Telepower Bulletin
Hazard/MOP Template
(CAD ID Update)

As part of a new project, to streamline the Hazards process, in line with Change Management and Telepower Change activity definitions, the Hazards teams have updated the current Hazard Notification form and MOP Proforma to now cover the addition of a "**Change Activity ID**" CAD ID (Compulsory field) at the top the Hazards/ MOP template.

A "CAD ID" must be now entered at the top of the Hazards/MOP document using the Telepower "CAD SEARCH TOOL".

The CAD activity ID must be chosen such that it best describes the proposed planned change. Where multiple activity IDs exist in the same change (MOP), the activity ID with the highest risk must be chosen.
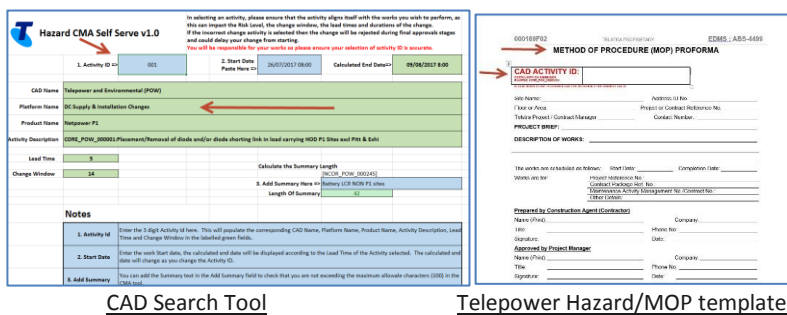
The CAD search tool allows "Project teams and Change owners" (who are aware of the exact works being performed) to search for a suitable "CAD ID" that is applicable to the type of works being performed.

The NIFM & Telstra Operations Facility teams may reject the Hazard if the selected "Change activity ID" does not match the works being performed.

The CAD ID is vitally important to Telepower Change Governance, as it is associated with the following Telepower Change approval criteria:

1. **Lead times** (Required to be met for submission to Hazards)
2. **Maximum work duration**
3. **Risk Level** (Risk Rating)
4. **Change / Activity window timings** (i.e. During hours or in a Maintenance window)
5. **P1 CORE** or NON P1 - **P2 NON CORE** association

A copy of the CAD Activity search tool and the latest Hazard Notification form and MOP Proforma is attached with this bulletin.

CAD Search Tool   Telepower Hazard/MOP template

Template Submission Transition - CUT OVER/CUT OFF dates:
All Hazards submissions from the 1st of March 2019, must include the "NEW CAD activity ID Hazards /MOP template" and to assist with the transition to the new template, Hazards teams will allow as a HARD CUT OFF date of the 15th of March 2019 for a complete transition to the new format.

Template Updates and location: The updated Search tool and Latest Hazard/Mop Template has been attached to this Bulletin for your convenience. The Search tool is required to be updated from time to time due to changes with CAD activities and will be regularly sent out as updates are available.

Assistance/ Support: If you have any further questions or assistance please speak with Vision Stream teams, Telstra Hazards teams or site Facility teams where applicable for assistance with this process.