**Project title: [Title]** (To be filled out)

Record No. SLS-ÅÅ-PPP-NNN-OMR-DD (To be filled out)

Version No. X.x (To be filled out)

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Reviewed and quality assured by Full name (To be filled out)

***Please contact AAL’s Quality Manager (***[***vij@aarhusletbane.dk***](mailto:vij@aarhusletbane.dk)***) to obtain a record number as soon as you start working on the screening note.***

**THE TEXT IN BLUE IS PURELY INFORMATIVE AND SHALL BE DELETED DURING DOCUMENT WRITING.**

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# Description of the activity

A description of the activity/project underlying the assessment shall be provided in order to carry out the assessments implied in this document.

A short description of the activity/project shall therefore be provided, potentially by referring to a project description.

## Is it a change?

The aim of the following table is to assess whether the activity is a change with respect to CSM-RA.

The result of this screening shall be registered in the following table.

*Regarding points 1-4:*

These points are answered based on an assessment of whether the criteria for the question are met with “yes” or “no” (tick one). The line of reasoning behind the assessment shall be provided.

The overall assessment of whether there is a change (assessed based on points 1-4) is provided with ”yes” or ”no” (tick one). If at least one of the points is answered by “no”, then it is a change, and the answer to the overall assessment is therefore “yes”.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **Yes** | **No** | Reasoning behind both ”Yes” and ”No” shall be provided. (refer to note or annex if necessary) |
| 1 | Is structure/scope/capacity the same? |  |  |  |
| 2 | Do/Are the surroundings affect/affected the same way (interfaces)? |  |  |  |
| 3 | Are the requirements for competences and training the same? |  |  |  |
| 4 | Are the operation and/or maintenance manuals the same? |  |  |  |
|  | | **Yes** | **No** | Reasoning behind ”No” shall be provided. (refer to note or annex if necessary) |
| Overall assessment: is there a change? | |  |  |  |

## Can the change impact light rail safety?

If it was concluded from section 1.1 that it is NOT a change but ”just” a maintenance activity, it is not necessary to state your view on whether this can impact light rail safety.

If, on the contrary, there IS a change, its potential impact on light rail safety shall be assessed.

The assessment and the supporting argumentation mustn’t include existing safety barriers. This means that it must be assessed whether the change would have an impact on light rail safety if implemented without introducing safety barriers to accommodate a potentially increased risk.

(Thus, fill out the following tables only if there IS a CHANGE).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | Line of reasoning shall be provided if it is concluded that the change does not impact light rail safety |
| Can the change impact light rail safety[[1]](#footnote-1) , e.g. can it cause a light rail safety hazard[[2]](#footnote-2)? |  |  |  |

## Can the change affect the existing certificates or permits?

If it was concluded from section 1.1 that it is NOT a change but ”just” a maintenance activity, it is not necessary to state your view on whether this can impact the existing certificates or permits.

If, on the contrary, it IS a change AND this change concerns traffic operations or rolling stock, the potential impact on existing certificates or permits shall be assessed.

(Thus, fill out the following table only if it IS a CHANGE).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | Provide line of reasoning if the question is answered with “No”. |
| Shall the existing certificates or permits be updated? |  |  |  |

## Can the change affect the technical and/or operational rules?

### Technical rules

If it was concluded from section 1.1 that it is NOT a change but ”just” a maintenance activity, it is not necessary to state your view on whether this can affect the technical rules.

If, on the contrary, it IS a change AND this change concerns traffic operations or infrastructure, the potential impact on the technical rules shall be assessed.

(Thus, fill out the following table only if it IS a CHANGE).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | Provide line of reasoning if it is concluded that the change does NOT affect the technical rules. |
| Shall the technical safety rules be updated and approved again? |  |  |  |
| Shall the requirements for compatibility between rolling stock and infrastructure be updated? |  |  |  |

### Operational rules

If it was concluded from section 1.1 that it is NOT a change but ”just” a maintenance activity, it is not necessary to state your view on whether this can affect the technical rules.

If, on the contrary, it IS a change AND this change concerns traffic operations, the potential impact on the technical rules shall be assessed.

(Thus, fill out the following table only if the technical rules are affected by the change).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | Provide line of reasoning if it is concluded that the change does NOT affect the operational rules. |
| Shall the operational rules be updated and approved again? |  |  |  |

## Overall conclusion

|  |  |  |
| --- | --- | --- |
| **Is the activity considered a change?** | **YES** | **NO** |
| *Only if it* ***IS*** *a change*  **Does the change impact light rail safety?** | **YES**  Shall carry out risk management in accordance with instruction 116-3. | **NO**  No requirements of risk management and the change can be implemented with respect to the relevant procedures in Aarhus Letbane’s Safety Management System. |
| *Only if it* ***IS*** *a change*  **Does the change affect the existing certificates or permits?** | **YES**  Shall:   * Update existing certificates or permits (relevant authority shall be involved) | **NO**  No need to update certificates or permits. |
| *Only if it* ***IS*** *a change*  **Does the change affect the technical rules?** | **YES**  - Technical safety rules shall be updated and approved again, and/or  - The requirements for compatibility between rolling stock and infrastructure shall be updated. | **NO**  Both technical safety rules and requirements for compatibility between rolling stock and infrastructure between rolling stock and infrastructure are still valid and shall not be updated. |
| *Only if it* ***IS*** *a change AND only for* ***traffic******operations*** *and* ***infrastructure***  **Does the change affect the operational rules?** | **YES**  The operational rules shall be updated and approved. | **NO**  The operational rules are still valid and shall not be updated. |

Any reservations or unresolved issues should be noted here for future follow-up.

# Competences and appendix

## Competences

Guidance: Account **at least** for the competences within the areas of responsibility covered by the change and with which the change has interface, as described in the System Definition in section 1. Participants in terms of author or quality controller must have a minimum of two years of experience within the subject area being assessed in the screening note.

The competences shall ensure that the descriptions in the system definition cover the current change in the light rail infrastructure.

The table below shows the list of participants to /reviewers of the system definition and their competences.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Function** | **Area of expertise** | **Competences** |
|  |  |  |  |
|  |  |  |  |

## Appendix

/1/ xxx

/2/ xxx

/3/ xxx

/4/ xxx

1. The impact on e.g. interfaces, safety-related functions, organisation or external influence shall be considered for the assessment. [↑](#footnote-ref-1)
2. ”A light rail safety hazard” is defined as an unwanted state in the light rail system which can cause or contribute to an accident during light rail operation. [↑](#footnote-ref-2)