis MOC reports how many changes use it if a removal is attempted — so reporting history stays intact. A unit that is no longer referenced can be removed.

9.2 Workflows

A workflow is the ordered sequence of stages a change follows. A study can hold more than one — for example a full sequence for standard changes and a shorter one for a narrower class of change — and when more than one is available the originator chooses between them as the RFC is raised. The Workflows page lists each workflow with its stage count, its required-review count, and how many changes use it.



WORKFLOW	STAGES	REQUIRED REVIEWS	OPEN RFCS	TOTAL RFCS
Standard	6	17	25	56

Figure 9-2. The Workflows page, showing each workflow's stage and review counts alongside its usage.

9.2.1 Stages

Opening a workflow shows its stages in order, each with a name and a description, and controls to add, edit, reorder, and remove them. A stage may also carry a target-date offset in days, which Kenexis MOC uses to set target dates on the reviews it creates for that stage when a change is raised.

#	STAGE NAME	DESCRIPTION
1	Proposal	Capture change basis and safety-health impact.
2	Action Execution	Implement actions, update drawings + PSL.
3	Pre-Startup Safety Review	PSSR checklist and safeguards in place.
4	Startup Approval	Authorize return-to-service.
5	Post-Startup Actions	Training and final PSI updates.
6	Closure Actions	Archive, sign-off, record retention.

Figure 9-3. The Stages tab of a workflow. Reordering and removal are held while changes are in flight on the workflow.

Each RFC takes its own copy of the stage list when it is created, so changes already in flight continue on the sequence they started with and their history stays coherent. While a workflow has open changes, reordering and removing its stages is held; edits reach new changes from that point on.

9.2.2 Required Reviews

The Required Reviews tab is where the authorization policy is expressed. It is a matrix of stages against disciplines: tick a cell to require that discipline's sign-off at that stage. When a change is raised on this workflow, Kenexis MOC creates one review slot for every ticked cell.



Libraries

Training

Support

UM

←

Chemical City Gas Plant MOC (Demo)

My Dashboard

Change Requests

KPIs

Reports

ADMIN

Process Units

Workflows

Categories

Reviewers

Admin > Categories

Disciplines

Task Types

NAME	USAGE		
Civil Engineering	57 reference(s)		
Industrial Hygiene	57 reference(s)		
Instrumentation and Control	58 reference(s)		
Mechanical Engineering	58 reference(s)		
Metallurgy	57 reference(s)		
Operations	281 reference(s)		
Process Engineering	226 reference(s)		
Relief Systems	57 reference(s)		
Safety Instrumented Systems	113 reference(s)		

Add Discipline

Figure 9-5. The Categories page, holding the study's disciplines and task types.

9.4 Reviewers

The Reviewers page registers who may sign off for each discipline. A reviewer entry links a user to one discipline, and only registered reviewers for a discipline can be assigned that discipline's reviews. A reviewer may also be flagged as an Authorizer, which records their standing as an approving authority for the discipline. The list shows each reviewer's open assignment count, which is a useful check on workload before assigning more.

KENEXIS INTEGRATED SAFETY SUITE		Libraries	Training	Support	UM
← Chemical City Gas Plant MOC (Demo)					
- My Dashboard - Change Requests - KPIs - Reports ADMIN - Process Units - Workflows - Categories Reviewers	Admin > Reviewers				
	NAME	EMAIL	DISCIPLINE	AUTHORIZER	OPEN ASSIGNMENTS
	Ahmed Hassan	ahmed.hassan@gogco.example	Relief Systems	✓	16
	Bill Thornton	bill.thornton@gogco.example	Industrial Hygiene	✓	16
	Dan Washburn	dan.washburn@gogco.example	Instrumentation and Control	✓	10
	Diana Chen	diana.chen@gogco.example	Instrumentation and Control		
	Grace Oduya	grace.oduya@gogco.example	Metallurgy	✓	10
	Jim Hendricks	jim.hendricks@gogco.example	Process Engineering		
	Linda Vasquez	linda.vasquez@gogco.example	Mechanical Engineering		
	Marcus Owens	marcus.owens@gogco.example	Process Engineering	✓	61
	Robert Fields	robert.fields@gogco.example	Mechanical Engineering	✓	9
	Sandra Patel	sandra.patel@gogco.example	Operations	✓	86
	Tony Russo	tony.russo@gogco.example	Civil Engineering	✓	8
	User Manual	user.manual@kenexis.com	Safety Instrumented Systems	✓	21
Add reviewer					

Figure 9-6. The Reviewers page. Each entry links a user to the discipline they may sign off for.



Register a reviewer for each discipline used in the required-reviews matrix before raising changes, so that every review slot Kenexis MOC creates has someone eligible to take it.



10 Notifications

Kenexis MOC sends email so that the people a change depends on learn about it without having to watch the application. Four notices are sent as events occur, and a digest is sent weekly.

Table 10-1. Kenexis MOC email notifications.

Notification	Sent when	Sent to
Task assigned	A task is created for, or reassigned to, a responsible party.	The responsible party
Review assigned	A reviewer is assigned to a review.	The assigned reviewer
Review rejected	A reviewer rejects a review.	The originator and the holders of open tasks on that stage
Stage advanced	A stage is completed and the next one becomes active.	Task owners and reviewers on the newly active stage
Weekly digest	Every Monday morning.	Anyone with open or overdue tasks, or awaited reviews

The weekly digest gathers each recipient's outstanding work into a single message, separating what is already overdue from what is coming due, so that a week's commitments arrive in one place rather than as a stream of individual notices.

Each notification type can be turned off per user, so people who work in the application every day can reduce the mail they receive while those who visit occasionally continue to be prompted.



Appendix A History Event Types

Kenexis MOC writes one history entry for each of the following events, recording the time, the user responsible, and the detail the entry applies to. Entries appear on the History tab of the change and in the change-request packet.

Table A-1. Events recorded in the change-request history.

Event	Recorded when
Change request created	An RFC is raised.
Change request updated	An RFC's fields are edited.
Change request closed	An RFC is closed.
Change request reopened	A closed RFC is reopened.
Stage completed	A stage is marked complete.
Stage reverted	A completed stage is reverted, with the reason given.
Task created	A task is added to a stage.
Task updated	A task's details are edited.
Task reassigned	A task's responsible party is changed.
Task completed	A task is closed out.
Reviewer assigned	A reviewer is assigned to a review.
Review approved	A reviewer approves a review.
Review rejected	A reviewer rejects a review, with the reason given.
Review reset	A rejected review is returned to the pending state.
File uploaded	An attachment is added, with its name and size.
File deleted	An attachment is removed.



Appendix B Change Request Field Reference

The fields of a change request, in the order they appear on the form. Required fields are marked with an asterisk in the application.

Table B-1. Change request fields.

Field	Required	Notes
RFC Number	Yes	Unique within the study. Suggested as RFC-<year>-0001, continuing the current year's highest number.
Description	No	Free text describing the change.
Date Requested	Yes	Defaults to today. Start of the cycle-time measurement.
Date Required	No	The date the change is needed by. Drives the overdue indicators.
Change Type	Yes	Standard, Emergency, or Temporary.
Process Unit	Yes	Selected from the study's process units.
Temporary Change Rationale	For temporary changes	Why the temporary condition is acceptable.
Temporary Change Contingency Plan	For temporary changes	Compensating measures while the change is in place.
Temporary Change Start Date	For temporary changes	When the temporary condition begins.
Temporary Change End Date (Expected)	No	Drives expiry tracking on the Temporary Changes report.
Temporary Change End Date (Actual)	No	Recorded when editing the change.
Originator	Set by Kenexis MOC	The user who raised the change.
Date Closed	Set by Kenexis MOC	Stamped when the change is closed.

End of manual.

