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Level 3

IRSE Assessing Agency Network Rail, Watford

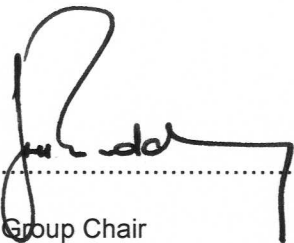
Endorsement and Authorisation

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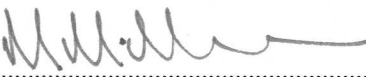
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Issue record

Issue	Date	Comments
1	September 2009	Initial issue

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 05 September 2009.

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/001	Competence Management
NR/SP/SIG/10160	Signal Engineering: Implementation of IRSE Licensing Scheme – The route to Competence (formerly RT/EP/10160)
NR/L3/CTM/111	Management Review
NR/L3/CTM/112	Documentation Approval
NR/L3/CTM/113	Document Control
NR/L3/CTM/114	Appeals and Complaints
BS EN ISO/IEC 17024	Conformity Assessment. General requirements for bodies operating certification of persons
BS EN ISO 19011	Guidelines for quality and/or environmental management systems auditing

IRSE Licence Procedures

LP01	Introduction to IRSE Licensing, Confidentiality, Obligations of Licence Holders and Log Book Requirements
LP02	Application for the Issue or Renewal of a Licence
LP03	Assessment
LP04	Complaints and Appeals
LP05	Employers Code of Practice
LP06	Requirements for Assessing Agents
LP07	Approval and Surveillance of Assessing Agents
LP08	Use of Certification Marks
LP09	Documentation and Change Control
LP10	Records
LP11	Internal Audit
LP12	Management Review

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The above Licensing procedures can be found on www.irselicences.co.uk/public for full access apply to the Watford Assessing Agency Manager for the user name and password.

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1 Introduction

The Institution of Railway Signal Engineers (IRSE) licensing scheme has been approved to issue licences in accordance with British Standard BS EN ISO/IEC 17024 and UKAS standards. Assessing agents provide facilities for the competence assessment of IRSE licence applicants, on behalf of the IRSE. By following the procedures contained within this Standard Network Rail Watford Assessing Agency processes will comply with the requirements laid down for IRSE Assessing Agents.

2 Purpose

This Standard defines how Competence and Training Management operate the Maintenance IRSE Assessing Agency located at Watford.

The new IRSE Licence Procedures, listed under Reference Documentation, can be found on its website, <http://irselicences.co.uk/irsehomepage.aspx> under 'Document Directory' or via a link from the main IRSE website www.irse.org. The password for the site can be obtained from the Watford Assessing Agency.

3 Scope

This Standard applies to all initial assessments and renewals of IRSE licences carried out by assessors, either employed directly by the Assessing Agency or those authorised to carry out assessments on behalf of the Watford Assessing Agency. It details specific tasks and routes to certification for IRSE licences.

4 Roles, qualifications and experience of Assessing Agency staff

NOTE Copies of job descriptions can be obtained from the IRSE website, once logged in under Supporting Documentation and should be supplied to personnel undertaking an assessing agency role.

4.1 Assessing Agency

The Assessing Agency shall provide assessment facilities for both internal and external licence applicants. External assessments carried out by Network Rail assessors shall be off charged to the Candidate or their Company at the agreed rate. The Assessing Agency shall undertake the workplace/competence and surveillance assessments of licence applicants in accordance with the Regulations, Procedures and Competence Standards issued by the IRSE, and also its own approved procedures, prior to making any recommendations for the award of a licence or licence category.

4.2 Assessing Agency Manager/Deputy Assessing Agency Manager

The role of the Assessing Agency Manager is to implement and maintain the Assessing Agency to meet the procedures of Network Rail and the IRSE Licensing Scheme. The Assessing Agency Manager is responsible for planning internal audits, arranging the training and development of assessors, for providing advice and information to assessors, approving any changes in process or personnel, and announce changes to IRSE Licensing procedures.

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4.3 Technical Mentor

A person approved by the IRSE as having specialist knowledge in the subject matter and able to provide expert technical advice on the technical content and interpretation of competence standards and arbitrate on any disputes relating to the technical interpretation of the competence standard.

4.4 Internal Verifier

A person approved by the IRSE to review assessments and verify that the assessments are being carried out to the standards required by the IRSE. The Internal Verifier shall provide guidance on best assessment practice to the assessors and promote consistency of assessments.

A proportion of workplace and competency assessments undertaken by Network Rail staff is to be observed by the Internal Verifiers. This is to check continued compliance with the requirements of the of the Assessing Agency's documented processes.

Internal Verifiers shall hold certification to European Network of Training Organisations (ENTO) standards A1 and V1. Internal Verifiers who hold the superseded TLDB D32/D33 and D34 certificates shall be briefed by a holder of the Internal Verification standard on the new A1 and V1 standards, highlighting additional requirements.

4.5 Competence Assessor

A person who is authorised to carry out competence assessment of a Candidate for the IRSE licence category in question by diverse evidence. They will be occupationally competent in the licence categories for which they are assessing and approved by the Assessing Agency Manager before submission to the IRSE for authorisation.

Competence Assessors shall hold certification to ENTO standard A1. Competence Assessors who hold the superseded TLDB D32/D33 certificate shall be briefed by a holder of the Internal Verification standard on the new A1 standards, highlighting additional requirements.

Competence Assessors shall maintain a log of their assessor qualifications and experience. This shall contain a record of the assessments that have been undertaken.

4.6 Peripatetic Competence Assessor

A person who is authorised by the Assessing Agency to carry out competence assessment of a Candidate for the IRSE licensing scheme on behalf of the Assessing Agency. They shall be occupationally competent in the licence categories for which they are assessing and approved by the Assessing Agency Manager before submission to the IRSE for authorisation.