

# Document Control Record

**1. Document Details:**

**Name:** CONDUCTOR SECOND LETTER

**Number:** STM6047

**Version Number:** 1.2~~+~~

- 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 draft
1.1	15/10/2007	Heading Changed
1.2	12/03/2012	Changed the name Sender of the letter

**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

...../...../.....

Dear Member,

RE: Conductor Training Course.

I am pleased to advise that you have satisfied your instructors with respect to the initial training in Tramway Operations as a “**CONDUCTOR**”, and forward herewith is your “Trainee Authorisation/Record Card” endorsed as **Conductor-Grade 1**.

Under the terms and conditions laid down by the Board of Directors relative to crew training and Tramway Operations, this Authorisation entitles you to undertake “on-road” training as a Tram Conductor during normal traffic periods, subject to the following:

- 1) .Approval of the Officer in Charge and the Tram Crew as rostered on the day is sought and gained;
- 2) Direct supervision of your training is carried out by a Driver Grade 5, Driver Grade 6 or an instructor;
- 3) You are permitted to act as an *Assistant Conductor* during this period.

At the conclusion of the time stipulated elsewhere for “on-road” training and the minimum number of trips, you are invited to submit your record card to the Training and Assessment Committee. Upon satisfactory passing any such verbal, written and practical examinations as may be deemed necessary, your name will be submitted to the Board of Directors for approval as Conductor Grade 2N.

Endorsements:

.....  
.....  
.....

Yours faithfully,

For and on behalf of the Sydney Tramway Museum - Training and Assessment Committee

per.....

Bob Cooper