

# CHANGE REQUEST FORM

## LVR F 075



Title: \_\_\_\_\_

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SMS/LVOP Change

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Operations Change

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Maintenance/Infrastructure Change

Originator: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Approvals (To be signed in order presented)	Signature	Forward To
<b>1. Requested By:</b> (To be completed by person requesting change)	Name: _____ Signature: _____ Date: _____	<b>Secretary</b> (Add to Corrective Action Log and distribute to Rail Safety Manager)
<b>2. Concept Viability</b> (Initial review to establish viability of proposed change. Conducted by the Board of Directors )	Name: _____ Signature: _____ Date: _____	<b>Board of Directors</b> (One Representative to acknowledge)
<b>3. Internal Consultation</b> <b>Rail Safety Manager or Operations Manager or Rollingstock Manager (or all)</b> (Approves validity of change proposal, provision of adequate resources and review of safety, rail safety & QA issues. Authority to proceed.)	Name: _____ Signature: _____ Date: _____ Name: _____ Signature: _____ Date: _____	<b>NOTE – Pass to ARO (client) for “Notifiable Change” issues. Otherwise – direct to Rail Safety Manager.</b>
<b>4. Stakeholder Approval (WHERE REQUIRED)</b> (For the stakeholders to approve in the event of a “notifiable change” ONLY)	Name: _____ Signature: _____ Date: _____	<b>Only sign if feedback from the Stakeholder has been received and approved</b>
<b>5. Final Completion</b> (All works completed relevant document changes made as necessary and final inspections completed and recorded)	Name: _____ Signature: _____ Date: _____	<b>Rail Safety Manager</b>





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**PART 1 – CHANGE DESCRIPTION – TO BE COMPLETED BY THE ORIGINATOR**

**Part 1: Change Details (Originator)**

**1.1 Rollingstock or Infrastructure or Safety Management System:** (Specify Asset Number if Possible)

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**1.2 Change Description:** (Provide all procedures to achieve the required results. Include attachments if required.)

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**1.3 Reason for Modification/Change:** (eg Benefits of the changes, impact on operational performance- risk assessment)

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Note to Proposer: The more information provided with the proposal the more easily the proposal will be to evaluate. Examples of supporting information to assist the process include the following:

- Diagrams or photographs
- A formal risk assessment with hazards clearly identified
- Any examples of requested change in use

**ENSURE YOU HAVE FILLED OUT THE REQUESTED BY SECTION AND SUBMIT TO THE SECRETARY**



# CHANGE REQUEST FORM

## LVR F 075



### PART 2 – CHANGE REQUEST – INITIAL REVIEW – To be completed by the Board of Directors

Part 2: Concept – Initial Review			
2.1 Potential Impacts of the Proposed Change:			
Will the proposed change affect any of the following areas?	Yes	No	N/A
a) Rolling Stock (Locomotives/Wagons)			
b) Safety			
c) Maintainability (incl Manuals/Procedures)			
d) Specialist operator training requirements			
e) Electrical integrity (eg signalling)			
f) Rescue/recovery			
h) Vulnerability to vandalism			
i) Safety Interface Plans			
j) Operaton Rosters			
k) Train Operations			
l) Communication System(s)			
m) Emergency Response			
n) SMS Procedures (Specify in Section 2.2)			
o) Testing/Calibration of old/new equipment			
p) Other – briefly describe:			
<b>NOTE: If the answer to any of the above is “YES” describe effect in the “Comments” below at 2.2</b>			

#### 2.2 Comments:




# CHANGE REQUEST FORM

## LVR F 075



### PART 3 – CHANGE REQUEST – RESOURCE AND SAFETY - TO BE COMPLETED BY RAIL SAFETY MANAGER AND ALL APPROPRIATE STAKHOLDERS

(use additional sheets if necessary)

<b>3.1 Operational Issues (Include Maintainability/Reliability)</b>

<b>3.2 Resource Issues</b>

<b>3.3 Occupational Safety &amp; Health Issues:</b> (Are there any additional risks eg manual handling, falls shock etc.)

<b>3.4 Rail Safety Issues</b> (are there potential effects to the travelling public, operators eg out of gauge, etc)		
<b>WARNING!</b> Some changes <b>MUST</b> be advised to the Rail Safety Regulator		
<b>NOTIFIABLE CHANGE?</b>	<b>YES</b>	<b>NO</b>
If Yes, insert date of notification to Rail Regulator:		Signed By:

<b>3.5 Notifiable Change Acceptance and Conditions</b> (Details of conditions on the proposal and feedback by the Rail Regulator)		
<b>ARO/Regulator Approved?</b>	<b>YES</b>	<b>NO</b>
Date of Approval:	Signed By Rail Safety Manager as received:	

Version No: 10.2

Approved By: Directors  
Custodian: Safety Manager

Version Date: 18/06/2023  
Review Date: 18/06/2026

**THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED**

Page 4 of 6





**PART 4 – CHANGE REQUEST – DOCUMENTATION REVIEW**

**TO BE COMPLETED BY RAIL SAFETY MANAGER AND ALL APPROPRIATE STAKEHOLDERS**

<b>4.1 Reference Documentation – Specify</b> (eg Australian Standards, AAR, CoP's Manufacturers Manuals etc)	
<b>Reference</b>	<b>Title</b> (include revision and date)

<b>4.2 Document Changes</b> (This table is to be used to show documents affected as a result of the configuration/maintenance change. Specify title and drawing/reference number as applicable)		
<b>Item</b>	<b>Yes/No</b>	<b>Action By</b>
Procedures		
Operational Risk Assessment (Mandatory if Rail Safety/OHS Issue)		
Forms		
Training Matrix		
Maintenance Manuals		
Work Instructions		
Other – Specify:		
SMS Documents		



# CHANGE REQUEST FORM

## LVR F 075



### PART 5 – CHANGE REQUEST – BUDGET AND SCHEDULE

<b>5.1 Resource Allocation</b>	
The project is allocated to the following personnel for implementation:	
<b>Name:</b>	<b>Name:</b>

<b>5.2 Implementation Plan</b> (for approval of implementation refer to page 1)				
Item/Activity	Name	Est. Start Date	Est. Duration	Est. Cost
IF COST IS HIGHER THAN ANTICIPATED REPORT BACK TO THE SECRETARY FOR FURTHER BOARD OF DIRECTORS REVIEW				

<b>5.3 Training Requirements</b> (to be completed if the change requires specialist training/skills)		
Training Required	Who	Completed

### PART 6 – CHANGE REQUEST – COMPLETION

#### TO BE COMPLETED BY RAIL SAFETY MANAGER

<b>6.1 Completion</b>		
Tasks	Completed	
Documentation Updated		
Training Completed		
Systems Tested		
All Approvals Recorded		