



## Process Definition PR-PRC-007 Safety critical information sharing

### 1. SUMMARY

- 1.1. This document defines the dissemination of safety critical industry information process, in detail.
- 1.2. The relationship between this process and the other processes within the Pure Rail management system is illustrated in the process flow map included in the ***Pure Rail Quality Manual***.

### 2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1	01/05/2017	Original issue.	Kyle Devine
2	06/12/2021	Updated document number, formatting and references to relevant controlled document numbers added.	Kyle Devine

### 3. PROCESS DEFINITION

- 3.1. The purpose of Safety critical information sharing is to ensure industry learnings are communicated to the relevant personnel in a timely manner. This will enable Pure Rail to ensure, as far as reasonably practical, that their employees are aware of industry learnings.

### 4. PROCESS OBJECTIVES AND METRICS

- 4.1. Process objectives for this process are defined in records of management review; see the documented procedure ***PR-PRO-015 Management Review***.
- 4.2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in records of management review.

### 5. PROCESS OWNERS AND RESPONSIBLE PARTIES

- 5.1. The owner of this process are the Directors.

### 6. TYPICAL PROCESS INPUTS

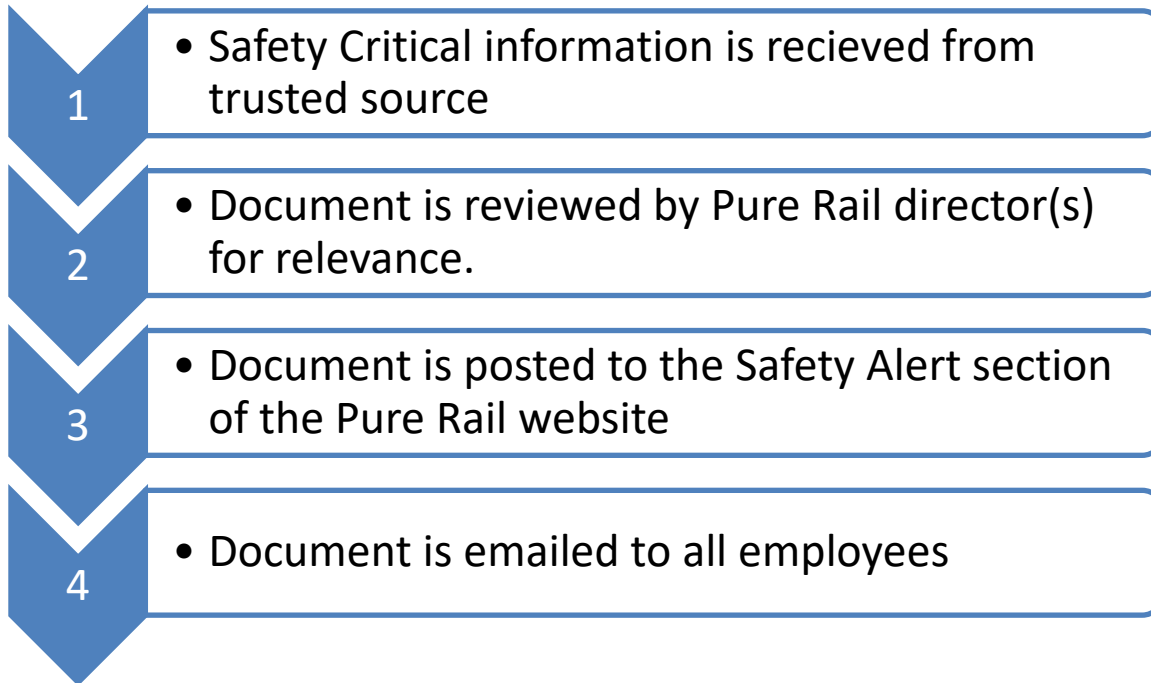
- 6.1. The typical required inputs for this process are:
  - Industry alert from a trusted source, such as:
    - ARTC
    - TfNSW
    - Rail Regulator



- Major contracting partner
- Other trusted source confirmed by Pure Rail director(s).

**TYPICAL PROCESS STEPS**

6.2. Process map.



**7. TYPICAL PROCESS OUTPUTS**

- Protection Officers are encouraged to include information at Pre Work Briefs

**8. RELATED RISKS**

8.1. The following risks are identified related to this process.

8.2. Management may elect to conduct a formal risk assessment for any of these risks; the preferred method of risk assessment is indicated herein.

Risk	Likelihood	Severity	Assessment Method (if applicable)	Mitigation
Outdated information	3	3		Sharing of information
Uninformed employee	3	3		Current information sent to employee directly