

# OFFICIAL



## ASSURANCE RECORD OF RELEVANT EXPERIENCE

SRLA Role(s) you are Seeking:

Application Date:

This document is for people seeking validation of experience to carry out their duties as per a matrix role. Tick if Reassessment:

**Note:** All roles have a **Four (4) year expiry date**, from assessment date, where continued evidence of skill currency is required.

Please identify below what you are applying for:

(Assessment of experience for Matrix roles)

Expiry Date:  (To be filled in by the Assessor)

Applicant	_____	Manager:	_____
Sign:	_____ Date: _____	Sign:	_____ Date: _____
Current Position:	_____	Current Position:	_____
Organisation:	_____	Organisation:	_____
Contact Number	_____	Contact Number	_____
Contact email	_____	Contact email	_____

Qualifications and Professional Associations	Current Membership/ Certificate Number	Assessor Comments
Suitable CV:	Yes / No (circle)	
Degree/diploma/certificate	Yes / No (circle)	
CPEng / National Engineer Register	Yes / No (circle)	
Registered Professional Engineer Vic	Yes / No (circle)	



## ASSURANCE RECORD OF RELEVANT EXPERIENCE

Tick the skill requirements needed to meet the role you are seeking and provide succinct, relevant evidence (refer matrix). Insert N/A if the skill requirement is not required for the role.

This section to be completed by applicant and the people validating evidence				This section completed by Assessor	
Skill Requirements	Tick if Required	Evidence (Attach any supporting documents)	Evidence Validate by:	Competent or Gap	Assessor Comments
1. iESM Practitioner		Eg – I attended iESM training in 2006 – Certificate attached			
2. Functional Safety Certification (FSE CFSP)		Eg – I attended FSE training in 2006 – Certificate attached			
3. Technical discipline Experience:		Eg – I was the Principal Safety Engineer for 3 years with a company that provided Rail design. Cover sheets of documents that I was responsible for are attached. See – SAR3089 RailEng			
4. Managerial Experience:		Eg – I was responsible for managing a team of Assurance Safety Engineer for 5 years with a company that provided Assurance services into the Rail industry. Cover sheets of documents that I was responsible for are attached. See – ManagementPlan3409 RailEng			

**ASSURANCE RECORD OF RELEVANT EXPERIENCE**

Evidence Validated by:				
Name	Sign (validating evidence)	Position	Company	Contact Number
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
Application Assessed by: (If Assessor is using a Subject Matter Expert, the Subject Matter Expert must be a Register Rail Industry Worker)				
Name	Sign	Position	Company & RIW Number	Contact Number
_____	_____	_____	_____	_____
Subject Matter Expert signature:				
Name	Sign	Position	Company & RIW Number	Contact Number
_____	_____	_____	_____	_____
Comments: (Also identify any limitations placed on individual utilising this role by SRLA)				

Skill Requirements	Evidence Example
iESM Practitioner	iESM Certificate

**ASSURANCE RECORD OF RELEVANT EXPERIENCE**

<p><b>Functional Safety Certification (FSE CFSP)</b></p>	<p>Certificate from recognised training provider</p>
<p><b>Technical discipline Experience</b></p>	<p>1 Year Experience: Relevant discipline Documents that have been prepared – cover page signed off eg – Safety in Design Report / Minutes</p> <p>5 Year Experience: Relevant discipline Documents that have been checked/approved – cover page signed off eg – Safety Assurance Report / Safety Assurance Plan / Speciality Plans Reports – HF, RAMS</p> <p>7 Year Experience: Relevant discipline Documents that have been approved or endorsed. Evidence of role in approvals at senior levels, committees, boards etc. – cover page signed off eg – Briefing Notes / Meeting Minutes</p> <p>10 Year Experience: Relevant discipline Documents that have been approved. Evidence of role in approvals at senior levels, committees, boards etc - cover page signed off eg – Briefing Notes / Meeting Minutes</p>
<p><b>Managerial Experience</b></p>	<p>Example, relevant discipline Documents</p> <p>1 Year Experience: Development of schedule, records of minutes (minute taker) plans that have been prepared – Cover Page signed off</p> <p>1 Year Experience: Development of schedule, records of minutes (minute taker) plans that have been prepared - Cover Page signed off</p> <p>3 Year Experience: Development of schedules, management plans, evidence of participation in meeting (meeting minutes) - Cover Page signed off</p> <p>5 Year Experience: Checking/approval of management plans, scheduling allocations, Position description development - Cover Page signed off</p> <p>7 Year Experience: Checking/approval of management plans, scheduling allocations, Position descriptions Evidence of role in approvals of resourcing, budgeting - Cover Page signed off</p>