EM-002-01

Management of Change Procedure

Version 1.0

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1. Introduction

The OTHR Management Committee will collectively and as individuals ensure that no changes to OTHR infrastructure, procedures, processes and systems, organisational structure or job roles and responsibilities will be implemented unless the processes described in this procedure are followed.

2. Purpose

To provide direction for the planning and safe implementation of change to OTHR Rail Safety Operations and the OTHR Safety Management System.

3. Scope

This process is to be applied to all proposed changes to:

- Infrastructure including, but not limited to:

- Track and civil infrastructure; and Rolling stock.

Procedures, processes, and systems including, but not limited to:

- Infrastructure maintenance activities; and

- Safe working systems and procedures

Organisational Structure including, but not limited to:

- Creation or deletion of positions;

- Changes to organisation hierarchy; and

- Position descriptions and responsibilities

Any other proposed changes that may affect the safety of OTHR activities or impact on the safety of other parties including, but not limited to:

- interface with other engineering and operating systems;

- equipment and non-rail infrastructure including roadways;

- personal workplace safety; and

- changes to infrastructure or other standards.

4. Process for Change

Where a change to OTHR's Operations or Safety Management system is identified, the Safety Manager shall prepare a Change Request for submission to the Management Committee at its next regular meeting. Should an extraordinary change be identified, the Safety Manager shall request an urgent Management Committee meeting to review the request.

The Safety Manager shall prepare documentation of the change for review by the Committee. The Committee may accept or reject any proposed change.

4. Change Requirements

Any proposed change which could affect safe operations including documentation, processes, governance, or standards shall require the following:

- Approval from the OTHR Management Committee to prepare a change request;

- A risk assessment, conducted in accordance with the OTHR Risk Management Process;

- The identification of suitable controls;

- Consultation with affected internal and external stakeholders, including relevant rail safety workers; and

- A check that the proposed change conforms with relevant legislation, as part of identifying a need for change.

5. Approval

If the OTHR Management Committee rejects the change request, the Safety Manager shall record the rejection, and the reasons for its rejection, in the Change Register and file any related documentation.

If the OTHR Management Committee approves the Change Request, the Safety Manager shall arrange for the implementation of the agreed change, including the revision of any documents or processes.

Where required by the Rail Safety National Law (NSW)No. 82A, a Notification of a Change to Railway Operations" ONRSR Form 8 will be prepared and submitted by the Safety Manager to the Regulator for its approval together with any requested changes to OTHR's Accreditation baseline documents.

Where an ONRSR Form 8 has been submitted, no action will be taken with respect to the change until ONRSR approval is received.

The Safety Manager shall complete all entries in the Change Register and when the change is implemented and completed, will file all related documentation.

6. Safety Validation

Before a significant change is implemented a Safety, Validation will be undertaken to ensure all safety aspects are addressed in the implementation.

The Safety Validation will cover each of the life cycle stages affected by the change. This validation will be distributed to all interested parties and subject matter experts, where appropriate, for comment.

Safety Validation will only be undertaken by personnel who have the skills, knowledge and experience in the areas affected by a proposed change.

The Safety Manager will appoint a person who will be responsible for Safety Validation sign off. In some cases, more than one person may need to sign off the safety validation.

No significant change shall be implemented before the Safety Validation is complete and approved by the Management Committee.

7. Safety Validation Officer

The OTHR Management Committee will appoint an individual to act as its Safety Validation Officer when required.

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