

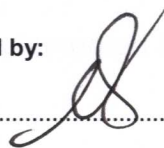
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Business Process Document

Training, Competence and Assessment in Accident and Incident Investigation

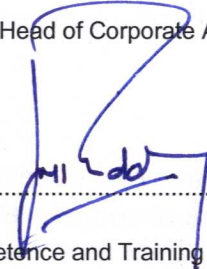
Endorsement & Authorisation

Endorsed by:



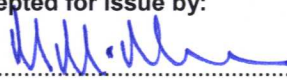
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This specification defines the requirements for the training and assessment of Network Rail employees undertaking Accident and Incident Investigations. The specification complements the requirements of company standard NR/SP/CTM/001 Competence Management.

Implementation

The provisions of this specification must be implemented from 2nd June 2007.

Compliance

This Network Rail Specification is mandatory and must be complied with by all employees.

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1 Purpose

This specification sets out the minimum requirements for the training and assessment of Network Rail employees who are required to undertake accident and incident investigations. It defines processes that shall be implemented and standards that shall be achieved to ensure that personnel who undertake such duties are competent to perform the work.

2 Scope

The specification applies to the carrying out of all accident and incident investigations undertaken by Network Rail employees as part of their duties.

3 Reference documentation

- [NR/SP/INV/002](#) Management of Accident and Incident Investigations
- [NR/SP/CTM/005](#) Quality Assurance in Training Delivery
- [NR/SP/CTM/001](#) Competence Management Procedure

4 Definitions

Assessor

A person who is competent and authorised, in accordance with the organisation's Competence Management System to assess the competence of others.

Assessment

Assessment is gathering and judgement of evidence to 'prove' or 'determine' a person's competence as required by a standard of competence.

Candidate

A person whose competence is to be assessed by an assessor.

Competence

The ability to perform work to the standard expected. In the context of this Specification the term includes the practical and theoretical knowledge, experience and skill required to carry out duties.

Competence Management System (CMS)

Competence Management System is a suitably resourced, logical and integrated cycle of activities within an organisation used to assure competence.

Competence Profile

Competence Profile is a description of the competences that apply to a specific job role or post. The competence profile defines the assessment requirements for the person occupying the post.

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Competence Standard

Consists of Elements, Performance Statements, Scope Statements, and evidence requirements and is a statement of:

- What a person must be able to do and how well, in order to achieve the intended outcome of work (Element)
- How this will be assessed (Performance Statements)
- The range of circumstances in which the ability will have to be demonstrated (Scope Statements)
- The types of evidence needed to ensure performance

Designated Competent Person (DCP)

A Designated Competent Person (DCP) is the person, identified by the lead organisation, as responsible for managing and supervising the formal investigation and local investigation process.

Mentor

In the case of this specification, a mentor is an individual who supervises and/or observes a person who is newly qualified or whose skills need to be developed to meet the required standard.

The mentor must:

- Have sufficient experience in the railway environment
- Be able to demonstrate a thorough knowledge and understanding of the duties that they are mentoring

Mentoring Period

The mentoring period is the period of time between satisfactory completion of training and up until the point where the employee provides evidence of satisfactory performance (i.e. meets the required standard for accident/incident investigation).

Performance Evidence

Objective (auditable) evidence that results from a person performing a task. Performance evidence may arise from an assessor's direct observation of the candidate performing the task in question. Alternatively, it may be gathered by inspection of associated documents, or collecting witness testimony from third parties.