

Document Control Record

1. Document Details:

Name: CONDUCTOR FOURTH LETTER

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- Document Status:**
- Working Draft
- Approved for Issue
- Archived

Next Scheduled Review Date:

2. Version History:

Version Number	Date	Reason/Comments
1.0	14/08/2007	Initial issue
1.1	15/10/2007	Corrected Format error
1.2	19/04/2008	Heading Changed
1.3	08/12/2008	Added COC details
1.4	09/09/2009	Amended the letter
<u>1.5</u>	<u>18/07/2010</u>	<u>Changed ITSRR to ITSR</u>

Approved by **Signature & Date**

3. Distribution List

Position	Date	Copy Issued (Yes/No)	Copy No.	Received
Rail Safety Manager		Y	1	

SYDNEY TRAMWAY MUSEUM

TRAINING AND ASSESSMENT COMMITTEE

P.O. Box 103, SUTHERLAND. NSW. 2232

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Dear Member,

RE: Conductor Training Course.

I am pleased to advise that you have satisfactorily passed your Conductor's exam and your appointment, as **Conductor Grade 2N**, has been approved by the Training and Assessment Committee.

Enclosed is your Certificate of Competency (COC) which must be signed. When you next attend the Museum, there is a laminator in the Bookshop which can seal the COC in the plastic envelope provided.

Please Note: All Traffic crews must carry, on their person, their Certificate of Competency (COC) which must be produced if requested by an officer from the Independent Transport Safety ~~and Reliability~~ Regulator (ITSR~~R~~), the Officer-in-Charge or the Rail Safety Manager. If the COC is lost it must be immediately reported to the Rail Safety Manager so that a new COC can be prepared.

Can you please notify our Roster Clerk when you would be available for Traffic duties on the current roster (see attached roster). The Roster Clerk's address is:

Mr Col Rhodes,
13 Coniston Close,
Rankin Park 2287

Endorsements:

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Welcome.

Yours faithfully,

For and on behalf of the Training and Assessment Committee.

per

Ian Saxon
Traffic Manager.

Copy to Roster Clerk