

	Health, Safety, Quality and Environmental Alert	Alert number: 48-15	Document Reference: AMG/F/HSQE/001
	Machine/Crane Controller Competence arrangements	Issue Date: 21/08/15	Author: Steve Milroy

(To be posted on HSQE Notice Boards for a Period of 1 MONTH from date of issue)

Who does this affect?

- All machine controllers, crane controllers for on track plant and on track machine
- Sponsors of currently competent machine controllers, crane controllers for on track plant and on track machine
- Planners , administrators, and coordinators, planning training events and administrating the training assessment notification process for both on track plant and on track machine on Sentinel
- All industry providers of trainers and assessors currently approved to assess machine controllers, crane controllers for on track plant and on track machine
- All responsible and line managers/sponsors of competent machine controllers, crane controllers for on track plant and on track machine

Reason for communication/what is changing?

Following a review of the implementation of the On Track Plant (OTP) competence framework and recent feedback from industry stakeholders, it has been identified that the competence for some machine controller and crane controllers for on track plant and on track machines are due to expire on the 25 September 2015.

Investigations established that old National Competence Control Agency (NCCA) Sentinel competence management system records cannot be relied upon to give a true and accurate reflection of initial training or expiry dates.

Risk: Individuals' competencies have exceeded the mandated validity (re- assessment) period.

As a result of these findings, Network Rail Head of Plant, Plant Competence Development Group (CDG), and Professional Development and Training (PD&T) have agreed a 12 month extension for those individuals whose competencies will expire on the 25 September 2015.

Network Rail has extended the 8 week maximum time restriction for re- assessment prior to competence expiry. The renewal assessment can now be completed before the expiry date without restriction.

Note: There are no changes to the competence framework or training material supporting the machine and crane controller competencies, and all other competency/assessment requirements remain unaffected by this change.

All assessors shall be aware that the assessment materials are available on the Training Toolkit for the re-assessment of machine controller and crane controller competencies. This includes knowledge assessment, mandatory common question and site surveillance where applicable.

This is to re-emphasise that an Annual Capability Conversation (ACC) must take place every 12 months in order to manage duration of competence and provide assurance mechanisms between the period of initial training/assessment and competence renewal - primary sponsors can develop a form to manage the process and guidance will be made available on Safety Central.

This communication also ensures that we are in line with the Lifesaving Rule "Working Responsibly".

When will this happen?

The 12 month extension for those individuals whose competences will expire on the 25 September 2015 will be effective from 11 September 2015.

What action is required?

Individuals whose competencies expire on the 25 September 2015 will be required to go through re-assessment

Primary sponsors shall use a risk based approach using their own competence management systems to prioritise individual's assessments.

Individuals whom have not been re-assessed the longest must be considered first

As part of Network Rail assurance process, individual sponsors must demonstrate at a minimum the following percentage of re-assessment within this timeline below:

Between 11 September 2015 and 10 December 2015 -25%

Between 11 December 2015 and 10 March 2016 - 50%

Between 11 March 2016 and 10 June 2016 -75%

Between 11 June 2016 and 10 September 2016 -100%

Note: Quarterly reports will be generated to monitor progress of each primary sponsor.

Where can I get further information?

Key Contacts

For general queries on this update, please contact:

Peter Ellis

Chair, Rail Plant CDG Tel: 07720 513814 Email: peter.ellis2@networkrail.co.uk

David McCallum

Training delivery specialist Tel: 07917 782973 Email:david.mccallum@networkrail.co.uk

David Adekitan

Learning and development specialist Tel: 07711 602499 Email:david.adekitan@networkrail.co.uk