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| **Design/ Manufacture or Modification of Equipment Application form** |

*Form to be used for designing, manufacture or modifying existing equipment.*

*(Attached this to Riskware once approved by the panel)*

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| Design Stage  Manufacture (new)  Modification to existing equipment | | | **Date of request:** | |
| **General Details** | | | | |
| **Name of person requesting modification:** |  | **Title of person requesting modification:** | |  |
| **Equipment Description Name:** |  | **Details (Make / Model /Serial no):** | |  |
| **Owner of equipment:** |  | **Location of equipment:** | |  |
| **Who is conducting this Design, Manufacturer or Modification** |  | | | |
| **Reason for modification:** |  | | | |
| **How would this modification be done**?  **(add additional info if required):** |  | | | |
| **Supply the following documentation to the panel for review (if applicable)** | * Standard Operating Procedure * Regulatory requirements * Relevant Standards (AS/NZ) * Operating Manual * Training records. | Has a Equipment Hazard checklist or Risk Assessment been completed? (attached to application)  Yes  Must be a team-based risk assessment in Riskware  No | | How does your modification impact on the risk?   |  |  | | --- | --- | | Low | Rare | | Moderate | Unlikely | | Substantial | Possibility | | High | Likely | | Extreme | Almost Certain |   If Risk is higher than low – process with panel submission. |
| **Any supporting photographs of the modification of the equipment** | | | | |
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| **Equipment Modification Approval form** |

*For this modification to be approved of this equipment – this form must be signed off by the modification panel.*

*To be filled out by the Approval Panel*

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| **General Details** | | | |
| **Can the modification proceed?** | Yes  No  (Further information required – follow recommendations below from the panel). | **Details of modification?** | Permanent  Trial |
| **Approved modifications to be added to modification register** | Yes  No | **Date of review by panel:** |  |
| **Is it required to re-submit to panel after the design stage?** | Yes  No | **Approved modifications to be uploaded in the Risk Assessment in Riskware.** | Yes  No |

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| **RECOMMDATIONS MADE BY PANEL** | | |
| **Recommendation** | **Accountable person:** | **Date completed by:** |
| 1: |  |  |
| 2: |  |  |
| 3: |  |  |

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| **Title of person approving** | **Department** | **APPROVAL – accept that panel has reviewed to the best of their knowledge and the information provided at the time.** | |
| **Name** | **Signature** |
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