|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PROJECT CHANGE FORM (PCF) | | | | | | | | | Signal Job No. | | | | |  | | | PCF: | | | |  | | |
| Project Name: | |  | | | | | | | | | | Subject: | | | | | | | | | | | |
| **Project No:** | |  | | **Date:** | | |  | | | | |
|  | | | | | | | ***Attention of:*** | | | | |  | | | | | | | | | | | |
| **Change Request (1)** (Contractor PM to complete) | | | | | | | | | | | | | | | | | | | | | | | |
| **Description of Change Request:** | | | | | | | | | | | | | | | | | | | | | | | |
| **Project life cycle** | | | CONCEPT OUTLINE DESIGN | |  | INITIAL DESIGN | | | |  | | | DETAILED DESIGN | |  | AMENDED DESIGN | |  | | AS-BUILT | | |  |
| **List of Attachments (if applicable)** | | | | | | | | | | | | | | | | | | | | | | | |
| **DOCUMENT/DRAWING DESCRIPTION** | | | | | | **REV** | | **DATE** | | | **DOCUMENT/DRAWING DESCRIPTION** | | | | | | | | **REV** | | | **DATE** | |
|  | | | | | |  | |  | | |  | | | | | | | |  | | |  | |
|  | | | | | |  | |  | | |  | | | | | | | |  | | |  | |
|  | | | | | |  | |  | | |  | | | | | | | |  | | |  | |
|  | | | | | |  | |  | | |  | | | | | | | |  | | |  | |
|  | | | | | |  | |  | | |  | | | | | | | |  | | |  | |
| **Requester Authorisation (Contractor PM)** | | | | | | | | | | | | | | | | | | | | | | | |
| ARTC ID: | Name | | | | | | | | | Signature | | | | | | | | | Date | | | | |
| **Change Response (2)** (ARTC Rep to complete) | | | | | | | | | | | | | | | | | | | | | | | |
| **Description of Response/Recommendation:** | | | | | | | | | | | | | | | | | | | | | | | |
| **Responder Authorisation (ARTC)** | | | | | | | | | | | | | | | | | | | | | | | |
| ARTC ID: | Name | | | | | | | | | Signature | | | | | | | | | Date | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PROJECT CHANGE FORM (PCF) | | | | | | | Signal Job No. | | | |  | PCF: | |  | |
| Project Name: | |  | | | | | | | | Subject: | | | | | |
| **Project No:** | |  | **Date:** | |  | | | | |
|  | | | | | ***Attention of:*** | | | | |  | | | | | |
| **Requester Comments/Action (3)** (SDM to complete) | | | | | | | | | | | | | | | |
| **Description of Comments/Action taken:** | | | | | | | | | | | | | | | |
| **List of Documents to be Updated (if applicable)** | | | | | | | | | | | | | | | |
| **DOCUMENT/DRAWING DESCRIPTION** | | | | **REV** | | **DATE** | | | **DOCUMENT/DRAWING DESCRIPTION** | | | | **REV** | | **DATE** |
|  | | | |  | |  | | |  | | | |  | |  |
|  | | | |  | |  | | |  | | | |  | |  |
|  | | | |  | |  | | |  | | | |  | |  |
|  | | | |  | |  | | |  | | | |  | |  |
|  | | | |  | |  | | |  | | | |  | |  |
| **Requester Authorisation (SDM)** | | | | | | | | | | | | | | | |
| ARTC ID: | Name | | | | | | | Signature | | | | | Date | | |
| **Change Request Close Out (4)** | | | | | | | | | | | | | | | |
| **Close Out Authorisation (**Contractor PM**)** | | | | | | | | | | | | | | | |
| ARTC ID: | Name | | | | | | | Signature | | | | | Date | | |

**Guidance Note on use of this Form:**

**Who fills it in?**

* The relevant Project Manager (PM) is responsible for preparing the Project Change Form (PCF).
* The SDM is responsible for providing signalling specific inputs
* The ARTC Representative for the relevant project completes the Change Response sections and signs this form at the bottom, confirming they have understood the change request response and offered a response.

**When is it used?**

* The PCF shall be completed and fully signed off prior to any design alteration taking place.
* Each completed PCF shall be appended to the SFS.

**What documents accompany it?**

* PM’s scope documentation, SFS and SAP (where applicable)
* Relevant specifications, design reports and drawings that are subject to the change.

**Explanation on completing key fields**

**PCF Identification**

* **Project No:** *The valid project number assigned.*
* **Project Name:** *The full project title/description*.
* **Signal Job No:** *The associated allocated signal engineering job number*.
* **PCF No:** *Each PCF submitted for each design stage shall have a unique identification number for design record-keeping (contractor responsibility).*
* **Attention of:** *Who the PCF is directed to.*
* **Interlocking:** *The interlocking(s) that the PCF will affect.*
* **Subject:** *Brief description of what the change is.*

**Change Request (1)**

* **Description of change:** *This field identifies the change required with explanation of reasons why.*
* **Project life cycle:** *Which part of the project life cycle the change is related to.*
* **List of attachments:** *Tabulate all drawings/documents subject to the PCF, including drawing/document number, description/title, revision and date.*
* **Authorisation:** *The PCF request is authorised by the PM.*

**Change Request Response (2)**

* **Description of response:** *This field identifies the ARTC response to the change request with explanation of the reasons why.*
* **Authorisation:** *The PCF response is prepared by the ARTC Representative.*

**Change Comments/Action (3)**

* **Description of action taken:** *This field identifies what the requester (contractor) shall do based on the response from the ARTC rep, if any. It can be completed by the PM or SDM depending on the level of technical knowledge required..*
* **List of attachments:** *Tabulate all drawings/documents subject to the PCF, including drawing/document number, description/title, revision and date.*
* **Authorisation:** *The original PCF requester (PM) shall sign the authorisation to ensure agreement of the actions to be taken.*

**Change Request Close Out (4)**

* **Authorisation:** *The PM shall endorse the PCF with their signature, details and the date. This endorsement should only be added to the form when proof that all affected documents have been amended in accordance with the PCF. This signature officially closes out the Change Request Form.*