

Ref:	NR/L2/CTM/022
Issue:	2
Date:	02 June 2012
Compliance date:	01 September 2012

Level 2

Competence and Training in the Loading and Load Examination of Infrastructure Wagons (including Special Vehicles)

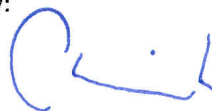
Endorsement and Authorisation

Endorsed by:



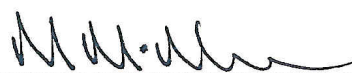
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Published and Issued by Network Rail, Kings Place, 90 York Way, London. N1 9AG.



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User information

This Network Rail standard may contain requirements that are colour-coded according to the following Red–Amber–Green classification.

Red – Mandatory requirements

- **Requirements** that **will** be complied with, and achieved under all circumstances.
- Accountability for the efficacy of these requirements lies with the Professional Head/Standard Owner.
- These requirements are monitored for compliance.
- Local non-compliances, discovered through engineering verification visits, will be reported and monitored through the quarterly Engineering Verification Report.
- Corrective actions will be enforced where local non-compliances remain open beyond the agreed mitigation plan dates.
- These are presented in a red box **and with the word “shall” or a direct instruction.**

Amber – Conditional requirements

- **Requirements** that **will** be complied with unless deviation has been approved.
- Accountability for the efficacy of these requirements lies with the Professional Head/ Standard Owner, or their nominated Delegated Authority.
- These requirements are monitored for compliance.
- Derogations **may** be permitted; which are to be approved by Standard Owner in advance.
- Derogations and Temporary Non-Compliances **may** be granted through the existing Delegated Authority arrangements.
- These are presented with an amber sidebar **and with the word “shall” or a direct instruction.**

Green – Guidance

- Guidance based on good practice; representing supporting information, based on good practice, to help achieve **RED** and **AMBER** requirements.
- This guidance is **not mandatory** and is not monitored for compliance.
- Alternative solutions may be used, which do not need to be formally approved.
- Decisions made by a competent person to use alternative solutions should be backed up by appropriate evidence/documentation.
- This is presented with a dotted green sidebar **and with the word “should” (usually in notes).**

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Issue record

Issue	Date	Comments
1	June 2007	New Issue
2	June 2012	Updated in line with up to date process requirements

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 01 September 2012.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 3 (Option Selection) to continue to comply with the issue of any relevant Network Rail standards current when GRIP Stage 3 was completed and not to comply with requirements contained herein, unless stipulated otherwise in the scope of this standard.

Reference documentation

NR/L2/CTM/001 Competence Management

NR/L2/CTM/202 Quality Assurance in Training and Assessment Delivery

NR/L2/NDS/203 Loading and Securing of Infrastructure Traffic

NR/L2/NDS/308 The Loading Manual for Infrastructure Traffic

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1 Purpose

The purpose of this standard is to set out the minimum requirements for the training and assessment of individuals who undertake loading and load examination of infrastructure wagon activities on Network Rail managed infrastructure. It defines processes to be implemented and the standards to be achieved to confirm that individuals who undertake loading and examination of loading of infrastructure wagons activities are competent.

2 Scope

The standard applies to any individual who supervises the loading of, or examination of loads on, infrastructure wagons on the Network Rail managed infrastructure.

3 Definitions

Assessor

An individual who has been trained in assessment techniques and methods and has occupational experience and current knowledge of Railway Group Standards and Network Rail company specifications applicable to the activity and competence standard.

An individual approved to undertake assessments of individual against the requirements set out in specific competence standards.

See also Supported Assessor.

Assessment

A systematic process of gathering and judging evidence to 'prove' or 'determine' an individual's competence as defined in a competence standard. Assessment includes the re-assessment of individual's competence.

Authority to Work (AtW)

A document that details the work activities that an individual is authorised to undertake. It includes the details of the individual's competence and details of any restrictions that apply to the way the individual works e.g. the requirement for supervision.

Candidate

A person whose Competence is to be assessed.

Competence

The ability to undertake responsibilities and to perform activities to a recognised standard on a regular basis. A combination of practical thinking skills, experience and knowledge and may include a willingness to undertake work activities in accordance with agreed standards, rules and procedures. It can also include the consistent achievement of an identified standard of performance under defined normal, abnormal, and emergency situations; the ability to undertake work to confirm the safety of any person who might be affected by the work; and an appropriate level of physical fitness.

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Competence Management System (CMS)

A suitably resourced, logical and integrated cycle of activities within an organisation used to assure competence of those who may, through lack of competence, have a impact on the:

- safe operation and maintenance of Network Rail managed infrastructure;
- occupational health and safety of workers on or about the Network;
- safety of others affected by their actions or inactions;
- performance of Network Rail's business.

Competence standard

A statement of:

- what a person has to be able to do and how well, in order to achieve the intended outcome of work;
- the range of circumstances in which the ability would have to be demonstrated;
- the knowledge required to complete the work;
- the types of evidence needed to confirm that performance is consistent and can be sustained;
- how this would be assessed.

Delegate

An individual who is undergoing a period of training.

Person responsible for loading

Person who is trained and competent to supervise the safe loading of wagons

Supported Assessor

An individual who has been trained in assessment techniques and methods but does not have current knowledge of Railway Group Standards and Network Rail company specifications applicable to the activity and competence standard.

A supported assessor uses the expertise of another person who has the required knowledge to support all competence assessments.

See also Assessor.

Trainer

An individual who gives knowledge or information to learners in a systematic manner by presenting information, directing structured learning experiences, and managing/facilitating group discussions and activities.

In Network Rail, an individual who is approved by Network Rail to deliver one or more named training events and is involved in the activity of delivering targeted learning to an audience.

Verification

In the context of this standard verification is a process by which the quality of assessment decisions and the supporting process are independently assured.

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Verifier

An individual who is competent and authorised to review the assessment process and confirm assessment decisions.

Work experience record

A record of activities associated with a specific competence – designed to record evidence of when, where and how the duty of an individual is performed.

4 Training Requirements

4.1 Deployment

Employers shall not permit any individual to undertake loading of, or examination of loads on, infrastructure wagons within the scope of this standard until that individual has attended and successfully completed the appropriate training or has been assessed as competent against the requirements of this standard.

Where an individual has been trained they can undertake the work but may be subject to an appropriate level of support.

4.2 Identifying training needs

Subject to the minimum requirements in **4.1** employers shall have systems in place to identify specific training needs for individuals who undertake the loading or the examination of loads on infrastructure wagons. Employers shall use this information to determine what training is appropriate for each individual.

The following approach shall be used and documented to identify and satisfy specific training needs:

- identify deployment requirements for the individual concerned, taking account of specific types of wagons that the individual shall be required to undertake loading of and/or examination of loads on infrastructure wagons activities;
- establish the current competence of the individual;
- establish what development is required and therefore which training modules are appropriate to match the deployment needs;
- agree a development action plan with the individual and order in which the training is to take place;
- arrange training.

A training framework and specific training modules have been developed to address training needs of individuals who are required to undertake the loading of and/or undertake examination of loads activities on infrastructure wagons.

A summary of this framework is contained in **Appendix A**.

4.3 Assessment

Following successful completion of the relevant training the individual shall be assessed against the requirements of the relevant unit of competence contained in **Appendix B**.

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4.4 Additional workplace support

Subject to the specific competence and/or the type of wagon, and following initial training, individuals may require additional support in the workplace.

Employers should consider whether the individual is in need of any additional support in the workplace in the period following initial training.

Additional workplace support should be considered where:

- the individual is newly trained; **and**
- the wagon is complex in it's design or function; **or**
- the candidate is in-experienced in the environment being worked in; **or**
- the candidate's behaviours indicate additional support would be beneficial to their development, e.g. building confidence.

Employers should consider appointing an appropriate person who can give suitable guidance and support to the individual during any period of support.

4.5 Approval of trainer

Trainers delivering training associated with this standard shall comply with NR/L2/CTM/202: Quality Assurance in Training and Assessment.

4.6 Approval of assessors

Assessors shall be approved in accordance the requirements of NR/L2/CTM/202: Quality Assurance in Training and Assessment.

4.7 Verification

Employers shall have in place verification procedures to confirm that at least 10% of completed assessments are verified.

4.8 Supported assessors

Where a proposed assessor does not have the appropriate technical knowledge, they can be approved as a supported assessor in line with NR/L2/CTM/202 Quality Assurance in Training and Assessment.

They shall be supported by a competent individual who has the relevant skills and knowledge to support the technical elements of the assessment.

Occurrences where the assessor is supported shall be recorded on the relevant assessment documentation.

4.9 Maintaining competence

Employers shall have systems in place to demonstrate the continued competence of persons required to undertake loading of, and/or examination of loads on infrastructure wagons activities.

These systems shall consist as a minimum of:

- a) the use of work experience evidence;

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- b) the implementation of a review regime to confirm that the work completed by the individual meets the performance statements and that the individual has the knowledge as defined in the relevant unit of competence;
- c) a system to confirm that there have been no incidents or accidents as a direct result of the individual completing the work, **OR** where there have been incidents or accidents the suitability of the individual to continue to undertake loading, and/or the examination of loads on infrastructure wagons activities has been considered together with completion of a development action plan as a direct result of the incident.

Where the specific wagon has not been included in the individuals loading and/or examination activities in a 12 month period, employers shall consider the requirement for the individual to continue to hold this competence.

*NOTE: Details of the minimum practices are detailed in the specific unit of competence in **Appendix B**.*

Where continued competence cannot be confirmed, arrangements shall be made for the competence to be withdrawn. If competence is still required the responsible manager shall develop an action plan to restore the individual's competence which can include retraining, further support in the workplace and/or re-assessment.

5 Application

5.1 Units of competence

Units of competence have been developed that are suitable to control the risks associated with competent performance of individuals who undertake loading of, and/or examination of loads on infrastructure wagons activities on Network Rail managed infrastructure. These units are contained in **Appendix B**.

Units of competence shall be selected on the basis of the person's job role and responsibility.

5.2 Training

Any individual who is new to loading on and/or examination of loads on infrastructure wagons activities shall as a minimum successfully complete the initial training events for Loader and/or Load Examiner regardless of what type of wagon they are required to undertake loading of, and/or examination of load activities. Specific training requirements for each competence within scope are detailed in the applicable unit of competence found in **Appendix B**.

5.3 Assessment strategy

The assessment strategy for each competence within scope is detailed in the applicable unit of competence found in **Appendix B**.

5.4 Results

Results of any training, assessments and reviews shall be recorded as part of the requirements as described in NR/L2/CTM/201 Competence Management Systems process and in line with the employer's company processes.

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This may include the requirement to record competence results on the Sentinel database.

6 Certification

6.1 Issue of certification

Certification for all competences as listed in **Appendix B** shall have a maximum validity as described in each competence unit, from the date of completion of the initial assessment.

6.2 Issue of full certification

Full certification shall be issued upon successful completion of initial training.

6.3 Withdrawal of certification

Certification shall be withdrawn or suspended if:

- the conduct of the holder gives cause to suspect a lack of competence;
- the holder is believed to have caused or contributed to an incident, or accident;
- the holder makes decisions or takes actions that result in a major breach of safety or endangers the safety of others.

Competence shall only be restored when competence or medical assessment has shown that the individual concerned complies with the requirements of this standard.

NOTE: Restoration of competence may include the individual attending initial training, undergoing an assessment or passing a suitable medical assessment.

6.4 Transferability of certification

Where an individual is employed by more than one company the loading of and/or examination of loading on infrastructure wagons competence held can be transferred between employers.

Proof of prior experience shall be provided by the individual as a guide to the level of competence held. An assessment shall be undertaken to establish the level of competence.

6.5 Renewal of certification

Certificates shall be re-issued following the satisfactory completion of competence renewal processes as detailed in **4.9** and the specific unit of competence.

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Appendix A Loader and Load Examiner Training Framework Summary

A.1 General

Where any individual requires training to develop their competence they shall attend and successfully complete the Network Rail approved Loader and/or Load Examiner initial training events. This appendix contains a brief overview of the modules that form the Loader and Load Examiner training framework.

A.2 Loader Module

This module is designed to train individuals whose work involves the supervision of loading onto infrastructure wagons. The training involves classroom training followed by assessment.

A.3 Load Examiner Modules

The following training modules are designed to train individuals whose work involves the examination of loads on infrastructure wagons and is designed to allow individuals to undertake load examination activities on various types of wagons. Examination of loads on the applicable wagon is not possible until the individual has successfully completed the corresponding initial training module.

The training modules which are available are detailed below:

Competence Code	Training Module
LOAD EXAMINER	Load Examiner
LE SSALMON	Load Examiner Super Salmon
LE FASTROLL	Load Examiner Fastroll
LE CRT	Load Examiner Corus Rail Train
LE LWRT	Load Examiner Long Welded Rail Train
LE RDT	Load Examiner Rail Delivery Train
LE PUTLER	Load Examiner Putler Train
LE NTC	Load Examiner New Track Construction Train
LE TRT	Load Examiner Track Renewal Train
LE SCPV	Load Examiner Switch and Crossing Panel Vehicle
LE SRC	Load Examiner Stock Rail Carrier
LE SV	Load Examiner Special Vehicle
LOADING STANDARDS	Loading Standards