




# MTS TRACK VEHICLE ASSESSOR ACCREDITATION PROCEDURE

## METRO NETWORK


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## Approval Record

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# 1. Introduction

## 1.1 Purpose and Scope

The purpose of this document is to outline the process and requirements for gaining and maintaining accreditation as a Track Vehicle Assessor with MTS.

This scope of this document includes:

- The competency and independence requirements for MTS Track Vehicle Assessors; and
- The process for applicants to demonstrate their competency and independence to become accredited as a Track Vehicle Assessor.

## 2. Abbreviations and Definitions

### 2.1 Abbreviations

Term	Definition
CPEng	Chartered Professional Engineer
ICP	Independent Competent Person
MTS	Metro Trains Sydney
RIW	Rail Infrastructure Worker
CBTC	Communications Based Train Control
AS	Australian Standard
ISO	International Organisation for Standardisation

### 2.2 Definitions

Term	Definition
Road Rail Vehicle	A road-going vehicle fitted with rail guidance equipment allowing it to also operate on rail. Also known as a hi-rail vehicle
Track Vehicle	A non-passenger rail-going vehicle intended for rail maintenance, renewal, or inspection purposes. Examples include track grinders, ballast regulators, tampers, overhead inspection and maintenance vehicles and Road Rail Vehicles (RRVs). Passenger rolling stock are not classified as track vehicles
Track Vehicle Assessor	An individual who has been deemed to satisfy the requirements of this document and who is subsequently authorised to assess Track Vehicles for the purposes of determining whether they are fit for purpose and safe to operate on the MTS network

### 3. Roles and Responsibilities

Role	Responsibility
Head of Rollingstock & CBTC	Accountable for ensuring each Track Vehicle's compliance to applicable MTS Standards is verified before the vehicle is approved to operate on the MTS network
Head of Rollingstock & CBTC	Responsible for setting the requirements for individuals to become accredited, and maintain accreditation, as a Track Vehicle Assessor with MTS. Also responsible for ensuring all MTS Track Vehicle Assessors meet these requirements. Also responsible for approving Track Vehicle Assessor applications, which may also be done by a delegate of the Head of Rollingstock & CBTC
Track Vehicle Assessor	Responsible for meeting the applicable requirements of this document before assessing Track Vehicles on behalf of MTS for the purposes of determining suitability to operate on the MTS network

## 4. Background

This document aims to ensure individuals performing Track Vehicle assessments on behalf of MTS are Independent Competent Persons (ICPs) to ensure Track Vehicle Assessments performed on behalf of MTS are comprehensive and unbiased.

The concept of an ICP is derived from AS 7501 – Rolling stock compliance certification.

Accordingly, the competency and independence requirements within this procedure are derived from the relevant ICP requirements of AS 7501.

## 5. Track Vehicle Assessor Requirements

### 5.1 Competency Requirements

#### 5.1.1 Accreditation Pathways

There are four pathways available to applicants to become accredited as a Track Vehicle Assessor with MTS, these four pathways are detailed in Table 1 - Accreditation Pathway Criteria.

Pathway	Qualification and Experience Criteria
Path 1	Chartered Professional Engineer (CPEng) (mechanical) with a minimum of 5 years relevant experience
Path 2	Bachelor of Engineering degree (mechanical) with a minimum of 7 years relevant experience
Path 3	Engineering technologist degree (mechanical), advanced diploma (mechanical) or associate degree (mechanical) with a minimum of 10 years relevant experience
Path 4	Other – When an individual does not meet the Path 1, 2 or 3 criteria, but is able to demonstrate equivalent qualifications and experience (as judged on a case-by-case basis by the Head of Rollingstock & CBTC)

**Table 1 – Accreditation Pathway Criteria**

All engineering charterships, degrees and diplomas used to support an applicant's accreditation as a Track Vehicle Assessor with MTS must be accredited by Engineers Australia.

#### 5.1.2 Relevant Experience

There are two components to demonstrating an applicant possesses the level of relevant experience required of a Track Vehicle Assessor. Firstly, it must be demonstrated that the applicant has the required number of relevant experience years. Secondly, it must be demonstrated that the applicant possesses the technical knowledge and experience required of a Track Vehicle Assessor.

#### Experience Years

To demonstrate that the applicant possesses the number of years of relevant experience required by the chosen accreditation pathway, a resume (or similar document) detailing the applicant's experience should be submitted. The submitted resume should detail the following in relation to each relevant position held by the applicant:

- Job Title
- Company Name and Location
- General Duties and Achievements
- Dates of Employment (start to finish)



## Technical Knowledge and Experience

To demonstrate that the applicant possesses the technical knowledge and experience required of a Track Vehicle Assessor, the applicant must demonstrate that they meet all knowledge and experience criteria outlined in Table 2 - Relevant Experience Requirements.

Knowledge & Experience Criteria	Qualification and Experience Criteria
Experience in assessing rolling stock, plant, or similar equipment against standards	<ul style="list-style-type: none"> <li>A succinct paragraph detailing the applicant's experience in assessing rolling stock, plant, or similar equipment against standards.</li> <li>An example of a report, assessment, or other relevant document that demonstrates the applicant's experience in assessing rolling stock, plant, or similar equipment against standards</li> </ul>
Knowledge of the relevant standards applicable to Track Vehicles. Specifically, but not limited to: <ul style="list-style-type: none"> <li>MTS Minimum Rolling Stock Requirements (NWRLOTS-NRT-SWD-RS-STD-725003).</li> <li>All applicable RISSB standards.</li> <li>Applicable standards for ROPS and FOPS (ISO 3449, ISO 10262, ISO 12117-2, and ISO 3471)</li> </ul>	<ul style="list-style-type: none"> <li>A succinct paragraph detailing the applicant's knowledge of the relevant standards applicable to Track Vehicles</li> <li>An example of a report, assessment, or other relevant document that demonstrates the applicant's knowledge of the relevant standards applicable to Track Vehicles</li> </ul>
Knowledge of the requirements of relevant rail safety legislation, which includes: <ul style="list-style-type: none"> <li>Rail Safety National Law 2012.</li> <li>Rail Safety National Law Regulations 2012.</li> <li>Occupational Health &amp; Safety Act 2004.</li> <li>Occupational Health &amp; Safety Regulations 2017.</li> </ul>	<ul style="list-style-type: none"> <li>A succinct paragraph detailing the applicant's knowledge of the relevant safety legislation</li> </ul>
Knowledge of the requirements of AS 4292 – Rail Safety Management	<ul style="list-style-type: none"> <li>A succinct paragraph detailing the applicant's knowledge of the requirements of AS 4292.</li> </ul>
Experience in risk management and risk assessment	<ul style="list-style-type: none"> <li>A succinct paragraph detailing the applicant's experience in risk management and risk assessment.</li> <li>An example of a report, assessment, or other relevant document that demonstrates the applicant's risk management and risk assessment experience.</li> </ul>
Experience in testing of rolling stock. Specifically, but not limited to: <ul style="list-style-type: none"> <li>Dye penetrant testing as per AS 2062.</li> <li>Static twist testing as per AS 7502/AS7509.</li> <li>Brake testing.</li> <li>Rail wheel profile measurement.</li> <li>Rail wheel back-to-back measurement as per AS 7517.</li> </ul>	<ul style="list-style-type: none"> <li>A succinct paragraph detailing the applicant's experience in rolling stock testing.</li> <li>An example of a report, assessment, or other relevant document that demonstrates the applicant's rolling stock testing experience.</li> </ul>
Knowledge of the rolling stock interfaces and the associated interface risks. Specifically, but not limited to: <ul style="list-style-type: none"> <li>Signalling infrastructure (such Secondary Detection Devices).</li> <li>Track infrastructure.</li> <li>Overhead infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>A succinct paragraph detailing the applicant's knowledge of the rolling stock interfaces and the associated interface risks</li> </ul>
Knowledge of MTS process for certifying and recertifying Track Vehicles	<ul style="list-style-type: none"> <li>A succinct paragraph detailing the applicant's knowledge of MTS process for certifying and recertifying Track Vehicles</li> </ul>

**Table 2 – Relevant Experience Requirements**

## 5.1.3 English Proficiency

Applicants must be sufficiently proficient in the English language such that:

- Communication between the applicant and MTS is unhindered by the applicant's level of English proficiency.
- The applicant's comprehension of Track Vehicle technical specifications or reports is unhindered by the applicant's level of English proficiency.

## 5.2 Independence Requirements

To ensure Track Vehicle assessments are made objectively and are unbiased, Track Vehicle Assessors are required to be sufficiently independent from the design, construction, acquisition, and maintenance of Track Vehicles they assess.

As an assessor's level of independence may vary with each vehicle, independence is not a quality that can be verified during the Track Vehicle accreditation phase. It is incumbent on the assessor to ensure they are sufficiently independent from each vehicle they assess.

If MTS deems that an applicant will not be able to maintain independence from the pool of vehicles they intend to assess, MTS may reject the applicant's application for the Track Vehicle Assessor accreditation with MTS.

If a current Track Vehicle Assessor is deemed to have submitted an assessment for a vehicle from which they're not sufficiently independent, the individual's Track Vehicle Assessor accreditation with MTS may be revoked.

## 6. Track Vehicle Assessor Accreditation

### 6.1 Initial Accreditation

To begin the process for becoming accredited as a Track Vehicle Assessor with MTS, the following documentation must be submitted to [TrackVehicles@metrotrains-sydney.com.au](mailto:TrackVehicles@metrotrains-sydney.com.au)

- Evidence of the applicant's tertiary qualification as required by their chosen accreditation pathway i.e., a CPEng certificate for Path 1 or a Bachelor of Engineering degree for Path 2. Submitted tertiary qualifications must be certified by an authorised certifier as defined by the NSW Department of Communities and Justice, for more information on document certification refer to <https://dcj.nsw.gov.au/>.
- The applicant's resume (or similar document) detailing the following information:
  - The applicant's contact information including their current residential address, telephone number and email address.
  - The applicant's work experience covering the number of years of relevant experience as required by their chosen accreditation pathway.
  - At least two professional referees (such as supervisors or clients) who can verify the applicant's work experience and technical competence.
- A completed form *MTSMS-RST-FRM-000002 Track Vehicle Assessor Technical Knowledge and Experience Record*.

**Note:** All supporting evidence (reports, assessments, or other relevant documents) must be attached to the application.

Before applying, it is recommended that applicants refer to the competency matrix in Section 12 (Appendices) of this document to ensure their applications contains all required documentation and evidence.

Once submitted, MTS will review the submission and advise if any further documentation is required or if any further changes to the already submitted documentation are required. Once MTS have accepted the documentation and deemed the applicant to meet the requirements for the role of Track Vehicle Assessor, MTS will supply the applicant with an authorisation letter authorising the applicant to act as a Track Vehicle Assessor on behalf of MTS.

Once the applicant receives the authorisation letter, they must then apply for the job role of "MTS Track Vehicle Assessor" in the RIW system.

To complete the application in RIW for this job role, the applicant must attach all finalised documentation that was previously submitted to MTS (including all supporting evidence) as well as the signed authorisation letter and submit for assessment through the RIW system. Once the application has been received on the RIW system, MTS will review the application to ensure it contains the documentation accepted via email. Once this is confirmed, the application for the job role of Track Vehicle Assessor with MTS will be approved.

**Note:** All Track Vehicle Assessors are required to have an RIW card. If the applicant does not already have an RIW card, then they will need to register for an RIW card prior to applying for the MTS Track Vehicle Assessor role in RIW.

To register for an RIW card go to <https://www.riw.net.au>

## 7. Ongoing Track Vehicle Assessor Obligations

In order to maintain the Track Vehicle Assessor accreditation with MTS, individuals must: -

- Maintain up to date contact details with MTS.
- Apply all applicable MTS Standards and Procedures when assessing Track Vehicles on behalf of MTS.
- Promptly advise the relevant MTS staff when a Track Vehicle does not meet applicable MTS standards and work with MTS to seek resolution.
- Keep up to date with MTS Standards and Procedures.
- Keep up to date with technological advances and changes in the Track Vehicle industry.
- Permit MTS personnel to audit their Track Vehicle assessment submissions.
- Comply with any corrective actions issued to them as a result of an MTS audit.
- Maintain Independence when assessing Track Vehicles on behalf of MTS.
- Declares all conflicts of interest.
- Does not allow other individuals to submit Track Vehicle assessments to MTS under their Track Vehicle Assessor accreditation.
- Behaves in a manner that does not impede or hinder the work of other Track Vehicle Assessors.

Failure to meet any of the obligations listed above may result in MTS revoking the individual's accreditation as a Track Vehicle Assessor with MTS.

## 8. Conflicts of Interest

If a Track Vehicle Assessor has a prior professional, social, or family relationship with the supplier or owner of a track vehicle they assess, this must be declared to MTS. If MTS deems the relationship to be a conflict of interest, the assessor will be notified, and MTS will not accept any assessments submitted for vehicles that are affected by the declared conflict of interest.

## 9. Auditing

MTS may, at any time, elect to audit an assessment submitted by a Track Vehicle Assessor. This may involve a desktop analysis where the assessor is required to provide further supporting evidence relating to technical data or test results submitted with the assessment. Alternatively, MTS may elect to audit the veracity of the assessment information by physically inspecting the assessment vehicle and re-performing the physical inspection, measurements and tests undertaken to ascertain the submitted assessment information.

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## 10. Records Management

Digital records of all documentation used to support successful applications for the role of Track Vehicle Assessor will be maintained indefinitely on the RIW database.

## 11. Related Documents and References

Document Number	Document Title
NWRLOTS-NRT-SWD-RS-STD-725003	MTS Minimum Rolling Stock Requirements
MTSMS-RST-FRM-000002	MTS Track Vehicle Assessor Technical Knowledge and Experience Record Form
MTSMS-RST-FRM-000001	MTS Track Vehicle Assessor Maintaining Accreditation Form
TBC	MTS AQUIPA Track Vehicle Registration Logic Procedure
MTS-AEV-PR-71200	Monitoring, Maintenance and Repair of Infrastructure Maintenance Vehicles
MTS-AEV-PR-74202	Registration of Infrastructure Maintenance Vehicles
MTS-ARS-PR-71208	Commissioning of Infrastructure Maintenance Vehicles
MTS-ARS-PR-71209	Decommissioning and Disposal of Infrastructure Maintenance Vehicles
AS 2062:1997	Non-destructive testing - Penetrant testing of products and components
AS 7501:2019	Rolling Stock Compliance Certification
AS 7502:2016	Road Rail Vehicles
AS 7509:2017	Rolling Stock – Dynamic Behaviour
AS 7517:2022	Wheelsets
ISO 3449:2005	Earth-moving machinery — Falling-object protective structures — Laboratory tests and performance requirements
ISO 3471:2008	Earth-moving machinery — Roll-over protective structures — Laboratory tests and performance requirements
ISO 10262:1998	Earth-moving machinery — Hydraulic excavators — Laboratory tests and performance requirements for operator protective guards
ISO 12117-2:2008	Earth-moving machinery — Laboratory tests and performance requirements for protective structures of excavators — Part 2: Roll-over protective structures (ROPS) for excavators of over 6 t
	Occupational Health and Safety Act 2004
	Occupational Health and Safety Regulations 2017
	Rail Safety National Law National Regulations 2012

**Table 3 – Relevant Documents**



## 12. Appendices

### 12.1 Track Vehicle Assessor Requirements & Competency Matrix

Essential Qualifications and Training	Path 1	Path 2	Path 3	Path 4
CPEng	X			
Tertiary Qualification – Bachelor Degree		X		
Tertiary Qualification – Technologist or Associate			X	
Other Equivalent Qualification				X

Years of Required Relevant Experience (CV)	Path 1	Path 2	Path 3	Path 4
5 Years +	X			
7 Years +		X		
10 Years +			X	
To be advised				X

Technical Knowledge and Experience	Path 1	Path 2	Path 3	Path 4
MTS Track Vehicle Assessor Technical Knowledge and Experience Form	X	X	X	X

**Table 4 – Track Vehicle Assessor Requirements and Competency Matrix**

**Note:** X = Mandatory Requirement











# MTSMS-RST-PRO-000001 MTS Track Vehicle Assessor Accreditation Procedure

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