

**SYDNEY TRAMWAY MUSEUM
CHANGE REQUEST FORM**

CHANGE REQUEST

Change No.	
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TYPE OF CHANGE

TICK BOX

Rolling Stock	
Infrastructure	
Operations	
Other	

Planned Change	YES / NO
Unplanned Change	YES / NO
Permanent Change	YES / NO
Temporary Change	YES / NO

DESCRIPTION OF CHANGE

PROPOSED DATE AND TIME OF CHANGE

TIME / DATE OF CHANGE	LOCATION OF / FOR CHANGE TO OCCUR

PERSON REQUESTING THE CHANGE

Name	Signature	Date

APPROVALS For The Change (Safety Validation)

(TO BE SIGNED BY MANAGER OR RESPONSIBLE PERSON FROM THE AREAS AFFECTED)

Name	Signature	Date
Infrastructure Services Manager		
Tramcar Maintenance & Workshop Manager		
Chief Engineer		
Operations Manager		
Traffic Manager		
Rail Safety Manager		

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ASSESSMENT OF THE CHANGE

REASON FOR CHANGE

CURRENT CONTROLS

RISK ANALYSIS (SEE PAGE 4) MUST BE COMPLETED BEFORE GOING ANY FURTHER)

IMPLEMENTATION TIMETABLE

ITEM / ACTIVITY	PERSON RESPONSIBLE	ESTIMATED START DATE	ESTIMATED END DATE	SIGNED

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IMPACT ON MUSEUM'S TRAMWAY OPERATION

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DOCUMENTS REVISED / WITHDRAWN / REVISED

DOCUMENT No.	DOCUMENT NAME	ACTION

Has the RSMT approved the change (YES / NO)

RSM – signed.....

Date:/...../.....

NOTIFICATION OF THE CHANGE

PERSON / GROUP TO NOTIFY	METHOD OF NOTIFICATION	DATE
ITSR		
THE BOARD OF DIRECTORS		
Infrastructure Services Manager		
Chief Engineer		
Operations Manager		
Tramcar Maintenance & Workshop Manager.		
Traffic Manager		
External Parties / Other (to be listed)		

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RISK ANALYSIS

To be Completed by the Rail Safety Manager or his Nominee

No.	The Risk: What Can Happen	Description of Controls	Likelih'd Rating	Consequ. Rating	Level of Risk
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Risk: With those controls in place, what is the remaining risk?

Consequence _____ + Likelihood _____ = Risk _____

Assessed by		Date	
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Risk Analysis Matrix

			Likelihood				
			Less than once every 10,000 years	Less than once every 1,000 years	Once every 100 to 1,000 years	Once every 10 to 100 years	Once every 1 to 10 years
Criteria for medium Tourist and Heritage Railway Operation (10 – 100 rail safety workers)			Theoretically possible but not heard of	Has happened in rail industry – very unlikely in this organisation	Heard of in heritage railway operations, but unlikely in this organisation	Some Reports for heritage railway operations. Happens every year in the rail industry	Expected in this organisation every year or every few years.
Phrase	Consequence		1	2	3	4	5
Catastrophic	Multiple fatalities	A	A1	A2	A3	A4	A5
Critical	1 fatality (2-10 serious injuries)	B	B1	B2	B3	B4	B5
Major	1 serious injury (more than 1 notifiable injury)	C	C1	C2	C3	C4	C5
Minor	1 or more minor injuries	D	D1	D2	D3	D4	D5

High level (intolerable)
 Mid Level (control)
 Low Level (acceptable)