

SMF03 - Change Procedure Systems Form

CHANGE MANAGEMENT –SYSTEMS		Change Ref:
CHANGE DESCRIPTION		
<i>Details to be entered in the white boxes</i>		
Reasons and Justification for change		
Effective date for change		
Notify ANS/AGA Inspector of planned change Name and Date		
Risk Assessment for all changes (<i>following Steps in SMP 01</i>). Name(s) of Assessor(s) to be entered in box.		
<i>Risk Assessment and Mitigation using procedure and detailed on Form SMF01 (attached as an appendix to this form).</i>		
Actions arising from mitigations and safety requirements.		
Verification of actions/Mitigation(s) sign off <i>(if required)</i> Assessor(s) Name(s)		
Document impact	SI/TOI required? ATC orders? Aerodrome Manual? Other documents?	
Change Proposer	Name and Position	
	Signature	
	Date	
Accountable Executive Comments		
Approved/Not Approved Acc Exec	Name	
	Signature	
	Date	
Submission of documents to SRD		
Date sent		
ANS/AGA Inspector Acceptance Date		
Implementation Date		
Date for System Change Review		