RIW BULLETIN

Further Updates to Signalling, Control Systems & Communications Matrix V8

Purpose

The purpose of this bulletin is to notify MTM Employees and Third Parties of further updates to the Signalling, Control Systems & Communications Roles Matrix V8 that have been implemented.

What are the changes?

- **No Competency Changes to Existing Job Roles**

  There have been no changes to the competencies associated with existing job roles. The requirements for these roles remain unchanged.

- **Removal of Design and Test Roles**

  The Signalling Design and Tester roles have been removed from the V8 Matrix. Please refer to the new Signalling Design & Tester Matrix and the interim procedure A12113 for the updated processes.

- **Introduction of Footnote "R"**

  A new footnote "R" has been introduced for specific roles. This footnote indicates that while documents for these roles must be provided to the assessor, uploading them into the RIW system is not mandatory. Documents must be submitted directly via email if preferred by the assessor.

What do RIW Administrators/Cardholders need to do?

No action is required for existing roles unless you are specifically impacted by the removal of the Design and Tester roles or the addition of footnote "R". Please ensure you are using the updated matrix and associated procedures, effective immediately.

Relevant Resources & Documentation

MTM Signalling, Control Systems & Communications Roles Matrix V8

Related Documents:

A1205 Signalling Rail Safety Worker Competence Manual

Signalling Designer & Tester Matrix, Version 1, Nov 2024

A12113 Interim Signalling Designer and Tester Competence Manual

RIW-BUL-03-2024 Changes to Signalling and Control Systems and Communications Roles Matrix

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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):