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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?

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| 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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