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| --- | --- | --- | --- | --- | --- | --- |
| Change Authorisation Form - Equipment Register / MST | | | | | | |
| Discipline (s): (delete and leave only relevant discipline/s*)*  *Civil / Electrical / Signals / Track / Structures* | | | Provisioning Centre : | | NAN Number : | |  |
| Change Requestor Name: | | | Position Title: | | Date : | |
| Comments: | | | | | | |
| Equipment Changes Required | | | | | | |
| Add New Equipment | Update Existing Equipment | | Remove Equipment | Update Redundant Equipment | | |
| Maintenance Schedule Task (MST) Changes Required | | | | | | |
| Add New MST(s) | Update Existing MST(s) | | Make MST(s) Inactive |  | | |
| *NOTE: CAF must be accompanied with populated Data Load Spreadsheet (s) with the detailed changes required. Contact the Asset Maintenance Management Systems Administrator (ASSSA) or Asset Systems Support Officer (ASSO) for the template.* | | | | | | |
| Inform Area Manager  *The local Area Manager is to be informed of the changes by cc’ing them into the email sent to the CAF Approver* | | | | | | |
| Area Manager is being cc’ed into CAF *Approver* email | | | | | | |
| Approver  *Based on the scale and type of change, select the most appropriate position to review and approve the change as per EGP-03-02 Equipment Register - Updating & Maintenance.*   * Changes to equipment information (Km data, spelling errors), equipment disposal, equipment creation, MST information (Km data, spelling mistakes), MST schedule dates, the following roles are suitable as Approver: *Track & Civil Maintenance Engineer / Manager, Signal Maintenance Engineer / Manager, Structures Engineer / Manager, Area Manager* * Changes impacting an individual PCs budget / resources (eg. MST creation, MST frequency, or a new asset strategy) the following roles are suitable as Approver : *Area Manager, Maintenance Manager* * Changes impacting multiple PCs (eg. asset boundary changes) the following roles are suitable as Approver: *Maintenance Manager*   *NOTE : If an engineer compiles the CAF, then the next level of management should review and approve the CAF (eg. if a Track & Civil Maintenance Engineer compiles the CAF, then the Track & Civil Engineering Manager / Area Manager / Maintenance Manager should review and approve).* | | | | | | |
| Approver Name: | | Approver Position Title : (delete and leave the relevant title)  *Track & Civil Maintenance Engineer / Manager, Signal Maintenance Engineer / Manager, Structures Engineer / Manager, Area Manager, Maintenance Manager* | | | | |
| Approver Signature: | | Date: | | | |  |
| Service Desk Request – Incident ID Number (optional) | | INC : | | | |  |