

# Notification of change

Date Issued: 02 November 2015

Rail transport operators are required to notify the Office of the National Rail Safety Regulator (ONRSR) of proposed changes to their operations.

## Notification of change

A notification of change is required when the proposed change is within the scope and nature of a rail transport operator's permitted railway operations, as specified in the Notice of Accreditation.

When the proposed change to the operation is outside the scope and nature of the accreditation, a variation to accreditation is required. ONRSR's *Accreditation policy* provides additional information on the process involved in notifying the ONRSR of a variation of accreditation.

All notifications of change must be submitted to the ONRSR using the ONRSR's [Notification of change to railway operations form](#). Ensure this form is signed by the director or manager responsible for managing the change.

**Before submitting a notification of change**, a rail transport operator must consider three questions:

- > Is the proposed change within the scope and nature of the operator's permitted railway operations?  
(If unsure, contact the ONRSR to discuss.)
- > Does the proposed change present an immediate risk to safety?  
(If so, contact the ONRSR to discuss.)
- > Does the proposed change present a significant change to the operator's safety management system or risk profile?  
(If so, contact ONRSR to discuss.)

To manage the risk of railway operations, rail transport operators must implement change management processes and review the associated risks as part of their safety management system. More information on this requirement is available in the ONRSR's *Preparation of a rail safety management system guideline*.

Regulation 9 of the *Rail Safety National Law National Regulations 2012* (the National Regulations) details the types of changes that require a notification of change. These include:

1. A decision to design or construct, or to commission the design or construction of, rolling stock or new railway track – notify as soon as reasonably practicable.
2. The introduction into service of rolling stock of a type not previously operated by the operator, or the re-introduction into service of rolling stock not currently operated by the operator – notify prior to 28 days.
3. A change to a safety critical element of existing rolling stock – notify prior to 28 days.
4. A change to one or more of the classes of rail infrastructure used in the operator's railway operations – notify prior to 28 days.
5. A change to a safety standard for the design of rail infrastructure or rolling stock – notify prior to 28 days.

6. The decision to adopt a new safety standard for the design of rail infrastructure or rolling stock – notify prior to 28 days.
7. A change to the frequency of, or procedures for, the inspection or maintenance of railway infrastructure or rolling stock – notify prior to 28 days.
8. A change to the network rules relating to the conduct of the operator's railway operations – as per Part 4 of Division 4 of the National Regulations.
9. A decision to introduce a new network rule relating to the conduct of the operator's railway operations – as per Part 4 of Division 4 of the National Regulations.
10. A decision to change any work scheduling practices and procedures set out in the operator's fatigue risk management program – notify prior to 28 days.
11. The replacement, or a change in the contact details of any person appointed under the regulations – notify as soon as reasonably practicable.
12. A change in the operator's name or residential address, or the operator's business or trading name, or in the case of a body corporate, a change in the name or registered business address of the body corporate – notify as soon as reasonably practicable.

### Clarifications

- > *Safety critical elements*: are identified in the safety management system and include any component part of equipment, plant or system whose failure could substantially contribute to a major accident.
- > *Rail infrastructure*: consider the definitions within the RSNL when developing changes to rail infrastructure. In general, the ONRSR expects to be notified of any changes to rail infrastructure that alters the nature of the infrastructure or the manner of the railway operation.

- > *Network rules*: are rules, systems and procedures that ensure the safety of railway operations and relate to the scheduling, control and monitoring of rolling stock and railway operations.
- > *Work scheduling procedure*: the ONRSR must be notified of fundamental changes to work schedules, as documented in the fatigue risk management program.

Contact the ONRSR if further clarity is required on any notification of change requirements.

### Review and response

The ONRSR will acknowledge receipt of a notification and assess whether the change meets the requirements for a notification of change. The ONRSR may seek further information in order to assess the extent of change or to confirm details of change and/or risk management processes.

In most cases the operator will not hear from the ONRSR after the notification has been acknowledged.

If the operator is not contacted by the ONRSR, the implementation of the proposed change may begin after the expiration of the regulatory notification period, detailed above.

The ONRSR's *Notification of change policy* provides further information on the requirements, submission, review and ONRSR's response to a notification of change.

### Further information and links

[ONRSR website - Notification of change](#)

[Notification of change policy](#)

[Notification of change to railway operations form](#)

[Accreditation policy](#)

[Compliance and enforcement policy](#)

[Preparation of a rail safety management system guideline](#)