



Policy

Title: **Competency Management**

Purpose

This document specifies the Competency Management System and processes by which an individual's competence to work on Invicta Rail Ltd (Invicta) projects will be assured and controlled. Compliance with this policy and its associated procedures will meet the requirements of Network Rail standard NR/L2/CTM/201 Competence Management.

Scope

Safety critical / safety related work on or about the track which, to retain validity, requires safety critical / safety related training, certification and competence assessment.

Note: Documented procedural arrangements also exist within the Rail Management System in order to control and manage general training and competence relevant to the company's scope of operation.

Definitions

Assessment	The process of collecting observing and judging evidence of competency.
Assessment Evidence	Observation and other records of personal expertise used to evaluate competence.
Competence	The ability to perform to the required standards.
Competent Personnel	Staff who have been assessed and certificated as competent for specific tasks.
Knowledge/Evidence	Evidence that the Candidate can recall facts and their practical application. These may be observed or gathered by oral questioning or written tests.
Mentor	An experienced and competent person who undertakes direct supervision of newly qualified staff until they are considered suitably experienced.
Performance Evidence	Auditable evidence which can be obtained by direct observation of tasks, inspection of documents or questioning.
Competence Assessor	A qualified assessor who is licensed by the National Skills Academy for Rail (NSAR) or approved by us (Invicta) to carry out safety critical competence assessments, or is a recognised trainer to the Construction Plant Certification Scheme (CPCS).
Safety Critical	Those activities which are defined by Network Rail as Safety Critical and which if not undertaken correctly could result in increased risk to the safety of staff, members of the public, or Rail Infrastructure, especially when working on or about the operational Railway.



Verification

The process by which the assessment procedures, assessors and standards are verified and confirmed.

Principles

All safety critical work / safety related work will only be undertaken by competent staff who hold the relevant certification, whether these be Invicta staff or sub-contract employees.

The Rail Administrator will maintain records of certification and competence. Records will be held on personal files and the training / competence matrix for ease of checking.

We (Invicta) will maintain our own register of RISQS licensed trainers and assessors within our approved suppliers list.

Competence assessments will be carried out to the timescales and standard specifications stated in Network Rail standards in order to maintain certification.

We (Invicta) will maintain the following records for all staff (as appropriate):

- List of all safety critical / safety related activities carried out as part of our (Invicta) sphere of operations.
- The competencies required for each safety critical / safety related activity.
- List of sponsored staff
- List of valid certification
- List of re-assessment dates and competence or certification expiry dates
- List of assessors
- Competency assessments undertaken (safety critical and general)
- Medical fitness records
- Alcohol and drugs testing

In addition to competency assessments, we (Invicta) will ensure that mentoring is carried out for newly qualified staff. We (Invicta) will notify mentoring to Sentinel where relevant.

Fitness

Our (Invicta) Rail Manager or Rail Administrator will ensure that employees undertaking safety critical activities are medically fit.

The minimum medical fitness requirements defined in the relevant Network Rail standard will apply to all safety critical staff. The medical examinations will be carried out by Network Rail approved, registered medical practitioners with specific expertise and certification in occupational health.

All rail staff will undergo alcohol and drugs screening. This will include pre employment, periodic as well as unannounced testing (20% of rail staff) covering a wide geographic spread where possible. Employees to be tested on an unannounced basis are selected by the Rail Administrator. See associated Policy PL/04 Alcohol and Drugs for further detail in this regard.

Staff will not be rostered to exceed the working hours and shift patterns stipulated by Network Rail standards. This will prevent fatigue becoming a risk.

Records

The certification and assessment data is maintained on the training / competency matrix maintained by the Rail Administrator. Alterations to records are not permitted except by nominated administration staff.



The Rail Administrator will keep all hard copies of certificates on personal files.

Competency Assessment

All competence assessors will be licensed by the National Skills Academy for Rail (NSAR) for rail related safety disciplines. For Construction Industry Training Board (CITB), and other industry training, only approved suppliers with recognised trainers will be used. They will have specific skill / discipline knowledge to enable them to carry out meaningful assessments to standard criteria for safety critical / safety related certification.

A handwritten signature in black ink, appearing to read "Michael Cooper", is written over a faint horizontal line.

Signed: Michael Cooper

Position: Director

Dated: 01/04/2024