

HITACHI 	FORM
	DETAILED IMPACT ASSESSMENT FORM

PART 1 – Change Management

Change Reference:	
Change Title:	
Source of Change:	<input type="checkbox"/> HRH <input type="checkbox"/> DTS <input type="checkbox"/> Other (specify):
Change Sponsor:	
Anticipated date of Implementation:	
Type of Change:	<input type="checkbox"/> Technical <input type="checkbox"/> Operational <input type="checkbox"/> Organizational <input type="checkbox"/> Other (specify):

PART 2 – Description of Change

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PART 3 – Benefits of Change

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PART 4 – Impacts of Change

Which staff are affected?	<input type="checkbox"/> HRH Operations <input type="checkbox"/> HRH Maintenance <input type="checkbox"/> HRH Support Staff <input type="checkbox"/> Other (Specify):
Details of effect and mitigation:	
Are there Regulatory Impacts?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <input type="checkbox"/> HDOT Permissioning <input type="checkbox"/> Permits / Consents <input type="checkbox"/> Other (Specify):
Details of effect and mitigation:	
Is the Core Systems Contract Impacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of effect and mitigation:	

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Is O&M Performance Impacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of effect and mitigation:	
Is the Configuration Impacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
Details of impact and reference to Configuration Management Activity	
Is the Environment Impacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of effect and mitigation:	

PART 5 – Costs / Savings	
Capital Expenditure	
Operating Expenditure	
Risk / Contingency	
Other	

PART 6 – Detailed Safety Assessment	
Confirmed Safety Category:	<input type="checkbox"/> Level 0 (No Safety Impact) <input type="checkbox"/> Level 1 (Minor) <input type="checkbox"/> Level 2 (Major) <input type="checkbox"/> Significant
Risk Scoping	<p>Organizational Factors</p> <div> <input type="checkbox"/> Workload <input type="checkbox"/> Work hours <input type="checkbox"/> Rosters & fatigue </div> <div> <input type="checkbox"/> Support & Supervision <input type="checkbox"/> Reporting Lines </div> <p>Rail Safety Factors</p> <div> <input type="checkbox"/> Operational Procedures and Methods of Work <input type="checkbox"/> Station / Train operations <input type="checkbox"/> Timetables <input type="checkbox"/> Interfaces </div> <div> <input type="checkbox"/> Maintenance Standards, Procedures and Methods of Work <input type="checkbox"/> New and Altered Assets / Equipment </div> <p>Physical Factors</p> <div> <input type="checkbox"/> Safety hazards <input type="checkbox"/> Biological hazards <input type="checkbox"/> Physical hazards </div> <div> <input type="checkbox"/> Ergonomic hazards <input type="checkbox"/> Chemical hazards </div> <p>Safety Management System</p> <div> <input type="checkbox"/> Risk Profile <input type="checkbox"/> SMS Documentation <input type="checkbox"/> Safety Certificate </div> <div> <input type="checkbox"/> Safety Critical Posts <input type="checkbox"/> Training & Competence </div> <div> <input type="checkbox"/> Other (specify): </div> <p>Any identified factors must be supported by risk assessment and provided as an appendix to this assessment</p>

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Assumptions and Limitations	<i>Any key assumptions either underpinning the risk assessment, safety validation as a whole or the implementation strategy must be highlighted, as must any limitations which materially affect the quality of safety validation carried out.</i>
Disposition Statement	<p><i>Where appropriate, a disposition statement should be prepared comparing existing control measures with those proposed. Where controls are withdrawn or reduced, the safety validation should demonstrate that the Sponsoring Manager believes that the risk will not be increased by the removal or reduction in control measures.</i></p> <p><i>For organizational changes where job roles change or are withdrawn, a safety disposition statement must be completed to show how roles and responsibilities are transferred from the current organization to the new one. Where it is proposed that the responsibility for a risk control measure will not be transferred to the new organization, the disposition statement should include the supporting rationale.</i></p>

PART 7 – Action Plan	
Action Plan	<p><i>Each change request must include a plan for implementing the change. The level of detail and steps in the implementation plan will be proportionate to the complexity of the changes proposed and the associated risk. The following should be considered:</i></p> <ul style="list-style-type: none"> <i>• Timescales for implementation, including transitional arrangements (e.g. temporary control measures, temporary allocation of responsibilities) where applicable.</i> <i>• Amendment or updating of job descriptions, procedures, risk assessments and associated safety management system documentation.</i> <i>• Identification of those affected by the change, including contractors, suppliers and interfacing organizations.</i> <i>• Communication of the change including notifications by appropriate means (noticeboards, intranet, campaigns etc.) and briefing of affected post holders and/or stakeholder organizations.</i>
Monitoring and Review	<i>The change documentation must describe the processes and responsibilities for monitoring implementation and reviewing the effectiveness of the change at appropriate points following implementation.</i>

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PART 8 – Change Control Board Decision

CCB Meeting Date:		
CCB Decision:	<input type="checkbox"/> Accepted <input type="checkbox"/> Accepted with Comments <input type="checkbox"/> Rejected Also refer to Action Log and Meeting minutes	
CCB Comments Including conditions, caveats, restrictions (and requirements for re-submission if applicable)		
Accepted:	Position	Signature
	Corporate Services and Contracts Manager	
	Head of HSE	
	Head of Operations	
	HR Manager	
	Head of Engineering and Maintenance	
Approved:		
 Head of HSE On behalf of the Change Control Board	

PART 9 – Change Closure

Review Results:	<i>On the basis of evidence provided by the Change Sponsor, the CCB should record an assessment of the effectiveness of the change including any lessons learnt following implementation.</i>
Approved:	
 Head of HSE On behalf of the Change Control Board