

**CCT 20/08  
Rev2**

## Competency and CRN Checks when Hiring Track Workers

| AUDIENCE  | MAIN POINTS  | VERSION HISTORY   |
|---|--|---|
| <ul style="list-style-type: none"><li>~ Project Managers</li><li>~ Project Engineers</li><li>~ Construction Supervisors</li><li>~ Routine Maintenance Superintendents</li></ul> | <ul style="list-style-type: none"><li>~ Project Managers are responsible for checking competencies, and civil licence for track workers carrying out critical activities</li><li>~ Briefings or consultation is to occur to ensure contract track workers are ready to implement CRN processes</li></ul> | <ul style="list-style-type: none"><li>~ 1<sup>st</sup> Issue - 29/07/2020</li><li>~ 2<sup>nd</sup> issue - Reissued</li></ul> |
| BRIEFING REQUIREMENTS   |  |   |
| Information only  | ✓ Briefed by line management and record of briefing supplied to the PCTE   | Briefed by PCTE or delegate   |

### 1. Introduction

To hire track and civil workers to carry out tasks there is a requirement to check that competency and CRN licencing is current.

The project manager can nominate project engineers, supervisors or other subject matter experts to carry out some of the required checks and preperation, however the project manager remains accountable for compliance with CRN requirements.

JHR CRN use the concept of *civil licencing* to ensure staff or competent contractors have used their competencies enough, have adequate quality history, and are aware of CRN specific requirements. The civil licence is a combination of the relevant national competency plus CRN civil standards briefing plus a supervisors report.

### 2. Checks for All Track Related Tasks

For all contractor engagements the project manager is to make sure the the following checks are done as a minimum:

- That the contractor holds all competencies for the role or task – refer to the manual *CRN CM 001 Civil Technical Competencies and Engineering Authority*, and/or the CRN manual related to the work. The MTA app should be used to confirm that each contractor holds the required competencies.
- That the contractor has an up to date CRN civil licence – a combination of the competency, plus the civil standards briefing plus the supervisors report from their company. See Appendix F, of *CRN CM 001* for details.
- That the contractor is aware of relevant CRN standards, manuals, technical notes and waivers relevant to the project. (Tip - For contractors making track safety decisions, ask them to show you that they can answer some questions or senarios using CRN manuals)
- That the contractor has been briefed on site specific/project specific processes or records. Such as;
  - IBA and handback process
  - Track certification arrangements (is the role of the possession officer vs the track certifier clear)
  - Bush fire precautions/hot work controls/who provides the fire fighting equipment

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- Punch mark requirements for free welds
- Creep mark establishment
- Paint colour codes
- Paint pen information on the foot of the rail
- Defect protection and identification process downstream of them
- Action if hot weather or wet weather interrupts adjustment

### 3. Specific to Rail Welders

For contractor engagement relating to welding activities, the project manager is to check the following as a minimum:

- i. The project manager is to ensure that site/project specific pre-work discussions are held, including;
  - access to correct weld adjust returns,
  - CRN rail weld alignment limits, and
  - access to the on line weld database application
- ii. Confirm if the welder(s) are on the weld database, if not, advise the details (including RIW number) of the welders to an engineering representative so that welder's details can be added to the weld database (before the work starts),
- iii. The project manager is to identify the supervisor in charge (a JHR representative) who will fulfil the responsibilities of "Supervisor in charge of welders", (as per CRN CM 222 Rail Welding, C2-1 and C2-3, extract below).

#### **C2-1 Supervisors in charge of welders**

Supervisors in charge of the welder are accountable for the performance of their welders. They must have systems in place to:

##### **For aluminothermic and wire feed welds**

1. ensure only competent, licensed welders are used,
2. ensure only approved, tagged, equipment is used,
3. provide or arrange for a Hot Work Authority in Total Fire Bans,
4. ensure that all welds included in welding returns have been entered into the welding database..
5. ensure that all the welder's welds have been tested,
6. maintain an up-to-date record the welder's defect rate,
7. manage the welder's on-going performance.

#### **C2-3 Contract welders**

Where contract welders are engaged the JHR CRN Supervisor in charge of the contractor's work is responsible for the activities of the "Supervisor in charge of the welder" (C2-1 above) and in addition for ensuring:

- the welders engaged are competent and hold a current licence,
- the welders engaged have a satisfactory weld performance history,
- weld data for each weld has been appropriately entered into the Welding database, and
- the outcomes of the weld testing are forwarded to the company from which the welder was hired.

- iv. The project manager is to confirm the weld Non Destructive Testing (NDT) arrangements with the local routine maintenance representative.

### 4. Specific for Rail Adjusters

For contractor engagement relating to rail adjustment the project manager is to check the following as a minimum:

- i. The project manager is to brief the contractor on the correct weld adjust returns, and the required track alignment records for the area being adjusted.
- ii. Track adjustment must have an adjustment plan prepared for review and endorsement by the routine maintenance representative.

**5. Specific for Non Destructive Test operators**

For contractor engagement relating to Non Destructive Testing (NDT) of welds or rail the project manager is to check the following as a minimum:

- i. The project manager is responsible for ensuring that the contract tester is aware of the CRN rail defects manual CRN CM 224, and the CRN specific limits and processes in it,
- ii. The project manager is to confer with the routine maintenance representative about test requirements,
- iii. The project manager is to ensure that the tester is aware of CRN weld test returns.
- iv. The project manager is to confirm that testers are in the weld database, if not, advise the details of the tester to the Principal Track and Civil Engineer's representative so that the tester can be added to weld database (before the work starts)

**6. Specific for Track Certifiers**

For contractor engagement relating to track certification the project manager is to check the following as a minimum:

- i. That the certifier is familiar with CRN CM 211 Track Geometry and Stability, focussing on chapter 4 (acceptance limits) and chapter 19 (guidelines for certifying track),
- ii. That the certifier is familiar with CRN CM 203 Track Inspection, focussing on chapter 5 and 6, (base operating limits and defect responses)
- iii. The project manager to confirm that the certifier understands the acceptance limits applicable to the project.

**7. Suggested Mentoring of New Contract Track Workers**

If a competent track worker is new to CRN, the project manager should make arrangements for the contract worker(s) to have access to mentors early in their engagement. A mentor could be a senior CRN track worker with similar roles, or an subject matter expert.

Authorised for issue



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