



# Oberon Tarana Heritage Railway Inc. Engineering Change Advice

F-006

Version A Rev 0 Based on ARHS Form of the same name

<b>Person Initiating Change</b>	<b>Name &amp; Position</b>	<b>Signature</b>	<b>Date</b> ...../...../.....
<b>Area Manager</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b> ...../...../.....
<b>Title of Proposed Change</b>			

### 1. What is the background for requiring the change?

- Describe reason for change in the activities or element of the existing SMS that requires change.
- Include, where applicable, reference to the element(s) of AS 4292 relevant to the change proposed

### 2. Who are the stakeholders, internal and external that are affected?

- List those affected by the change proposed
- Involved in implementation of the change

### 3. What consultation process was employed for the engagement of stakeholders in the determination of the proposed change?

Maintain minutes of meetings, workshops and the like. Maintain relevant correspondence.

### 4. What are the objectives to be achieved by the change and the acceptance criteria for each?

List by stakeholder identified in 3 above

### 5. What is the context of the change?

#### 5.1 List current rules applicable to the change

- Directly governing the subject matter
- Affected by the change and requiring modification

#### 5.2 Describe the internal environmental factors within which the change is proposed

- Organisational – provide organisational chart and nominate sections affected
- Physical –geographical and site conditions, relevant infrastructure, rollingstock etc
- Systemic – internal management systems affected

#### 5.3 List external interfaces

- Organisational
- Physical
- Systematic

**6. What existing risk(s) are affected by the change?**

- Advise the current profile of each existing risk by likelihood and consequences
- Advise any necessary changes or additions to existing controls

Risk	Likelihood	Consequences
.....	.....	.....
.....	.....	.....
.....	.....	.....

**7. What is the detail of the change proposed?**

- Scope and limits of primary change
- Associated secondary changes necessary to accommodate the primary change
- Include new wording and sections of the existing rail safety accreditation documentation that need to be amended or removed.

**8. What are the new risks and new profile of each existing risk after introduction of the change proposed with any additional controls?**

- Profile any risks associated with the introduction of the change by likelihood and consequences.
- Always include the risk that the change will not be effectively communicated to those whose activities are affected by the change, internal and external to OTHR

Risk	Likelihood	Consequences
.....	.....	.....
.....	.....	.....
.....	.....	.....

**9. What new controls are to be implemented to mitigate each of these risks?**

eg additional controls in operational environment and/or in rules to be developed or amended. Retain records of analysis

**10. What is the action plan for implementation?**

- Allocate responsibility for implementation
- Allocate timeframe for implementation

**11. What are the monitoring and review process(es)**

**12. What risks have been transferred to others for management?**

- Provide evidence of acceptance of management responsibility for that risk.

Signed Off	Name	Signature
• President		
• Systems Manager		
• Operations Manager		
• Infrastructure Manager		
• Rollingstock Manager		
• Training Manager		

**Note** – If insufficient space is available on this form, attach additional detail ensuring all questions are answered fully

<b>Submitted to Regulator</b> by “Responsible Officer”	<b>Date:</b> ...../...../.....
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