



Protection Officer Monitoring Checklist

Protection Officer Name		Personnel No.	
Depot/Company			

Instructions on the Monitoring Process

As part of the *Protection Officer 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 – once within the first 3 months, again within 6 months and finally within 12 months of becoming accredited.
 - Existing POs will be monitored at least once a year.
- 1) The Supervisor will advise their POs 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 observation.
 - 5) If the Supervisor is unsure if the evidence is sufficient or correct, or if the observation identifies any concerns, they must consult with an accredited PO Assessor (content expert) to verify the supplied evidence and seek advice about any concerns.
 - 6) If the evidence supplied by the PO or the 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 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 Onsite for external companies.**
 - 9) All supplied evidence must be retained by the relevant manager for audit purposes.

For more details of PO monitoring requirements, refer to the specification.

Section 1 – Confirm Qualification

Qualification	Card No:	Valid Until:
Rail Corridor Protection Officer (RCPO)		
Protection Officer (PO)		
Manage Rail Traffic		
Management of Multiple Worksites / Workgroups		
Possession Protection Officer (PPO)		



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)

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

Protection Officer (PO)

- Corridor Safety Planner and Assessment (Form SW01)
- Track Authority (Form SW08)
- On-site induction briefing
- Pre-start Briefing (100131)
- Detailed work plan (TN maps, route maps, site sketch)
- Protection Checklist/TI Form

Manage Rail Traffic

- Corridor Safety Planner and Assessment (Form SW01)
- Track Authority (Form SW08)
- Pre-start Briefing (100131)
- Written Authority for Rail Traffic (SW50)
- Protection Checklist/TI Form
- Detailed work plan (TN maps, route maps, site sketch)

Manage Multiple Worksites / Workgroups

- Corridor Safety Planner and Assessment (Form SW01)
- Multiple Workgroup Register (MD-14-168)
- Worksite Permit (Form SW07)
 - issue
 - receive
- Track Authority (Form SW08)
- Protection Checklist/TI Form
- Pre-start Briefing (100131)
- Detailed work plan (TN maps, route maps, site sketch)



Possession Protection Officer (PPO)

- Corridor Safety Planner and Assessment (Form SW01)
- Local Possession Authority (Form SW06)
- Worksite Permit (Form SW07)
- Multiple Workgroup Register (MD-14-168)
- Track Authority (Form SW08)
- Written Authority for Rail Traffic (SW50)
- Pre-start Briefing (100131)
- Protection Checklist/TI Form
- Detailed work plan (TN maps, route maps, site sketch)

Supplementary Evidence

- Clipping Points
- In-field Protection
- Advice of work on/near the Track in Yards, Facilities, Sidings and Workshops (SW60)
- Other (please specify) _____

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Section 3 – Monitoring Outcomes						
Protection Officer Level	Next monitoring due in 3 months	Next monitoring due in 6 months	Next monitoring due in 12 months	Field assessment recommended	Retraining recommended	Removal of qualification
RCPO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Rail Traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage Multiple Worksites / Workgroups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(LMS codes are for internal office USE ONLY)

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Section 4- Supervisors Confirmation

Name _____ Service number _____
Position _____ Depot/Company _____

Description and outcome of the Field Observation

Any Comments

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: _____

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

Signature: _____ Date: _____