

SYDNEY TRAMWAY MUSEUM
CHANGE REQUEST FORM

Document Control Record

1. Document Details:

Name: CHANGE REQUEST FORM

Number STM 6169

Version Number: 1.32

Document Status: Working Draft

Approved for Issue

Archived

Next Scheduled Review Date:

2. Version History:

| Version Number | Date | Reason/Comments |
|----------------|-------------------|--|
| 1.0 | 15/12/2008 | Initial issue |
| 1.1 | 23/11/2009 | Replaced the Risk Register |
| 1.2 | 18/07/2010 | Changed ITSRR to ITSR |
| <u>1.3</u> | <u>05/02/2015</u> | <u>Change details for new National Rail Safety Law</u> |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Approved by Signature & Date

3. Distribution List

| Position | Date | Copy Issued to (Yes/No) | Copy No. | Received |
|---------------------|------|-------------------------|----------|----------|
| Rail Safety Manager | | Y | 1 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**SYDNEY TRAMWAY MUSEUM
CHANGE REQUEST FORM**

CHANGE REQUEST

| | |
|------------|--|
| Change No. | |
|------------|--|

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 | | |

**SYDNEY TRAMWAY MUSEUM
CHANGE REQUEST FORM**

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 |
|------------------------|---------------------------|-----------------------------|---------------------------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**SYDNEY TRAMWAY MUSEUM
CHANGE REQUEST FORM**

IMPACT ON MUSEUM'S TRAMWAY OPERATION

| |
|--|
| |
|--|

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 |
|---|-------------------------------|-------------|
| ONRSR | | |
| THE BOARD OF DIRECTORS | | |
| Infrastructure Services Manager | | |
| Chief Engineer | | |
| Operations Manager | | |
| Tramcar Maintenance & Workshop Manager. | | |
| Traffic Manager | | |
| External Parties / Other (to be listed) | | |
| | | |
| | | |
| | | |

RISK ANALYSIS

**SYDNEY TRAMWAY MUSEUM
CHANGE REQUEST FORM**

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 _____ |
|-------------------|------------|

Risk Analysis Matrix

| Criteria for Sydney Tramway Museum (STM) Operations | | | Likelihood | | | | |
|---|---|---|----------------------|------------|---------------------|-----------------|-------------------------|
| | | | Extremely rare event | Rare event | Not Likely to occur | Likely to occur | Almost certain to occur |
| Phrase | Consequence | | 1 | 2 | 3 | 4 | 5 |
| Catastrophic | 1 or more fatality and/or more than 10 serious injuries | A | A1 | A2 | A3 | A4 | A5 |
| Critical | 2-10 serious injuries | B | B1 | B2 | B3 | B4 | B5 |
| Major | 1 serious injury | C | C1 | C2 | C3 | C4 | C5 |
| Minor | 1 or more minor injuries (<i>no treatment required</i>) | D | D1 | D2 | D3 | D4 | D5 |

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

| LIKELIHOOD (of adverse event occurring) | |
|---|---|
| 1 | Extremely rare event Will occur once in exceptional circumstances at STM |
| 2 | Rare event Has happened in the general rail industry but very unlikely at STM |
| 3 | Not Likely to occur Heard of in heritage railway/tramway operations, but unlikely at STM |
| 4 | Likely to occur Some reports for heritage railway /tramway operations, and likely at STM |
| 5 | Almost certain to occur Expected at STM every year or every few years |