

SMF02 - Change Procedure Form

CHANGE MANAGEMENT – PERSONNEL/ORGANISATION		Change Ref:
CATEGORY OF CHANGE <u>Details to be entered in the white boxes</u>	a. Postholder b. Accountabilities and/or Responsibilities to be changed c. Organisation	
Reasons for change		
Effective date for change		
a. New Postholder b. New Accountabilities and/or Responsibilities c. New organisation		
New Postholder's Competence, Experience and Qualifications		
New Postholder Safety Accountabilities and Responsibilities <i>(as detailed in SMS)</i>		
New Postholder Competencies <i>(if appropriate)</i>		
Risk Assessment for all changes Name(s) of Assessor(s) to be entered in box.		
Hazard	Risk	Mitigations
Haz 1		
Haz 2		
Haz ?		
<i>(list all hazards as required)</i>		
Gap analysis (with reference to Mitigations arising from RA).		
Justifications for change		
Recommendations		
Change Proposer	Name and Position	
	Signature	
	Date	
Accountable Executive Comments		
Approved/Not Approved Acc Exec	Name	

Continue on next page as required