Contract Protection Officer Standards

Rail Commissioner

ST-RC-NA-1072

DOCUMENT AMENDMENT RECORD

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2	Updated Related Documents	26 March 2018	
3	Document Updated	11 July 2019	Update of logbook process, Pre-requisites, Staged completion of training and Appendix
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1. Introduction

In addition to internal DPTI Protection Officers the Rail Commissioner is required to engage the services of external Contract Protection Officers (CPO) as network demand fluctuates, particularly during major projects.

To ensure the ongoing safe and efficient operation of the network and to comply with requirements of the Rail Safety National Law (SA) 2012, the Rail Commissioner sets out minimum standards for the engagement of these external Contract Protection Officers.

2. Purpose

This document details the process, pre-requisite, training and competency requirements for Contract Protection Officers in order for them to undertake protection officer duties within the Adelaide Metropolitan Passenger Rail Network (AMPRN).

3. Scope

The requirements detailed within this standard apply to Contract Protection Officers required to perform protection duties within the AMPRN.

4. Supporting Information

4.1. Related Documents

DOCUMENT NAME	DOCUMENT NUMBER
Pre-qualification 17C811 Protection Officers for AMPRN	17C811
DPTI Rail Safety Worker Competence Procedure	PR-LD-GE-420
DPTI Security ID/Access Card Request Form	KNet # 13810840
DPTI Accessing the Adelaide Metropolitan Passenger Rail Network	PR-RC-NA-267
DPTI Adelaide Metropolitan Passenger Rail Network Access – Maintenance & Engineering Works	PR–RC-NA-913
Network Access Training Application Form	FO-RA-NA-1204

4.2. References

- AMPRN Rules and Procedures
- Contractor Stop Board Operator Standard

4.3. Acronyms

ACRONYM	FULL NAME
AMPRN	Adelaide Metropolitan Passenger Rail Network
ANRP	Australian Network Rules & Procedures
DPTI	Department of Planning, Transport and Infrastructure
CPO	Contractor Protection Officer
PO	Protection Officer
LOW	Lookout Working
ASB	Absolute Signal Blocking
TOA	Track Occupancy Authority
TWA	Track Work Authority
LPA	Local Possession Authority
TRI	Train Running Information

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4.4. Definitions

TERM	DEFINITION
Protection	The means used to prevent rail traffic from entering a worksite or other portion of track, or to prevent road or pedestrian traffic entering a level crossing or fouling the Danger Zone.
Protection Officer	The Competent Worker responsible for performing protection duties and managing the rail safety component of worksite protection.
Contract Protection Officer	An external contractor whom has been trained and assessed as competent to perform protection duties applicable to AMPRN rules and procedures.
Contract Protection Officer Provider	An external company that provides Contract Protection Officers.
Subject Matter Expert	A suitable protection officer who has been trained and assessed as competent in all applicable tasks.
Competency	The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
Network Certification	Is a form of evidence listing successful completion of training contextualised to the AMPRN. Certification will be issued upon successful completion of the training. Protection Officer Certification will be issued once all training and assessment outlined in this document is complete and the participant is deemed competent in all aspects. Certification may be retracted or deemed expired if requirements within this document are not met.

5. Roles and Responsibilities

5.1. Contract Protection Officer Provider

Is responsible for:

- Providing evidence of the prerequisites (as detailed in *Section 7*) in accordance with Appendix B.
- Ensuring that the CPOs maintain valid Category 1 health assessments (as per the National Standard for Health Assessment of Rail Safety Workers).
- Ensuring that the CPOs maintain valid Rail Industry Worker card.
- Advising DPTI of all PO Safeworking breaches incurred while working within other states or networks.
- Advising DPTI of all safeworking breaches incurred within other states, networks or rail providers. (This includes existing CPO's and new candidate CPO's)
- Advising DPTI of positive drug and alcohol results.

5.2. DPTI Learning and Development

Is responsible for, in accordance with Appendix B:

- Checking that the course pre requisites are met by the participant.
- Providing and facilitating:

    ○ Contextualised training and assessment applicable to each method of protection.
    ○ Contextualised retraining and reassessment applicable to each method of protection when Network Certification is to be renewed.

- Providing CPOs an introduction into the applicable Network Rules, Policies and Procedures.
- Ensuring participants have been issued with all course documentation applicable to safeworking within the AMPRN, and
- Maintaining contractor training records.

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5.3. DPTI Network Access

Is responsible for:

- Procuring CPOs
- Obtaining and supplying all Protection documentation and Network Resources applicable to safe working within the AMPRN
- Facilitating the Logbook and Mentoring process.
- Ensuring only DPTI certified CPOs access the AMPRN as detailed in section 9.

6. Candidate Procurement

CPO Candidates must be approved by the AMPRN Network Access Manager.

7. Requirements

7.1. Training Matrix (Appendix A)

Describes the training strategy for the individual levels of protection performed within the AMPRN.

7.2. Pre-requisites

CPOs and their respective employers must provide the following prerequisites to become an eligible candidate for AMPRN related CPO training:

- Applicant Resume / Curriculum Vitae
- Valid Rail Industry Workers card
  - DPTI Rail Commissioner Safety Induction
  - TLIF2080 Safely Access the Rail Corridor (SARC)
- Valid Safety Critical Worker Health Assessment Category 1 (Cat1 Medical) (as per the National Standard for Health Assessment of Rail Safety Workers)
- Security access request is completed and submitted for approval (Document ref: 7358715)
- National Criminal History Check within the last 2 years.
- Provide evidence of competency previously achieved in the following units of competence applicable to the level of protection required as per Appendix A:

  - TLIB3118 Apply awareness of railway fundamentals
  - TLIF2081 Perform lookout duties
  - TLIF3083 Conduct track protection assessment
  - TLIW2001 Operate under track protection rules
  - TLIL3082 Implement absolute signal blocking
  - TLIW2039 Place and remove permanent way stop boards
  - TLIL3065 Implement a track occupancy authority

- Provide evidence of competency previously achieved in the following may also be required where identified by the appropriate DPTI representative (Network access manager):

  - TLIL3083 Implement track work authority and manage rail traffic through worksites
  - TLIW2038 Place and remove temporary speed restriction equipment
  - TLIL3084 Implement a local possession authority
  - ARTC Train Running Information (TRI)
  - Previously completed DPTI Contractor Protection Officer Training.

Considerations may be applied where an external company requires their own staff to perform protection duties. The company must apply to Network Access for a work specific training plan and risk analysis which will be used to determine the level of

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training required and applicable pre requisites, as detailed in Appendix A. In this instance authorisation will be limited to the level of protection required for the particular task. The request for PO training can be denied if the participant hasn't met the pre requisites as detailed in Appendix A. Each application will be assessed on a case by case basis without prejudice or precedent set.

7.3. Contract Protection Officer Network Absence

CPOs returning to the network that have been previously trained in the AMPRN rules and procedures will be required to supply evidence of protection duties performed within the AMPRN prior to their absence.

CPO's returning to the network (after 3 months but not exceeding12 months) must undertake a competency conversation with a qualified assessor and subject matter expert. If the competency conversation highlights knowledge gaps, the candidate must be retrained.

CPO's who have been away from the network for more than 12 months must undergo re-training in theory, logbook (the number of entries to be determined after the competencies conversation) and practical.

8. Training Program

PO training is to be conducted by a qualified facilitator who holds the applicable network certification relating to the protection method.

CPOs must be independently assessed within the Train and Tram networks and meet the pre-requisites applicable to each network (as detailed in *Section 7*).

The following methods of protection applicable to the AMPRN will be covered in theory, practical training and assessment aspects:

- Lookout Working (LOW)
- Absolute Signal Blocking (ASB)
- Track Occupancy Authority (TOA)
- Track Work Authority (TWA)
- Local Possession Authority (LPA)

The training packages will cover the following subjects:

- AMPRN Rules and Procedures
- PO duties and responsibilities
- Written authorities and forms

The DPTI contextualised training is to be completed in the order described in Appendix A and course participants must be deemed competent in both theory and practical before the next level of PO training can commence.

Theory training for TWA & LPA will be conducted independently and TWA must be completed in both theory and practical before LPA training can commence.

8.1. Protection Documentation & Network Resources

The following Documents and Network Resources will be issued to CPOs at the commencement of training:

- AMPRN Rules and Procedures (Rulebook)
- Working Timetable
- MN-TO-GE-659 Addenda to the Working Timetable
- Landmarks Book

- Mimic Diagrams

8.2. Theory Training & Assessment

The theory criteria applicable to each protection method must be delivered to participants in a classroom and will consist of content delivery, completion of safeworking forms/authorities, scenarios and theory assessments.

Note: The following time frames will act as a guide for the theory training and assessment duration:

Lookout Working	4 Hours
Absolute Signal Blocking	4 Hours
Track Occupancy Authority	4 Hours
Track Work Authority	4 Hours
Local Possession Authority	4 Hours

8.3. Training Logbook

After successful completion of the theory components participants will be required to complete a training logbook for each method of protection. The logbook is completed in the field and under the guidance of a suitably qualified protection officer (Mentor) or subject matter expert (SME).

Entries must be recorded within the participant's logbook. The logbook process will continue until the participant is deemed to be ready to attempt the practical assessment by the SME.

Note: The following time frames will act as a guide for the logbook completion duration:

Lookout Working	5 to 20 Hours (5 to 10 entries)
Absolute Signal Blocking	5 to 20 Hours (5 to 10 entries)
Track Occupancy Authority	30 to 60 Hours (5 to 10 entries)
Track Work Authority	30 to 60 Hours (5 to 10 entries)
Local Possession Authority	30 to 60 Hours (5 to 10 entries)

8.4. Practical Assessment:

After successful completion of the Logbook process, participants will be required to be practically assessed within the working environment.

Assessment must occur in workplace operational situations or, where this is not available, in simulated workplace operational situations that replicate rail corridor workplace conditions. The Participant must not be mentored or facilitated throughout the assessment process.

If the participant is not deemed "competent" they will be required to repeat the logbook process. If competence is not met upon the second attempt then this may indicate that the candidate may not be suitable to perform the applicable protection method and a decision to continue assistance will be at the discretion of DPTI Learning and Development after consultation with the relevant unit manager.

Note: The following time frames will act as a guide for the practical assessment duration:

Lookout Working	4 Hours (combined with Verbal Questions)
Absolute Signal Blocking	4 Hours (combined with Verbal Questions)
Track Occupancy Authority	8 Hours (combined with Verbal Questions)
Track Work Authority	8 Hours (combined with Verbal Questions)
Local Possession Authority	12 Hours

8.5. Verbal Questions:

During the practical assessment, participants will be required to correctly answer several verbal questions relating to the applicable form of protection and safe-working duties. These verbal questions will cover simulated situations that a PO may face, however cannot be observed within a training environment. The verbal questions will cover unusual locations within the network, rare circumstances and emergency situations.

8.6. Certificate of Completion

Upon successful completion of the training program, CPO's will be issued with a "non-accredited" certificate of completion, which will act as evidence of competency achieved.

9. Maintaining Network Certification

CPOs who perform safety critical task/s are required to maintain their certification. As different methods of protection have varying associated risks and requirements, the following conditions apply:

- Certification of CPOs must be checked by Network Access during the network access request process to ensure the CPO has performed the duty of a PO within a twelve (12) month period from when they last performed the duty of a PO for:
  - LOW
  - ASB
  - TOA
  - TRI
  - Or provide evidence showing method of protection undertaken within the period such as safe-working forms and authorities

Certification of CPOs must be checked by Network Access during the network access request process to ensure the CPO has performed the duty of a PO within a six (6) month period from when they last performed the duty of a PO for:

- TWA
- LPA
- Or unless evidence can be produced where the method of protection is applied such as safe-working forms and authorities.

If the person does not conduct a PO duty within the applicable time period their certification for that level of protection is no longer valid and they can no longer act as a Protection Officer until retrained.

9.1. Expiration of Network certification

To maintain certification (recertification) the CPO must be reassessed in assessment events 1 and 2 within three (3) years of their initial training completion date or recertification date. If this is not successfully undertaken within the three (3) year timeframe, the competency will be deemed to have lapsed and will require to be retrained in all aspects of the course.

9.2. Loss & Suspension of Network certification

CPOs may lose their certification or have it suspended following an Audit, Incident, or safety breach.

Network certification may be reinstated after assurances have been provided to ensure that the applicable CPO is fit to return to their duties.

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APPENDIX A

PROTECTION LEVEL	ENTRY REQUIREMENTS	PREREQUISITES***		DPTI TRAINING	MENTORING BY QUALIFIED WORKER	DPTI ASSESSMENT	MAINTAINING CURRENCY

Lookout Working (LOW)	• Applicant Resume / Curriculum Vitiate
	• Valid Rail Industry Worker card
	    o TLIF2080 (SARC)
	    o DPTI Rail Commissioner Safety Induction
	• Valid Safety Critical Worker Health Assessment Category 1 (Cat1 Medical) *(as per the National Standard for Health Assessment of Rail Safety Workers)*
	• Security access request is completed and submitted for approval *(Document ref: 12683450)*
	• National Criminal History Check within the last 2 years.
		• TLIB3118 Apply awareness of railway fundamentals
		• ARTC Train Running Information (TRI)
			• TLIF2081 Perform lookout duties
			• TLIF3083 Conduct track protection assessment
			• TLIW2001 Operate under track protection rules
				• Lookout Working theory:
				• Presentation Knet # 11553920
				• Participant Guide Knet # 11553918
					• Lookout Working logbook:
					• Knet # 1153927
						• Lookout Working assessments:
						• Assessments 1 & 2 Knet #11552982
						• Assessments 3 & 4 Knet # 11553876
							• Must have performed this function in the last 12 months
							• Reassessment after 3rd year

Absolute Signal Blocking (ASB)			• TLIL3082 Implement absolute signal blocking • TLIW2039 Place and remove permanent way stop boards • Lookout Working	• Absolute Signal Blocking theory: • Presentation KNet # 11554076 • Participant Guide Knet # 11554069	• Absolute Signal Blocking logbook: • Knet # 11554081	• Absolute Signal Blocking assessments: • Assessments 1 & 2 Knet # 11554040 Assessments 3 & 4 Knet # 11554046	• Must have performed this function in the last 12 months • Reassessment after 3rd year
Track Occupancy Authority (TOA)			• TLIL3065 Implement a track occupancy authority • TLIW2039 Place and remove permanent way stop boards • Lookout Working, & • Absolute Signal Blocking	• Track Occupancy Authority theory: • Presentation KNet # 11554260 • Participant Guide Knet # 11554257	• Track Occupancy Authority logbook: • Knet # 11554265	• Track Occupancy Authority assessments: • Assessments 1 & 2 Knet # 11554238 • Assessments 3 & 4 Knet # 11554241	• Must have performed this function in the last 12 months • Reassessment after 3rd year
Track Work Authority (TWA)		• TLIL3083 Implement track work authority • TLIW2038 Place and remove temporary speed restriction equipment • Lookout Working • Absolute Signal Blocking • Track Occupancy Authority		• Track Work Authority theory: • Presentation Knet # 11554579 • Participant Guide Knet # 11554573	• Track Work Authority logbook: • Knet # 11554591	• Track Work Authority final assessments: • Assessments 1, 2 & 3 Knet # 11554547 • Assessments 4 & 5 Knet # 11554550	• Must have performed this function in the last 6 months • Reassessment after 3rd year
Local Possession Authority (LPA)		• TLIL3084 Implement a local possession authority • Lookout Working • Absolute Signal Blocking • Track Occupancy Authority Track Work Authority		• Local Possession Authority theory: • Presentation KNet # 11104752 • Participant Guide Knet # 11104740	• Local Possession Authority logbook: • Knet # 13986148	• Local Possession Authority theory and final assessment: • Assessments 1 & 2 Knet # 11104710 • Assessment 3 Knet # 13986166	• Must have performed this function in the last 6 months • Reassessment after 3rd year

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