

Contract Protection Officer Standards

Rail Commissioner

ST-RC-NA-1072

DOCUMENT AMENDMENT RECORD

REV	CHANGE DESCRIPTION	DATE	COMMENTS
1	Original issue	31/07/2017	
2	Updated Related Documents	26/3/2018	
Document Review Schedule:		3 yearly	

TABLE OF CONTENTS

1. Introduction	4
2. Purpose	4
3. Scope	4
4. Supporting Information	4
4.1. Related Documents	4
4.2. References	4
4.3. Acronyms	4
4.4. Definitions	4
5. Roles and Responsibilities	5
5.1. Contract Protection Officer Provider	5
5.2. DPTI Learning and Development	5
5.3. DPTI Network Access	5
5.4. DPTI Project Managers	5
6. Candidate Procurement	5
7. Requirements	5
7.1. Training Matrix (Appendix A)	5
7.2. Pre-requisites	5
7.3. Pre-existing Contract Protection Officer within network	6
7.4. Contract Protection Officer Network Absence	6
8. Training Program	7
8.1. Protection Documentation & Network Resources	7
8.2. Theory Training & Assessment	7
8.3. Training Logbook	8
8.4. Practical Assessment:	8
8.5. Verbal Questions:	8
8.6. Certificate of Completion	9
9. Maintaining Network Certification	9
9.1. Expiration of Network certification	9
9.2. Loss & Suspension of Network certification	9
Appendix A	10

1. Introduction

In addition to internal DPTI Protection Officers the Rail Commissioner is required to engage the services of external Contract Protection Officers 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 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
13C051 Provision of Protection Officers for AMPRN	KNet # 7480004
DPTI Rail Safety Worker Competence Procedure	PR-LD-GE-420
DPTI Security Access Card Request Form	KNet # 7358715
Network Access Training Application Form	FO-RA-NA-1204

4.2. References

- AMPRN Rules and Procedures

4.3. Acronyms

ACRONYM	FULL NAME
AMPRN	Adelaide Metropolitan Passenger Rail Network
ANRP	Australian Network Rules & Procedures
DPTI	Department of Planning, Transport and Infrastructure

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.
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*)
- Ensuring that the Contract Protection Officers maintain valid Category 1 health assessments.
- Ensuring that the Contract Protection Officers maintain valid Rail Safety Awareness. Advising DPTI of all Protection Officer 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)

5.2. DPTI Learning and Development

Is responsible for:

- Providing and facilitating
 - Contextualized training and assessment applicable to each method of protection
 - Contextualized retraining and reassessment applicable to each method of protection when Network Certification is to be renewed.
- Providing Contract Protection Officers an introduction into the applicable Network Rules, Policies and Procedures.
- Ensuring participants have been issued with all Protection documentation and Network Resources applicable to safeworking within the AMPRN

5.3. DPTI Network Access

Is responsible for:

- Procuring Contract Protection Officers
- Obtaining and supplying all Protection documentation and Network Resources applicable to safe working within the AMPRN
- Facilitating the Logbook and Mentoring process.

5.4. DPTI Project Managers

Are responsible for nominating contract protection officers when required.

6. Candidate Procurement

Contract Protection Officer Candidates must be nominated by either the AMPRN Network Access Manager or a DPTI project 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

Contract Protection Officers and their respective employers must provide the following prerequisites to become an eligible candidate for AMPRN related Contract Protection Officer training.

- Applicant Resume / Curriculum Vitae
- Valid Rail Safety Awareness card
- 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)
- Provide evidence of competency previously achieved in the following units of competence applicable to protection duties:
 - TLIB3118 Apply awareness of railway fundamentals

- TLIF3083 Conduct track protection assessment
 - TLIW2001 Operate under track protection rules
 - TLIW2039 Place and remove permanent way stop boards
 - TLIF2081 Perform lookout duties
 - TLIL3082 Implement absolute signal blocking
 - 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
 - TLIW2038 Place and remove temporary speed restriction equipment
 - TLIL3084 Implement a local possession authority
 - ARTC Train Running Information (TRI)

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 training required and applicable prerequisites. In this instance authorisation will be limited to those level of protection required for the particular task. Each application will be assessed on a case by case basis without prejudice or precedent set.

7.3. Pre-existing Contract Protection Officer within network

The following considerations apply to Contract protection officers who have been previously trained in the AMPRN Rules and Procedures and are currently performing protection duties within the network, however do not have evidence of training completed (certification) in the following forms of protection applicable to the AMPRN:

- Perform lookout duties
- Implement absolute signal blocking
- Implement a track occupancy authority
- Implement track work authority
- Implement a local possession authority

Pre-existing CPO's must be practically assessed in the forms of protection currently being undertaken by them within the AMPRN. The candidate is to provide evidence of protection duties performed within the last 12 months

Upon successful completion of the practical assessment, CPO's will be issued with a "non-accredited" certificate of completion which will act as evidence of competency achieved in the applicable method of protection.

CPO's who do not perform particular methods of protection (such as TWA) must undertake retraining applicable to the method required.

7.4. Contract Protection Officer Network Absence

Contract protection officers returning to the network must have been previously trained in the AMPRN rules and procedures and 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 exceeding 12 months) must undertake a competency conversation with a qualified assessor and subject matter expert. If at the discretion of the assessor 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.

8. Training Program

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

Contract Protection Officers must be independently assessed within the Train and Tram networks and meet the pre-requisites applicable to each network (as detailed in *Section 7.2*).

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

- Lookout Working
- Absolute Signal Blocking
- Track Occupancy Authority
- Track Work Authority
- Local Possession Authority

The training packages will cover the following subjects:

- AMPRN Rules and Procedures
- Protection Officer duties and responsibilities
- Written authorities and forms

8.1. Protection Documentation & Network Resources

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

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

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 toward training duration:

Lookout Working	8 Hours (combined Absolute Signal Blocking)
Absolute Signal Blocking	8 Hours (combined Lookout Working)
Track Occupancy Authority	8 Hours
Track Work Authority	8 Hours
Local Possession Authority	8 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 or “subject matter expert”.

Entries must be recorded within the participant’s logbook. The logbook process may continue until the participant is at a point of confidence within their abilities enough to be practically assessed.

Note: The following time frames will act as a guide toward training duration:

Lookout Working	8 Hours
Absolute Signal Blocking	8 Hours
Track Occupancy Authority	8 Hours
Track Work Authority	8 Hours
Local Possession Authority	<i>Not applicable (Due to reduced network exposure and availability)</i>

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 toward training 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	Not applicable (Due to reduced network exposure and availability)

8.5. Verbal Questions:

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

Verbal questions will cover unusual locations within the network, rare circumstances and emergency situations.

Note: The following time frames will act as a guide toward training duration:

Lookout Working	4 Hours (combined with Practical assessment)
Absolute Signal Blocking	4 Hours (combined with Practical assessment)
Track Occupancy Authority	8 Hours (combined with Practical assessment)
Track Work Authority	8 Hours (combined with Practical assessment)
Local Possession Authority	Not applicable (Due to reduced network exposure and availability)

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

Contract Protection Officers 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 must be assessed by a qualified work place trainer and assessor within a twelve (12) month period for:

- Track Occupancy Authority (TOA)
- Absolute Signal Blocking (ASB)
- Lookout Working (LOW)
- Local Possession Authority (LPA)
- Train Running Information (TRI)
- Or provide evidence showing method of protection undertaken within the period such as safe-working forms and authorities.

Certification must be assessed by a qualified work place trainer and assessor within a six (6) month period for:

- Track Work Authority (TWA)
- Or unless evidence can be produced where the method of protection is applied such as safe-working forms and authorities.

9.1. Expiration of Network certification

Reassessment of network certification must be conducted within three (3) years of the training completion date. If this is not successfully undertaken within the three (3) year timeframe, the competency will be deemed to have lapsed.

9.2. Loss & Suspension of Network certification

Contract Protection Officers 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 Contract Protection Officer is fit to return to their duties

APPENDIX A

PROTECTION LEVEL	ENTRY REQUIREMENTS	PREREQUISITES* **	DPTI TRAINING	MENTORING BY QUALIFIED WORKER	DPTI ASSESSMENT	MAINTAINING CURRENCY	
Stop Board Operator	<ul style="list-style-type: none"> Valid Rail Safety Awareness card 	<ul style="list-style-type: none"> Valid Rail Safety Awareness card 	<ul style="list-style-type: none"> STOP Sign training Theory 	Not Applicable	<ul style="list-style-type: none"> STOP Sign training Practical Observation 	<ul style="list-style-type: none"> Must have performed this function in the last 12 months Reassessment after 3rd year 	
Lookout Working (LOW)	<ul style="list-style-type: none"> Applicant Resume / Curriculum Vitae Valid Rail Safety Awareness card Valid Safety Critical Worker Health Assessment Category 1 (Cat1 Medical) (<i>as per the National Standard for Health Assessment of Rail Safety Workers</i>) Security access request is completed and submitted for approval (<i>Document ref: 7358715</i>) 	<ul style="list-style-type: none"> TLIB3118 Apply awareness of railway fundamentals TLIF3083 Conduct track protection assessment TLIW2001 Operate under track protection rules TLIW2039 Place and remove permanent way stop boards TLIF2081 Perform lookout duties TLIL3082 Implement absolute signal blocking TLIL3065 Implement a track occupancy authority 	<ul style="list-style-type: none"> Lookout Working theory 	<ul style="list-style-type: none"> Lookout Working logbook 	<ul style="list-style-type: none"> Lookout Working final assessment 	<ul style="list-style-type: none"> Must have performed this function in the last 12 months Reassessment after 3rd year 	
Absolute Signal Blocking (ASB)			<ul style="list-style-type: none"> Absolute Signal Blocking theory 	<ul style="list-style-type: none"> Absolute Signal Blocking logbook 	<ul style="list-style-type: none"> Absolute Signal Blocking final assessment 	<ul style="list-style-type: none"> Must have performed this function in the last 12 months Reassessment after 3rd year 	
Track Occupancy Authority (TOA)			<ul style="list-style-type: none"> Track Occupancy Authority theory 	<ul style="list-style-type: none"> Track Occupancy Authority logbook 	<ul style="list-style-type: none"> Track Occupancy Authority final assessment 	<ul style="list-style-type: none"> Must have performed this function in the last 12 months Reassessment after 3rd year 	
Track Work Authority (TWA)			<ul style="list-style-type: none"> TLIL3083 Implement track work authority TLIW2038 Place and remove temporary speed restriction equipment 	<ul style="list-style-type: none"> Track Work Authority theory 	<ul style="list-style-type: none"> Track Work Authority logbook 	<ul style="list-style-type: none"> Track Work Authority final assessment 	<ul style="list-style-type: none"> Must have performed this function in the last 6 months Reassessment after 3rd year
Local Possession Authority (LPA)			<ul style="list-style-type: none"> TLIL3084 Implement a local possession authority 	<ul style="list-style-type: none"> Local Possession Authority theory 	<ul style="list-style-type: none"> Local Possession Authority logbook 	<ul style="list-style-type: none"> Local Possession Authority theory and final assessment 	<ul style="list-style-type: none"> Must have performed this function in the last 12 months Reassessment after 3rd year