

PROCEDURE FOR THE CONTROL OF SIGNAL ENGINEERING COMPETENCIES

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APPENDIX A - SECA FORM

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WestNet Rail Pty Ltd, Consultants, Contractors & External Parties		W110-600-018	1.00

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APPLICABLE TO		DOCUMENT No.	REV
WestNet Rail Pty Ltd, Consultants, Contractors & External Parties		W110-600-018	1.00
TITLE: CONTROL OF SIGNAL ENGINEERING COMPETENCIES			

DOCUMENT REVISION HISTORY

ORIGINAL ISSUE	1.00	Supersedes W122-600-001
DATE	30 June 2009	
PREPARED BY	Signal Manager Projects & Standards	
REVIEWED BY	Control & Communications System Manager	
AUTHORISED BY	General Manager, WestNet Rail	
REVISION No		REASON FOR REVISION
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1 PURPOSE

The purpose of this procedure is to set out the requirements, method of assessment and recording of the competencies of persons who undertake signal design, checking, approval, testing and commissioning activities on WestNet Rail's signalling infrastructure.

2 SCOPE

This procedure applies to all WestNet Rail staff, consultants and contractors required to carry out signal engineering activities on WestNet Rail's signalling infrastructure.

3 REFERENCES

[1] W110-600-001 – Procedure for Signalling Design.

4 DEFINITIONS

Definitions of the specific roles and signal engineering tasks referred to in this procedure are as set out in W110-600-001 and its supporting procedures and codes of practice.

5 COMPETENCY REQUIREMENTS

5.1 General

This section sets out general competency requirements for each signal engineering role. These requirements are not absolute, and the acceptance of any individual in any category is subject to a competence assessment as set out in section 6. The competence for all staff qualified in each role shall be recorded in a signal engineering competence register maintained by WestNet Rail.

Due to the differing types of equipment and levels of complexity found in signalling systems there may also be restrictions placed upon individuals where they do not have specific training and/or experience. Where applicable such restrictions shall be noted on the competence register.

5.2 Design Engineers

Shall be a person who has adequate experience and training to carry out signal design in a safe and efficient manner. Designers shall generally have at least 3 years current experience in the design of railway signalling and shall ideally hold one or more of the following qualifications: -

- Be accredited/approved to carry out this duty by another licensed railway infrastructure owner in Australia, or;
- Hold the appropriate level of IRSE licence for this role, or;
- Have specific qualifications in railway signalling design.

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5.3 Checking Engineers

Shall be a person who has adequate experience and training to carry out signal design checking in a safe and efficient manner. Checking Engineers shall generally have at least 5 years prior experience in the design of railway signalling plus 2 years current checking experience and shall ideally hold one or more of the following qualifications: -

- Be accredited/approved to carry out this duty by another licensed railway infrastructure owner in Australia, or;
- Hold the appropriate level of IRSE licence for this role, or;
- Have specific qualifications in railway signalling checking.

5.4 Lead Design Engineers

Shall be a person who has adequate experience and training to co-ordinate and manage the engineering design for large projects. Lead Design Engineers shall generally have at least 5 years prior experience in the design of railway signalling plus 5 years current checking experience and shall ideally hold one or more of the following qualifications: -

- Be accredited/approved to carry out this duty by another licensed railway infrastructure owner in Australia, or;
- Hold the appropriate level of IRSE licence for this role, or;
- Have specific qualifications in railway signalling engineering design management.

5.5 Approving Engineers or Managers

Shall be a person in the employ of the organisation responsible for the production of a signalling design who is sufficiently senior and experienced to approve that the design: -

- Has been produced in accordance with W110-600-001 and its supporting procedures and codes of practice, and;
- Conforms to Australian Standard AS4292 - Railway Safety Management, and;
- Is fit for purpose, and;
- Conforms to contractual requirements, where applicable.

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5.6 Test Engineers

Shall be a person who has adequate experience and training to test new or altered signalling infrastructure in a safe and efficient manner. Test engineers shall generally have at least 3 years current experience in the testing of railway signalling and shall ideally hold one or more of the following qualifications: -

- Be accredited/approved to carry out this duty by another licensed railway infrastructure owner in Australia, or;
- Hold the appropriate level of IRSE licence for this role, or;
- Have specific qualifications in railway signalling testing.

5.7 Commissioning Engineers

Shall be a person who has adequate experience and training to commission new or altered signalling infrastructure in a safe and efficient manner. Commissioning engineers shall generally have at least 5 years prior experience in the testing of railway signalling plus at least 2 years current commissioning experience and shall ideally hold one or more of the following qualifications: -

- Be accredited/approved to carry out this duty by another licensed railway infrastructure owner in Australia, or;
- Hold the appropriate level of IRSE licence for this role, or;
- Have specific qualifications in railway signalling commissioning.

6 ACTIONS

Persons undertaking design, checking, approval, testing or commissioning works on WestNet Rail's signalling infrastructure shall be listed in a WestNet Rail signal engineering competence register. The competence register shall be held and maintained by the Signal Manager Projects & Standards.

A special exemption can be issued by the Signal Manager Projects & Standards to allow persons not shown on this register to be used where the person(s) involved are assessed as competent and the works required are of a one-off nature. WestNet Rail shall maintain a record of all exemptions granted.

Where a person does not have the required experience to undertake a particular role they may be mentored by a nominated person with the required competence, provided that the mentor is in the employ of the same organisation. WestNet Rail shall record the name of the mentor and period for which the mentorship applies on the register.

6.1 Additions and Alterations

Persons not currently on the register may be added, or existing competences for a person on the register altered, provided that the applicant can demonstrate to the Signal Manager Projects & Standards that they have the required competence in the category applied for.

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6.2 Competence Assessment

The Signal Manager Projects & Standards shall assess the competence of all persons required to undertake signal engineering activities on WestNet Rail signalling infrastructure. Assessments shall be by a combination of a review of work experience (CV, logbooks etc.), academic & other qualifications, training records, peer recommendation, previous designs, workplace assessment and interview as deemed necessary. WestNet Rail shall maintain a record of all assessments carried out, which shall set out the basis for acceptance or rejection.

6.3 Re-Assessment

Re-assessment is required at a frequency of not more than 5 years. Where a person has carried out no work in a particular category within a 5 year period then that person shall be deemed to be no longer competent in that category.

6.4 Right of Appeal

In the event of a person being assessed as not competent in any category that person may appeal to the Control and Communications Systems Manager. The Control and Communications Systems Manager shall review the competence assessment and any supporting evidence provided, reaching a final decision on the assessment in consultation with the Signal Manager Projects & Standards.

7 DOCUMENTATION

7.1 Signal Engineering Competence Assessments (SECA)

WestNet Rail shall use a standard SECA form for recording the assessment of signal engineering competencies. Records shall be maintained of all assessments with their supporting evidence.

7.2 Signal Engineering Competence Register

The register shall be version controlled and an archive copy of all previous versions shall be maintained in electronic format.

END OF PROCEDURE

Appendix A – SECA Form



Signalling Projects & Standards

SIGNALLING ENGINEERING COMPETENCE ASSESSMENT (SECA)			
Name:			
Company:			
Assessment Category:			
Assessment Date:		SECA No.:	SECA/
Assessment Details:			
Assessment Element	Provided	Initial	Date
CV/Resume	<input type="checkbox"/>		
IRSE Logbook	<input type="checkbox"/>		
Training Records	<input type="checkbox"/>		
Academic Records	<input type="checkbox"/>		
Interview	<input type="checkbox"/>		
Workplace Assessment	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
Assessment Review:			
Decision:			
Assessor:	Name: (Capitals)	Signature:	Date:
	Signal Manager Projects & Standards.		