

Specification

Protection Officer Training and Perpetual Accreditation

MD-11-309

QUEENSLAND RAIL OFFICIAL

Version: 7.0
Updated: 11/12/2023
Policy: Safety Policy



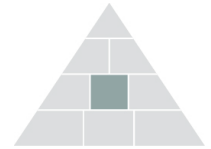
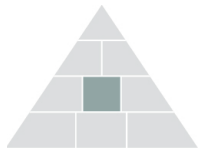


Table of Contents

1 Purpose	3
1.1 Business or technical need	3
2 Requirements of this Specification	4
2.1 Designated Manager Accountability	4
2.2 Pre-requisite Qualifications	4
2.3 Protection Officer Levels	4
2.4 Additional Elective Qualifications	5
2.5 Accreditation process	6
2.6 Reaccreditation process	15
2.7 Learning Resources	16
2.8 Assurance	17
3 Terms and definitions	19
4 Document history	21
5 Appendices	23
Appendix 1 – Related documents	23
Appendix 2 – Pre-requisites for Protection Officer Courses	24



1 Purpose

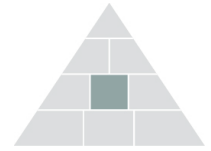
The purpose of this specification is to outline the minimum requirements for obtaining, maintaining and monitoring Protection Officer accreditation for performing Protection Officer duties on the Queensland Rail Network.

This specification applies to all workers, including contractors, who hold Protection Officer qualifications, their supervisors, Designated Managers and nominated Contract Managers as well as enabling resources that support the system.

1.1 Business or technical need

This specification manages the following risks:

- Protection Officers not meeting or maintaining the required competency level, and
- inconsistent processes related to Protection Officer competence.



2 Requirements of this Specification

2.1 Designated Manager Accountability

When the Designated Manager has approved that a person within their company is competent to perform Protection Officer tasks, they are accountable for ensuring that the Protection Officer performs those tasks in compliance with Queensland Rail's Safety and Environment Management System (SEMS).

2.2 Pre-requisite Qualifications

Prior to commencing training to gain any Protection Officer qualifications, a person must attain the following:

- Rail Safety Worker Health Assessment
- Safely Access the Rail Corridor *
- Apply Fatigue Management Strategies
- Use Communications Systems
- Prepare to Work Safely in the Construction Industry Card (or equivalent)
- Working in Electrified Territory (Applicable only to Electrified Territory).

In addition to the above, Psychometric Testing will be required to attain a Protection Officer level above Rail Corridor Protection Officer (RCPO).

* attained via Queensland Rail's Safely Access the Rail Corridor (SARC) QNRP course.

2.3 Protection Officer Levels

The following Protection Officer levels apply within Queensland Rail:

Protection Officer Level	Capability
Rail Corridor Protection Officer	Provide protection for a workgroup outside of the Danger Zone
Protection Officer	Implement a Track Authority
Protection Officer with additional electives	Implement a Track Authority Additional capability dependent on the electives
Possession Protection Officer	Implement all of the above Implement a Local Possession Authority (LPA)

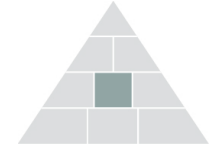


2.4 Additional Elective Qualifications

In addition to attaining the Protection Officer (PO) qualification, additional elective qualifications are available to attain higher levels of skill to perform track protection tasks. These electives and the timeframes when they can be attained are as follows:

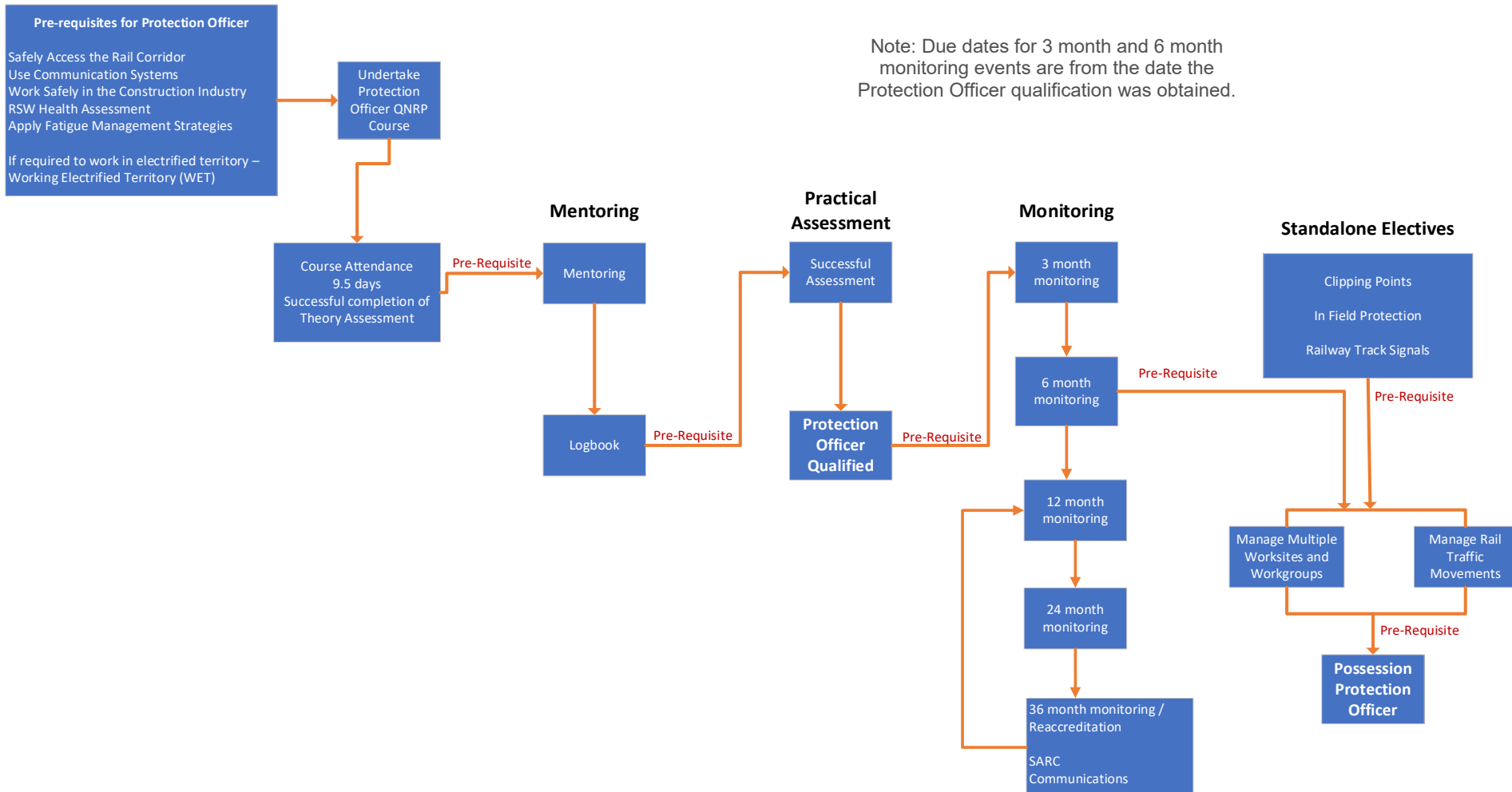
Qualification	Timeframe
Clipping Points*	Attainable any time (Note: If this elective is attained prior to attaining the PO qualification, psychometric testing is required prior to attending Clipping Points training)
Railway Track Signals*	Attainable any time
In-Field Protection*	Attainable any time
Manage Rail Traffic	Must have PO qualification and achieved 6-month monitoring event
Manage Multiple Worksites/Workgroups	Must have PO qualification and achieved 6-month monitoring event

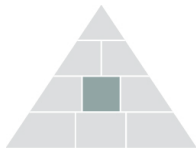
Note: *These courses, along with Protection Officer, are pre-requisites to attending training for Managing Rail Traffic and Managing Multiple Worksites/Workgroups.



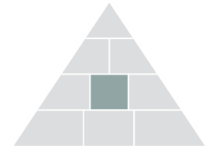
2.5 Accreditation process

2.5.1 Perpetual accreditation overview

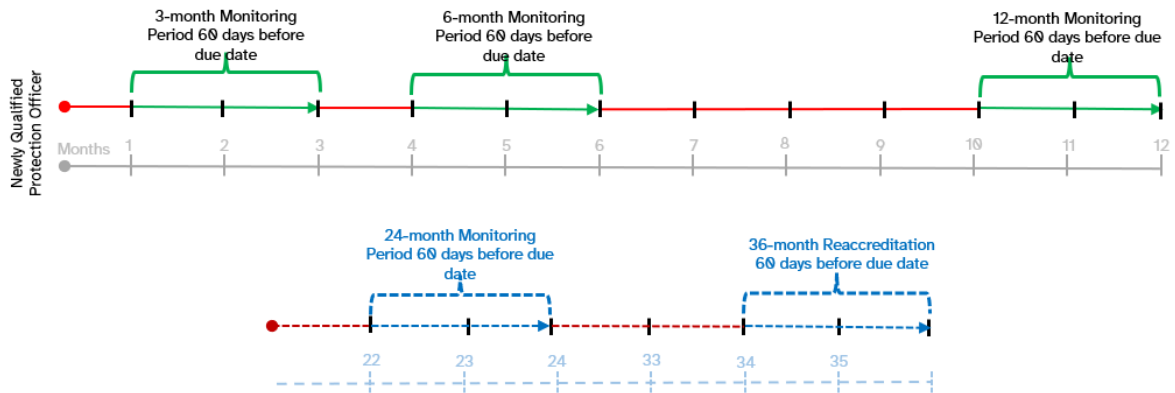




Requirements	Notes
<p>Protection Officers must attend all theoretical training and successfully complete all theory assessments.</p>	<p>If a worker is unsuccessful in their second attempt to pass the assessments, they are deemed to have made unsatisfactory progress and must be referred to the Designated Manager for review.</p>
<p>Trainee Protection Officers must be mentored (apply knowledge and skills while supervised by an experienced Protection Officer) in the field and achieve the minimum required mentoring events within 6 months of completing training and assessment.</p>	<p>Refer to Section 2.5.8 for mentoring requirements. Trainee Protection Officers are deemed to be not yet competent to perform tasks unsupervised during this time. Mentoring must be completed prior to the Practical Assessment.</p> <p>If the required mentoring events are not achieved within the 6 month period, then the entire mentoring period must be repeated unless there is a valid reason for not achieving this target, and an exemption is provided by the Safeworking Discipline Head.</p>
<p>Once the Trainee Protection Officer has completed all the required mentoring events and a minimum of 3 months of the mentoring period, Trainee Protection Officers must successfully undertake a practical assessment to be deemed competent.</p>	<p>If a Trainee Protection Officer undergoing the Practical Assessment is found to be non-compliant in their application of Safeworking rules and procedures, further mentoring must occur before the Practical Assessment reoccurs. If on the second attempt, the Trainee Protection Officer fails the assessment, the Trainee Protection Officer must be referred to the Designated Manager for review.</p>
<p>Protection Officers must be monitored once within the first 3 months after qualifying as a Protection Officer, but this monitoring must not occur within the first 30 days.</p> <p>Monitoring must occur again within 6 months of successfully qualifying as a Protection Officer but must not occur more than 60 days before the due date.</p>	<p>If a Protection Officer undergoing monitoring is found to be non-compliant in their application of Safeworking rules and procedures, the Protection Officer must be deemed as not yet competent. The Designated Manager must determine what action is required. This may include further mentoring and/or retraining prior to a new practical assessment.</p> <p>Note: Due dates for 3 month and 6 month monitoring events are from the date the Protection Officer qualification was obtained.</p>
<p>All Protection Officers must perform the tasks relevant to the qualification at least once in each 12 month period or the qualification will be deemed to have expired.</p>	<p>A Protection Officer who has not performed tasks relevant to the qualification in a 12 month period must be deemed as no longer competent and must be referred for re-training.</p>
<p>Protection Officers must be monitored within 12 months of successfully qualifying as a Protection Officer, but this must not occur more than 60 days before the due date.</p> <p>Protection Officers must be monitored at least once every 12 months, but this must not occur more than 60 days before the due date.</p>	<p>If a Protection Officer undergoing monitoring is found to be non-compliant in their application of Safeworking rules and procedures, the Protection Officer must be deemed as not yet competent. The Designated Manager must determine what action is required. This may include further mentoring and/or retraining prior to a new practical assessment.</p> <p>Note: The due date for the 12 month monitoring event is from the date the Protection Officer qualification was obtained.</p>
<p>A re-accreditation practical assessment must be completed at the end of each 3 year period.</p>	<p>If a Protection Officer undergoing the 3-year re-accreditation assessment is found to be non-compliant in their application of Safeworking rules and procedures, the Protection Officer must be deemed as no longer competent. The Designated Manager must determine what action is required. This may include mentoring and/or retraining prior to a new practical assessment.</p> <p>Note: This practical assessment covers the 12 month monitoring requirement for that period. It must not occur more than 60 days before the due date.</p>



2.5.2 Perpetual monitoring and reaccreditation cycle



2.5.3 Risk based training needs analysis

The Designated Manager is accountable for conducting or reviewing an existing risk-based training needs analysis for their workers. Consideration shall be given to the pre-requisites listed in Appendix 2.

2.5.4 Designated Manager nominates worker

Based on the skills gaps or business needs identified in the risk-based training needs analysis, the Designated Manager will either nominate workers requiring Protection Officer training and accreditation or engage the services of a company that is already authorised to provide competent Protection Officers for work on the Queensland Rail Network.

2.5.5 Training schedule

Training schedules for Protection Officer training will be developed, delivered, and maintained by:

- Queensland Rail as a Registered Training Organisation (RTO), for employees
- an RTO engaged by Queensland Rail, for contractors.

2.5.6 Training

The Nominated Worker will attend Protection Officer training as scheduled.

Theory and Practical assessments must be undertaken as part of the training. Records of training attendance must be signed by the worker and the registered trainer conducting the class.



2.5.7 Assessments

All assessments must be conducted in accordance with the Standards for Registered Training Organisations.

A worker who is unsuccessful may be given further learning opportunities.

If a worker is unsuccessful in their second assessment attempt, they are deemed to have made unsatisfactory progress and is to be referred to the Designated Manager for review.

2.5.8 Method of assessments

Assessments will comprise:

- **Theory assessments** - classroom-based training
- **Practical assessment** - demonstration of skill and knowledge by the worker in a live rail environment. If a live rail environment is not available, the assessment may be undertaken using a simulated rail environment suitable for assessing the required knowledge and skills of the qualification.

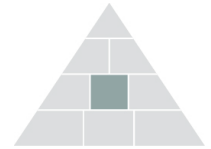
2.5.9 Mentoring in the workplace

After attending the relevant classroom training and successfully completing the theory assessments, the Trainee Protection Officer must apply knowledge and skills in the field within a 3 - 6 month supervised mentoring period.

The Designated Manager will arrange mentoring in the workplace.

The Mentor must be a Protection Officer with experience related to the Queensland Rail network who:

- is currently competent in the same or higher qualification as the Trainee Protection Officer being mentored
- has held that qualification for at least two years
- has demonstrated mentoring ability
- in the case of a non-Queensland Rail employee, has been approved by Queensland Rail to perform the role of a mentor under this specification.



The following mentoring and other requirements must occur prior to the Practical Assessment of a Trainee Protection Officer:

Mentoring Events	Protection Officer Qualification Sought				
	RCPO	PO	Manage Rail Traffic	Manage Multiple Worksites / Workgroups	PPO
Minimum mentoring events and timeframes required for newly trained Protection Officer	3 events and minimum 1 months*	8 events and minimum 3 months*	4 events and minimum 3 months*	4 events and minimum 3 months*	3 events and minimum 3 months*

*Practical assessment must be successfully completed within 6 months.

The above table sets the minimum requirements. The Mentor, in consultation with the Trainee Protection Officer and Designated Manager, is responsible for identifying if additional mentoring is required, based on how effectively the Trainee Protection Officer is displaying competence in the role.

As the Trainee Protection Officer is not yet qualified as a Protection Officer, the Mentor is responsible for the rail safety component of the worksite and protection. The Mentor must step in if at any point there could be a safeworking breach or non-compliance by the Mentee.

Each required mentoring event (as per the above table) must include the Trainee Protection Officer satisfactorily performing each of the following activities under the supervision of the Mentor. Only one mentoring event per qualification may be performed in a 24 hour period. Mentoring activities must be conducted in a live environment.

The Trainee Protection Officer being mentored must perform each of the following activities during each mentoring 'event' (unless otherwise shown in the exceptions column)	Exceptions
All Qualifications	
1) Obtain and interpret route maps and/or network configuration information	Nil
2) Plan work in the rail corridor	Nil
3) Assess the worksite on site.	Nil
4) Deliver the Rail safety component of pre-start safety briefing to workers.	Nil
5) Implement the relevant Safety Measure or Protection Method	Nil
Protection Officer	
6) Implement a SW08 Track Authority Form to Protect Minor Works	Must occur at least 4 times during the mentoring period
7) Implement a SW08 Track Authority Form to Protect Major Works	Must occur at least 4 times during the mentoring period



The Trainee Protection Officer being mentored must perform each of the following activities during each mentoring 'event' <i>(unless otherwise shown in the exceptions column)</i>	Exceptions
8) Suspension of protection for rail traffic to pass and reinstatement (where the SW08 Track Authority Form allows this)	Must occur at least twice during the mentoring period
9) Change of Protection Officer / Handover	Must occur at least once during the mentoring period
Manage Multiple Worksites / Workgroups	
10) Manage multiple work groups (Using the Multiple Workgroup register where applicable).	Must occur at least 2 times during the mentoring period
11) Receive a SW07 Worksite Permit Form	Must occur at least 2 times during the mentoring period
Manage Rail Traffic	
12) Manage associated rail traffic (where the SW08 Track Authority Form allows this)	Must occur at least 4 times during the mentoring period
Possession Protection Officer	
13) Implement a SW06 Local Possession Authority Form	Must occur at least once during the mentoring period
14) Manage a SW06 Local Possession Authority Form (including a Rail Traffic Movement between worksites)	Must occur at least once during the mentoring period
15) Release a SW06 Local Possession Authority Form	Must occur at least once during the mentoring period
16) Issue a Worksite Permit using an SW07 Worksite Permit Form	Must occur at least once during the mentoring period

Where the activities shown in the above table have not been performed (where applicable) during each of the minimum number of mentoring events, additional events must occur or additional evidence provided within the 6-month mentoring period, until sufficient activities have been performed.

The Designated Manager must ensure the locations where the Trainee Protection Officer will perform mentoring events will replicate the locations where the Trainee Protection Officer will work once qualified. This includes ensuring the Trainee Protection Officer experiences mentoring at any complex local track layouts.

A Protection Officer - Mentoring Logbook Form MD-14-566 must be maintained for the Trainee Protection Officer. After each event, the Mentor must countersign the logbook. The Trainee Protection Officer Supervisor must verify logbook entries on a regular basis during the mentoring period.



When it is established that the Trainee Protection Officer is ready for the practical assessment, the Mentor must advise the Designated Manager that mentoring has been satisfactorily completed. The Trainee Protection Officer must successfully complete the practical assessment at the end of the mentoring period to be deemed competent and qualified. They may only undertake Protection Officer duties whilst being directly supervised by the Mentor until this has occurred.

When undertaking the practical assessment for accreditation, the Assessor is responsible for the rail safety component of the worksite protection. The Assessor must step in if at any point there could be a safeworking breach or non-compliance by the Trainee Protection Officer.

2.5.10 Maintaining current competence

Where a Protection Officer has not utilised a qualification for 12 months, they will be deemed no longer competent in that specific qualification and may be referred for re-training.

The Designated Manager, in consultation with the Protection Officer's Supervisor shall plan work for the Protection Officer to ensure that Protection Officer tasks covers the range of traffic and network that the Protection Officer is usually working within.

When Protection Officers move to a new area, Designated Managers must offer the Protection Officer additional mentoring to familiarise themselves with the geographic location and rail traffic types associated with the new area. The Designated Manager must also ensure the Protection Officer is not responsible for the rail safety component for a worksite until they are confident with the new location.

2.5.11 Monitoring Protection Officers

Formal monitoring will be completed by the Supervisor of the Protection Officer, using a Content Expert if required, to check that skills and knowledge are being applied correctly.

Prior to the Supervisor signing the Protection Officer Monitoring Checklist Form MD-14-120, the Supervisor or Content Expert must undertake an observation (not simulated) of the Protection Officer undertaking their duties, and use this to confirm:

- that documentary evidence provided is correctly completed, and
- that the Protection Officer is performing the role in compliance with the relevant parts of the Queensland Network Rules and Procedures (QNRP) Standard MD-12-189.



The monitoring observation must include the following aspects as a minimum:

For Rail Corridor Protection Officer

- 1) Plan work in the rail corridor
- 2) Assess the worksite on site
- 3) Deliver the rail safety component of pre-start safety briefing to workers.
- 4) Manage the Worksite (including reassessment of the potential for work to intrude on the Danger Zone)

For Protection Officer

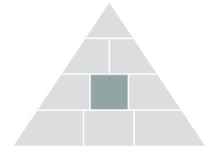
- 1) Plan work in the rail corridor
- 2) Assess the worksite on site
- 3) Deliver the rail safety component of pre-start safety briefing to workers
- 4) Implement and manage a SW08 Track Authority Form
- 5) Removal of SW08 Track Authority Form

For Manage Multiple Worksites / Workgroups

- 1) Plan work in the rail corridor
- 2) Assess the worksite on site
- 3) Deliver the rail safety component of pre-start safety briefing to workers
- 4) Implement a Track Authority or receive SW07 Worksite Permit Form
- 5) Manage multiple work groups (where applicable)

For Manage Rail Traffic

- 1) Plan work in the rail corridor
- 2) Assess the worksite on site
- 3) Deliver the rail safety component of pre-start safety briefing to workers
- 4) Implement a SW08 Track Authority Form or receive SW07 Worksite Permit Form
- 5) Manage associated rail traffic



For Possession Protection Officer

- 1) Plan work in the rail corridor
- 2) Assess the worksite on site
- 3) Deliver the rail safety component of pre-start safety briefing to workers
- 4) Implement and/or manage a SW06 Local Possession Authority Form
- 5) Manage multiple work groups (where applicable)
- 6) Manage associated rail traffic (where applicable)
- 7) Issue a SW07 Worksite Permit Form

The Content Expert must advise the Supervisor of the outcome of the observation and any concerns, skill or knowledge gaps that were identified.

Monitoring of all Protection Officer levels will be at a minimum:

- one monitoring event in the first 3 months of accreditation
- one monitoring event after 3 months but prior to 6 months of accreditation
- one monitoring event after 6 months but prior to 12 months of accreditation
- thereafter, one monitoring event must be undertaken at least every 12 months.

Note: Due dates for monitoring events are based from the date qualification was obtained.

Monitoring can only occur within 60 days of accreditation

The results of the monitoring must be recorded on a Protection Officer Monitoring Checklist MD-14-120. This document, with any evidence attached, must be provided to the Designated Manager after each monitoring activity by the Protection Officer's Supervisor.

The Protection Officer is responsible for ensuring that:

- they do not perform Protection Officer tasks for which they are not qualified or competent.

The Protection Officer's Supervisor is responsible for ensuring that:

- the Protection Officer is not assigned to undertake Protection Officer tasks for which they are not qualified or competent.

The Designated Manager is responsible for ensuring that:

- the Protection Officer and their supervisor are made aware of any monitoring or accreditation requirements that may be expiring shortly
- monitoring requirements are met
- any issues are addressed immediately.



The Designated Manager is responsible for making arrangements for monitoring via the Contract Manager if the provision of Protection Officer services are part of a contract arrangement.

The monitoring must also be recorded within:

- Learning Management System (LMS) for Queensland Rail employees
- the Rail Industry Worker (RIW) system for Rail Industry Worker program contractors.

A record of at least one successful monitoring activity for each relevant enterprise qualification must be recorded in the relevant system for any 12 month period for a Protection Officer to maintain their Protection Officer competence for each relevant enterprise qualification.

A Protection Officer may perform a monitoring event that covers multiple levels of Protection Officer Qualifications. If the monitoring event does not cover the additional qualifications, a separate monitoring event will be required to show competency in performing these tasks in a live environment

If a Protection Officer is non-compliant in their 12 month monitoring activities due to long term leave, the Protection Officer must successfully undertake a field assessment for reaccreditation for the relevant qualification.

Note: All Protection Officer paperwork, including Safeworking forms, must be retained as per organisation records management requirements and be readily available for review or audit purposes.

2.5.12 Safeworking breaches, non-compliance and failed competence assessments

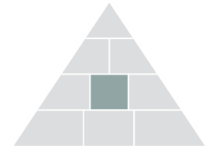
Where a Protection Officer is involved in a Safeworking breach, non-compliance or a failed assessment, the Designated Manager must be advised to ensure that the worker does not perform work relevant to that level of qualification until they are deemed competent.

The Designated Manager must apply the requirements of the Rail safety work Standard MD-20-390.

2.6 Reaccreditation process

2.6.1 Reaccreditation timeframe

A reaccreditation practical Assessment must be conducted for each Protection Officer within each 3 year period.



2.6.2 Pre-requisites

During the reaccreditation process, all pre-requisites for the Protection Officer qualification must be assessed and on successful completion of the process will be deemed to be reaccredited. The Protection Officer history must be updated to reflect this.

2.6.3 Reaccreditation assessment coordination

The Designated Manager will nominate workers requiring Protection Officer reaccreditation i.e. a field assessment.

If the Protection Officer is not reassessed during the 3 year accreditation period, the relevant qualification will expire. The worker will no longer be able to work as a Protection Officer until successful completion of the reaccreditation assessment.

2.6.4 Reaccreditation assessment (3-yearly)

The nominated Protection Officer will be advised of the requirements to complete an approved field assessment covering each qualification held, to maintain their qualification.

The assessment must include assessment of skill and knowledge relating to the relevant qualifications. Relevant changes made to the Queensland Network Rules and Procedures (QNRP) Standard MD-12-189 and related instructions since any previous assessment must be covered. Reaccreditation assessments are to be completed in a field environment. The observation assessment of the Protection Officer must provide sufficient evidence that the Protection Officer performance has satisfactorily managed all of the risks.

If a Protection Officer is found to be non-compliant in their application of Safeworking rules and procedures in their second field assessment attempt, their competency will be deemed to have lapsed and they must attend retraining.

2.7 Learning Resources

The Queensland Rail Safeworking Discipline Head, in consultation with the RTO and Learning Governance functions, maintains currency of Protection Officer training tools and resources to comply with corporate, legislative and the VET Quality Framework requirements.

Changes to the training and assessment requirements for Protection Officer qualifications will be communicated to the relevant RTO providing the Queensland Rail training and Designated Managers of contractors that are undertaking work on the Network.



2.7.1 Trainers and Assessors

All Protection Officer qualification training must be provided by an accredited Trainer.

Assessors must be accredited and hold the relevant Protection Officer qualifications they are assessing.

Trainers and Assessors must be registered with Queensland Rail's RTO or with a Queensland Rail-licenced training provider to train or assess Protection Officer qualifications and any pre-requisite elements.

The RTO shall ensure all trainers are appropriately accredited to deliver the required training outcomes for Protection Officer qualifications.

2.8 Assurance

2.8.1 External Designated Manager's assurance to Queensland Rail

Where the Designated Manager is not a Queensland Rail employee, the Designated Manager must provide evidence that the requirements of this specification have been met for each Protection Officer and Mentor. An assurance report to this effect must be provided to the nominated Contract Manager within Queensland Rail at least once every 3 months.

2.8.2 Internal Designated Manager's Assurance

The Designated Manager must maintain a structured audit program to demonstrate compliance with this specification.

2.8.3 Contract Manager's responsibilities

A Contract Manager must be nominated for each Designated Manager that is external (i.e. not a Queensland Rail employee).

The Contract Manager must ensure that where external Protection Officers are utilised, they are supplied only by companies approved by Queensland Rail to supply Protection Officers.

The Contract Manager must review assurance reports provided by the external Designated Manager and manage any deficiencies in compliance with the relevant contract and this specification.

The Contract Manager must also maintain a structured audit program in compliance with the relevant contract.



2.8.4 Audits

Compliance audits will be performed on this Specification at the discretion of the Queensland Rail. Queensland Rail will audit the registered Training Provider(s), Trainers and Assessors in accordance with RTO requirements.

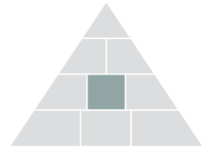


3 Terms and definitions

The following key terms and definitions are unique to this Specification. Please refer to the [Business Glossary](#) for other terms not included in this section.

Term	Definition	Source ¹
Assessment	The process of collecting evidence and making judgements on whether competency has been achieved to confirm that an individual can perform to the standard required in the workplace.	
Competence	The possession of skills and knowledge, and the ability to apply them to the standards required in the workplace.	
Content Expert	A person who holds the relevant PO qualification for which they are mentoring, monitoring or assisting assessors for accreditation.	
Contract Manager	A Queensland Rail employee who manages a contract to supply Protection Officers. The contract manager is responsible for managing a contractor's compliance with this specification.	
Designated Manager	A manager that employs a Protection Officer. The Designated Manager is accountable for the operational Safeworking outcomes for each Protection Officer.	
Language and Literacy	This is the ability of employees to be able to read, write, listen, speak, interpret and respond with understanding to the literacy-based tasks of their workplace. This is based on the acceptance of English as the language of the workplace.	
Mentor	The Mentor must be a Protection Officer with Queensland Rail experience who has at some time and for at least two years, held the same qualification as the Protection Officer being mentored, is currently competent in the same or higher qualification as the Protection Officer being mentored, and has demonstrated mentoring ability	
Protection Officer (PO)	The Competent Worker responsible for managing the rail safety component of worksite protection.	
Registered Assessor	A person who holds the relevant assessor competencies and is registered with an RTO.	
Registered Trainer	A person who hold the relevant trainer competencies and is registered with an RTO.	
Registered Training Organisation (RTO)	An organisation registered by Australian Skills Quality Authority to deliver vocational education training services	
Supervisor	The worker engaged by a company with authorisation to undertake tasks on behalf of and provide relevant reports to the Designated Manager.	

¹ Where left blank, Source is not applicable.



Term	Definition	Source ¹
Trainee Protection Officer	A worker who is going through the training process to qualify as a Protection Officer but has not yet gained the competency.	



4 Document history

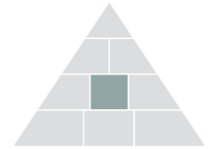
Document Information

Current Version	6.0
First Released	22 March 2011
Last Updated	11 December 2023
Review Frequency	Every 3 years
Review Before	11 December 2026
Document Authoriser	Chief Executive Officer (CEO)
Functional Owner	Safeworking Discipline Head
Document Owner / Approver	Safeworking Discipline Head
Content Developer*	Rail Safety Systems Adviser
Review Stakeholders	Rail Safety, Legal, Learning and Development, South East QLD, Project Delivery, Rail Management Centre & Operations, Third Parties, Unions
Audience	All employees, contractors and consultants

*Contact for further information

Document Amendment History

Version	Date	Section(s) Amended	Summary of Amendment
7.0	11/12/2023	Whole document	Terminology updated for clarity
		2.2	Pre-requisite Qualifications updated
		2.4	Additional Elective Qualifications updated
		2.5.1	Monitoring and reaccreditation dates clarified
		2.5.8	Mentoring requirements and timeframes clarified
		2.5.10	Monitoring requirements updated
		2.6.4	Reaccreditation assessment requirements updated
		2.7	Learning Resources updated
		3	New terminology added to Terms and definitions
		6.0	29/06/2021
2.3	Updated new Protection Officer levels		
2.4	Updated pre requisite qualifications		



Version	Date	Section(s) Amended	Summary of Amendment
		2.5.8	Clarification that Mentors and Assessors are responsible for rail safety component when performing that role
5.1	01/11/2019	Whole document	Revised with non-material changes.

This document contains confidential material relating to the business and financial interests of Queensland Rail. Queensland Rail is to be contacted in accordance with Part 3, Division 3 Section 37 of the Right to Information Act 2009 (Qld) should any Government Agency receive a Right to Information application for this document. Contents of this document may either be in full or part exempt from disclosure pursuant to the Right to Information Act 2009 (Qld).

© 2023 Queensland Rail



5 Appendices

Appendix 1 – Related documents

Queensland Rail documents

Document type	Document title
Principle	MD-12-21 Rail Safety Principle
Standard	MD-10-199 Safeworking Training MD-12-189 Queensland Network Rules and Procedures (QNRP) MD-20-390 Rail safety work
Strategy / Plan	N/A
Specification / Framework	MD-10-448 Recruitment and Selection
Procedure	N/A
Instruction	N/A
Guideline	N/A
Form / Template	MD-14-120 Protection Officer Monitoring Checklist MD-14-566 Protection Officer - Mentoring Logbook SW06 Local Possession Authority SW07 Worksite Permit SW08 Track Authority



Appendix 2 – Pre-requisites for Protection Officer Courses

Protection Officer level	Pre-requisite qualifications
Rail Corridor Protection Officer (RCPO)	Rail Safety Worker Health Assessment
	Safely Access the Rail Corridor
	Apply Fatigue Management Strategies
	Use Communications Systems
	Work Safely in the Construction Industry Card
	Working in Electrified Territory (Applicable only to Electrified Territory)
Protection Officer (PO)	Rail Safety Worker Health Assessment
	Safely Access the Rail Corridor
	Apply Fatigue Management Strategies
	Use Communications Systems
	Work Safely in the Construction Industry Card
	Working in Electrified Territory (Applicable only to Electrified Territory)
Manage Rail Traffic	Protection Officer (PO) (and 6 month monitoring)
	In-field Protection
	Clipping of Points
	Railway Track Signals
Manage Multiple Worksites / Workgroups	Protection Officer (PO)
	In-field Protection
	Clipping of Points
	Railway Track Signals
Possession Protection Officer (PPO)	Manage Rail Traffic
	Manage Multiple Worksites / Workgroups

Note 1: Pre-requisite qualifications each have a 3 year reaccreditation requirement

Note 2: Safely Access the Rail Corridor refers to the Queensland Rail content specific course