



RIW BULLETIN

National Signalling Assessor Applications – MTM Requirements

Purpose

This Bulletin notifies MTM Employees and Third Parties of the minimum documentation that must be provided for MTM to consider Sponsorship.

What are the Changes?

Changes in Version 2.0 of the National Signalling Assessment Framework (NSAF) published on 19 November 2025 introduced an updated governance process to enable new RIW Cardholders and existing National Signalling Assessors to continue completing National Signalling Assessments.

The process states that the applicant must seek “*Network Operator sponsorship to substantiate the signalling knowledge and experience*”.

Once completed, the RIW Cardholder’s application will be reviewed by the ARA – *Signalling Working Group*, who are responsible for determining whether the Cardholder is competent to be a National Signalling Assessor.

MTM is no longer responsible for the approval of applications but can provide sponsorship to RIW Cardholders who predominantly work on the MTM Network.

What are the MTM Requirements to provide Sponsorship?

Before providing sponsorship, the Head of Engineering – Signalling (or representative) must be assured that the applicant has the relevant proficiency to conduct assessments on the nominated National Signalling job roles.

The applicant is required to demonstrate this by provided evidence of their competence for both the signalling roles nominated, and their competence to undertake assessments.

It is also necessary to demonstrate recent experience on the MTM Network.

What do I need to Provide?

All applicants must provide the following:

1. A completed *National Signalling Assessor Application Form*
2. An approved *National SOC* for all tasks and activities in the job roles nominated on the application form
3. One of either:
 - a. Unit of Competency *TAEASS412 – Assess Competence*, or
 - b. Completed Section C of the application form (MTM Employees only)
4. Evidence of work completed on the MTM Network (i.e. updated logbook, design drawings, etc.)

Applications must be sent to competencies@metrotrains.com.au

Further Advice

Contact competencies@metrotrains.com.au if you have any questions or need further assistance.





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Relevant Resources & Documentation

[A1205 Signals Rail Safety Worker Competence Manual](#)

[A12113 Interim Signalling Designer & Tester Competence Manual](#)

[National Signalling Assessment Framework \(Version 2\)](#)

Authorised by

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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?

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
<input type="checkbox"/>	MTM	Entire MTM Network
<input checked="" type="checkbox"/>	CHE	Engineering / Office of Chief Engineer
<input type="checkbox"/>	HMR	People
<input type="checkbox"/>	INF	Infrastructure
<input type="checkbox"/>	ELN	Electrical Networks
<input type="checkbox"/>	OCS	Operational Control Systems
<input type="checkbox"/>	SIG	Signals
<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"/>		Passenger Experience
<input type="checkbox"/>	STO	Stations
<input type="checkbox"/>	AOS	Authorised Officers
<input checked="" type="checkbox"/>	PRJ	Projects
<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): (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
<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 checked="" 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 using Management Systems Communication Receipt (A1866)
<input type="checkbox"/>	Communications Register (the Depot)
<input type="checkbox"/>	Toolbox Attendance Records
<input type="checkbox"/>	Weekly Operational Notice (WON)
<input type="checkbox"/>	Other (specify):