



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

Lusail Construction Safety Procedural Forms/Checklists – Change Request and Change Note

Document No	<u>LUS-HSE-FM4-445-003.01</u>	Rev	<u>1</u>
Uncontrolled Copy	<input type="checkbox"/>	Controlled Copy	<input checked="" type="checkbox"/>
		Date	<u>01-Apr-2015</u>

COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative. Master copy of this document will be maintained by the LREDC QA/QC Manager. Not controlled if printed.

SECTION A: INITIATION		(To be completed by the initiator and/or manager)	
Date of request:		Initiator:	
Type of change	<input type="checkbox"/> New Document <input type="checkbox"/> Addition <input type="checkbox"/> Deletion <input type="checkbox"/> Correction <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	Nature of change	<input type="checkbox"/> Legal <input type="checkbox"/> Operations <input type="checkbox"/> Documentation <input type="checkbox"/> Other
Proposed change request details: <i>Include Doc ID & Title for document revision</i>			
Reason for change:			
Implications of change: <i>E.g. Training, documentation, SOPs, Incident/event. Legal, other...</i>			
Communications: <i>who needs to know of change? i.e. stakeholders, contractors</i>			
SECTION B: ACCEPTANCE AND IMPLEMENTATION			
Proceed to change? (If rejected, notify Change Initiator of reason)	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	
Impact of change:	<input type="checkbox"/> Minor (low impact)	<input type="checkbox"/> Major (significant)	
Authorisation to proceed with change:			
Authorised by:		Title:	
Signature:		Authorised change date:	
Action(s) required to close out change	<input type="checkbox"/> Yes	<input type="checkbox"/> No	