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# **SYDNEY TRAMWAY MUSEUM**

## **MAINTAINING CERTIFICATES OF COMPETENCIES**

MARCH 2010

# Document Control Record

## 1. Document Details:

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## 2. Version History:

Version Number	Date	Reason/Comments
1.0	30/11/2008	Initial issue
1.1	02/07/2009	Amended to reflect the new process and changes for the Rail Safety Act 2008
1.2	17/11/2009	Amended the process to allow for a re-issue of a COC which was stolen.
2.0	15/03/2010	Added processed for competencies other than operating Tramcars.

**Approved by** ..... **Signature & Date** .....

## 3. Distribution List

Position	Date	Copy Issued (Yes/No)	Copy No.	Received
Rail Safety Manager	15/03/2010	Yes	1	

# SYDNEY TRAMWAY MUSEUM

## 1. Purpose

The purpose of this document is to explain the procedure for maintaining existing Certificates of Competencies of STM members or creating new Certificates of Competencies for new STM members who need to have such a document.

## 2. Scope

This procedure applies to all workers including Traffic staff, Works staff and other members working on site and who need to have a COC.

## 3. Responsibilities

The Health Assessment Manager (HAM) is responsible for:

- ensuring that workers, who need to have health assessments, have the assessments reflecting the highest category of rail safety tasks they do, in a timely manner; and
- notifying the RSM when a worker has completed his/her health assessment so that the Certificate of Competencies database can be updated with the new data and a new Certificate of Competencies produced.

The STM examiner is responsible for ensuring that the RSM:

- is notified when a member has successfully passed the re-assessment test or has successfully completed his/her training in a new competency.

The RSM is responsible for ensuring that:

- All works and traffic staff COC records are updated on the COC database; and
- New COC's are printed and issued to the members as soon as practically possible.

It is the responsibility of all Works and Traffic staff to ensure that they carry a valid and up-to-date COC. It is also their responsibility to ensure that they receive the updated COC as soon as possible after gaining a new competency or after completing their medical.

## 4. References

STM6015 Managing Work Health Assessments  
STM6042 – Safety Management Plan (section 4.1)  
STM6175 – Competency Data Collection Form

## 5. Definitions

COC - Certificate of Competencies

HAM - Health Assessment Manager

RSM - Rail Safety Manager

STM - Sydney Tramway Museum, a trading name of South Pacific Electric Railway Co-Operative Society Limited.

## SYDNEY TRAMWAY MUSEUM

### 6. Competencies

The following are the competencies that have been identified and applicable at STM and for which COC's will be issued.

#### a) Tramcar Operations

This competency covers the following areas:

- i. Tram conductor;
- ii. Tram driver; and
- iii. Officer in charge.

#### b) Track Awareness

ALL Traffic staff, Workshop staff and Infrastructure workers are to complete the “*Rail Safety Watcher and Track Awareness*” course which is conducted at STM. Once completed this COC will be issued.

#### c) Vehicle Maintainer

This competency covers the following areas:

- i. inspect, monitor, maintain and test tramcars;
- ii. preparation of safety notices and signs;
- iii. tram fault finding and diagnosis;
- iv. tramcar repair, modification, refurbishment, overhaul and installation of components;
- v. movement of vehicles within the depot area including coupling and uncoupling of tramcars and towing of tramcars;
- vi. decommissioning of rolling stock or any part or components thereof;
- vii. checking that the use of infrastructure is working properly before use;
- viii. competency in the use a mobile phone when testing a vehicle;
- ix. annual or new tramcar inspections and certifications; and
- x. using rolling stock control and data management systems.

#### d) Infrastructure Worker

This competency covers the following areas:

- i. design, construct, modify, repair, maintain, monitor upgrades, inspecting, testing and pre-use checking;
- ii. rail track and associated infrastructure, poles, culverts, crossings, overbridges, service roads and signalling systems;
- iii. sleeper inspection and replacement (wooden and concrete);
- iv. check and tighten fish plates;
- v. check and tighten dog spikes;
- vi. clear undergrowth along the right of way;
- vii. install, check and replace tie bars;
- viii. grease rails where necessary;
- ix. clean out point works;
- x. construction of new track as per STM Track Standards;
- xi. operation of rail drills;
- xii. operation of welders and oxy acetylene equipment;
- xiii. inspect and maintain alignment of overhead;
- xiv. inspect and maintain overhead fittings;
- xv. design and install new tramway overhead; and
- xvi. competent in the use a mobile phone.

## SYDNEY TRAMWAY MUSEUM

### e) Plant Operator

These competencies will be recorded in a Works Authorisation List - similar to the one used to record the various tramcars that the Traffic Staff are qualified for.

The competencies to be covered in this area are:

- i. Coach builder (date of qualification and with which organisation);
- ii. Forklift operator (licence number and expiry date to be recorded on the COC records);
- iii. Overhead crane operator;
- iv. Plumber (licence number and expiry date to be recorded on the COC records).; and
- v. Electrician (licence number and expiry date to be recorded on the COC records).
- vi. Bus driver (must have the relevant RTA level of licence);
- vii. Yellow Truck operator (must have the relevant RTA level of licence);
- viii. Competencies which no formal qualifications is needed just training experience with its use of the equipment at STM. All these should require instruction prior to use
  - a. Bucket truck operator;
  - b. Tower wagon operator;
  - c. Tractor/slasher operator;
  - d. Weed Sprayer rail unit;
  - e. Diesel Compressor;
  - f. Air Tools;
  - g. Chain saw;
  - h. Pendent crane;
  - i. Welder;
  - j. Workshop lifting jacks;
  - k. Other machinery which requires the operator to start with a key before use (it is assumed that that holding a key is the authorisation for use); and
  - l. Bus conductor.

### f) Administration

This competency covers the following areas for Rail Safety only:

- i. Chief Engineer – qualifications to be kept in COC register;
- ii. Health Assessment Manager – see procedure STM6015 Manageing RSW Health Assessment;
- iii. Operations Manager– see position description STM6118;
- iv. Rail Safety Manager – see position description STM6117;
- v. Roster Clerk; and
- vi. Traffic Manager – see position description STM6119.

## 7. Actions

The COC database has been setup to record all details of members who are involved in rail operations at the Sydney Tramway Museum.

New COC's will only be issued to existing members when a member has:

- Gained a new competency;
- changed his/her classification; or
- he/she has satisfactorily completed their re-assessment.

## SYDNEY TRAMWAY MUSEUM

To gain a new competency (other than for Traffic operations) a Competency Data Collection Form (STM6175) must be completed by the applicant and reviewed by his/her supervisor. Details from the form will be recorded on the COC database.

Competencies for Traffic staff are gained by completing the various training and examinations for the various positions.

### 7.1 COC Databases

There is one COC database which is setup in EXCEL and it is called “*DATABASE CERTIFICATE of COMPETENCY*”.

The database have a number of sheets but the first 3 sheets (Certificate Data, Traffic Staff COCs and Works Staff COC's) are linked so that when the details are updated in the first sheet (Certificate Data), the most of the details in the second and third sheets (Traffic COCs and Works COC's) will automatically be updated. The other sheets in the database are for information only but carry personal details.

### 7.2 Competencies NOT held on COC Databases

Some competencies will be held in a separate EXCEL spreadsheet instead of the standard COC database. The types of competencies will be for:

- a) Traffic staff – lists all tramcar types that a traffic staff member is qualified to operate; and
- b) Plant Operator – lists all competencies listed in section 6e) above.

### 7.3 Details Held on COC Database

The COC database has been setup as an EXCEL spreadsheet with many sheets for different types of data. The following details are currently kept on the STM COC database:

- Data need for the preparation of a COC (name, membership number, date of birth, card issue date, card expiry date, classifications and current photo);
- The Traffic Staff COC ready for printing;
- The Traffic Staff COC ready for printing;
- Medical due date (if applicable) of each member;
- The member's name, addresses, phone numbers and e-mail addresses;
- The expiry date of the COC (i.e. the due date for the next re-assessment); and
- List of members by COC allocated number.

### 7.4 Details Held in Paper Files

The response forms from members to the Competency Data Collection will be held in a file in the STM offices. The forms will be kept in alphabetic order for reference – e.g. reference to details of any certificates and/or licences that the member may hold which are relevant to STM;

### 7.5 Update COC Database Details

The following details in the COC databases need to be updated whenever a member has:

- a) gained a new competency; or
- b) successfully completed his /her assessment or re-assessment of a competency.

## SYDNEY TRAMWAY MUSEUM

### 7.6 New Medical Expiry Date

To update the MEDICAL STATUS sheet in the database (DATABASE CERTIFICATE of COMPETENCY) whenever a medical examination has been completed, the following columns need to be changed:

- Medical Expiry date; and
- the Category (if changed).

### 7.7 New Competency Expiry Date

To update the CERTIFICATE DATA sheet in the database (DATABASE CERTIFICATE of COMPETENCY) whenever a member has either completed his re-assessment or gained a new competency, the following columns need to be changed:

- Allocate the next STM ISSSUE NUMBER – by adding 1 to the previous number and putting the new number in the next cell in the row;
- The “CARD ISSUED DATE” – change to the date that the COC is to be issued;
- The “CARD EXPIRY DATE” – to be 5 years from the current year (i.e. 2008 becomes 2013) with the day and month being the same as the member’s birthday; and

Also add the new competency in “CLASSIFICATION” cell if required.

The links from the “Certificate Data” sheet to the “COCs” sheet are:

- The Membership number;
- The Member’s First name;
- The Member’s Surname name;
- The STM number (but will need to change by adding 1 to the number and storing the new number in the next the column in the row);
- The Issued date; and
- The Expiry date.

The Competencies shown in the “Certificate Data” sheet are NOT linked to the “COCs” sheet. The Competencies in the “COCs” sheet MUST be typed in manually.

It also should be noted that after a re-assessment, the STM examiner may also only approve the driver to be a “Provisional Driver” if the driver may not have passed the re-assessment satisfactorily. This means that the driver will need to be re-assessed again after further retraining. The COC MUST show “Provisional” on the COC.

### 7.8 Issue of a New COC After Re-assessment of Skills

Before a new COC is issued because the holder has had his/her skills re-assessed, their photo will need to be taken again to ensure that the photo on the COC is up to date.

### 7.9 Save The Updated Database

Once the database has been updated it MUST be saved. The recommended way is to save the database as a new version so that you can always go back if an error has been made. The old version should then be moved into the “Archived Files” folder.

## SYDNEY TRAMWAY MUSEUM

### 7.10 Issuing A New COC

Currently all COC's are printed out and issued to the member for signing and then laminated in a plastic envelope.

It is proposed that all new COC's will be e-mail to the member for them to sign and then for them to organise for it to be laminated at the Museum.

### 7.11 Issue A Replacement COC

If a member has lost or had his/her COC stolen then a new COC must be issued. However when re-issuing a new COC the next STM Issue Number **MUST** be used and **DO NOT** to use the same STM Issue Number that was used on the lost or stolen COC.

### 7.12 The Periods Between the Medical Examinations

The procedure *STM6015 Managing Work Health Assessments*, states that, for traffic staff, the National Standard requires periodic health assessments at the following intervals:

#### Category 1

- Before commencing category 1 tasks then
- Every five years to age 50 then
- Every two years to age 60 then
- Yearly.

#### Category 2

- Before commencing category 2 tasks then
- Every five years to age 50 then
- Every two years to age 60 then
- Yearly.

#### Category 3

- Before commencing category 3 tasks then
- At age 40 then
- Every five years.

#### Category 4

- No periodic health assessment required.

**SYDNEY TRAMWAY MUSEUM**  
**COMPETENCY DATA COLLECTION FORM**

Name		Membership No.	
<b>Qualifications</b>	<b><u>Degrees, Certificates, Licences, Trades, etc</u></b>	Cert. Attached	Year obtained
<i>Please list all qualifications, and attach copies of documents for proof.</i>			
<i>If a copy of the document <b>cannot</b> be obtained please provide details on page 2.</i>			
<b><u>Skills, experience or interest which may be useful at Sydney Tramway Museum.</u></b>			
<i>- When listing the skills, etc please list details of : WHEN, WHERE AND FOR HOW LONG</i>			
<i>Note: if actual times are not known, then approximate times or best attempts to guess the times.</i>			
<i>- Also include qualifications or units of competencies recognised under the Australian Competency framework.</i>			
<b><u>Other Competencies available to STM</u></b>			How long performing the skills
<i>- List any retraining conducted or to be conducted</i>			
<i>- Name of organisation/group/individual who conducted the training or retraining and name of qualifications of person who assessed any skills or competencies.</i>			
Supervisor's Name		Membership No.	
<b><u>Competencies need to perform work at Sydney Tramway Museum (to be completed by the supervisor)</u></b>			
<b><i>TO BE COMPLETED BY THE APPLICANT'S SUPERVISOR</i></b>			
Supervisor's Signature		Date	
		<i>Please see other side</i>	

