|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NETWORK ALTERATION NOTICE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PART 1: DETAILS AND APPROVAL OF ALTERATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | **Network Alteration Notice Details** | | | | | |  | | | NAN Number: | | | | **NAN** | | | |  | | | | | | | | | | |
| 1.2 | | | Date Raised: | | | |  | | | | | | | | | | | | | | |
| 1.3 | | | Name of Organisation: | | | |  | | | | | | | | | | | | | | |
| 1.4 | | | Name of Change Initiator: | | | |  | | | | | | | | | | | | | | |
| 1.5 | | | Position Title of Initiator: | | | |  | | | | | | | | | | | | | | |
| 1.6 | | | Signature of Change Initiator: | | | |  | | | | | | | | | | | | | | |
| 2 | | **Project Details** | | | | | | 2.1 | | | Corridor Project Number: | | | |  | | | | | | | | | | | | | | |
| 2.2 | | | Project Title: | | | |  | | | | | | | | | | | | | | |
| 2.3 | | | Proposed Works Commencement Date: | | | | | | |  | | | | | | | | | | | |
| 2.4 | | | Proposed Works Completion Date: | | | | | | |  | | | | | | | | | | | |
| 2.5 | | | Proposed Works Commission Date: | | | | | | |  | | | | | | | | | | | |
| 2.6 | | | Name & Contact Details of Works Supervisor: | | | |  | | | | | | | | | | | | | | |
| 2.7 | | | Site / Office Contact Number: | | | |  | | | | | | | | | | | | | | |
| 3 | | **Details of Proposed Alteration & Works** | | | | | | 3.1 | | | Proposed Change | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| 4 | | **Location of Proposed Alteration** | | | | | | Corridor: | | | |  | | | | Location: | | | | |  | | | | | | | | |
| Km’s From: | | | | |  | | | Km’s to: | | | | |  | | | | | | | | |
| Line Segment: | | | | | |  | | Track/Base Code(s): | | | | | | | | |  | | | | |
| 5 | | **Does this work affect Network Operations?** | | | | | | 5.1 | | | No  Yes ▼ | | | | | | | | | | | | | | | | | | |
| 5.2 | | | Provide details: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| ***Approval of relevant Operations Manager Mandatory (at 8.2 & 10.2 if scope changes)*** | | | | | | | | | | | | | | | | | | | | | |
| 6 | | **Organisations affected by the NAN**  ***(Add to Part 3 if not already included)*** | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| 7 | | **Attachments** | | | | | | 7.1 | | | Copy of the risk assessment attached | | | | | | | | | | | | | | | | | | |
| 7.2 | | | Schematic diagram (showing the changes) attached | | | | | | | | | | | | | | | | | | |
| 8 | | **Approval Request Sent** | | | | | | To: | | |  | | | | | | | | | | | | | | | | Date: | | |
| 8.1 | | **Approved** | | | | | | Corridor Manager / Manager Maintenance: | | | | | | | | | Sign: | | | | | | | | | | Date: | | |
|  | | | | | | | | |  | | | | | | | | | |  | | |
| Yes | | No | | | | Comments: | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| 8.2 | | **Approved** | | | | | | Service Delivery Manager /  Manager Operations Services: | | | | | | | | | Sign: | | | | | | | | | | Date: | | |
|  | | | | | | | | |  | | | | | | | | | |  | | |
| Yes | | No | | | | Comments: | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| 8.3 | | **Approved** | | | | | | General Manager Asset Management /  General Manager Asset Delivery: | | | | | | | | | Sign: | | | | | | | | | | Date: | | |
|  | | | | | | | | |  | | | | | | | | | |  | | |
| Yes | | No | | | | Comments: | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| PART 2: CHANGE OF SCOPE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | **Details of Scope Change** | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | | **Approval Request Sent** | | | | To: | | | |  | | | | | | | | | | | | Date: | | |  | | | |
| 10.1 | | | **Scope Change Approved** | | | | Corridor Manager / Manager Maintenance: | | | | | | | | | | Sign: | | | | | | | | | | Date: | | |
|  | | | | | | | | | |  | | | | | | | | | |  | | |
| Yes | No | | | Comments: | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 10.2 | | | **Scope Change Approved** | | | | Service Delivery Manager /  Manager Operations Services: | | | | | | | | | | Sign: | | | | | | | | | | Date: | | |
|  | | | | | | | | | |  | | | | | | | | | |  | | |
| Yes | No | | | Comments: | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 10.3 | | | **Scope Change Approved** | | | | General Manager Asset Management /  General Manager Asset Delivery: | | | | | | | | | | Sign: | | | | | | | | | | Date: | | |
|  | | | | | | | | | |  | | | | | | | | | |  | | |
| Yes | No | | | Comments: | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| ***Note: Any further approvals to be on a separate sheet and attached to this document*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PART 3: NOTIFICATION OF ALTERATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | **Regulator Notification refer SMS Framework on intranet** | | | | | | | | | Advised by: | | | |  | | | | | | Date advised: | | | | | | | |  | |
| 12 | **Identify Reference Documents and Systems requiring change.**  Refer to the **Document / System List** available from Configuration Management, to identify documents and/or systems that require change, the method used to effect the change and the position responsible for updating the document and/or system. Use this spreadsheet to complete the Configuration Change List at the end of this form. The CCL is then to be sent to the appropriate positions for updating and returned to the NAN initiator with confirmation of change being made.  **NOTE: During construction, if assets are installed into the active network and to be commissioned at a later date, then the Change Initiator in conjunction with the Area Manager and Asset Data Administrator, is to ensure that the relevant MST’s are activated as appropriate when the asset is initially installed.**  **REFER EGP-03-02 EQUIPMENT REGISTER UPDATING & MAINTENANCE FOR DETAILS.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | **APPROVAL OF NAN OR COMMENCEMENT OF ACTIVITY** | | | | | | | | | | | | | | | | | | | | | | | **Required** | | | | | **Advised** |
|  | **Advice to Stakeholders and Distribution of NAN** | | | | Scanned, signed copy to NAN file on **MANDATORY** [\\tracsv01\data\Configuration Management\CM Registers\Network Alteration Notice Register](file:///\\tracsv01\data\Configuration%20Management\CM%20Registers\Network%20Alteration%20Notice%20Register) | | | | | | | | | | | | | | | | | | |  | | | | |  |
| Maintenance Planning Manager **MANDATORY** | | | | | | | | | | | | | | | | | | |  | | | | |  |
| Area Manager **MANDATORY** | | | | | | | | | | | | | | | | | | |  | | | | |  |
| Property Manager **MANDATORY** | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Asset Maintenance Management Systems Administrator **MANDATORY** | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Asset Data Administrator **MANDATORY** | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Train Control Systems Manager **MANDATORY** | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Geographical Information System (GIS) Specialist – Assets **MANDATORY** | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Engineering Compliance Manager | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Asset Manager | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Inland Rail Configuration Manager (co-ordinating work on this corridor) | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Configuration Manager | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Manager Service Delivery – Train Planning | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | AK Car Systems Officer | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Geographical Information System (GIS) staff – Leases, land acquisition | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | ATMS Manager | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Project file | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Other Affected Organisations (specify below) | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | |  | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | |  | | | | | | | | | | | | | | | | | | |  | | | | |  |
| 14 | **CONSTRUCTION/WORKS PHASE – advise 2 weeks prior to start of work** | | | | | | | | | | | | | | | | | | | | | | | **Required** | | | | | **Advised** |
|  | **Advice to Stakeholders and Distribution of NAN** | | | | Scanned, signed copy to NAN file on **MANDATORY** [\\tracsv01\data\Configuration Management\CM Registers\Network Alteration Notice Register](file:///\\tracsv01\data\Configuration%20Management\CM%20Registers\Network%20Alteration%20Notice%20Register) | | | | | | | | | | | | | | | | | | |  | | | | |  |
| Maintenance Planning Manager **MANDATORY** | | | | | | | | | | | | | | | | | | |  | | | | |  |
| Area Manager **MANDATORY** | | | | | | | | | | | | | | | | | | |  | | | | |  |
| Geographical Information System (GIS) Specialist – Assets **MANDATORY** | | | | | | | | | | | | | | | | | | |  | | | | |  |
| Updated NAN saved to file and NAN register updated | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Operations Support Manager – SAFE/Train Notices (to advise Operators) | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Operations Standards Manager – TOC Waivers/Route Access Condition Notices | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Manager Service Delivery – Train Planning | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Asset Data Administrator | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Engineering Compliance Manager / Engineer (or equivalent position) | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | AK Car Systems Officer | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Contracts Manager Network Services - Ultrasonic Testing (track changes) | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Project file | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | | Other Affected Organisations (specify below) | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | |  | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | |  | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | |  | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | |  | | | | | | | | | | | | | | | | | | |  | | | | |  |
|  | | | |  | | | | | | | | | | | | | | | | | | |  | | | | |  |
| 15 | **INFRASTRUCTURE COMMISSIONED / DECOMMISSIONED  (All Parties in this section Mandatory)** | | | | | | | | | | | | | | | | | | | | | | |  | | | | | **Advised** |
|  | **Advice to Stakeholders and Distribution of NAN** | | | | | Scanned, signed copy to NAN file on [\\tracsv01\data\Configuration Management\CM Registers\Network Alteration Notice Register](file:///\\tracsv01\data\Configuration%20Management\CM%20Registers\Network%20Alteration%20Notice%20Register) | | | | | | | | | | | | | | | | | | | | | | |  |
| Maintenance Planning Manager | | | | | | | | | | | | | | | | | | | | | | |  |
| Engineering Compliance Manager | | | | | | | | | | | | | | | | | | | | | | |  |
| Asset Manager | | | | | | | | | | | | | | | | | | | | | | |  |
| Area Manager | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Asset Maintenance Management Systems Administrator | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Asset Data Administrator | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Inland Rail Configuration Manager | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Configuration Manager | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Configuration Management Administrator – Drawings, diagrams & maps | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Safety Interface Manager – Interface Agreements | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Procedures Manager – Operating Manual updates | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Property Manager | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | AK Car Systems Officer | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Manager Network Performance | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Contracts Manager Network Services - Ultrasonic Testing (track changes) | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Management Accountant | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Geographical Information System (GIS) Specialist – Assets | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | Other Affected Organisations (specify below) | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | |  | | | | | | | | | | | | | | | | | | | | | | |  |
| PART 4: CLOSE OUT OF NETWORK ALTERATION NOTICE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | **Change Initiator Close out**  (check relevant box) | | | |  | | | | | | | | | | | | | | | | | | | | | | | | **Completed** |
| Work completed and commissioned | | | | | | | | | | | | | | | | | | | | | | | |  |
| Configuration Change List completed and signed off | | | | | | | | | | | | | | | | | | | | | | | |  |
| NAN Register signed off and closed out | | | | | | | | | | | | | | | | | | | | | | | |  |
| Completed NAN & Configuration Change List saved to NAN & project file | | | | | | | | | | | | | | | | | | | | | | | |  |
| Signed: | | | |  | | | | | | | | | | | | | Date: | | | |  | | | |
| Name: | | | |  | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PART 5: CONFIGURATION CHANGE LIST | | | | | | | |
| Project ID: |  | NAN No: |  | CCL Sheet No: |  | of |  |

| **Configuration Items Affected** | **Documents Requiring Change** | **Systems Requiring Change** | **Position Responsible for the Change** | **Change(s) to be Made** | **Equipment Number** (Ellipse) | **Commission Date** | **Date Updates Advised** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **All documents and network systems have been updated** | | | | | | | |
| **Project CM**  **Completed** | Name: |  | Position: |  | | Company: |  |
| Signature: |  | Corridor / Division: | |  | Date: |  |