



# RIW BULLETIN

## Compliance with Signals, Control Systems & Communications Roles Update

### Purpose

The purpose of this bulletin is to advise MTM employees and Third Parties of the requirement to comply with the changes to the Signals, Control Systems & Communications matrix and provide awareness to the Signalling Alternative Competency Pathway Guideline (A5577) that supports third party design offices who wish to use an alternate pathway to determine worker competence for signalling designers without an MTM SoC.

### What are the changes?

1. As of the **10 Jul 2021** third party design offices wishing to seek an alternate pathway must follow the requirements outlined in the guideline. Note. The guideline is only applicable to specific circuit design, object controlled data and interlocking data. In addition, Section 6 of the guideline also provides additional clarity on when independent verification is required when applying this guideline.
2. As of the **30 Sep 2021** all requirements defined for the Roles in Appendix 1. Signals, Control Systems & Communications matrix 7.2 shall be complied with. The amendment to the matrix involves removal of Safety Leadership from all roles as this requirement has been superseded and delivered outside of the RIW system.

### Why is the Bulletin released?

MTM has undertaken a review of the Signals, Control Systems & Communications Competency Management System as part of longer-term planning required for the introduction of the RPEV legislative requirements in July 2023 and support of the Victorian Big Build. This review will also support the work being developed as part of the National Signalling Working Group.

The issuing of this bulletin also serves as a reminder to Third Parties on the countersigning of documentation. As part of Signalling Design Technical Review Procedure ([A1227](#)) paragraph 8.2, countersigning of signalling design documentation by competent Third Party mentors is permitted. MTM sees this as essential in supporting the growth of the signalling workforce in Victoria and where this activity is not permitted by Alliances and/or Projects, MTM Head of Engineering – Signals should be notified immediately.

As part of this review, the above changes are being introduced via this bulletin ahead of the full CMS update.

### Authorised by

**Trevor Allen**

Head of Engineering Signalling





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## The Responsible Manager is to determine the following:

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

Check	Code	Division/Department
<input type="checkbox"/>	MTM	Entire MTM Network
<input checked="" type="checkbox"/>	CHE	Engineering / Chief Engineer
<input type="checkbox"/>	HMR	People & Performance
<input type="checkbox"/>	INF	Infrastructure Delivery
<input type="checkbox"/>	ELN	Electrical Networks
<input type="checkbox"/>	OCS	Operational Control Systems
<input type="checkbox"/>	SIG	Signals & OCS
<input type="checkbox"/>	STF	Structures & Facilities
<input type="checkbox"/>	TRK	Track Delivery
<input type="checkbox"/>	OPS	Operations
<input type="checkbox"/>	TSD	Train Service Delivery
<input type="checkbox"/>	SWS	Safeworking / Signalling
<input type="checkbox"/>	NOS	Network Operations
<input type="checkbox"/>	SER	Metrol
<input type="checkbox"/>		Customer Experience
<input type="checkbox"/>	STO	Stations Customer Experience
<input type="checkbox"/>	AOS	Authorised Officers
<input type="checkbox"/>	PRJ	Projects & Planning
<input type="checkbox"/>	ROS	Rolling Stock
<input type="checkbox"/>	SQE	Safety, Environment & Risk
<input type="checkbox"/>		Other (e.g. Other Divisions/Departments or people not listed):

## 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
<input type="checkbox"/>	All MTM Contractors and Third Parties
<input type="checkbox"/>	Corporate
<input checked="" type="checkbox"/>	Infrastructure
<input checked="" type="checkbox"/>	Projects
<input type="checkbox"/>	Rolling Stock
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	Issued via email
<input type="checkbox"/>	Placed on Noticeboards
<input type="checkbox"/>	Placed in staff pigeon holes / letterboxes
<input type="checkbox"/>	Delivered during toolbox discussions
<input type="checkbox"/>	Employees to acknowledge receipt
<input type="checkbox"/>	L4-SQE-FOR-070 Alert Register
<input type="checkbox"/>	Toolbox Attendance Records
<input type="checkbox"/>	Weekly Operational Notice (WON)
<input type="checkbox"/>	Other (specify):