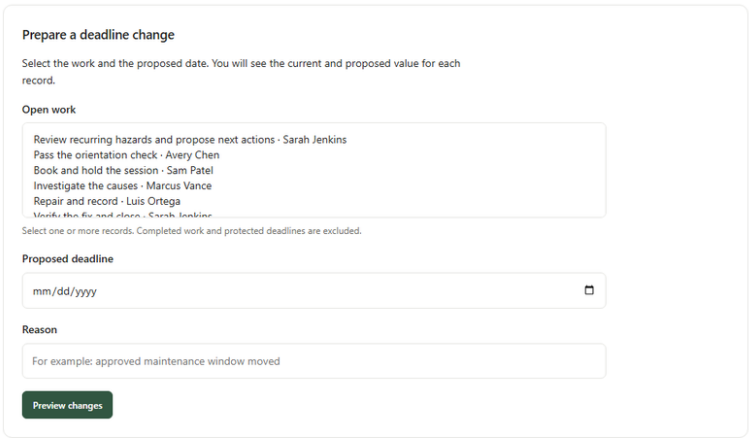
REVIEW A CHANGE BEFORE IT HAPPENS

Give change reviewers the scope behind the proposed result

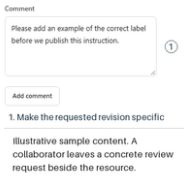
Describe what is changing, why, affected people and equipment, hazards and proposed controls. Include the safety data sheet for a chemical change so reviewers have the context for a useful decision.

Request the change > Review and decide with conditions > Implement the approved change and brief affected people (when triggered) > Confirm readiness and release the approved change (when triggered)

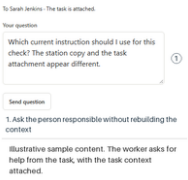
SkillSmith · Preview a proposed deadline change before applying it



SkillSmith · Make a requested resource revision specific



SkillSmith · Ask for help with the task attached



Preview a proposed deadline change before applying it

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Person raising the issue	Request the change	Respond with sds when chemical, affected people and equipment, hazards and proposed controls.
Designated specialist	Review and decide with conditions; Confirm readiness and release the approved change	Respond with verify implementation and briefing evidence; verify conditions when present; explicitly authorize release and record the next review date, approved / approved with conditions / declined, conditions listed and reasons.
Team lead	Implement the approved change and brief affected people	Respond with briefing or acknowledgment evidence, each condition done and inventory change proposed.

Add the scope reviewers need to assess

In a worked example, the request describes the desired result but omits affected work; the requester clarifies the scope before reviewers decide.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Request form	Open the selected material for this occurrence.
Recorded response	what, why and affected people and equipment	Save the response with its work context.
Review point	proposed controls and SDS when chemical	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Review a change before it happens

Bring request form into the prepared work. Person raising the issue, Designated specialist and Team lead each receive the context needed for their part.

01 Request the change

Record what, why, affected people and equipment, hazards, proposed controls and SDS when chemical.

02 Review and decide with conditions

Record approved / approved with conditions / declined, reasons and conditions listed.

03 Implement the approved change and brief affected people

When approved (with or without conditions), record each condition done, briefing or acknowledgment evidence and inventory change proposed.

04 Confirm readiness and release the approved change

When approved or approved with conditions, after implementation and briefing, record Verify implementation and briefing evidence; verify conditions when present; explicitly authorize release and record the next review date.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Review a change before it happens

A new chemical, a modified machine, a temporary process change or a new supplier is reviewed by the right specialist and approved with conditions; the conditions are done and the affected people briefed before the change is released for use. Approval is not release.

New chemical approval · Paint shop

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Request form The task uses this material	The change request form (management of change).
Criteria The task uses this material	The review checklist.
Sds The task uses this material	The supplier's safety data sheet for a chemical change - supplied by the site or vendor, never generated.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose request form from the resources your team uses.

02 Agree the responsibilities

Confirm person raising the issue, designated specialist and team lead for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Walk through these conditional steps: “Implement the approved change and brief affected people”; “Confirm readiness and release the approved change”.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains what, why, affected people and equipment, hazards, proposed controls and sds when chemical. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring request form. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do the conditional steps become part of the method?

The conditional route is used when approved (with or without conditions). Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

Decision recorded; when approved, conditions implemented, affected people briefed and the change released - or declined with a reason.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
A method change loses the meaning of the earlier work.	Review a new resource or playbook version while retaining the meaning of earlier work.
The current status hides which response or version came before it.	Keep what, why and affected people and equipment with the work, with recorded history available for later review.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- What scope, reason and affected work must be clear before reviewing a proposed change?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact