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| SIGNALS COMPETENCY ASSESSMENT REQUEST | RIW ID # | xxxxxx |
|  |  |  |
| **A. Competency Role** |   |
| Name: |        |
| Address: |       |
|  |       |
|  |       | Postcode: |       |
| Telephone #: |       | Email: |       |
| Organisation: |       | Position: |       |
| Location: |       |
|  |
| **B. Certificates & Records for Training and Education** (Please tick below to confirm you have completed as required ) |
| 1) | [ ]  | Required qualifications on the matrix required by role being applied for (uploaded to RIW).. |
| 2) | [ ]  | Training certificates on the matrix required by the role being applied for (uploaded to RIW). |
| 3) | [ ]  | EST2002F-26 Training & Education Record Form or equivalent (sent to the Assessor). |
|  |
| **C. Work Experience Record** (Please tick below to confirm you have completed as required): |
| 1) | [ ]  | ESP2001F-25B Work Experience Record or equivalent templates of other rail organisations or IRSE Logbook (uploaded to RIW) |
| 2) | [ ]  | Form F25A Work Experience Record – Verification Supervisors Declaration shall be completed and submitted. (sent with the above) |
|  |
| **D. Standards Induction & Safety Inductions** (Please tick below to confirm you have completed and uploaded your certificates to RIW as required): |
| 1) | [ ]  | ARTC Signals Standards Induction (eLearning). .  |
| 2) | [ ]  | ARTC Electrical Safety Inductions (eLearning) |
|  |
| **E. Competency Assessment Checklist (Please tick below to confirm you have completed as required)** |
| 1) | [ ]  | ESP2001F-14 Signal Electrician/Maintainer |
| 2) | [ ]  | [ESP2001F-16 Signal Installer/Tester](http://extranet.artc.com.au/docs/eng/signal/forms/training/EST2002F-16.doc)  |
| 3) | [ ]  | [ESP2001F-17 Signal Mechanical Maintenance/Construction](http://extranet.artc.com.au/docs/eng/signal/forms/training/EST2002F-17.doc) |
| 4) | [ ]  | ESP2001F-20 Signal Trades/Assistant |
| 5) | [ ]  | [ESP2001F-11 Senior Signal Engineer](http://extranet.artc.com.au/docs/eng/signal/forms/training/EST2002F-11.doc)  |
| 6) | [ ]  | [ESP2001F-12 Signal Design Engineer](http://extranet.artc.com.au/docs/eng/signal/forms/training/EST2002F-12.doc) |
| 7) | [ ]  | [ESP2001F-13 Signal Engineer - Maintenance/Construction](http://extranet.artc.com.au/docs/eng/signal/forms/training/EST2002F-13.doc) |
| ***Submit the above form(s) to the Assessor (Word format)*** |
| **F. Statement of Competency - Self-Assessed (Please tick below to confirm you have completed as required)**  |
| 1) | [ ]  | ESP2001F-04 Signal Electrician/Maintainer |
| 2) | [ ]  | ESP2001F-06 Signal Installer/Tester |
| 3) | [ ]  | ESP2001F-07 Signal Mechanical – Maintenance/Construction |
| 4) | [ ]  | ESP2001F-10 Signal Trades/Assistant |
| 5) | [ ]  | ESP2001F-01 Senior Signal Engineer |
| 6) | [ ]  | ESP2001F-02 Signal Design Engineer |
| 7) | [ ]  | ESP2001F-03 Signal Engineer - Maintenance/Construction |
|  |
| ***Submit the above form(s) to the Assessor (Word format)***111 |
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| **G. Restrictions**  |
| List any suspensions, cancellations or related restriction on any Competency Certificates or performance of Signalling tasks or rail safety tasks that have occurred in the previous 5 years for any accredited rail operator. |
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| **H. Consent**  |
| By signing this form you give ARTC (and/or agent(s) engaged by us) your informed consent to collect, use and provide personal information about you from third parties for the purpose of verifying your experience and qualifications and to assist us in assessing your Signalling Competencies and your ability to perform Rail Safety Work. |
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| SIGNALS COMPETENCY ASSESSMENT REQUEST  |

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| **I. *Applicant Acknowledgement of responsibilities***  |
| 1. The Applicant will perform all work in accordance with ARTC Standards, Procedures and Practices . The applicant will regularly review (at least every 3 months) recent changes register on the ARTC Extranet and apply all new standards and related information in the performance of work on ARTC infrastructure.
 |
| 1. The Applicant will not perform work for which he/she does not have a valid Certified Competency. The Applicant will only perform work at a higher skill level under supervision and mentorship of a suitably qualified person with a valid certified competency. The Applicant with a level 1 competency will only perform the work under the supervision of a suitably competent person.
 |
| 1. The Applicant when managing other personnel will ensure they have the competency certification for the work being performed before they commence the work. The Applicant will not direct personnel to perform work for which they do not have the appropriate competency certification. They will ensure that all personnel performing with a level 1 skill always have appropriate supervision by a suitably competent person. That all personnel with a level 2 skill will have an appropriately competent mentor when working at level 3.
 |
| 1. The Applicant will maintain a Work Experience Record / Logbook in accordance with ARTC Competency Standards and will make this available for any future Competency Review.
 |
| 1. The Applicant will manage access to ARTC infrastructure locations, information and documents for the approved work and tasks.
 |
| 1. The Applicant will comply with any ARTC policy for security of keys for ARTC locations and equipment. The applicant agrees that any security keys that are applicable to ARTC locations or equipment will not be lent out for any reason. The applicant further agrees to keep safe these keys and not to allow them to be copied in any manner.
2. The applicant will notify standards@artc.com.au as soon as possible of any suspensions, cancellations or related restriction on any Competency Certificates or performance of Signalling tasks or rail safety tasks with any other organisation in Australia.
 |
| **F. Declaration** |
| ***I Declare that the information provided is true and correct and I understand the consent I am providing and my responsibilities if successfully with the role being applied for.*** |
| **Signature:** |  | **Name:** |       | **Date:** |       |
| **Witness (Organisation Representative or other witness)** |
| **Signature:** |  | **Name:** |       | **Date:** |       |
|  |

***Scan and submit this form to the Assessor***