



How do MTM – Signal Assessors become National – Signalling Assessors

Purpose

The purpose of this bulletin is to advise MTM Employees, Third Parties and MTM – Signal Assessors of the requirements to comply with changes to the MTM Signalling, Control Systems & Communications matrix.

What are the changes?

MTM has adopted the National Signalling Assessment Framework (NSAF) and the new National Signalling Design & Tester roles, which removes the requirement for MTM Signal Designers and Testers to be assessed as per A1205. (New requirements will be published in version update of A1205 in October 2024)

This means that MTM – Signal Assessors will have existing MTM – Signal Design and Tester roles removed from their RIW Assessor portal from 25 Nov 2024. However, they can continue to assess other roles that remain on the current matrix.

What does adoption of the NSAF mean for RIW Cardholders and National Assessors?

1. After November 25 and before a current role expires, RIW administrators need to add the new National – Signalling Design and/or Tester role that aligns to the work they perform, to the RIW Cardholder's profile and upload all relevant documentation before submitting the role to a new National – Signalling Assessor.
2. Once the assessment has been completed and the National role is valid, RIW administrators then need to add the new MTM – Signalling Design and/or Tester role to the RIW Cardholder's profile, and the RIW Cardholder's completes the relevant course (and relevant assessment activities) to validate that role.
3. When both the National and MTM network role are valid the RIW Cardholder may work in that capacity for MTM.

How can MTM – Signal Assessors continue to support industry and become National – Signalling Assessors?

The NSAF document provides the necessary guidance and tools for vocationally competent Signalling Designers and Testers to conduct assessments. Those vocationally competent RIW Cardholder's wishing to become a National – Signalling Assessor shall complete a Service Request via the RIW website by selecting the category 'Employer' and subcategory, 'Assessor account creation / Alteration to scope of assessments'.



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In addition, Section 4.4 of the NSAF states:

As part of adoption of the National Framework, each Network Operator will provide industry communications listing what existing signalling roles can assess what National Role. This will allow existing Assessors, who are vocationally competent, to assess National Roles until they themselves transition to a National Role.

On application, the RIW Service Desk will confirm you hold the National – Signalling Assessor role and either a National – Signalling Designer and/or Tester role or one of the following MTM roles before adding the National roles to your RIW assessor portal.

Current MTM Role	National Assessments
MTM – Signal Design Engineer	National – Signalling Designer
MTM – Signal Senior Signal Design Engineer	
MTM – Signal Principles Design Engineer	National – Signalling Designer & National – Signalling Principles Designer
MTM – Signal Tester	National – Signalling Verification Tester
MTM – Signal Test Engineer	National – Verification Tester & National – Signalling Function Tester
MTM – Signal Senior Test Engineer	
MTM – Signal Principles Test Engineer	National – Verification Tester, National – Signalling Function Tester & National – Signalling Principles Tester
MTM – Tester in Charge	National – Signalling Tester in Charge

Note. MTM chose not to allow Signal Designers to assess National Signal Designers as they typically don't have the necessary experience. Signalling Assistant Testers and Signalling Assistant Designers don't have assessments on these roles, hence why they're not include in the above table.

How to complete National Assessments?

National Signalling Assessors should be familiar with the NSAF document and Section 4 to complete assessments.

Assessor Communication

To support RIW Cardholder's with the assessment process, it is essential that once an Assessor logs into the RIW System Assessor Portal for the first time, 'Edit Assessor Notes' is selected and edited.

These notes appear when an RIW Employer Administrator chooses to submit a role for assessment. The notes are a way for the National – Signalling Assessor to communicate with industry. For example, days they are available, assessment rates, e.g. DO NOT SUBMIT during August 2024 as I will be on leave, mobile number or other communication means etc.



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Where can I find more information?

To gain access to the [National Signalling Assessment Framework](#) and supporting [documentation](#).

Related Documents: [Metro Trains External Document Portal](#)

A12113 Interim Signalling Designer and Tester Competence Manual (Due for release in October 2024)

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The Responsible Manager is to determine the following:

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

Check	Code	Division/Department
<input type="checkbox"/>	MTM	Entire MTM Network
<input checked="" type="checkbox"/>	CHE	Engineering / Chief Engineer
<input type="checkbox"/>	HMR	People & Performance
<input type="checkbox"/>	INF	Infrastructure Delivery
<input type="checkbox"/>	ELN	Electrical Networks
<input type="checkbox"/>	OCS	Operational Control Systems
<input type="checkbox"/>	SIG	Signals & OCS
<input type="checkbox"/>	STF	Structures & Facilities
<input type="checkbox"/>	TRK	Track Delivery
<input type="checkbox"/>	OPS	Operations
<input type="checkbox"/>	TSD	Train Service Delivery
<input type="checkbox"/>	SWS	Safeworking / Signalling
<input type="checkbox"/>	NOS	Network Operations
<input type="checkbox"/>	SER	Metrol
<input type="checkbox"/>		Customer Experience
<input type="checkbox"/>	STO	Stations Customer Experience
<input type="checkbox"/>	AOS	Authorised Officers
<input type="checkbox"/>	PRJ	Projects & Planning
<input type="checkbox"/>	ROS	Rolling Stock
<input type="checkbox"/>	SQE	Safety, Environment & Risk
<input type="checkbox"/>		Other (e.g. Other Divisions/Departments or people not listed):

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
<input type="checkbox"/>	All MTM Contractors and Third Parties
<input type="checkbox"/>	Corporate
<input checked="" type="checkbox"/>	Infrastructure
<input checked="" type="checkbox"/>	Projects
<input type="checkbox"/>	Rolling Stock
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	Issued via email
<input type="checkbox"/>	Placed on Noticeboards
<input type="checkbox"/>	Placed in staff pigeon holes / letterboxes
<input type="checkbox"/>	Delivered during toolbox discussions
<input type="checkbox"/>	Employees to acknowledge receipt
<input type="checkbox"/>	L4-SQE-FOR-070 Alert Register
<input type="checkbox"/>	Toolbox Attendance Records
<input type="checkbox"/>	Weekly Operational Notice (WON)
<input type="checkbox"/>	Other (specify):