

Document Control Record

1. Document Details:

Name: CONDUCTOR FOURTH LETTER

Number: STM6051

Version Number: 1.7~~6~~

- 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
1.5	18/07/2010	Changed ITSRR to ITSR
1.6	12/03/2012	Changed the name of the sender of the letter
1.7	10/06/2012	Change COC to Identification Card (IDC)

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 Identification Card (IDC) which must be signed. When you next attend the Museum, there is a laminator in the Bookshop which can seal the IDC in the plastic envelope provided.

Please Note: All Traffic crews must carry, on their person, their Identification Card (IDC) which must be produced if requested by an officer from the Independent Transport Safety Regulator (ITSR), the Officer-in-Charge or the Rail Safety Manager. If the IDC is lost it must be immediately reported to the Rail Safety Manager so that a new IDC 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

Bob Cooper.

Copy to Roster Clerk