

Guidance Document: G1307

Title: The Request for a Safety Review Guide

Purpose

To provide guidance on completing The Request for a Safety Review F0098.

Scope

Defines the information needed to be completed in sections 2, 3, 4 and 5 of the form.

Guidance

General

Do not progress change management activity or document drafting unless you have received authorisation.

Complete [F0098](#) and send it to the Directors Risk and Assurance Change Control Team DRACCT mailbox. You will receive notification of the next steps within three working days.

If you are proposing a change which meets the criteria for consideration by the Directors' Risk & Assurance Change Control Team (DRACCT) you will be invited to attend a full DRACCT meeting to answer any questions.

Section 2

What is it that you want DRACCT to do?

Safety Peer review and accept an Assurance Plan / Verification Plan; safety verification under ROGS; Operational Safety Plan, Formal Investigation Report, or Directorate level change to a Scorecard.

Please send the relevant documents to the DRACCT secretariat (DirectorsRiskandAssuranceChangeControlTeamDRACCT@tfl.gov.uk) who will then contact you.

Either attach the relevant documents, if available or complete Sections 3, 4 and 5

Section 3

This section should be completed in proportion to the impact of the proposed change.

Please ensure that you address the items listed below in your commentary and as relevant to your proposal, do not treat them as questions requiring bullet-point answers. Provide enough background and context, such that your proposal can be understood by anyone unfamiliar with the subject.

If your proposed change is as a result of authorised activity by a Programme Board, please provide details, including meeting date and minutes.

You are not expected to provide a detailed case as per the Business Case Development Manual; you are expected to provide enough justification to enable your proposal to be assessed as worthwhile;

- What would be the change from the position today?
- What are the benefits?
- Are there any potential risks in introducing the change?
- Does the change have any cost implications?
- Are there any other implications? For example, Safety Authorisation / Safety Certificates etc.

Section 4

Refer to points raised in Section 3 and please ensure that you address the items listed below in your commentary, do not treat them as questions requiring bullet-point answers.

Does the change require:

- Anyone's time to communicate or make the change happen?
- Active support from a particular area of the Business?
- Training, coaching or briefing? (if not already identified in Section 6)
- Audit or review of the implementation of any new requirements?
- Better performance management in the area(s) where the change is being implemented?

Section 5

You should have spoken to those who will be impacted by your proposal and provide a list of their names, job titles along with a brief summary of their views. If they are not in agreement with your change, please state their reasons. Please be prepared to provide evidence of discussions/consultations held, should the change go forward to DRACCT.

Responsibilities

Overall responsibility for the document rests with the nominated person who has completed The Request for a Safety Review F0098.