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| **TYPE APPROVAL REQUEST FORM** | | | Ref: <<Standards use only>> | | | | | |
| Note: the prompts given below are only a guide to the information required for approval. Dependent on the type of equipment or system that requires approval, additional information may be necessary to support the application.  Originator to complete sections 1–10, then submit to [standards@artc.com.au](mailto:standards@artc.com.au) along with all supporting documentation. | | | | | | | | |
|  | **ARTC Sponsor** | | | | | | | |
|  | Name: | | | | | | | |
|  | Department: |  |  |  | | | | |
|  | **Manufacturer** | | | | | | | |
|  | Manufacturer: | | Address: | | | | | |
|  | Product Name: | |
|  | Manufacturing ID (if applicable): | | | | | | | |
| 3 | **Supplier** | |  | | | | | |
|  | Company Name: | | Email: | | | | | |
|  | Contact Person: | | Tel: | | | | | |
|  | Supplier product number (if applicable): | | | | | | | |
|  | **Determination of Need** | | | | | | | |
|  | What is the reason for this TA?  Replacement of an existing approved item  Alternative to an existing approved item  Modifications to an existing approved item  Inventory Product Code (if any of the above is ticked): | | | | | | | |
|  | Item new for ARTC | | | | | | | |
| **5** | **Introduction** | | | | | | | |
|  | *(What is proposed)*  *(Why is this proposed))*  *(What is the benefit of this)*  *(If not Network wide, explain why)* | | | | | | | |
|  | **Safety** | | | | | | | |
|  | *What WHS implications are there with the use of the equipment?*  *List all ARTC standards, Australian Standards and International Standards related to the equipment*  *The supplier must be able to demonstrate:*   * *the safe operation of the system/equipment for the intended purpose* * *details of Systems Approvals by other recognised authorities (including any conditions of use and special rules for use of the equipment)*   *Supporting information to include but not limited to:*   * *Proof of Safety or safety in design* * *FMECA results* * *a technical description of the system and its operation, and* * *the supplier should provide information on proposed design rules or other guidelines for its use.* | | | | | | | |
|  | **Cybersecurity**  *List the cybersecurity frameworks adhered to/ certified by your organisation (e.g., NIST, ISO, ASD Essential 8, PSPF, etc.) and provide auditor confirmation of either a SOC type audit or certification by recognised assurer. The supplier to provide at security and privacy policies and complete the ARTC SYS-FM-021 Cyber Security Vendor Assessment Template.*  *The supplier must:*   * *Demonstrate That they have conducted a review and risk assessment of any data to be handled?* * *And provide documentation outlining the location of data processing and storage, results of the data review and risk assessment, and confirmation of compliance with the Australian PSPF, and.*    + *For ‘Official, Sensitive or security classified data” detail the encryption protocols used in transit and at rest.*   + *That no “Official, Sensitive or security classified data” is stored overseas.*   + *Confirm that no "Official, Sensitive, or security-classified data" is stored overseas, and that your data storage practices comply with Australian data sovereignty laws.* * *Demonstrate and confirm that the hardware or devices been security hardened according to the vendor-supplied configuration or the Center for Internet Security (CIS) benchmarks?* | | | | | | | |
|  | **Performance and Suitability** | | | | | | | |
|  | *The Originator is to:*   * *nominate how the equipment/system meets Australian Standards and ARTC Standards* * *detail any special requirements for the interface of the proposed equipment/system to the existing ARTC infrastructure* * *Provide technical documentation (e.g. report) for design rules to be applied for use of the equipment/system* * *to provide documentation regarding the Design, Construction and Commissioning of the equipment or system into service, and* * *to provide documentation regarding the maintenance of the equipment or system.* | | | | | | | |
|  | **Use in other rail networks** | | | | | | | |
|  | *Include details of use on other rail networks, within Australia and overseas with documentation confirming test results/trial installations, proof of type approval or a contact at the network that ARTC can contact.* | | | | | | | |
|  | **Issues arising from usage of the equipment/system** | | | | | | | |
|  | *Include any issues that may arise from usage of the equipment/system which need to be considered.* | | | | | | | |
|  | **Changes required to infrastructure or systems for use of the equipment** | | | | | | | |
|  | *List any changes required to the infrastructure or existing systems for use of the equipment.* | | | | | | | |
|  | **Reliability** | | | | | | | |
|  | *The Supplier must demonstrate the reliability of the equipment/system by data:*   * *Either intensive testing or in service data from other rail networks for example MTBF data use or from* * *Where this is only partly available the Supplier is to propose how the available information can be supplemented with a trial of the equipment on ARTC infrastructure. This would also apply where the data was not for equivalent situations or was from different environments. Depending upon the intended usage the reliability trial would typically be between 3 and 12 months.* * *For new equipment/systems where the data was not available the Supplier is to propose a means of proving the reliability of the item.* | | | | | | | |
|  | **Maintainability** | | | | | | | |
|  | * *What equipment/system support/technical support is provided during the equipment’s service life?* * *What warranty is provided and for how long?* * *Are Technical Manuals, Maintenance Manuals, Fault Finding Manuals and Design Manuals available?* * *Is training available for the equipment/system? If so, what training course materials are available?*   *Are there any licensing or other conditions applicable for the use of the equipment/system (this includes any restrictions on modification/adaptation/updating of the equipment/system or on transfer to third party organisations working with ARTC in the use of the equipment/system).* | | | | | | | |
|  | **ESG – Environmental, Social and Governance** | | | | | | | |
|  | *The supplier is to*   * *Provide any Environmental Product Declaration or other environmental certification for the product or system.* * *Detail of any recycled content or low environmental impact materials used in the product or system.* * *Identify any impact on operational greenhouse gas emissions and any other operational environmental impacts.* * *Detail existing end of life options in Australia for the product.*   *Describe any other environmental, social and governance considerations specific to the production, use or disposal of the product/system including:*   * *Does the equipment/system contain any recycled content, low embodied energy content or low environmental impact materials.* * *Are there any reduced operational greenhouse gas or other environmental impacts associated with the equipment/system* * *Is the product readily recyclable?* * *Does the product pose a disposal risk or require special disposal?* * *Does the product currently have reuse opportunities within the rail industry (or other industries) at end of life?* * *Would new end of life systems be required for the product/system?* * *Does the product/system have any benefits to operations under climate change such as operation under higher temperatures and more extreme weather events.* | | | | | | | |
|  | **Supportability** | | | | | | | |
|  | *Liaise with Procurement team to resolve the following potential issues:*   * *Status of existing inventory (retain, dispose, utilise prior to first purchase of new item)* * *Whether to procure spare parts for the type approved item* * *Whether to procure stocks of the type approved item and where to locate them* * *Initial procurement quantity and required dates* * *Procurement of any support equipment or consumables* | | | | | | | |
|  | **Repair of System components** | | | | | | | |
|  | * *Are any components of the equipment repairable? If so, we need to declare the repair limits and inspection limits and check that the repair limits are documented into the relevant MST in Ellipse.* * *Are spare parts available?* * *Are there any requirements for certification after repair?* * *What organisations are authorised to repair the component(s)?* | | | | | | | |
|  | **Is the supplier accredited to ISO 9001 specifically for this product?**  <<Insert details of accreditation>> | | | | Yes |  | No |  |
|  | **Submit completed proforma to** [**standards@artc.com.au**](mailto:standards@artc.com.au) **along with all supporting documentation.** | | | | | | | |

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| **The following sections are for ARTC Standards Department use only** | | | | | | | | | | | | | | | | | | | | | |
| This section prepared by | |  | | | | | | | | | | | | | | | | | | | |
| Product full name | |  | | | | | | | | | | | | | | | | | | | |
| *(Including the supplier, manufacturer and product series / model)* | | | | | | | | | | | | | | | | | | | | | |
| Implementation | |  | | | | | | | | | | | | | | | | | | | |
| *(How will this change be implemented)* | | | | | | | | | | | | | | | | | | | | | |
| Other documents or systems affected by this change *(E.g. Inspection Scripts, MSTS, SWMS and the SMS)* | | | | | | | | | | | | | | | | | | | | | |
| *(This should outline any other documents that may require review and amendment as a result of this change in order to ensure consistency – these amendments should be made at the same time as the main document and approved on the same EDCA)* | | | | | | | | | | | | | | | | | | | | | |
| Training Requirements | | Are there any training requirements as a result of the change? Yes  No | | | | | | | | | | | | | | | | | | | |
| Change Significance | | Class I | | (Significant) | | Notifiable to ONRSR | | | | | Yes | |  | | | | | | | | |
|  | | Class II | | (Minor) | |  | | | | | No | |  | | | | | | | | |
| **Review Panel Members** | | | | | | | | | | | | | | | | | | | | | |
| **Name** | | | | | **Role** | | | | | **Endorsed Date** | | | | | | | | | | | |
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| **Independent Reviewer (if applicable)** | | | | | | | | | | | | | | | | | | | | | |
| **Name** | | | **Role** | | | | | **Organisation** | | | | | | | | | **Reviewed Date** | | | | |
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| **Conditions of Approval** *(as determined by Review Panel)* | | | | | | | | | | | | | | | | | | | | | |
| <<Detail the conditions which need to be considered for approval e.g.  If approved for trial only, specify   1. training requirements 2. certification 3. conditions for replacement/new works 4. in accordance with specifications - provide details 5. safe work procedures affected 6. disposition of other items held in inventory (dispose, utilise prior to purchasing new equipment type, other) 7. other details>> | | | | | | | | | | | | | | | | | | | | | |
| **Does the Supplier accept the additional Conditions of Approval as set by the Review Panel:** | | | | | | | | | | | | Yes | |  | No | | |  | | N/A |  |
| Endorsed by Business Representative: *(add / remove as required)* | | | | | | |  | | | | | | | | |  | | |  | | |
| Manager Asset Maintenance | | Name | |  | | | Signed | |  | | | | | | | Date: | | |  | | |
| Manager Projects | | Name | |  | | | Signed | |  | | | | | | | Date: | | |  | | |
| Manager Operational Technology | | Name | |  | | | Signed | |  | | | | | | | Date | | |  | | |
|  | | Name | |  | | | Signed | |  | | | | | | | Date | | |  | | |
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| Approved by Responsible Manager: | | | | | | | Role | |  | | | | | | | | | | | | |
| Name |  | | | | | | Signed | |  | | | | | | | Date | | |  | | |
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| Approved by Responsible Approver: | | | | | | | Role | |  | | | | | | | | | | | | |
| Name |  | | | | | | Signed | |  | | | | | | | Date | | |  | | |
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| **Wording for notification email:** | | | | | | | | | | | | | | | | | | | | | |
| *This should include:*   * *The date the change will become effective* * *Summary of the change* * *Who is the sponsor of the change (which business unit?)* * *Rationale and objective of the change* * *Extent of consultation and risk assessment* * *Other documents impacted by, or associated with the change* * *Other impacts of the change (if any) on tools, spares, competencies or resources* * *How and to what extent stakeholders are affected* | | | | | | | | | | | | | | | | | | | | | |