

Ref:	NR/L2/SIG/30014/B410
Issue:	02
Date:	2 June 2012
Compliance date:	1 December 2012

Level 2

Signalling Works Testing Staff Competence Assessment

Endorsement and Authorisation

For endorsement, authorisation and issue record of this document, please refer to NR/L2/SIG/30014

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.

© Copyright 2012 Network Rail.

Uncontrolled copy once printed from its electronic source.

Published and Issued by Network Rail, 40 Melton Street, London NW1 2EE.



Ref:	NR/L2/SIG/30014/B410
Issue:	02
Date:	2 June 2012
Compliance date:	1 December 2012

Issue record

Issue	Date	Comments
1	Jun 08	Initial Issue
02	Jun 12	Updated to reflect changes to applicable equipment types, to provide consistency with other chapters / sections of the handbook and updates and clarifications following industry feedback.

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 1 December 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

Company Standards

NR/L2/CTM/012	Competence and Training in Signal Engineering
NR/L2/SIG/10064 (NR/GI/B002)	General Instructions to Staff Working on S&T Equipment – Disconnections
NR/L3/SIG/11231	Signal Maintenance Testing Handbook
NR/L2/SIG/30014	Signalling Works Testing Handbook
NR/L2/SIG/30014/A110	Signalling Works Testing
NR/L2/SIG/30014/B110	Signalling Works Testing IRSE Licensing Requirements
NR/L2/SIG/30014/B210	Appointment of Signalling Works Testing Certificate of Competency Authorisers
NR/L2/SIG/30014/B310	Signalling Works Testing Training and Competence Modules.
NR/L2/SIG/30014/B410/CA01	Signalling Works Testing Staff Competence Assessment Record form
NR/L2/SIG/30014/B510	Project Specific Appointment of Signalling Testers in Charge
NR/L2/SIG/30014/C120/TP11	Test Plan Appendix 1 - Tester in Charge's Briefing Record form
NR/L2/SIG/30014/D115/DTn-nn	Signalling Works Defined Checks and Tests
NR/L2/SIG/30014/D120/TSn-nn	Signalling Works Test Specifications and Certificates

Ref:	NR/L2/SIG/30014/B410
Issue:	02
Date:	2 June 2012
Compliance date:	1 December 2012

[NR/L2/SIG/30014/F000](#)

Signalling Works Principles Testing

[NR/L2/SIG/30014/G110](#)

Signalling Non-Conceptual Works and
Emergency Testing

[NR/L2/SIG/30014/E110](#)

Signalling Works Testing Glossary

Disclaimer

In issuing this document for its stated purpose, Network Rail makes no warranties, express or implied, that compliance with all or any documents it issues is sufficient on its own to ensure safe systems of work or operation. Users are reminded of their own duties under health and safety legislation.

Supply

Copies of documents are available electronically, within Network Rail's organisation. Hard copies of this document may be available to Network Rail people on request to the relevant controlled publication distributor and to other organisations from IHS (Technical Indexes Ltd) tel: 01344 404409.

Contents

1 Purpose	4
2 Scope	4
3 Flowchart	5
4 Procedure	7
4.1 Signalling Works Testing Competence Assessment	7
4.2 Certificate of Competency	7
4.3 Process	8
4.4 Arrangements when Working for other than the Sponsor's Company	13
4.5 Tester in Charge's Project Specific Competence Assessment	13
4.6 Signalling Works Testing Staff Authority to Work	13
4.7 Records of Competence Assessments	14
5 Abbreviations and Definitions	15
5.1 Abbreviations	15
5.2 Definitions	15
Appendix A – Standard Certificate of Competency	16
Appendix B – Breakdown of Certificate of Competency	17

Ref:	NR/L2/SIG/30014/B410
Issue:	02
Date:	2 June 2012
Compliance date:	1 December 2012

1 Purpose

This document is part of the suite of documents contained within the Signalling Works Testing Handbook, [NR/L2/SIG/30014](#), which together detail the requirements for signalling works testing activities.

Network Rail requires that all individuals undertaking works on railway signalling shall have the education, knowledge, training and experience necessary to understand and carry out safely the activities on which they are employed, and shall consistently carry out those activities to the required standard.

This Level 2 module sets the requirements so that all individuals engaged in signalling works testing activities have demonstrated competence before being authorised to work.

It specifies who is competent and authorised to assess signalling works testing competence.

It defines the method of assessment of competence, the competence standards to be achieved and the method of recording assessments.

It details the requirements for the issue, reissue or withdrawal of the standard Network Rail approved Signalling Works Testing Certificates of Competency.

This document also details the requirements for a Tester in Charge's project specific competence review, and specifies how staff are authorised to work following licensing and competence assessment.

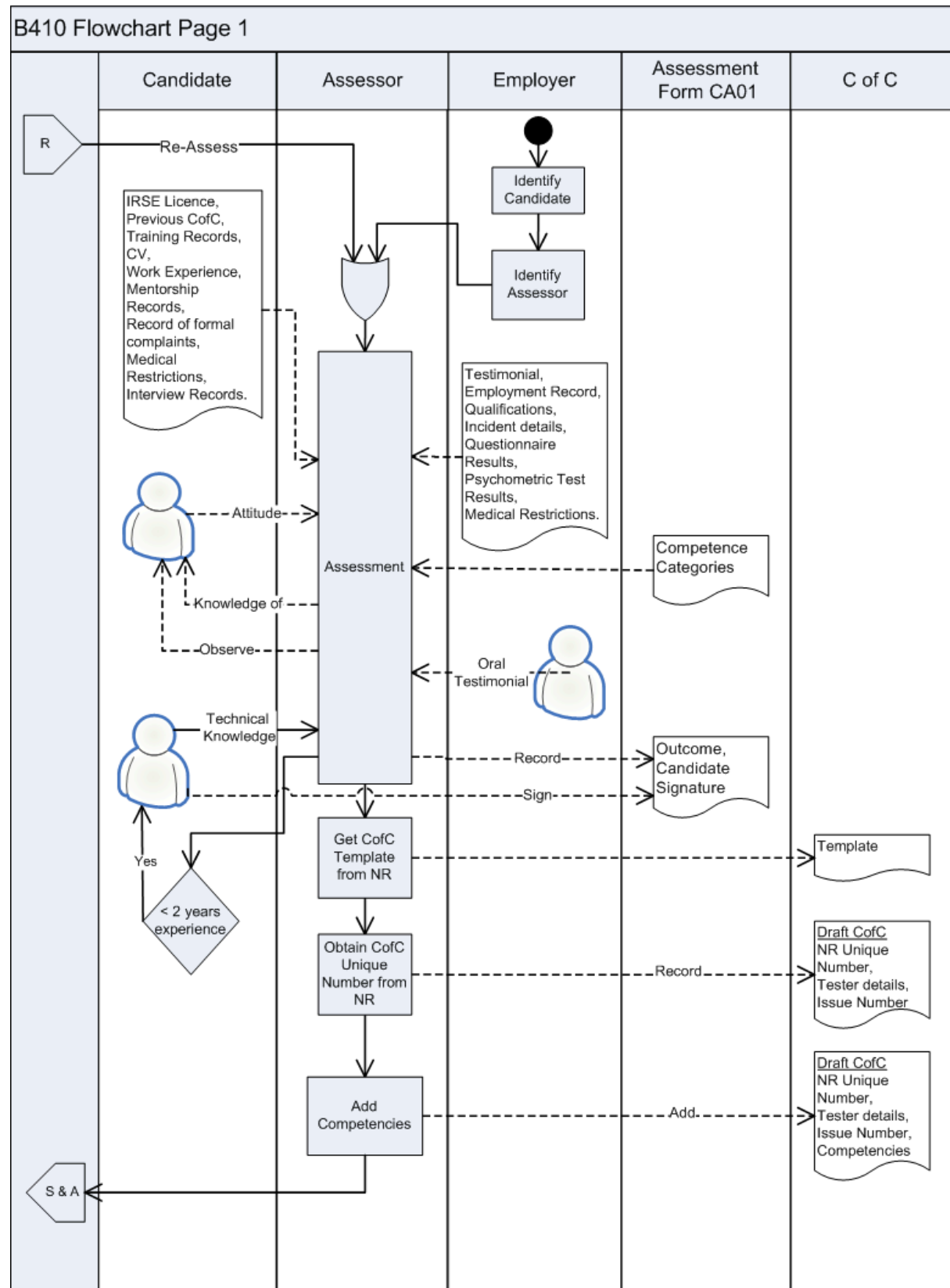
2 Scope

This Level 2 standard applies to all projects to alter Network Rail's infrastructure, or with the potential to affect the fitness for purpose of the Network Rail Infrastructure. It is mandatory for all work with signalling content which requires testing to [NR/L2/SIG/30014](#).

However, the requirements of this standard are only mandated for competencies to test in accordance with [NR/L2/SIG/30014/G110](#), Signalling Non-Conceptual Works and Emergency Testing, where other signalling works testing competencies are held, and thus a Signalling Works Testing Certificates of Competency is already required. Where no other signalling works testing competencies are held the requirements of [NR/L2/CTM/012](#) shall apply.

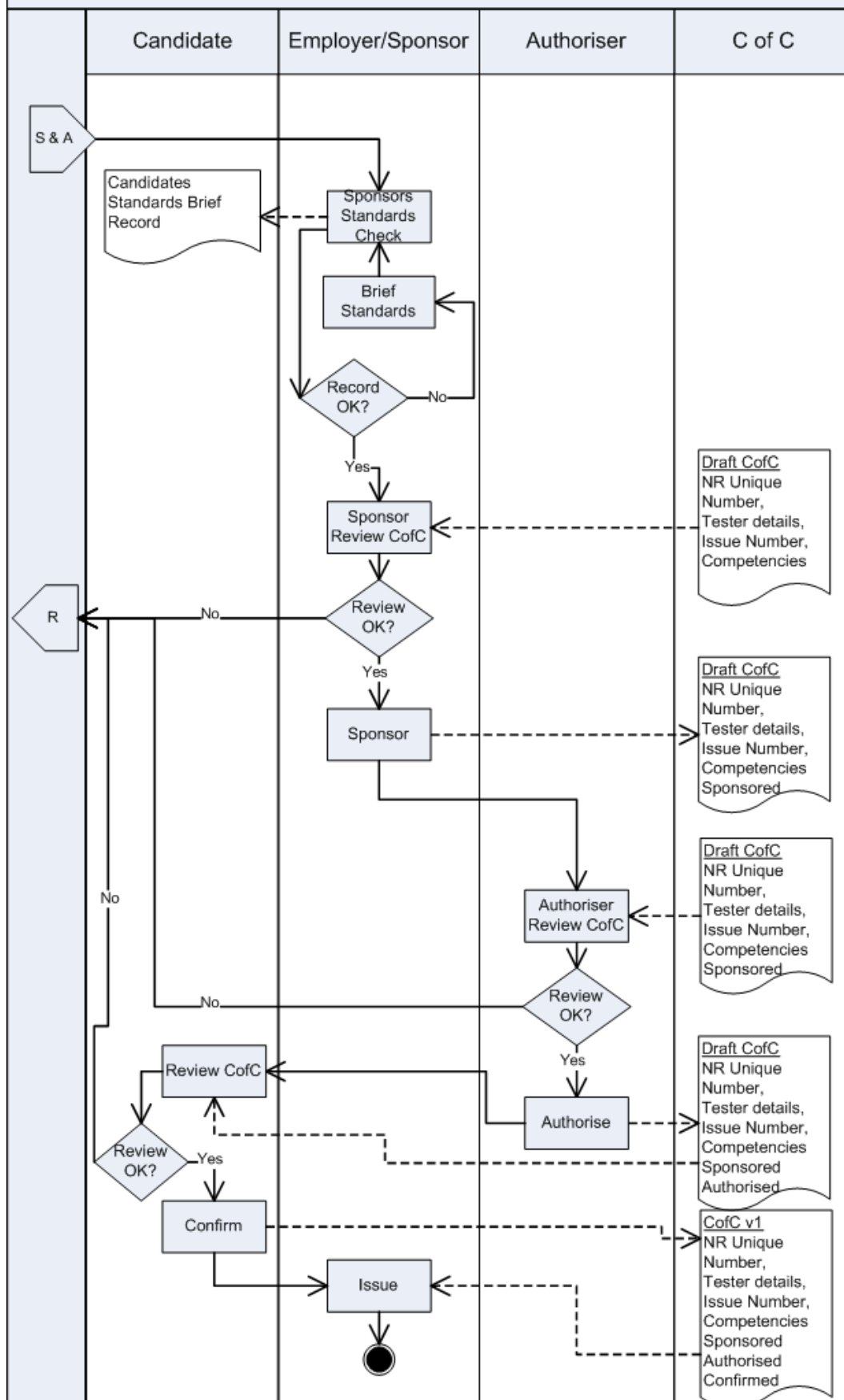
Ref:	NR/L2/SIG/30014/B410
Issue:	02
Date:	2 June 2012
Compliance date:	1 December 2012

3 Flowchart



Ref:	NR/L2/SIG/30014/B410
Issue:	02
Date:	2 June 2012
Compliance date:	1 December 2012

B410 Flowchart Page 2



Ref:	NR/L2/SIG/30014/B410
Issue:	02
Date:	2 June 2012
Compliance date:	1 December 2012

4 Procedure

4.1 Signalling Works Testing Competence Assessment

All signalling works testing staff are required to possess an IRSE licence in the category applicable to the level of testing being undertaken, or hold an alternative licence and be competent in the testing category as a secondary activity, or be working towards that licence category, in accordance with [NR/L2/SIG/30014/B110](#).

However, the standards attested by the IRSE licence scheme are generic and the possession of a licence does not necessarily indicate familiarity with a particular system or piece of equipment, nor does it indicate knowledge and proficiency in the specific safety and technical procedures applicable to Network Rail.

Therefore it is necessary for signalling works testing staff to be assessed for competence to work on Network Rail infrastructure. This shall be achieved by means of an assessment in accordance with this standard leading to the issue of a Network Rail approved Signalling Works Testing Certificate of Competency.

4.2 Certificate of Competency

All signalling works testing staff are required to hold a Signalling Works Testing Certificate of Competency. Individuals shall only hold one Signalling Works Testing Certificate of Competency at a time.

Individuals are not permitted to undertake any signalling works testing activities unless those activities are detailed on their Certificate of Competency. This includes undertaking activities under mentorship.

The individual shall maintain the competencies shown on the Certificate of Competency.

The format of the Certificate of Competency is shown in Appendix A. All certificates shall contain a footer which states the individual's surname, first name/s, the print time and date on both the front and rear of the certificate.

Equipment types (front of certificate) and sub-types (rear of certificate) are shown in Appendix A, additional types and / or sub-types may be added as required for new, novel or legacy equipment.

The details of the certificate, the Defined Check(s) and Defined Test(s) and Test Specification(s) applicable to each entry and the Signalling Works Testing Competency Module required for each entry are shown in the breakdown of the Certificate of Competency in Appendix B.

A Certificate of Competency shall normally be valid for two years, and shall not be valid for more than five years.

Employers shall arrange for all testing staff to be issued with a Certificate of Competency in accordance with the requirements of this standard.

Copyright Network Rail
Provided by IHS under license with Network Rail
No reproduction or networking permitted without license from IHS

Ref:	NR/L2/SIG/30014/B410
Issue:	02
Date:	2 June 2012
Compliance date:	1 December 2012

4.3 Process

4.3.1 Authorisation of Signalling Works Testing Assessors

All assessments undertaken of signalling works testing staff for the issue of a Certificate of Competency shall be carried out by an authorised Signalling Works Testing Assessor. Signalling Works Testing Assessors shall normally be Accredited Assessors, or have suitable equivalent experience and skills. Employing organisations who are unable to utilise their own assessors may hire suitably competent assessors from other Employers.

Each Employer shall identify the assessors within their Organisation, and / or any sub-contracted assessors, if applicable, who are authorised to carry out signalling works testing competence assessments on behalf of the Employer as part of their company's Quality System. The competence level for which a Signalling Works Testing Assessor is authorised shall be decided by the Employer.

4.3.2 Competence Assessment Types

Assessments are undertaken for several reasons, and therefore there are different types of assessment:

- New
- Partial renewal
- Full renewal

All competencies are assessed or reassessed for both new assessments and full renewal assessments. Partial renewal are where only a proportion of the competencies are assessed, usually to add additional competencies, and in this case the expiry date of the Certificate of Competency remains unchanged.

4.3.3 Competence Assessment Process

A Signalling Works Testing Assessor shall carry out an assessment of the evidence submitted to support an individual's competence.

Minimum evidence to be reviewed

- IRSE Licence (if appropriate)
- Previously issued Certificates of Competency
- Training records, especially Signalling Works Testing Competence Module Courses (refer to [NR/L2/SIG/30014/B310](#)) and equipment specific testing courses with formal assessment by a trainer or assessor
- Curriculum vitae
- Work experience records (if appropriate)
- Mentorship records (if appropriate) (refer to [NR/L2/SIG/30014/B310](#))
- Records of formal complaints
- Attitude
- Notification of any medical restrictions (specifically for colour blindness or impaired vision or hearing)

Ref:	NR/L2/SIG/30014/B410
Issue:	02
Date:	2 June 2012
Compliance date:	1 December 2012

Supplementary evidence which may be taken into account

- Personal knowledge
- Physical observation of work being undertaken / work place assessments (if appropriate)
- Verbal testimonials from managers and colleagues
- Written testimonials from managers and colleagues
- Records of oral questioning / interviews

Additional documentation to be reviewed if available

- Employment record
- Examination of recent work (within 2 years)
- Qualifications (specifically engineering or technical qualifications including relevant NVQ's)
- Details of errors, incidents or repeated failures
- Results of written questionnaires
- Results of surveillance or inspection visits
- Psychometric tests (for attitude)
- Notification of any medical restrictions (specifically for colour blindness or impaired vision or hearing)

The majority of this documentary evidence shall be contained within the individual's Log Book.

The assessment shall initially be a subjective judgement based on the presented evidence and the Signalling Works Testing Assessor's skill and experience, and testing competence.

Evidence of similar work successfully completed is the best evidence of competence.

The individual's attitude to safety and application of standards shall be assessed in a constructive manner.

In the case of an individual whose total work experience comprises less than 2 year's evidence of signalling works testing, additional evidence of technical knowledge of railway signalling may be required. This may be obtained by using a written questionnaire, or oral questioning, but consistency between assessments of different individuals shall be maintained as far as possible.

Assessors shall assess competence against the competence categories shown on the Signalling Works Testing Staff Competence Assessment Record form [NR/L2/SIG/30014/B410/CA01](#) and record their findings against these to provide auditable records of their objectivity.