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Guidance Note

Verification Protocol for AiTL

Endorsement and Authorisation

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Reference documentation

NR/L3/CTM/306 Competence Assurance - Assessment in The Line (AiTL)

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1 Purpose.

The purpose of this document is to provide guidance on the verification methods applied to Network Rail's internal Competence Assurance process - Assessment in The Line (AiTL).

It supports NR/L3/CTM/306 Competence Assurance - Assessment in the Line (AiTL) by adding detail and clarity relating to the verification process.

2 Scope.

This guidance note applies to all Network Rail line managers and employees who have AiTL responsibilities. It provides guidance on the techniques used to provide detailed verification and the methodology used to measure and report on the findings.

It also provides guidelines for Verifiers to enable standardisation and consistency across the whole of Network Rail.

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3 Roles and responsibilities.

The table below gives guidance on the types of roles and responsibilities likely to apply to the posts detailed below.

	Planning and Sampling	Make Evidence (Log Books/Work Experience Records) available	Feedback	Action Non-Conformance	Reporting	Records	Appeals	Maintaining Assessor Approval	Training for line manager	Training for verifier	Moderation
	6/7	8	10	11	12	13	14	15	16.1	16.2	17
Employee		I									
Line Manager	C	AR	C	R	I	I	C	C	R		
L/Manager's Manager	I		I	R	I	I	I	AR	C		
IMDM	C		IC	R	I	I	I				I
AiTL coordinator	C		IC	C		I					
Training Assurance Administrator	I			C		I					
Verifier	C	I	R	I	R	R	R	C		R	I
Functional Competence Manager	I			A	I	I	I				I
Training Assurance Team Leader (TATL)	R		CR		R	R	R	C		C	R
Training Assurance Manager (TAM)	A		A		A	A	A		A	A	A

RACI is a means of linking process steps to roles as follows:

- R – Responsible: the individual(s) who perform an activity – responsible for action/implementation – although usually only one, R's can be shared;
- A – Accountable: the individual who is ultimately accountable including yes/no decision and power of veto – only one 'A' can be assigned;
- C – Consulted: the individual(s) to be consulted prior to a final decision being made or action taken – two-way communication;
- I – Informed: the individual(s) who need to be informed after a decision is made or action is taken – one-way communication.