

Ref:	NR/L2/CTM/209
Issue:	1
Date:	04 December 2010
Compliance date:	04 June 2011

Level 2

Competence and Training in Safe System of Work Planner

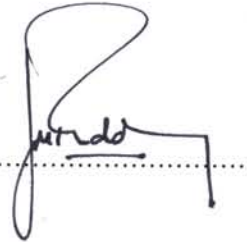
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Published and Issued by Network Rail, Kings Place, 90 York Way, London. N1 9AG.

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Issue record

Issue	Date	Comments
1	04 Dec 2010	New Issue

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 04th June 2011.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

NR/L2/CTM/202	Quality Assurance in Training and Assessment
NR/L2/OHS/019	Safety of People Working on or Near the Line
NR/L2/CTM/021	Competence and Training in Track Safety
GE/RT8000	The Rule Book

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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 plan a safe system of work (SSOW) on the Network Rail managed infrastructure. It defines processes that are to be implemented and the standards that are to be achieved to confirm that people who are required to plan a SSOW for individuals or groups that go on or near the line are competent.

2 Scope.

The standard applies to any individual who is required to plan a SSOW for implementation on a Network Rail managed Infrastructure.

3 Definitions.

Approved assessor.

An individual approved by Network Rail or its approving organisation who uses Network Rail competence standards and/or assessment materials to provide assessment services to third parties and/or complete assessments that are recorded on the scheme operator database as part of the Sentinel scheme.

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.

A measurement process of the learning that has either taken place or can take place, usually measured against stated learning outcomes.

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.

Certificate.

A document that confirms that specific competence has been demonstrated by an individual against the requirements of a competence standard. Certificate in the context of this specification means a Track Safety Sentinel Card.

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.

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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.

Mentoring period.

A period of time between the satisfactory completion of training where an individual undertakes the work under supervision of a mentor. This period is used to enable the individual to practice the activity, acquire the associated knowledge and collate the relevant evidence ready for assessment.

On or near the line.

As defined in GE/RT8000 The Rule Book.

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.

NOTE 1: this should not be confused with term 'verification' in NR/L2/OHS/019 Safety of people working on or near the line, which relates to the process of checking the accuracy and completeness of the SSOW pack.

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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.

Safe System of Work Planner.

An individual certified as competent to plan a safe system of work for themselves, an individual or group of people required to go on near the line in accordance with the Network Rail Standard *Safety of People Working On or Near the Line* (NR/L2/OHS/019).

4 Requirements.

4.1 Deployment.

Employers shall not allow any individual to plan safe systems of work of any type, until the individual has attended and successfully completed the Network Rail approved Safe System of Work Planner (SSOWP) training event. The SSOWP training framework summary is contained in Appendix A.

NOTE 2: the exception to this is where a COSS or IWA is able to plan their own SSOW in exceptional circumstances and in accordance with NR/L2/OHS/019 Safety of People Working On or Near the Line.

Upon successful completion of training the individual shall only plan safe systems of work under the guidance of a mentor.

Full unassisted planning is only permitted upon completion of mentorship and assessment.

4.2 Minimum age.

Any person holding SSOWP certification shall be a minimum of 18 years of age.

4.3 Suitability.

Before an individual is appointed to the role of SSOW planner the employer shall undertake an assessment of their suitability for the role. In assessing the suitability of individuals consideration shall be given to the following capabilities:

- Attention to detail;
- Teamwork;
- Problem solving; and
- Planning.

The Behavioural Framework contained in Appendix B can be used to support the assessment of capabilities.

Note 3: The Behavioural Framework contains behavioural indicators which can be incorporated into existing recruitment arrangements such as an interview or specific assessments can be developed to evaluate these capabilities.

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Before an individual can be nominated to attend SSOWP training a SSOWP Pre-training assessment shall be satisfactorily completed.

Training providers shall not accept any individual for training that cannot provide evidence of the satisfactory completion of this assessment.

4.4 Mentoring

Upon successful completion of SSOWP initial training, individuals shall undertake a period of supervised workplace experience, prior to the post mentoring assessment.

Employers shall appoint a competent and experienced SSOWP as a mentor who shall provide suitable supervision during the period of mentoring.

The initial period of mentoring shall not exceed four months unless the individual is unable to fully meet the criteria of competence. Where additional time is required to fill knowledge and/or skills gaps, the period of mentoring can be extended. Where mentoring has not been completed after twelve months the competence becomes invalid.

Each employer shall be able to provide work experience records for each candidate from the period of workplace mentoring.

4.5 Assessment.

Following completion of the relevant training delegates shall be assessed against the requirements of the SSOWP competence unit, Develop plans to provide a suitable safe system of work, contained in Appendix C. The person assessing the candidate, shall be an approved SSOWP Assessor and shall use the Network Rail assessment documentation.

4.6 Maintaining competence.

Employers shall have systems in place to demonstrate the continued competence of individuals who are required to undertake SSOWP activities. Details of the specific requirements are shown in Appendix C.

Employers shall have systems in place to demonstrate continued competence, both technical and behavioural, of individuals who are required to undertake SSOWP activities. Details of the specific requirements are shown in the Competence Units in Appendix C.

Reference shall also be made, as applicable, to a series of flowcharts in Appendix D Flow Charts for Non-Network Rail Employees and Appendix E Flow Charts for Network Rail Employees.

The use of work experience sheets is mandatory for SSOWP.

5 Certification.

5.1 Issue of certification.

Provisional certification shall be issued on successful completion of initial training. Full certification shall only be issued on the successful completion of a post mentoring competence assessment.

Certification for the SSOWP competence is valid for a maximum period of 24 months from the date of completion of post mentoring competence assessment.

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Where a re-assessment is completed less than 8 weeks before the expiry date of an existing certificate it is permitted to use that expiry date as the starting point of the new record.

5.2 Withdrawal of certification.

Certification can be suspended if:

- the conduct of the holder gives cause to suspect lack of competence; or
- the individual is suspected to have caused or contributed to an incident, or accident.

Certification shall be withdrawn if:

- the person has failed to practice the competence for a period exceeding 6 months; or
- the conduct of the holder demonstrates a lack of competence.

Certification shall only be re-issued once the individual demonstrates competence in accordance with this standard.

NOTE 4: Restoration of competence can include the requirement for the individual to attend initial, or recertification events, or to undergo an assessment.

5.3 Transferability of certification.

Where an individual transfers between Sentinel authorised sponsors, the receiving sponsor shall confirm the individual has the experience required to maintain the competence. Proof of prior experience shall be provided by the individual, in the form of completed and validated SSOWP work experience sheets and their Track Safety Sentinel card endorsed with SSOWP competence.

5.4 Certification expiry.

Recertification shall be completed not later than eight weeks from the expiry date of the competence. During the period from the expiry date to completion of the recertification event the individual shall:

- not practice SSOWP duties;
- undertake the re-certification activities as set out in Appendix D, Flow Charts for Non Network Rail Employees and Appendix E, Flow Charts for Network Rail Employees.

Where an individual does not complete the recertification activities within the 8 week grace period the competence can only be regained following the completion of initial training, mentoring and post mentoring assessment.

6 Delivery of training.

Trainers delivering SSOWP training events shall be approved by Network Rail or its approving organisation in accordance with the requirements of NR/L2/CTM/202: Quality Assurance in Training and Assessment.

Trainers shall only use Network Rail approved training materials and assessments to deliver training.