

DOCUMENT CHANGE REQUEST PROCEDURE

1. SCOPE

This specification defines the basic requirements to be met in originating a proposed change to any issued CSCS Document. The purpose is to:

- i) Ensure that proposed changes are beneficial, adequately described and justified and are submitted in a state appropriate for efficient review by the approval authorities.
- ii) Inform Originators on how to obtain information on the progress and results of their change requests.

2. PREPARATION OF DCRs

2.1 ORIGINATOR

Document Change Requests (DCR) may be originated by anyone.

2.2 DOCUMENT CHANGES

DCRs shall be used to initiate changes which are considered necessary to CSCS documents.

These proposed changes may cover any or all of the following areas:-

- i) Changes of policy, procedure, forms, guidelines
- ii) Correction of errors or omissions
- iii) Changes to Work Method Statements and Operational procedures
- iv) Changes to Work Health and Safety data sheets

2.3 CONSIDERATIONS

When preparing a DCR, the originator shall take the following points into consideration:-

- i) Whether the proposed change(s) affects other parts of the document being changed.
- ii) In this case, any necessary additional change(s) shall be included in the DCR.
- iii) Whether the proposed change(s) **directly** affects another document(s) or file.
- iv) In this case, the other document(s) must be identified together with the necessary changes.
- v) Whether the proposed change(s) is part of a series of changes to a number of documents but **does not** directly affect another document(s).

In this case, a separate DCR shall be raised for each additional document. No reference to the additional document(s) shall be included in the proposed DCR except, where applicable, as part of the justification for the change(s).

2.5 USE OF "DCR" FORMS

DCRs shall be submitted using the DCR Form. All relevant Boxes shall be completed and the information supplied must be to current Versions of the document(s) in question.

The Boxes on the DCR form which are to be completed by the originator provide the following information:-

- i) Identification of the originator.
- ii) Identification of the document(s) to be changed.
- iii) A description of the proposed change(s).



- iv) A justification for the change(s).
- v) The proposed new text(s).

Where the information required for the proposed changes is too extensive for the DCR Form, continuation sheets can be used to complete the information.

As an alternative or supplement to using continuation Sheets, pages from the existing document(s) which have been "marked up" with the proposed changes may also be submitted with the DCR Form if more convenient.

3. SUBMISSION OF DCRs

DCRs shall be submitted by the originator to the CSCS Administrator for initial acceptance and onward transmission and review by emailing to cscs@csu.edu.au.

4. PROCESSING OF DCRs

4.1 NUMBERING

On receipt of a DCR, the CSCS will assign a sequential number from The Document Register.

The assigned number will be used for identification of a DCR through all further processing. If a DCR is incomplete in detail when received, the CSCS shall either:-

- i) Hold the DCR pending receipt of the outstanding information from the Originator, or
- ii) Return the DCR for completion by the Originator.

4.2 REVIEW, APPROVAL AND IMPLEMENTATION

In accordance with internal CSCS working procedures a numbered DCR will be submitted for feedback by all staff prior to final review and sign off by the Management Team. The following steps will enable this process:

- i) DCR and related document to be published on Employee Consultation and Review page of CSCS Intranet for a minimum of one week
- ii) Feedback will be collated and added to DCR
- iii) DCR will be submitted to Management Team for final review and sign off and actioned either as;
 - a. Rejected
 - b. Approved as submitted.
 - c. Approved with changes.

Copies of actioned DCRs are provided by the CSCS Administrator to the originator. Approved DCRs are implemented by the CSCS Administrator.

5.3 DISTRIBUTION

A revised or up-issued document is made available via the CSCS web site for immediate access by users.

5.4 PROGRESS AND OUTCOME

The originator of a DCR may monitor its progress and establish the outcome, approval or rejection, in whole or in part, by means of contact with the CSCS Administrator. The proposed changes in a rejected DCR may be resubmitted as a new DCR, provided that they are supported by new or additional information.