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SOP Title	SOP No.	Version No.	Effective date
Managing Change Controls	QA.SOP-003	00	YYYY/MM/DD

MANAGING CHANGE CONTROLS

Written by:	[Name]	Signature/Date	[YYYY/MM/DD]
Approved by:	[Name]	Signature/Date	[YYYY/MM/DD]

1. Purpose

- 1.1. This procedure describes how to request, assess, and approve changes at the facility, to ensure such changes are conducted in a controlled manner.

2. Scope

- 2.1. This procedure applies to any modification that could impact manufacturing methods and/or the quality of final cannabis products, including changes related to the facility, equipment, processes, products, procedures, or other controlled documents.

3. Responsibilities

- 3.1. **All Personnel:** To determine the need for a change and submit a change request to initiate the process. To also implement approved changes, as required.
- 3.2. **Quality Assurance Person(QAP)/Production Manager:** To assess the risks and impacts of a change on the quality and safety of the product, to maintain change control documents, and to ensure that staff receives the required training prior to implementing a change.

4. Acronyms and Definitions

- 4.1. **Change control:** A process to ensure that changes to a product or process are introduced in a controlled and coordinated manner.
- 4.2. **Change Action Plan:** A roadmap describing the steps necessary to fully implement an approved change.
- 4.3. **Standard Operating Procedure (SOP):** A controlled document providing the guidelines necessary to carry out an activity according to industry regulations and good production practices.

5. Supporting Records

- 5.1. FORM.QA-003A: Change Request Form
- 5.2. FORM.QA-003B: Change Control Register

6. Procedure

SOP TO BE CONTINUED...