

## Regional Shunter monitoring checklist

### Employee details

Regional Shunter Name \_\_\_\_\_ Personnel number \_\_\_\_\_  
 Depot / Company \_\_\_\_\_

### Instructions on the monitoring process

As part of the Regional Shunter – Queensland Rail training requirements, it was identified that all Shunters must be monitored to ensure their work is being performed to the required standard.

All Shunters must be monitored as follows:

- Newly accredited Shunter's will be monitored 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 Shunter's will be monitored at least once a year.

**Note:** A re-accreditation field assessment must be completed at the end of each 3 year period.

- 1) The Supervisor will arrange a field observation of the Shunter performing relevant tasks.
- 2) The Supervisor will use this checklist to record the outcome of the observation.
- 3) If the Supervisor during the observation identifies any concerns, they must consult with an accredited Shunter Assessor (content expert) to verify and seek advice about any concerns.
- 4) If the observation is not satisfactory, the Supervisor must use an accredited Shunter trainer or assessor to conduct a field assessment to ensure that the Shunter is competent in their role.
- 5) If the observation is satisfactory, the Supervisor will sign-off this checklist and arrange for the qualification to be updated in Onsite Track Easy.
- 6) The checklist must be retained by the relevant manager for audit purposes.

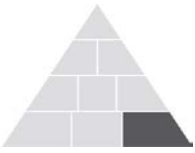
### Section 1 – Observation

Observe the participant undertaking normal work tasks

- Network Control Officer advised when on duty
- Correct Personal Protective Equipment utilised
- Conducted yard inspection
- Hazards, risks and control measures identified
- Shunt plan reviewed
- Tested and checked communication equipment
- Followed correct communication protocols
- Displayed correct hand/light signals
- Correct operation of points
- Followed correct shunting procedures
  - Coupling and uncoupling
  - Making good
  - Brake and bleed
  - Applying/releasing handbrakes
  - Securing vehicles

### Section 2 – Monitoring outcome

- Next monitoring due in 3 months    
  Next monitoring due in 6 months    
  Next monitoring due in 12 months    
  Retraining recommended    
  Removal of qualification



**Section 3 – Supervisors confirmation**

Supervisor Name \_\_\_\_\_ Personnel No. \_\_\_\_\_  
Position \_\_\_\_\_ Depot/Company \_\_\_\_\_

Description and outcome of the field observation

Any comments

I agree that the field observation accurately reflect that the worker consistently performs the role of Regional Shunter to the standard required by Queensland Rail

Yes       No

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 4 – Regional Shunter confirmation**

I agree that my performance during the field observation accurately reflect my performance in the role of Regional Shunter to the standard required by Queensland Rail

Yes       No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 5 – Contract Manager / accredited Shunter Trainer or Assessor confirmation (if required)**

Name \_\_\_\_\_ Personnel No. \_\_\_\_\_  
Position \_\_\_\_\_ Depot/Company \_\_\_\_\_

I agree that the field observation accurately reflect that the worker consistently performs the role of Regional Shunter to the standard required by Queensland Rail

Yes       No

Any comments

Signature: \_\_\_\_\_ Date: \_\_\_\_\_