



REQUEST FOR AMENDMENT

Please complete this form to introduce a new document or amend a current document.

A new document or an amendment is proposed to:

DOCUMENT:

REFERENCE:

RECOMMENDED CHANGE & JUSTIFICATION

SUBMITTED BY (this is the person drafting the changes):

NAME:

SIGNATURE:

DATE:

DISCUSSED and AGREED within the TSC:

(this is required for CARs and optional for all other documents)

DATE:

RECOMMENDED BY (see authorisation list for owner who recommends)

NAME:

SIGNATURE:

DATE:

CHECKED BY (Legal Section required when CAR amendment)

NAME:

SIGNATURE:

DATE:

AUTHORISED BY (see authorisation list for who can authorise publication)

NAME:

SIGNATURE:

DATE:

AMENDMENT ACTION TAKEN

NAME:

SIGNATURE:

DATE: