

# Metro Academy Bulletin

Number: MA-BUL-2022-11

Issued: 23 November 2022

## Purpose

This bulletin is to provide an update on the upcoming release of A1626 Work on Track Competency Management Procedure Version 2.0. The updated procedure will be effective and enforceable from **1 January 2023**.

## Background

Section 117 of the Rail Safety National Law (RSNL) requires rail transport operators to ensure that each rail safety worker who is to carry out rail safety work in relation to accredited railway operations has the competence to carry out the work. This means all workers including MTM employees as well third-party contractors that operate on the MTM Metropolitan Rail Network must have completed the rail safety training and achieved the required competencies.

Metro Trains Melbourne (MTM) has A1626 'Work on Track' Safeworking Competency Management Procedure to outline the management of competencies required for Rail Safety Workers (Legacy Document number L1-SQE-PRO-060 v1.0).

The competency management process covers:

- Initial Competency requirements and pathway; and,
- Ongoing Competency Maintenance (renewal).

## A1626 'Work on Track' Safeworking Competency Management Procedure (Version 2.0)

MTM undertook a comprehensive review of its A1626 'Work on Track' Safeworking Competency Management Procedure Version 1.0. The review identified some key updates to be included in the procedure to ensure it aligns with current industry practices. The review was completed in consultation with relevant industry stakeholders.

The amendments made to this procedure include:

- Minimum Competency Exposure and Logbook Completions section is removed and embedded in Pre-requisites section.
- Evidence to meet Industry / Operational Exposure is updated.
- Knowledge and Practical Assessment section is added.
- Infield Assessment Requirements are updated.
- Request for Assessment Task Extension form is added in Infield Assessment requirement section.
- 'Reassessment Period' is replaced with 'Ongoing Competency Maintenance (Renewal)' and more detail is added.

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- 2017/18 Reassessment Process section is removed.
- 'Restricted' & 'Unrestricted' Classification is removed as it is covered in A1632 Restricted and Unrestricted Work on Track Safeworking Competencies Procedure.
- 'Theory Only' for a 'Work on Track' Safeworking Competency is updated with 'Knowledge-based Familiarization'.
- 'Work on Track' Safeworking Competency Pathway is updated for better readability and clarity.
- 'Work on Track' Safeworking Competency Matrix is removed and embedded in relevant sections as a standalone table.
- A9802 Pre-requisite Declaration Form is created and embedded in the procedure.

## A9802 Pre-requisite Declaration Form

This is the initial issue of this Declaration form.

The declaration is to confirm that an individual has completed the pre-requisite requirements to meet Industry / Operational Exposure and will be supported to complete the infield assessments following the completion of training course.

## Go Live Date

A1626 'Work on Track' Safeworking Competency Management Procedure Version 2.0 will be effective and enforceable from **1 January 2023**.

This will provide an opportunity for industry to adopt and update their internal systems and processes prior to **1 January 2023** to ensure compliance with the new requirements.

## Questions

Questions relating to this bulletin can be directed to [railsafetytraining@metrotrains.com.au](mailto:railsafetytraining@metrotrains.com.au)