

CHANGE REQUEST FORM

LVR F 075



Title: _____

SMS/LVOP Change
 Operations Change
 Maintenance/Infrastructure Change

Originator: _____ Position: _____ Date: _____

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



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: | | | |
| | | | |
| NOTE: If the answer to any of the above is “YES” describe effect in the “Comments” below at 2.2 | | | |

2.2 Comments:



PART 4 – CHANGE REQUEST – DOCUMENTATION REVIEW

TO BE COMPLETED BY RAIL SAFETY MANAGER AND ALL APPROPRIATE STAKEHOLDERS

| 4.1 Reference Documentation – Specify (eg Australian Standards, AAR, CoP’s Manufacturers Manuals etc) | |
|--|--|
| Reference | Title (include revision and date) |
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| 4.2 Document Changes (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) | | |
|---|---------------|------------------|
| Item | Yes/No | Action By |
| Procedures | | |
| Operational Risk Assessment (Mandatory if Rail Safety/OHS Issue) | | |
| Forms | | |
| Training Matrix | | |
| Maintenance Manuals | | |
| Work Instructions | | |
| Other – Specify: | | |
| SMS Documents | | |

