Clear Form

FM-13

Safety Management System Link: *2.11.1.2 Implementation*
Procedure Link: N/A
Version: 2024.1

Management of Change: Implementation Check

Form Instructions
This form is to be used by the ASSCO Executive to check the implementation of the management of change process, after approving a received *FM-12 Management of Change: Planning* form. Please fill out all fields and send the completed form to safety@assco.com.au **NOTE:** The completed *FM-12 Management of Change: Planning* must be included with this form.

1. Change management responsible person details	
Name:	Member Number:
Position: ☐ President ☐ Safety and Accreditation Coordinator	

2. Implementation checklist	Yes	No
Is the *FM-12 Management of Change: Planning* form included with this form?	☐	☐
Has the management of change documents been reviewed?	☐	☐
Has the risk assessment been reviewed?	☐	☐
Has consultation occurred with **all** affected stakeholders?	☐	☐
Has any feedback received from consultation been appropriately considered?	☐	☐
Have all training requirements for rail safety workers been completed?	☐	☐
Are all resources available to support the change on the implementation date?	☐	☐
Has final communication been sent to all affected stakeholders advising of the change implementation date?	☐	☐
Are there any other issues that may affect the implementation of the change?	☐	☐

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3. Final check	Yes	No
Have all responses in question 2 (with the exception of the last one) been answered 'Yes'? (if no, stop process and review)	☐	☐

4. Declaration

I declare that the information contained on this form is true and correct to the best of my ability and is an accurate assessment of the change management process.

Signature	
Name:	Member Number:
Signature:	Date:

5. Approved / Not Approved

Authority to implement change and proceed to Management of Change: Review as per *2.11.1.3 Review:*

☐ Approved ☐ Not Approved

Review date:

Name:

Position: ☐ President ☐ Safety and Accreditation Coordinator ☐ Other:

Signature:	Date:

Comments / Notes

Database Updated (*Administration use only)*

Signature:

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