RIW BULLETIN

Procedure Updates

Track Protection and Safeworking on Track Competency Management Procedure (A1626)

Purpose

To notify MTM Employees and Third Parties of important updates to the current Work on Track Safeworking Competency Procedure (A1626).

What are the key changes?

NOW

- **New title:** Track Protection and Safeworking on Track Competency Management Procedure (A1626)
- **Alternative pathways:** Added information about the alternative pathway processes available, including after a Not Yet Competent assessment outcome
- **Competency inclusions:** Added Metro Tunnel roles & requirements and other existing competencies: TTSA, Unrestricted TFPC & XT2 LPZ
- **Ongoing competency maintenance (renewals):** Added renewal frequency requirements, added information about Not Competent renewals management
- **Extensions:** Added information about how RSWs can request an extension for RIW competence or overdue assessment tasks
- **Renewal after expiry:** Added information about the requirements and processes
- **Restricted and Unrestricted Work On Track Safeworking Competencies Procedure (A1632):** Added content from A1632 to A1626 and withdrew A1632

EFFECTIVE 31 OCTOBER 2026

- **Maintaining Job Role Currency for TFPC competencies:** RSWs wishing to obtain re-certification in TFPC qualifications (including Unrestricted), are required to submit evidence of three (3) shifts in the preceding Twenty-Four (24) months, demonstrating that they have performed the role they are re-certifying.

Please note these changes take effect from 31 October 2026.

Next Steps

Please familiarise yourself and your teams/employees/contractors with the new requirements and changes to the Procedure.

Questions

Questions relating to this bulletin can be directed to railsafetytraining@metrotrains.com.au

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Relevant Resources & Documentation

To access the Matrix, visit Network Operators Matrices – Rail Industry Worker (riw.net.au)

Related Documents:

Track Protection and Safeworking on Track Competency Management Procedure (A1626)

Authorised by
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Training Manager – Rail Support

MetroSafe

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The Responsible Manager is to determine the following:

Which areas in MTM are to be notified of this alert?

Selecting the shaded rows means the whole division whereas unshaded means the specific teams within the division. Only check what is applicable.

Check	Code	Division/Department
☐	MTM	Entire MTM Network
☒	CHE	Engineering / Office of Chief Engineer
☐	HMR	People
☒	INF	Infrastructure
☐	ELN	Electrical Networks
☐	OCS	Operational Control Systems
☐	SIG	Signals
☐	STF	Structures & Facilities
☐	TRK	Track Delivery
☐	OPS	Operations
☐	TSD	Train Service Delivery
☒	SWS	Safeworking / Signalling
☐	NOS	Network Operations
☐	SER	Metrol
☐		Passenger Experience
☐	STO	Stations
☐	AOS	Authorised Officers
☒	PRJ	Projects
☒	ROS	Rolling Stock
☐	SQE	Safety, Environment & Risk
☐		Other (e.g. Other Divisions/Departments or people not listed): (List them here)

Which contractors should be notified of this alert?

Note: This is undertaken by MetroSafe through the Avetta portal. All contractors/third parties have previously been tagged into their relevant MTM areas.

Check	Division/Department
☒	All MTM Contractors and Third Parties
☐	Corporate
☐	Infrastructure
☐	Projects
☐	Rolling Stock
☐	Operations

How should this alert be distributed and/or acknowledged?

Note: This section may be amended by the Division dependent on best method of distribution

Check	Division/Department
☒	Issued via email
☐	Placed on Noticeboards
☐	Placed in staff pigeon holes / letterboxes
☐	Delivered during toolbox discussions
☐	Employees to acknowledge receipt using Management Systems Communication Receipt (A1866)
☐	Communications Register (the Depot)
☐	Toolbox Attendance Records
☐	Weekly Operational Notice (WON)
☐	Other (specify):

REFERENCE	ISSUE DATE	CONTACT
RIW-BUL-13-2025	19/12/2025	railsafetytraining@metrotrains.com.au

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