

BI-05.01 Change Management Process

(Accountable - Operations Manager (Unassigned))

Expectations

Applied and effective change management processes are in use at the operating site.

Specify

New equipment, road network, traffic flow adjustments etc. follow a defined change management process that:

- Confirms the scope
- Identifies potential impacts for mobile equipment and personnel
- Confirms how hazards will be controlled e.g. signs, barriers, etc.
- Communicates relevant information to personnel

Implement

The process is applied when introducing new equipment and new processes

Superintendents or Supervisors apply the process when there is a need make significant operational changes e.g. in the road network or traffic flows

Monitor

Reports on change management activities are reviewed by maintenance planners, technical services and engineering personnel.

Process change reports are reviewed by the relevant Manager.

Changes are authorised by an accountable supervisor or manager who confirm that the change has been:

- Assessed over a representative period and under a variety of operational conditions.
- Included in all relevant processes including training, maintenance, documents and future specifications.
- Communicated to all relevant stakeholders including the Regulator when applicable
- Detailed on relevant plans, process maps, schematic diagrams, documents and procedures.