|  |  |
| --- | --- |
| Work Order #: | Asset Number: |
| Originator: | Asset Description: |
| Project Name: (Descriptive title including work, plant area and year of implementation) | |

**STEP 1: CHANGE REQUEST BRIEF**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CAR (Number:) | Temporary Modification | | Permanent Modification | | | | Engineering Investigation | | |
| Statement of Need/Benefit/  Reasons/Risks in this Project | | (What does the project want to achieve) | | | | | | | |
| Aims/Objectives | | (What issue does this project aim to address – what is the problem?) | | | | | | | |
| Return on Investment  /Payback Period / Justification | | (Why are we doing this project?) | | | | | | | |
| Indicative Schedule & Resources to be used | |  | | | | | | | |
| Interface/Relevant Stakeholders | | (List of stakeholder who need to be involved) | | | | | | | |
| Analysis of Options/Engineering Investigation/ Suggested Option | | (Summary of Engineering Investigation Actions, if one has been performed) | | | | | | | |
| Indicative Total Project Cost  (If not known state as unknown) | | Labour $ | | Material $ | | Other $ | | | Total $ |
| Initial Concept phase / engineering investigation cost | | Resources (list)  1:  2:  3: | | | Estimate Hours  1:  2:  3: | | | External costs  (company) | |

|  |  |
| --- | --- |
| Risk evaluation | Operational  Asset  Safety  Environment  Strategic |
| Overall risk rating | (Assign Priority via Risk Ranking Colour) |
| Risk Rating Comments  (RSK-000-FM-001 Revision 3.0 Risk Assessment Form) | |

Approval to proceed to next phase

|  |  |  |  |
| --- | --- | --- | --- |
| Senior Electrical Engineer |  | | |
| Senior Mechanical Engineer |  | | |
| Plant Operations Manager |  | | |
| HSE Officer |  | | |
| Asset Manager approval to proceed to concept phase |  | | |
| Assigned project manager |  | Approved $ for concept phase/ engineering investigation | (entered by Asset Manager) |
| Assigned Engineering Authority | Snr Mech/ Snr Elec | Assigned external engineering review (if required) |  |
| Assigned Customer representative (if required) | (Aquasure/ State/ TDJV, etc.) | Select route (Asset manager) | 1 Start engineering investigation  2 Proceed to Concept  3 Proceed to implementation  4 Cancel |

**STEP 2: CONCEPT APPROVAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Final concept overview | (Brief overview of concept design – it is noted that most information will be in the actual concept design which is accessible in Paradigm) | | | |
| Alternative 1 and reason for rejection | (If there is an alternative what is it and why has this alternative not been recommended for implementation) | | | |
| Alternative 2 and reason for rejection |  | | | |
| Concept documentation in Paradigm | (Project manager saves all concept design documents to Paradigm with the project number at the start of the name, and adds list here. Cannot proceed to Detail Design unless documentation has been updated to Paradigm) | | | |
| Documentation requiring updating during detail phase | (Identify all Drawings, manuals, ops procedures, spares, etc. which need to be updated) | | | |
| Agreed deliverables | (List of deliverable outcomes for the project agreed between Project Manager, Assigned Customer and Assigned Engineering Authority) | | | |
| Initial Project cost for budgeting (+/- 30%) | Manpower | Materials | Other | Total |
|  |  |  |  |
| Costs required for Detailed design phase |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Assigned Engineering approval (external or 3 pillars) | (Certifies that the Concept design is saved to Paradigm and to suitable engineering standard) | | |
| 3 pillar acceptance |  | | |
| Assigned Customer agreement | (Certifies that the Concept design is as per the customer requirements and that the agreed deliverables will achieve the desired outcomes) | | |
| Asset manager approval to proceed to detailed design phase | (Approves 1.Proceeding to detail design phase. 2. Shortcut route straight to implementation. 3. Additional $ for design. 4. Project budget) | | |
| Is detailed design required? | Yes/No  (If no go to STEP4) | Additional $ for Detail Design | (entered by Asset Manager) |
| Is the project included in the budget | Yes/No (if no source of funding to be identified) | Budget allocation $ | (entered by Asset Manager) |

**STEP 3: DETAIL DESIGN APPROVAL** (If required following Concept design – typically only for major projects)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CH Number (if required) | | | (A CH number has to be generated only if it is TDJV works) | | | |
| Detail design overview | | |  | | | |
| Detailed design documentation in Paradigm | | | (Project manager saves all Detail design documents to Paradigm with the project number at the start of the name, and adds list here. Cannot proceed to Implementation unless documentation has been updated to Paradigm) | | | |
| Documentation updated with detail design | | | (Physical update record of Manuals, ops procedures, spares, etc.) | | | |
| Drawings updated | | | (Physical update record of Drawings/ PID’s/ Additional drawings saved to Paradigm) | | | |
| Project cost approval  (+/- 5%) | Design costs | Manpower | | Materials | Other | Total |
| Concept + Detail actual $ |  | |  |  |  |

|  |  |
| --- | --- |
| Engineering approval (external or 3 pillars) | (Certifies that the Detail design is saved to Paradigm and to suitable engineering standard) |
| Assigned Customer agreement | (Certifies that the Concept design is as per the customer requirements and that the agreed deliverables will achieve the desired outcomes) |
| 3 pillar acceptance |  |
| Operations manager (if required) | (Operability approval) |
| Asset manager approval to proceed to implementation | (Authorises expenditure and final approval to proceed to implementation) |

**STEP 4: IMPLEMENTATION COMPLETION APPROVAL**

|  |  |
| --- | --- |
| Changes made to approved detail design |  |
| As built documentation in Paradigm | (Project manager saves all changes to design documents and as built records to Paradigm with the project number at the start of the name, and adds list here. Note yellow folders no longer required.) |
| Documentation updated with as built information | (Physical update record of Manuals, ops procedures, spares, etc.) |
| Drawings updated | (Physical update record of drawings) |
| Outstanding issues | (Link to Paradigm document) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total project cost record (Record of final project cost) | Design costs | Manpower | Materials | Other | Total |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Assigned Engineering approval (external or 3 pillars) | (Certifies that the Detail design is saved to Paradigm and to suitable engineering standard) |
| 3 pillar acceptance |  |
| Documentation Controller Review | (Confirms all documentation saved to Paradigm and in the right locations) |
| Customer approval (if required) | (Accepts that the project has achieved the Agreed Deliverables.) |
| Operations manager (if required) | (Operability approval) |
| Asset manager | (Final closeout acceptance) |
| Director | (Final site acceptance) |