



Protection Officer Monitoring Checklist

Protection Officer Name

Personnel No.

Depot/Company

Instructions on the Monitoring Process

As part of the Protection Officer Training and Perpetual Accreditation Specification MD-11-309 (the specification) requirements, all Protection Officers (POs) must be monitored to ensure their work is being performed to the required standard.

All POs must be monitored as follows:

- Once gaining any of the Qualifications, POs will be monitored on that Qualification three times within the first year:
 - After 30 days but within the first 3 months* after qualification,
 - after 90 days but within 6 months* after qualification and
 - prior to 12 months* after qualification.

*Monitoring must not occur more than 60 days before the timeframes listed above.
 - After the first 12 month monitoring POs will be monitored at least once a year thereafter - no more than 60 days before the due date.
- 1) The Designated Manager will advise the PO when they are due for monitoring and when they are expected to supply the evidence required.
 - 2) The PO will gather current evidence (about activities that have occurred since the last monitoring activity) against their relevant qualification and supply this to their Supervisor.
 - 3) The Supervisor will arrange a field observation of the PO performing relevant tasks in accordance with the specification.
 - 4) The Supervisor will use this checklist to confirm the evidence supplied to them by the PO and to record the outcome of the field observation.
 - 5) If the Supervisor is unsure if the evidence is sufficient or correct, or if the field observation identifies any concerns, they must consult with an accredited PO Assessor or content expert to verify the supplied evidence and seek advice about any concerns.
 - 6) If the evidence supplied by the PO or the field observation is not satisfactory, the Supervisor must use an accredited PO trainer or assessor to conduct a field assessment to ensure that the PO is competent in their role.
 - 7) If the evidence supplied by the PO is satisfactory, the Supervisor must attach the supplied evidence, complete and sign-off this checklist.
 - 8) **The signed-off checklist including all required evidence should then be given to the relevant administrator to update the PO's qualifications in LMS or RIW System for external companies.**
 - 9) All supplied evidence must be retained by the relevant Designated Manager for audit purposes.

For more details of PO monitoring requirements, refer to the Protection Officer Training and Perpetual Accreditation Specification MD-11-309

Section 1 - Confirm Qualification

Complete card number and expiry dates for qualification/s being monitored

Qualification	Card No:	Valid Until:
Rail Corridor Protection Officer (RCPO)		
Protection Officer (PO)		
Manage Rail Traffic		
Manage Multiple Worksites / Workgroups		
Possession Protection Officer (PPO)		
Clipping Points		
Railway Track Signals		
In-field Protection		

**Section 2 - Required Evidence**

Required evidence for each qualification is listed below.

Note: All relevant documents supplied by the Protection Officer must be attached to this document.

Rail Corridor Protection Officer (RCPO)

- SW01 Corridor Safety Planner and Assessment Form MD-11-279
- Pre-start Briefing (100131)
- Detailed work plan (TN maps, route maps, site sketch)

Protection Officer (PO)

- SW01 Corridor Safety Planner and Assessment Form MD-11-279
- SW08 Track Authority Form MD-11-299
- Pre-start Briefing (100131)
- Detailed work plan (TN maps, route maps, site sketch)

Manage Rail Traffic

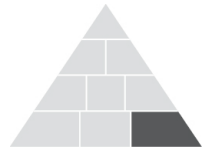
- SW01 Corridor Safety Planner and Assessment Form MD-11-279
- SW08 Track Authority Form MD-11-299
- Pre-start Briefing (100131)
- SW50 Written Authority for Rail Traffic Form MD-13-676
- Detailed work plan (TN maps, route maps, site sketch)

Manage Multiple Worksites / Workgroups

- SW01 Corridor Safety Planner and Assessment Form MD-11-279
- Multiple Workgroup Register Form MD-14-168
- SW07 Worksite Permit Form MD-11-154
- SW08 Track Authority Form MD-11-299
- Pre-start Briefing (100131)
- Detailed work plan (TN maps, route maps, site sketch)

Possession Protection Officer (PPO)

- SW01 Corridor Safety Planner and Assessment Form MD-11-279
- SW06 Local Possession Authority Form MD-11-156
- SW07 Worksite Permit Form MD-11-154
- Multiple Workgroup Register Form MD-14-168
- SW08 Track Authority Form MD-11-299
- SW50 Written Authority for Rail Traffic Form MD-13-676
- Pre-start Briefing (100131)
- Detailed work plan (TN maps, route maps, site sketch)
- Issue SW07 Worksite Permit Form MD-11-154



Clipping Points

- Type, location, identification and position of the points to be clipped in is understood
- Points are placed in correct position and clips are fitted correctly
- Points Clips removed, secured and stowed
- Permission is requested from Network Control for placement and removal

Railway Track Signals

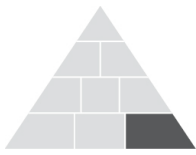
- RTS sourced correctly and register completed (RTS Register)
- Placed RTS in accordance with workplace procedures
- Unused RTS removed from track, remaining RTS securely packed and stored in original canister and usage recorded in register

In-field Protection

- Correctly placed protection in accordance with instructions from Protection Officer
- Notified Protection Officer when In-field Protection has been placed and removed
- RTS sourced correctly and register completed (RTS Register)

Supplementary Evidence

- On-site induction briefing
- Protection Checklist / TI Form
- Train Notice
- SW60 Advice of Work on or Near the Track in Yards, Facilities, Sidings and Workshops Form MD-11-51
- Other (please specify) _____



Section 3 - Monitoring Outcomes						
Protection Officer Level	3month monitoring completed	6 month monitoring completed	12 month monitoring completed	Field assessment recommended	Retraining recommended	Removal of qualification
RCPO	<input type="checkbox"/> (40010362) Date completed _____ Due Date _____	<input type="checkbox"/> (40008127) Date completed _____ Due Date _____	<input type="checkbox"/> (40008128) Date completed _____ Due Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PO	<input type="checkbox"/> (40011883) Date completed _____ Due Date _____	<input type="checkbox"/> (40011882) Date completed _____ Due Date _____	<input type="checkbox"/> (40011795) Date completed _____ Due Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Rail Traffic	<input type="checkbox"/> (40012179) Date completed _____ Due Date _____	<input type="checkbox"/> (40012180) Date completed _____ Due Date _____	<input type="checkbox"/> (40012181) Date completed _____ Due Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Multiple Worksites / Workgroups	<input type="checkbox"/> (40012176) Date completed _____ Due Date _____	<input type="checkbox"/> (40012177) Date completed _____ Due Date _____	<input type="checkbox"/> (40012178) Date completed _____ Due Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPO	<input type="checkbox"/> (40010386) Date completed _____ Due Date _____	<input type="checkbox"/> (30000963) Date completed _____ Due Date _____	<input type="checkbox"/> (30000964) Date completed _____ Due Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clipping Points	N/A	N/A	<input type="checkbox"/> (40011861) Date completed _____ Due Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Railway Track Signals	N/A	N/A	<input type="checkbox"/> (40011863) Date completed _____ Due Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Section 3 - Monitoring Outcomes						
Protection Officer Level	3month monitoring completed	6 month monitoring completed	12 month monitoring completed	Field assessment recommended	Retraining recommended	Removal of qualification
In-field Protection	N/A	N/A	<input type="checkbox"/> (40011862) Date completed <hr/> Due Date <hr/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(LMS codes are for Queensland Rail internal office use only)

Section 4- Supervisor/Content Expert Confirmation

Name _____ Service number _____
 Position _____ Depot/Company _____

Description and outcome of the Field Observation
 (include any concerns, skill or knowledge gaps identified)

Any Comments/Feedback to Protection Officer

I agree that the field observation and evidence attached to this document accurately reflect that the worker consistently performs the role of Protection Officer to the standard required by Queensland Rail.

Yes No

Supervisors signature _____ Date _____

Content Expert signature _____ (If required)



Section 5 - Protection Officer Confirmation

I agree that my performance during the field observation and the evidence I have supplied, accurately reflect my performance as a Protection Officer to the standard required by Queensland Rail.

Yes No

Signature _____ Date _____

Section 6 - Contract Manager/ accredited PO trainer or Assessor Confirmation (if required)

Name _____ Service number _____

Position _____ Depot/Company _____

I agree that the field observation and the evidence supplied, accurately reflect that the worker consistently performs the role of Protection Officer to the standard required by Queensland Rail

Yes No

Any Comments

Large empty text area for comments.

Signature _____ Date _____