



**SYDNEY TRAMWAY MUSEUM**

**Safety Performance Audit Schedule**

<b>Procedure/Process to be audited</b>	<b>Date</b>	<b>SPA No.</b>	<b>Auditor Assigned</b>	<b>SPAC No.</b>	<b>Date</b>	<b>SPA No.</b>	<b>Auditor Assigned</b>	<b>SPAC No.</b>	<b>Date</b>	<b>SPA No.</b>	<b>Auditor Assigned</b>	<b>SPAC No.</b>
<b><i>NOTE: THE YEARLY SCHEDULE DEPENDS ON ACTIVITIES DURING THE YEAR AND AVAILABILITY OF AUDITORS</i></b>												
<b><u>Infrastructure</u></b>												
a) Track Inspection												
b) Track Maintenance												
c) Overhead Inspection												
d) Overhead maintenance												
c) Rail Safety Worker												
<b><u>Workshop</u></b>												
a) Maintenance Stds.												
b) Annual Tramcar Inspections												
c) New (Initial) Tramcar Inspection												
d) Sign-on sheets												
e) Visitor Indemnity Form												
<b><u>Training</u></b>												
a) Conductor Training												
b) Driver Training/Assessment												
c) Officer In Charge (OIC) operation												
d)												
		<b>NOTE **** - indicates that an audit will be conducted when this event occurs</b>										

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<b><u>Traffic Operations</u></b>												
a) Sign On of Traffic Staff												
b) Start of day operations												
b) Starters Journal												
d) End of Day processing												
e) T/S Acknowledgements signed												
<b><u>Other Operations</u></b>												
a) Induction New Members		****										
b) Rail Safety Worker (STM6036)	2017											
e) Health Assessment process												
d) Traffic and Safety Notices												
e) Records Retention (STM6006)												
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