

# Kayak Rental Base - Operating Change Notice Brief

Prepare the information needed to tell affected people about a practical operating change. Setting: Kayak Rental Base.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Operating Change Notice Brief

Operating change and effective session \*

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Previous arrangement and new arrangement \*

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People affected and actions they need to take \*

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Proposed communication channel and correction contact

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## Kayak Rental Base

Launch session and equipment-rack reference \*

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**Craft reference, paddle size or buoyancy-kit group \***

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**Weather review, launch access or returned-kit drying needs**

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## Ownership and follow-up

**Team or role responsible for the next action**

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**Target follow-up date**

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**Current state of this record \***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

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## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

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