

# Change Management Form

To be used in conjunction with

"Control Systems Change Management Procedure" – PRO396

Please return the completed Form to: [ControlSystems@urbanutilities.com.au](mailto:ControlSystems@urbanutilities.com.au)

Qdox Ref.	
Status	Not approved

## A. CHANGE REQUEST

QUU detail (to be completed by QUU representative requesting the change)					
A.1	QUU site ID and site name				
A.2	QUU contract or WO number				
A.3	QUU project name				
A.4	QUU PB number (timesheet)				
A.5	QUU requester name				
Change implementation (to be completed by QUU requester or Implementer representative)					
A.6	Implementer name				
A.7	Company Name / Number			Phone:	
A.8	Email address	Email:			
Change detail (to be completed by QUU requester or Implementer representative)					
A.9	Planned implementation date				
A.10	Expected completion date				
A.11	Expected duration				
A.12	Systems to be modified	PLC/RTU	SCADA/HMI	Network	Radio
Smart Equip.					
A.13	Description of the project, detailing the scope of this change (extended details of the project and change should be included in supporting documentation as required)				
Control System Risk Profile (refer to the Control Systems Change Management Procedure PRO396, Table 2)					
A.14	Does the change result in any SCADA tag changes or Enterprise Historian changes?	Yes	<input type="radio"/>	If <b>Yes</b> Complete Enterprise Historian update package (Qdox reference <b>D/19/865425</b> )	
		No	<input type="radio"/>	If <b>No</b> continue	
A.15	Does the change require Process or Networks approval?	Yes	<input type="radio"/>	If <b>Yes</b> notify relevant operations group	
		No	<input type="radio"/>	If <b>No</b> document not required	
A.16	Does the change require an implementation risk assessment?	Yes	<input type="radio"/>	If <b>Yes</b> document risk assessment	
		No	<input type="radio"/>	If <b>No</b> document not required	
A.17 Submitted documents (Change request package)					
<input type="checkbox"/>	Scope of Works	<input type="checkbox"/>	ITP (Implementation & Test Plan)	<input type="checkbox"/>	Approved AAICS form (Access Authorisation)
<input type="checkbox"/>	Control Room site acceptance form	<input type="checkbox"/>	Implementation risk assessment	<input type="checkbox"/>	Approved functional specification
<input type="checkbox"/>	Signed FAT document	<input type="checkbox"/>	SAT document	<input type="checkbox"/>	Engineering drawings
<input type="checkbox"/>	Enterprise Historian update package documentation	<input type="checkbox"/>		<input type="checkbox"/>	
A.18 Requestor comments (Requested to detail other documents and the documentation package structure below)					
A.19 Requester signed/date					

**NOTE: All required documents must be submitted for approval of the Change Management Form. Once the documentation is complete & submitted to control systems, the processing time is a maximum of 10 working days.**

## B. REVIEW & APPROVAL (SIGNATURE REQUIRED TO CONFIRM APPROVAL)

<b>Process or Network review</b> (signature to indicate the change is accepted)			
<b>B.1</b>	QUU Process or Network reviewer signed/date		
<b>B.2 Process or Network review comments</b> (optional)			
<b>Control systems review</b> (signature to indicate the change is approved)			
<b>B.3</b>	Is change request approved?	Yes	If <b>Yes</b> sign and update status on page 1
		No	If <b>No</b> return to requester
<b>Control System Risk Profile</b> (refer to the Control Systems Change Management Procedure PRO396, Table 2)			
<b>B.4</b>	Enterprise Historian form sent to EH Team (EH_Support@urbanutilities.com.au)	Yes	If <b>Yes</b> confirm documents sent & continue
		No	If <b>No</b> email documents to EH Team
<b>B.5</b>	Confirm if implementation risk assessment is required?	Yes	If <b>Yes</b> confirm document attached and approved
		No	If <b>No</b> document not required
<b>B.6</b>	Confirm if operations notification is required?	Yes	If <b>Yes</b> confirm document attached and approved
		No	If <b>No</b> document not required
<b>B.7</b>	QUU Control systems reviewer signed/date		
<b>B.8 Control systems review comments</b> (optional)			
<b>B.9 Reason if not approved</b> (required if request rejected)			

# *Change Management Form*

## C. IMPLEMENTATION

<b>Change implementation</b> (Implementation check list - To be filled by QUU commissioning engineer/implementer)			
<b>C.1</b>	Change request is approved	<input type="checkbox"/>	
<b>C.2</b>	AAICS form is approved/same person is implementing changes	<input type="checkbox"/>	
<b>C.3</b>	Risk Assessment is completed/signed/followed	<input type="checkbox"/>	
<b>C.4</b>	Work Permit is signed. Work permit numbers are captured in the ITP	<input type="checkbox"/>	
<b>C.5</b>	Approved ITP is followed	<input type="checkbox"/>	
<b>C.6</b>	Backups (Listed in section D.1) are saved	<input type="checkbox"/>	
<b>C.7</b>	Punchlist issues resolved	<input type="checkbox"/>	
<b>C.8</b>	QUU commissioning engineer/implementer signed/date		
<b>Implementation comments</b>			

## D. WORK COMPLETION

<b>D.1 List of Required Document</b> (to be filled by Implementer)			
<input checked="" type="checkbox"/>	As built functional specification	<input type="checkbox"/>	SCADA tag change list submitted to Historian, Takadu & GIS
<input type="checkbox"/>	As built HMI interface specification	<input type="checkbox"/>	PLC/RTU backups
<input type="checkbox"/>	As built O&M document	<input type="checkbox"/>	SCADA backup
<input type="checkbox"/>	As built engineering drawings	<input type="checkbox"/>	HMI backup
<input type="checkbox"/>	Signed FAT document	<input type="checkbox"/>	Smart devices backups (VSD, SS, Grandfoss, ...)
<input type="checkbox"/>	Signed SAT document	<input type="checkbox"/>	Radio configuration files
<input type="checkbox"/>	Completed/Signed ITP	<input type="checkbox"/>	Instrument configurations files
<b>D.2</b>	Implementer signed/date		
<b>D.3 Work Completion</b> (to be completed by QUU requester)			
<input type="checkbox"/>	Control room site acceptance form completed	Qdox reference:	
<input type="checkbox"/>	Work completed	Completion date:	
<input type="checkbox"/>	All documents/backups listed in the section D.1 are submitted to QUU		
<input type="checkbox"/>	Qdox Ref. for submitted documents is provided	Qdox reference:	
<input type="checkbox"/>	Maintenance activities updated as per change		
<input type="checkbox"/>	Backups are submitted to control systems		
<input type="checkbox"/>	Enterprise Historian works completed		
<b>D.4</b>	QUU requester signed/date		
<b>D.5</b>	QUU Control systems reviewer signed/date		