



SYDNEY TRAMWAY MUSEUM

MAINTAINING CERTIFICATES OF COMPETENCIES

NOVEMBER 2008

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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 have health 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

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.

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6. Actions

As the COC database has already been setup, the only effort now is to either to update the details of current members or add new members and their details.

However if a new competency needs to be added more columns in the database will need to be added.

6.1 Update COC Database Details

The following details in the COC database (an Excel file called *DATABASE CERTIFICATE of COMPETENCY*) need to be updated whenever a member has: successfully completed his medical examination. The database has a number of sheets but the first 2 sheets (CERTIFICATE 1 2007 – 2011) and (COCs) are linked so that when the details are updated in the first sheet (CERTIFICATE 1 2007 – 2011), the most of the details in the second sheet (COCs) will automatically be updated. The other sheets in the database are for information only.

NOTE: the database has provision for only three competencies. Another COC will need to be produced if more than competencies are required.

a) New Medical Expiry Date

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

- Allocate the next STM COC number (*STM #ALPHA NUMERIC*) – by adding 1 to the previous number and putting the new number in the next cell in the row;
- Change the “*MEDICAL EXPIRY DATE*” cell to the “Next medical due date” which would be provided by the HAM; and
- Change the “*CARD ISSUED DATE*” – to the date that the COC was to be issued.

The links from the “*CERTIFICATE 1 2007 – 2011*” sheet to the “*COCs*” sheet are:

- The Medical Expiry date;
- 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.

b) New Competency Expiry Date

To update 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:

- 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

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- Also add the new competency in “*CLASSIFICATION*” cell.

The links from the “*CERTIFICATE 1 2007 – 2011*” sheet to the “*COCs*” sheet are:

- The Medical Expiry date;
- 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 1 2007 – 2011*” 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.

c) 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.

d) 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.

6.2 The Periods Between the Medical Examinations

The procedure *STM6015 Managing Work Health Assessments*, states that 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

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- Every five years.

Category 4

- No periodic health assessment required.