

TO	Network Wide
FROM	Enterprise Services, General Manager Technical Standards
DATE	14/10/2016
SUBJECT	EST-20-02 V2.0 'Signals Rail Safety Worker Competence' - ETD-20-02 Technical Note
Amendment	First Issue

References

EST-20-02 Version 2.0 dated Nov 2012 (Signals Rail Safety Worker Competence)

Minutes of 22-Sep-16 Teleconference Meeting – emails Ian Maydew and comments by John Furness

Issue

This Technical Note addresses issues concerning the endorser's requirements for signalling competency assessments. Currently, EST-20-02 v2.0 requires all internal and external assessments to be endorsed by a nominated ARTC Representative. This standard does not adequately address the level of review and check required by the endorser, this has led to inconsistencies in review resulting in delays.

To streamline this process and still provide the required consistency, EST-20-02 section 3.3.3 is to be updated. This Technical Note clarifies the endorser's requirements and adds an annual review process to supplement and eventually supersede the endorsement process.

Status and applicability of this Technical Note

This Technical Note has the status of an ARTC Standard and shall remain in force until such time as the 'Signals Rail Safety Worker Competence' procedure EST-20-02 v2.0 is updated to incorporate this Technical Note content. This Technical Note is applicable network wide.

Amendment – Procedure 'Signals Rail Safety Worker Competence' EST-20-02 v2.0

3.3.3 ARTC Review of Assessment and Endorsement

3.3.3.1 The role of the ARTC endorser is to ensure:

- the quality of the assessment conducted by the assessor,
- consistency of all deliverables in accordance with EST-20-02 V2.0, and
- the process has been adequately addressed and documented by the assessor.

A sample check of supporting documentation may be referenced by the endorser to ensure quality and consistency of submission in accordance with ARTC quality expectations.

If the nominated ARTC endorser:

- is satisfied that the assessment process has been met - then the endorser shall advise the assessor by:
 - emailing a copy of the signed assessment to the assessor for upload to Onsite, and
 - within Onsite provide comment to the assessor that the assessment is satisfactory and ready for upload for endorsement in the Onsite system, or
- is **not** satisfied that the assessment process has been met – then it must be returned to the assessor for resubmission requesting the assessor correct any assessment process deficiencies.

7.5.2 New assessors

New assessors shall have their first two assessments reviewed by an ARTC endorser. This review is to provide assurance that the assessor has followed process, is fair and meets quality and consistency expectations. Each endorsement shall be limited to not more than 10 working days from receipt of the assessment to a decision on the quality of the assessment by the endorser. On completion of the two successful assessments the Assessor shall be accredited by ARTC.

During these initial endorsements any assessors failing to meet quality expectations shall be further coached and guided in the process of competency assessments. In the event that the assessor fails to become proficient, an alternative ARTC endorser will review the matter, and if appropriate the two representatives will apply to the GM Technical Standards to withdraw the approval to assess ARTC signalling competencies.

NOTE: Any competency assessments held up by a quality issue are to be forwarded by the endorser to an alternative ARTC internal assessor within the 10 day endorsement period. The endorser is responsible for ensuring that the revised assessor is notified to Onsite.

7.5.3 Annual Review of Assessor Performance

An annual review of the performance of all assessors, shall be conducted by ARTC endorsers, based on a published annual review plan which documents which endorser will review which assessor. The annual review plan shall be published by 15th December each year to cover the following calendar year, and is the responsibility of the Signal Standards Engineer.

The endorser shall randomly choose a completed assessment from each assessor to ensure the process has been adequately followed and that quality and consistency is being maintained. Any detected issues with the quality of assessments shall be dealt with by the Manager Standards and the Manager Learning and Development. An annual review report shall be published by the Signal Standards Engineer by 15th December each year to document the results of reviews in that calendar year. The Annual Report shall be issued to Manager Standards and to Manager Learning and Development. It is acceptable for the annual review plan and the annual review report to be combined into the one document.

Deleted or Altered Paragraphs


None

Affectivity

This Technical Note shall apply to all signalling competency assessments undertaken in ARTC following its publication and until such time as the 'Signals Staff Competency Assessment' procedure EST-20-02 v1.2 is updated and this Technical Note is withdrawn.

Updates to this Technical Note

This Technical Note may be replaced by an updated version if so determined by the undersigned from time to time.



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