



RIW BULLETIN



TFPC Renewal Evidence Requirements

Purpose

To notify MTM Employees and Third Parties of important upcoming changes to the renewal evidence requirements of the following courses as per Track Protection and Safeworking on Track Competency Management Procedure (A1626):

- TFPC 3.1 Renewal
- TFPC 3.2 Renewal
- TFPC 3.3 Renewal

TFPC Unrestricted remains unchanged.

Initial Safeworking Courses will continue to utilise the submission of the Pre-Requisite Declaration Form (A9802).

New Process: TFPC Renewals (From 31 October 2026)

RSWs wishing to obtain re-certification in TFPC qualifications of TFPC 3.1, 3.2, and 3.3, are required to submit evidence of three (3) shifts from the preceding twenty-four (24) months, demonstrating that they have performed the role they are re-certifying.

Evidence Submission Process

Evidence will be submitted digitally via The Platform through the format of:

- WoTA User IDs
- TANS
- Completed Date of WoTA Hazard Assessments

Once an RSW has been registered for a TFPC 3.1, 3.2, or 3.3 Face to Face Renewal Course, a link to the digital form will be provided from The Platform to the RSW's Platform contact details. The RSW is then to complete the digital form and submit their evidence which will be reviewed and approved/declined by Metro Academy's Rail Safety Training.

Submission and approval of prerequisite evidence is a requirement for attendance at the course.

Next Steps

Please familiarise yourself and your teams/employees/contractors with the new requirements and changes to the procedure.

A subsequent bulletin will follow with step-by-step instructions to guide users through this process once The Platform digital form has been set up.

Questions

Questions relating to this bulletin can be directed to railsafetytraining@metrotrains.com.au



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Relevant Resources & Documentation

To access the Matrix, visit [Network Operators Matrices – Rail Industry Worker \(riw.net.au\)](http://riw.net.au)

Related Documents:

Pre-Requisite Declaration Form (A9802)

Track Protection and Safeworking on Track Competency Management Procedure (A1626)

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The Responsible Manager is to determine the following:

Which areas in MTM are to be notified of this alert?

Selecting the shaded rows means the whole division whereas unshaded means the specific teams within the division. Only check what is applicable.

Check	Code	Division/Department
☐	MTM	Entire MTM Network
☒	CHE	Engineering / Office of Chief Engineer
☐	HMR	People
☒	INF	Infrastructure
☐	ELN	Electrical Networks
☐	OCS	Operational Control Systems
☐	SIG	Signals
☐	STF	Structures & Facilities
☐	TRK	Track Delivery
☐	OPS	Operations
☐	TSD	Train Service Delivery
☒	SWS	Safeworking / Signalling
☐	NOS	Network Operations
☐	SER	Metrol
☐		Passenger Experience
☐	STO	Stations
☐	AOS	Authorised Officers
☒	PRJ	Projects
☒	ROS	Rolling Stock
☐	SQE	Safety, Environment & Risk
☐	Other (e.g. Other Divisions/Departments or people not listed): (List them here)	

Which contractors should be notified of this alert?

Note: This is undertaken by MetroSafe through the Avetta portal. All contractors/third parties have previously been tagged into their relevant MTM areas.

Check	Division/Department
☒	All MTM Contractors and Third Parties
☐	Corporate
☐	Infrastructure
☐	Projects
☐	Rolling Stock
☐	Operations

How should this alert be distributed and/or acknowledged?

Note: This section may be amended by the Division dependent on best method of distribution

Check	Division/Department
☒	Issued via email
☐	Placed on Noticeboards
☐	Placed in staff pigeon holes / letterboxes
☐	Delivered during toolbox discussions
☐	Employees to acknowledge receipt using Management Systems Communication Receipt (A1866)
☐	Communications Register (the Depot)
☐	Toolbox Attendance Records
☐	Weekly Operational Notice (WON)
☐	Other (specify):