

Document Control Record

1. Document Details:

Name: TRAM DRIVER 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	12/11/2008	Initial issue
1.1	08/10/2008	Added COC conditions
1.2	18/07/2010	Changed ITSRR to ITSR
1.3	20/03/2011	Amended for new Traffic Manager

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

Date:

Dear Member,

RE: Driver Training Course.

I am pleased to advise that you have satisfactorily passed both your Driver's written examination and the practical examination and your appointment, as Driver, has been recommended to the Board of Directors by the Training and Assessment Committee.

The Board of Directors have approved your appointment as **Driver Grade**

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.

Endorsements:

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Welcome.

Yours faithfully,

For and on behalf of the Training and Assessment Committee.

per

Martin Pinches
Traffic Manager.

Copy to Roster Clerk