



Recipient Monitoring Checklist

Recipient Name _____ Personnel No. _____
Depot/Company _____

Instructions on the Monitoring Process

As part of the Recipient Perpetual Accreditation requirements, all Recipients must provide evidence that competency is being maintained. The key components of this process are:

- 1) Recipient competency card expires after three (3) years.
- 2) Recipient Log Book minimum of 1 entry for Form C and 1 entry for SCA or SWA every 6 months, commencing from card issue.
- 3) Practical assessment every three (3) years.
- 4) Failure to complete either or both of the Log Book entries as per the requirements will require the attendance of the full Recipient course again.

All Recipients must comply with the following competency maintenance requirements:

- 1) The Recipient must act in the role of a Recipient at least once in every six (6) month period over the accreditation period.
- 2) The Recipient must fill out their log book as evidence of competency maintenance.
- 3) The log book must be signed by the Recipient's line manager and the Traction Power Engineer or Nominated Representative or Nominated Person.
- 4) The log book can be asked for at any time by the Traction Power Engineer or Nominated Representative or Nominated Person.
- 5) The Recipient's line management team must ensure the log book criteria are met.
- 6) The Recipient's supervisor must sign each log book activity and assess the activity as either satisfactory or not satisfactory.
- 7) If the log book requirements are not met, then the Recipient must not be allowed to accept any formal electrical safety documentation.
- 8) Failure to complete the Log book will require the attendance of the full Recipient course again.
- 9) If utilisation is not maintained as above, the qualification for receiving a Form C, SCA or SWA and or both will be removed by Queensland Rail.
- 10) All documentation relating to the role of Recipient, including the Recipient Log Book should be retained for a minimum of five (5) years.

Requirements for the Recipient Monitoring Checklist are as follows:

- 1) This monitoring checklist must be provided to the relevant administrators (detailed below) every 6 months.
- 2) Failure to provide this checklist every 6 months may result in the Recipient qualifications for receiving a Form C, SCA or SWA to be removed by Queensland Rail.
- 3) The checklist does not need to be provided for the first 6 months after the successful completion of the Recipient practical assessment.
- 4) The recipient must attach the log book evidence to this monitoring checklist and sign-off the checklist.
- 5) If the evidence supplied by the Recipient is satisfactory, the supervisor must sign-off the checklist.



Section 1 - Confirm Qualification

Qualification	Card No:	Valid Until:
Recipient - Form C		
Recipient - SCA/SWA		
Recipient - Form D		

Section 2 - Required Evidence

Required evidence for each qualification is listed below.
Note: All relevant documents supplied by the Recipient must be attached to this document.

Recipient - Form C

- Recipient Log Book Form C activity
- Pre-start Briefing (100131)
- Safe Work Method Statement (SWMS)

Recipient - SCA/SWA

- Recipient Log Book SCA/SWA activity
- Pre-start Briefing (100131)
- Safe Work Method Statement (SWMS)

Recipient - Form D/DT

- Recipient Log Book Form D/DT activity
- Pre-start Briefing (100131)
- Safe Work Method Statement (SWMS)

Section 3 - Monitoring Outcomes

Recipient Type	Next monitoring due in 6 months	Retraining recommended	Removal of qualification
Form C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCA/SWA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Form D/DT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Section 4 - Supervisors Confirmation

Supervisor Name _____ Personnel No. _____
Position _____ Depot/Company _____

Any Comments

I agree that the evidence attached to this document accurately reflect that the worker consistently performs the role of Recipient to the standard required by Queensland Rail.

Yes No

Supervisors signature _____ Date _____

Section 5 - Recipient Confirmation

I agree that the evidence I have supplied, accurately reflects my performance as a Recipient to the standard required by Queensland Rail.

Yes No

Signature _____ Date _____

Instructions for submitting the Recipient Monitoring Checklist and the supporting documents

The monitoring checklist and the supporting documentation are to be combined into a single file for submission via email. The email addresses for submitting the document are as follows:

Queensland Rail Employees:

Provide the Recipient Monitoring Checklist and the supporting documents to: assettrainingdelivery@qr.com.au

Non-Queensland Rail Workers (Rail Industry Workers):

Company Employer Administrator to upload the Recipient Monitoring Checklist to the RIW system as the evidence file for one or both of the following competencies as per worker requirements:

- Electrical.Work Log.QR - 6 month monitoring - Recipient Form C
- Electrical.Work Log.QR - 6 month monitoring - Recipient SWA/SCA