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Module 2

Authority to Work (AtW) Competence Requirements

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1 Purpose

The purpose of this module is to describe the processes and competence framework/guidance to be applied to the selection and appointment of key engineering roles.

2 Scope

The scope of this module applies to the following:

- a. Network Rail – Departmental Engineering Manager
- b. Network Rail – Designated Project Engineer
- c. Network Rail – Project Engineer
- d. Contractor’s Engineering Manager
- e. Contractor’s Responsible Engineer

3 Definitions

The definitions listed in NR/L2/INI/02009 apply.

4 Compliance

This module contains mandatory requirements and should be read in conjunction with NR/L2/INI/02009 and NR/L2/INI/02009/01.

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5 Requirements for Competence in Authority to Work (AtW) Roles

5.1 General Requirements and Framework

5.1.1 For key AtW engineering role appointees, each project appointment has a defined competence role profile. This role profile consists of core business structure and process knowledge. These core competences provide key engineering appointees with the knowledge required to perform their duties within the wider NR project environment. These competences, detailed in Table 1, will be supplemented with core competences described in detail in subsequent clauses.

Competence Name	Short Code	Competence Family or Type
Undertake the role of a Project Engineer	PE01	Project Engineering
Undertake the role of a Designated Project Engineer	DPE01	Project Engineering
Undertake the role of a Departmental Engineering Manager	DEM01	Project Engineering
Undertake the role of a Contractor's Responsible Engineer	CRE01	Project Engineering
Undertake the role of a Contractor's Engineering Manager	CEM01	Project Engineering

Table 1 – Role Profile

These names, short codes and the competence family correspond to those used in Network Rail's central competence management system, (ORACLE). The competences CRE01 and CEM01 are generally only used to record the competence of Network Rail employees (e.g. from Design Groups) where Network Rail is undertaking design and / or construction work on a project.

5.1.2 Contractors shall apply the general principles and underlying competence descriptions identified within clause 6 when undertaking assessments.

5.1.3 For each of the roles identified within Table 1 the assessor assigns a level of competence to the candidate under consideration. Levels of competences are described in clause 5 and expanded upon in clause 6.

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Proficiency Level	Descriptor
0	To be determined
1	Requires training
2	Trained requires supervision
3	Competent
4	Competent and experienced
5	Technical Expert

Table 2 – Competence Proficiency Levels

5.1.4 The lower levels of assigned competence allow for the recording of developing capabilities for engineers working towards Authority to Work (AtW).

5.1.5 In assigning a level of competence for one of the key AtW engineering roles, the assessor should consider all aspects of the checklists provided in Forms NR/L2/INI/02009F0037 to NR/L2/INI/02009/F0040 which, in turn, are associated with a specific competence quad. The competence quads, in clause 6, should be used by the assessor, to frame the competence assessment. They provide guidance on the evidence required to demonstrate competence. Any evidence obtained should be retained on file with the original completed assessment form.

5.1.6 Systems Engineering competences described in subsequent clauses are described in detail in clause 7.

5.2 Guidance on the use of Competence Quads

5.2.1 General Information

The competence requirements for each of the five key roles are identified in the form of competence quads (see sub clauses 6.1 to 6.5). Each table is divided into four quadrants:

- a) Performance Statements (Individual shall be able to)...
- b) Knowledge statements (Individual shall know)...
- c) Scope of Competence...
- d) Performance Evidence (may include)...

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5.2.2 Departmental Engineering Manager

5.2.2.1 The candidate shall be assessed using Form NR/L2/INI/02009/F0037.

NOTE: The competence quad in clause 7 should be used by the assessor as guidance for the assessment.

5.2.2.2 The candidate shall be competent to Level 4 in SE02, SE05, SE11 and SE13.

5.2.2.3 Further competences and levels of attainment shall be determined by the Senior Engineer (SE).

5.2.2.4 The SE shall use a recognised tool to determine the project Level of complexity. These four Systems Engineering competences are a minimum level of competence and shall be supplemented with further Systems Engineering competences as determined by the SE.

NOTE: The NR IP Project Characterisation Tool (PCAT) is the preferred tool for assessing project complexity. The output of the tool provides a scalable summary of disciplines, interfaces and cost which can be used by the SE/DEM to provide an objective judgement based competence profile for potential AtW candidates.

5.2.2.5 The process for selection of the DEM is described in Figure 1.

5.2.2.6 The process for assessment of DEM Competence is described in Figure 2.

5.2.2.7 Upon appointment the SE shall inform the IP Systems Engineering DM to make sure that the appointee is registered onto the ORACLE based DPE Community of Practice.

5.2.2.8 The IP Systems Engineering DM shall register the individual onto the ORACLE based DPE Community of Practice,