

SYDNEY TRAMWAY MUSEUM

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		
Workshop Manager		
Chief Engineer		
Operations Manager		
Traffic Manager		
Rail Safety Manager		

REASON FOR CHANGE

**SYDNEY TRAMWAY MUSEUM
CHANGE REQUEST FORM**

ASSESSMENT OF THE CHANGE

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CURRENT CONTROLS

RISK ANALYSIS (BELOW) MUST BE COMPLETED BEFORE GOING ANY FURTHER)

IMPLEMENTATION TIMETABLE

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

IMPACT ON MUSEUM'S TRAMWAY OPERATION

DOCUMENTS REVISED / WITHDRAWN / REVISED

DOCUMENT No.	DOCUMENT NAME	ACTION

SYDNEY TRAMWAY MUSEUM CHANGE REQUEST FORM

Has the RSMT approved the change (YES / NO)

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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		
Workshop Manager.		
Traffic Manager		
External Parties / Other (to be listed)		

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					

Risk: With those controls in place, what is the remaining risk?
 Consequence _____ + Likelihood _____ = Risk _____

Assessed by		Date	
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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 (no treatment required)	D	D1	D2	D3	D4	D5

High level (intolerable)
 Moderate 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