Rail Business Rules | Inductions

Competency	Details about competency	Upload Requirements	Examples
Alcoa Worsley Site Induction *Email Titled 'FW: New course Code OSTE and C21' - Version 'email', 7.02.2017*	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload a John Holland Pty Ltd Worsley Induction card • Both sides of card are required within Upload • Black and white or colour copy of this document is accepted	• The date of completion should be recorded as the issue date in Onsite. • This Induction does not have an expiry	

Competency	Details about Competency	Upload Requirements	Examples
Rail.Induction.JH - WA - 7303 Avon to Kwinana Track Upgrade Project (AKTUP)	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload a copy of either the completed induction questionaire OR training attendance record for the SQE /Project Induction. • Completed Induction Questionnaire must show final back page with signature. • Black and white or colour copy of this document is accepted	• The date of completion should be recorded as the issue date in Onsite. • This Induction does not have an expiry	

Competency	Competency Requirements	Upload Requirements	Examples
Rail.Induction. CRN HSE Induction	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • This competency is a mandatory requirement for access to the CRN (Country Regional Network) • Must upload the CRN (Country Regional Network) Induction card • Black and white or colour copy of this document is accepted	Card does NOT have to be signed • The issue date should be recorded in Onsite (if issue date is not shown on document, issue date can be calculated as the date which occurs 2 years prior to the expiry date which is displayed on the document) • Expiry date is **NO LONGER REQUIRED** to be entered (even if there is an expiry date shown on the document)	

Competency	Competency Requirements	Upload Requirements	Examples
Rail.Induction.CRN - Rail Industry Corridor Induction - RICI	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Evidence for this competency is a John Holland Certificate of Attainment or Assessment • The document must be signed off by the trainer or assessor. • Black and white or colour copy of this document is accepted	• The date of completion should be recorded as the issue date in Onsite. • This Induction does not have an expiry	

Competency	Details about competency	Upload requirements	Examples
S60 Barrier First Line Maintenance (RTCT2166)	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload a Certificate of Competency with S60 Barrier First Line Maintenance on it • Black and white or colour copy of this document is accepted	• The date of completion should be recorded as the issue date in Onsite. • This competency does not have an expiry	
GCP 4000 First Line Maintenance (RTCT2167)	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload a Certificate of Competency with GCP 4000 First Line Maintenance on it • Black and white or colour copy of this document is accepted	• The date of completion should be recorded as the issue date in Onsite. • This competency does not have an expiry	

SEAR II & Ili First Line Maintenance (RTCT2179)	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload a Certificate of Competency with SEAR II & Ili First Line Maintenance on it • Black and white or colour copy of this document is accepted	• The date of completion should be recorded as the issue date in Onsite. • This competency does not have an expiry	
Competency	**Details about competency**	**Upload requirements**	**Examples**
OH&S-WHS.Induction.JH Rail Isolation Procedures	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Submit evidence which details: 'JH-Rail Isolation Procedures' **OR** A form of evidence such as 'Competency Assessment Observation Checklist'. • Black and white or colour copy of this document is accepted	• Training or completion date to be entered as the issue date in Onsite. • There is no expiry date for this competency. **NOTE**: Checklist must be ticked as competent and signed by the assessor.	
Competency	**Competency Requirements**	**Upload Requirements**	**Examples**
Rail.Induction.Global Mandatory Requirements Awareness Training 1-8	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Accepted types of evidence are: A Chris 21 screen shot of a John Holland employee record OR A Certificate of Attendance (or certificate of completion) from John Holland is required for contractors OR A Training Attendance record • **NOTE**: Some earlier certificates will not have reference to any code (1-8 or 1-11). If this is the case, they are to only be accepted for the GMR Awareness training 1-8 The **screen shot** for employee must show: • The code Global Mandatory Requirements (GMR) Safety 1-8 (face to face) or (on-line) • The code GMR1-11 Global Mandatory Requirements 1-11 complete The **Certificate of Attendance** for contractors must show: • Global Mandatory Requirements Awareness Training 1-8 or 1-11 • Issue date must be recorded as the date of completion A **Training Attendance record** • Global Mandatory Requirements Awareness Training 1-8 or 1-11 • Issue date must be recorded as the date of completion	Issue date = Date of completion Expiry date= There is no expiry date required for this competency	

Competency	Details about Competency	Upload requirements	Examples
Rail.Induction.Global Mandatory Requirements Awareness Environment 1 -11	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) Accepted types of evidence are: A Chris 21 screen shot of a John Holland employee record OR A Certificate of Attendance (or certificate of completion) from John Holland is required for contractors OR A John Holland Contractor management certificate OR A screenshot from Onsite Track Easy The **screen shot** for employee must show: • The code GMR1-11 Global Mandatory Requirements 1-11 complete The **Certificate of Attendance** for contractors must show: • Global Mandatory Requirements Awareness Training 1-11 • Issue date must be recorded as the date of completion A **Training Attendance record** must show: • Global Mandatory Requirements Awareness Training 1-11 • Issue date must be recorded as the date of completion A **John Holland Contractor management certificate** must show: • Global Mandatory Requirements Awareness • Pass as exam result A **Screenshot from Onsite Track Easy** must show: • Global Mandatory Requirements Awareness • Pass as result • Completed as status	• Issue date = Date of completion • Expiry date= There is no expiry date required for this competency	

Competency	Details about Competency	Upload requirements	Examples
7304 Mechanised Rail Systems WA	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload either a: John Holland Attendance Sheet OR John Holland Induction Questionaire OR John Holland Certificate of Attendance • Black and white or colour copy of this document is accepted	• The date of completion should be recorded as the issue date in Onsite. • This competency does not have an expiry	

Competency	Details about Competency	Upload requirements	Examples
Rail.Induction.JH - 3005 West Kalgoorlie Signalling Upgrade Induction	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload a John Holland 3005 West Kalgoorlie Signalling Upgrade Induction • Black and white or colour copy of this document is accepted	• The date of completion should be recorded as the issue date in Onsite. • This competency has a 3 year expiry date	
Competency	**Details about Competency**	**Upload requirements**	**Examples**

Competency	Details about Competency	Upload requirements	Examples
Rail.Induction.JH - 7606 Adelaide Tarcoola SQE Specific Site Induction	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload completed project induction questionaire • Black and white or colour copy of this document is accepted	• The date of completion should be recorded as the issue date in Onsite. • This competency does not have an expiry	
Rail.Induction.ARC Infrastructure Online Site Induction	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) This competency is issued by ARC Infrastructure and must State Online Site Induction	• The date of completion should be recorded as the issue date in Onsite. • This competency has a 1 year expiry date	
ARTC-PBRL CA4 - Port Botany Line Upgrade Area 4 Induction	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Induction evidence for works at Port Potany Line Upgrade Contract Area (NSW) is required to be uploaded • Accepted evidence is Certificate of Attendance with John Holland Logo • Black and white or colour copy of this document is accepted	• The date of completion should be recorded as the issue date in Onsite. • This competency does not have an expiry	
Safety.Qualified.BHP Billiton Track Infr Acc Track Access - Restricted	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload a copy of the BHP Billiton Track Infrastructure Acc – Track Access – Restricted • Both sides of the card are required to be shown within uploaded file • Black and white or colour copy of this document is accepted	• BHP Billiton Card with Track Access or Track Access – Restricted ticked as holding this competency • This Competency has an expiry of 3 years	
Rail.Qualified.BHP Billiton Track Infr Acc - Advanced	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload a copy of the BHP Billiton Track Infrastructure Acc – Track Access – Advanced • Both sides of the card are required to be shown within uploaded file • Black and white or colour copy of this document is accepted	• BHP Billiton Card with Track Access or Track Access – Advanced ticked as holding this competency	
Rail.Qualified.BHP Billiton Track Infr Acc - Comprehensive	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload a copy of the BHP Billiton Track Infrastructure Acc – Track Access – Comprehensive • Both sides of the card are required to be shown within uploaded file • Black and white or colour copy of this document is accepted	• An Issue date is stated on the front of the card which should be recorded as the Issue date in Onsite • There is an expiry date stated on the front of the card which should be recorded as the expiry date in Onsite	

Competency	Details about Competency	Upload Requirements	Examples
Safety.Qualified.BHP Billiton Track Infr Acc – Track Work Authority	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Please upload a copy of a BHP Billiton Rail Infrastructure Card with TOA/TWA Competent Listed on the card - Both sides of the card are required to be shown within uploaded file - Black and white or colour copy of this document is accepted	- An Issue date is stated on the front of the card which should be recorded as the Issue date in Onsite - There is an expiry date stated on the front of the card which should be recorded as the expiry date in Onsite	
Rail.Qualified.JH - BHP Billiton Track Infr Acc – Track Work Auth (Learner)	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Please upload a copy of a BHP Billiton Rail Infrastructure Card with TOA/TWA Learner Listed on the card - Both sides of the card are required to be shown within uploaded file - Black and white or colour copy of this document is accepted	- An Issue date is stated on the front of the card which should be recorded as the Issue date in Onsite - There is an expiry date stated on the front of the card which should be recorded as the expiry date in Onsite	
Safety.Qualified.BHP Billiton Track Infr Acc – Track Occupancy Auth	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Please upload a copy of a BHP Billiton Rail Infrastructure Card with TOA/TWA Competent Listed on the card - Both sides of the card are required to be shown within uploaded file - Black and white or colour copy of this document is accepted	- An Issue date is stated on the front of the card which should be recorded as the Issue date in Onsite - There is an expiry date stated on the front of the card which should be recorded as the expiry date in Onsite	
Safety.Qualified.JH - BHP Billiton Track Infr Acc – Track Occ Auth (Learner)	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Please upload a copy of a BHP Billiton Rail Infrastructure Card with TOA/TWA Learner Listed on the card - Both sides of the card are required to be shown within uploaded file - Black and white or colour copy of this document is accepted	- An Issue date is stated on the front of the card which should be recorded as the Issue date in Onsite - There is an expiry date stated on the front of the card which should be recorded as the expiry date in Onsite	
Competency	**Details about Competency**	**Upload Requirements**	**Examples**
Rail.Induction.BHPBIO Western Australia Iron Ore *Business Rule - John Holland - WA BHP Track Maintenance and FBW Project - Version 02, 27.07.2016*	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Please upload a screen shot of the ERMS system detailing the last completed induction date, participant name and it is showing: Am I safe at Work Am I safe at Site Am I safe at Port and Rail - Black and white or colour copy of this document is accepted	- The date of completion should be recorded as the issue date in Onsite. If upload has been complete by John Holland representative, accept the issue date they have entered. - This competency does not have an expiry	
Rail.Induction.JH - BHPBIO Am I Safe at Mines Mt Whaleback *Business Rule - John Holland - WA BHP Track Maintenance and FBW Project - Version 02, 27.07.2016*	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Please upload a screen shot of the ERMS system detailing the last completed induction date, participant name and it is showing: Am I safe at Mines - Black and white or colour copy of this document is accepted	- The date of completion should be recorded as the issue date in Onsite. If upload has been complete by John Holland representative, accept the issue date they have entered. - This competency does not have an expiry	

Competency	Details about Competency	Upload Requirements	Examples
Rail.Induction.JH - BHPBIO Am I Safe at NPI Yandi *Business Rule - John Holland - WA BHP Track Maintenance and FBW Project - Version 02, 27.07.2016*	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload a screen shot of the ERMS system detailing the last completed induction date, participant name and it is showing: Am I safe at NPI • Black and white or colour copy of this document is accepted	• The date of completion should be recorded as the issue date in Onsite. If upload has been complete by John Holland representative, accept the issue date they have entered. • This competency does not have an expiry	

Rail.Reference.JH - 7301 Track Maint & Flashbutt Welding Commitment
 	
Business Rule - John Holland - WA BHP Track Maintenance and FBW Project - Version 02, 27.07.2016
	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher)
	• Please upload a Project commitment document including participant name, date of signing commitment.
	• There are three forms of document:
	  • 7301 Track Maintenance & Flashbutt Welding Commitment
	  • R289 Crossover Installation Commitment
	  • TSRR Newman Shut, OR
	  • Please upload a Training Attendance Sheet detailing the Project Induction including participant name, date of induction
	• Black and white or colour copy of this document is accepted
		• The date of completion should be recorded as the issue date in Onsite.
		• If upload has been complete by John Holland representative, accept the issue date they have entered.
		
		• This competency does not have an expiry	

Competency	**Details about Competency**	**Upload Requirements**	**Examples**
Broadspectrum - Sydney Trains Induction	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Document to show completion of Broadspectrum - Sydney Trains Induction. • Either (or both) the certificate evidence or card evidence can be uploaded. • If card is uploaded: both sides are required to be shown within upload • Either / Both forms of evidence must be signed • Black and white or colour copy of evidence can be accepted	• Verify it is signed • The date of completion should be recorded as the issue date in Onsite. • This competency does not have an expiry	
Competency	**Details about Competency**	**Upload Requirements**	**Examples**

Annual ESI – Electrical Safety Inductions (OHW)	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher)
	• Mandatory requirement for works for Overhead Wiring
	• Valid for 12 months from Issue date
	• Black and white or colour copy of evidence can be accepted
		• Both Issue and expiration dates to be recorded in Onsite
		Issue Date = Date of Completion
		Expiry Date = 12 months from date of completion
		• Certificates must show ALL of the following units
		UETTDRRF02B Perform Pole Top Rescue
		UETTDRRF03B Perform EWP Rescue
		UETTDRRF08B Perform EWP controlled descent escape
		Cardiopulmonary Resuscitation (CPR)
		UETTDRRF06B Perform rescue from a live LV panel
		  • IAC issued SOA, does not have to have the card on the document, however the Card on its own is not acceptable
		  • Federation Australia issue all on separate SOAs, all 5 competencies must be in 1 pdf. Attached is a sample of 1 of the SOA
		  • Get Compliance issue on 1. Same as IAC, must be the document, not just a copy of a card	

Electrical.Awareness.JH - ENSR - Electrical Network Safety Rules	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Mandatory requirement for works in TfNSW - Valid for 12 months from End Date - Black and white or colour copy of evidence can be accepted	- Must be signed and dated - Trainers name must be clear - Both Issue and expiration dates to be recorded in Onsite Issue Date = Date of Completion Expiry Date = 12 months from date of completion	

Competency	Details about Competency	Upload Requirements	Examples
Generic.Induction.Gindalbie Karara Mining General Induction (online)	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Gindalbie Karara Minding General Induction (Online) certificate	- Please upload a copy of the certificate with having successfully completed Gindalbie Karara Minding Health & Safety Environmental Inductions - This has an expiry date of 2 years	
Generic.Induction.Karara Iron Ore Project (KIOP) Minesite Induction	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Karara Iron Ore Project (KIOP) Minesite Induction	- Please upload Karara Mining Ltd Site Specific Induction Assessment paperwork - This competency has a 2 year expiry date	
Generic.Induction.Karara Iron Ore Project (KIOP) Rail Induction	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Karara Iron Ore Project (KIOP) Rail Induction	- Please upload Kara Iron Ore Project (KIOP) Rail Induction Assessment Paperwork - This competency has a 2 year expiry date	
Generic.Induction.Karara Port Induction	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Karara Port Induction	- Please upload Karara Export Terminal Site Induction paperwork OR - Upload a Certificate of Completion for MWPA Induction – Working in the Port - This competency has a 2 year expiry date	
Hazard identification.Assessment. Karara Personal Hazard Identification 1000-HS-STD-1037	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Karara Personal Hazard Identification 1000-HS-STD-1037	- Please upload Karara Iron Ore Project Hazard Identification 1000-HS-STD-1037 assessment paperwork - This competency has a 2 year expiry date	
Mining.Induction.Karara Isolation and Tagging 1000-HS-FRM-1176	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Karara Isolation and Tagging 100-HS-FRM-1176	- Please upload Karara Mining Ltd Personal Lock Holders Isolation and Tagging 1000-HS-FRM-1176 assessment paperwork - This competency has a 2 year expiry date	

Competency	Details about Competency	Upload requirements	Examples
Mining.Induction.Karara Site Specific Induction	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Karara Site Specific Induction 1000-HS-FRM-1174 OR - Karara Mining Limited Theoretical Assessment Site-Specific Induction	- Please upload Karara Mining Ltd Site Specific Induction 1000-HS-FRM-1174 assessment paperwork OR - Karara Mining Limited Theoretical Assessment Site-Specific Induction paperwork - This competency has a 2 year expiry date	
OH&S-WHS.Assessment.Karara Job Hazard Analysis 1000-HS-PRO-1020	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Karara Personal Hazard Identification 1000-HS-PRO-1020	- Please upload Karara Iron Ore Project Hazard Identification 1000-HS-PRO -1020 assessment paperwork - This competency has a 2 year expiry date	
Rail.Induction.R252 Karara Maintenance Project Safety Induction	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - R252 Karara Maintenance Project Safety Induction questionaire is required to be uploaded	This competency has a 3 year expiry date	
Competency	Details about Competency	Upload requirements	Examples
Generic.Course.JH - 000634 Mates Mentoring	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Applicants name to be shown on the evidence - Mates mentoring course evidence to be uploaded	Record course completion date as the issue date in Onsite	
Competency	Details about Competency	Upload requirements	Examples
Rail.Induction.JH - Mid West Ports Authority HSEQ Induction (online)	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Applicants name to be shown on the evidence - Must indicate completion of Mid West Ports Authority HSEQ online induction	Record course completion date as the issue date in Onsite	
Competency	Details about Competency	Upload requirements	Examples
Rail.Course.JH - 000866 Pacific National Waratah Hunter Bulk Terminal - ID 64706	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - Pacific National Waratah Hunter Bulk Terminal course is an internal course conducted by John Holland	- Please upload a certificate of achievement to this competency. - There is an expiry of 2 years - If the date entered in Onsite by JH is different than the date on the evidence by more than 5 working days, then email the person who entered to clarify.	
Rail.Induction.JH - Port Waratah Coal Services - Contractor Induction ID 67220	- Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) - This competency requires completion of the Port Waratah Coal Services contractor induction - Evidence for the competency is a contractor card issued by Port Waratah Coal Services.	- Please upload a Port Waratah Coal Services contractor card. - The expiry date is shown on the card. ALL Fields must be completed - ID Number - Card Number - Expiry Date	
Competency	Details about Competency	Upload Requirements	Examples

Competency	Details about Competency	Upload Requirements	Examples
Rail.Induction.Induction PTA Urban Rail Infrastructure Maint Project R179.	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • This induction is required to be completed for the PTA Urban Rail Infrastructure Maint Project R179 • A copy of the completed induction is to be uploaded, which has been assessed and shows person has passed (Pass = all of the boxes ticked and the sign off by the Inductors Signature)	• Please upload a copy of the induction record, as a minimum front page and sign-off page. • Enter the date of induction as the Issue date • There is a 3 year expiry date • No other evidence is accepted	
Rail.Induction.JH – R179 PTA Urban Visitor & Specialist Contractor Induction	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • This competency requires completion of the R179 PTA Urban Maintenance, Site specific visitor & specialist contractor induction. • Evidence for the competency is a completed induction document.	• Please upload a certification card. • There is a 3 year expiry.	

Competency	Details about Competency	Upload Requirements	Examples
Rail.Induction.Rail Mandatory Requirements (GROUP) Rail.Induction.Rail Mandatory Requirements (e-learning) — Realm: RIW Rail.Induction.Rail Mandatory Requirements (face to face) — Realm: RIW	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload either a John Holland Certificate of Completion, Training attendance record or Screen Shot for the Rail Mandatory Requirements. • The Certificate of Completion or Training attendance record is provided when Rail Mandatory Requirements training is face to face. • A screen shot of the History or Licences Screen from Chris21 which details the eLearning Rail Mandatory Requirements training.	• Please upload either a John Holland Certificate of Completion, Training attendance record or Screen Shot for the Rail Mandatory Requirements. • The Certificate of Completion or Training attendance record is provided when Rail Mandatory Requirements training is face to face. • A screen shot of the History or Licences Screen from Chris21 which details the eLearning Rail Mandatory Requirements training.	

Rail.Induction.Rail Mandatory Requirements (e-learning)	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload Screen Shot for the Rail Mandatory Requirements. • A screen shot of the History or Licences Screen from Chris21 which details the eLearning Rail Mandatory Requirements training.	• There is no expiry for this competency	
Rail.Induction.Rail Mandatory Requirements (face to face)	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload a John Holland Certificate of Completion or Training attendance record for the Rail Mandatory Requirements. • The Certificate of Completion or Training attendance record is provided when Rail Mandatory Requirements training is face to face.	• There is no expiry for this competency	

Competency	**Details about competency**	**Upload Requirements**	**Examples**

Rail.Induction.JH - Rail Online Induction (GROUP) **Members** ![Members table: Generic.Induction.Rail West Induction — Realm: RIW; Inhouse.Induction.Rail Online Induction (face to face) — Realm: RIW; Rail.Induction.Rail Online Induction (e-learning) — Realm: RIW] *Business Rule - John Holland - WA BHP Track Maintenance and FBW Project - Version 05, 06.12.2016*	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • There are several forms of evidence for this competency: A certificate of completion for the Rail Online Induction A questionnaire from the Rail Online Induction, which is conducted face to face A questionnaire from the Rail West Induction • A letter from John Holland Training Coordinator notifying the person has completed a Rail West Induction	• Please upload a John Holland certificate, induction form or letter for this competency. • There is a 5 year expiry on this competency • Accept issue date entered by John Holland	

Competency	Details about competency	Upload Requirements	Examples
Rail.Induction.JH – SACL Safety Contractor Induction *Email Titled 'Code Creation Please' - Version 'email', 10.02.2017*	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • This competency is to ensure correct induction is completed for Airport East Pecident Project • Mandatory Requirement for persons accessing rail	• Please upload a copy of the induction card as per the sample provided • No other evidence is acceptable • Issue date MUST be the same as the details on the evidence • Valid for 2 years from the date of issue	

Competency	Competency Requirements	Upload Requirements	Examples
Spotswoood Depot On-Line Induction (E-Learning)	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Accepted evidence is either: a John Holland Issue E-Learning Certificate of Completion showing 'Spotswood Depot Online Induction' OR; a Chris 21 Screenshot showing completion of 'Spotswood Depot Online Induction' • No expiration on this competency	• Issue date to be recorded in Onsite	

Competency	Competency Requirements	Upload Requirements	Examples

Competency	Details about Competency	Upload Requirements	Examples
Rail.Induction.Transdev - Light Rail General Safety Induction *Business Rule – Transdev Light Rail General Safety Induction- Version 01 15.04.2019*	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Evidence for this competency is a copy of both: Induction Certificate and licence showing *Light Rail General Safety Induction* issued by Transdev	• Please upload a copy of the induction certificate and licence card as per the sample provided: • Issue date and expiry must match the document. • Not a requirement to be signed and dated by the participant	

Rail.Induction.WA Plant Services Induction	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher)
	• There are several forms of evidence for this competency.
	  • A certificate of completion for the WA Plant Services Induction:
	  • A questionnaire from the WA Plant Services Induction, which is conducted face to face
	  • A questionnaire from the WA Plant Services Induction
		• Please upload a John Holland certificate or induction form for this competency
		• There is a 3 year expiry on this competency
		• Accept issue date entered by John Holland	

WA Signals and Comms Project Induction	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • John Holland Induction Questionnaire Paperwork with completed and signed by employee	• John Holland WASC SQE Induction Questionnaire no expiry date	

Competency	Details about Competency	Upload Requirements	Examples
Safety.Induction. LOR-Next Gear *Business Rule last updated 17/04 /19*	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload your Next Gear Completion card that you would have received from the Next Gear Workshop. • Only front of the card required • Blue card is acceptable If you have not previously complete this workshop: Book into this three-hour workshop by contacting either: Cassandra Murnieks, CMurnieks@laingorourke.com.au or Scott Corsiatto, scorsiatto@laingorourke.com.au	Issue date - not required Expiry date - not required	

Competency	Details about Competency	Upload Requirements	Examples

| COVID 19 proof of vaccination | **Acceptable forms of evidence:**

 • COVID 19 digital certificate (screenshot from the Australian Government app is accepted); OR
     • **_Note:_** _The "COVID 19 digital certificate" is issued when the person has received their second dose of the vaccine. This piece of evidence will have two dates listed and will meet the below requirements._
 • Immunisation history statement
     • **_Note:_** _The "Immunisation history statement" is issued when the person receives their first dose of the vaccine. This piece of evidence will have one date listed, Pegasus Administrators to confirm whether this date meets the below requirements._

 Pegasus Administrators to click here for additional crucial information before verifying this document.

 • Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher)
 • If listed, DOB to match the person's DOB in Onsite
 • Applicant MUST have had a minimum of one vaccination dose 3 weeks (21 days) prior (or longer) from the date the supplied evidence was uploaded. **It is crucial that Pegasus administrators calculate this date before verifying the evidence.**
     • e.g. If evidence is submitted on 22nd of August, the vaccine MUST have been administered on or before 1st August. If the vaccine was administered on 2nd August, this is not acceptable as the vaccine was administered 20 days (not 21) prior to the evidence being submitted.
 • If a screenshot of the COVID 19 digital certificate is provided, the screenshot must display the Australian Government logo, "Certificate: COVID 19" logo, the person's name and DOB | • **Issue Date** = Date of vaccination (Oldest Date Used)
 • Issue Date is not required to be entered for screenshots of the digital certificate as only the date of the most recent dose is displayed

 • **Expiry Date** = None | |

Competency	Details about Competency	Upload Requirements	Examples
Rail.Induction.MTM Safely and Environmental Induction	• Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • Please upload a certificate or card issued by one of MTM's authorised Registered Training Organisation (RTO) providers: Metro Academy Centre for Excellence in Rail Training (CERT) John Holland Group The Instruction Company Skilled Rail Services • Statement of Attendance showing: Metro Safety and Environment Induction is accepted • Statement of Attendance showing: Metro Contractor Saftey Recertification is accepted • Card showing: Metro or MTM Safety and Environment Induction are accepted	• Issue date to be recorded (unless Metro track protection card is uploaded - no issue date required for this) • No expiry date is required.	

Competency	Competency Requirements	Upload Requirements	Examp
OH&S-WHS.Certificate.Work safely in construction industry (GROUP): | Verified	Name	Owner | |---|---|---| OH&S-WHS.Certificate.CPCCOHS1001A Work safely in construction industry — Realm: RIW OH&S-WHS.Certificate.CPCCWHS1001 Prepare to work safely in construction industry — Realm: RIW OH&S-WHS.Induction.Construction ACT — Realm: RIW OH&S-WHS.Induction.Construction NSW — Realm: RIW OH&S-WHS.Induction.Construction NT — Realm: RIW OH&S-WHS.Induction.Construction QLD — Realm: RIW OH&S-WHS.Induction.Construction SA — Realm: RIW OH&S-WHS.Induction.Construction TAS — Realm: RIW OH&S-WHS.Induction.Construction VIC — Realm: RIW OH&S-WHS.Induction.Construction WA — Realm: RIW *This competency rule was last updated 28.02.2017*	• Please upload a card or certificate • Name on documentation to match the person registered (Shortened version of name is accepted EG. Chris for Christopher) • If there is a Date of Birth (DOB) data field shown on the uploaded evidence Pegasus will verify the DOB that is listed matches the applicants registered DOB in Onsite • Documentation which has been found to be subject data field alterations will not be accepted • A State issued card or Statement of Attainment issued from a Registered Training Organisation can be used as evidence. • On occasion you may receive an interim document after you have completed training or waiting for a replacement card.	• Issue Date = Issue or completion date shown on card or certificate • No expiry date is required • Only front of card needs to be shown. • Where online training is completed and you only have a receipt, this will be treated as an interim Statement of Attainment and have a 4 week expiry where the actual certificate will then need to be uploaded. • If the interim evidence states "this certificate is valid for X days", use this as the expiry date, otherwise use 4 weeks	

Competency	Competency Requirements	Upload Requirements		Examples
		- Also accepted are previously issued cards by Housing Industry Association (HIA) and Construction, Forestry, Mining and Energy Union (CFMEU). - Interim documents for a Statement of Attainment will have a 4 week expiry where the actual certificate will then need to be uploaded. - Replacement card, from a State Government Authority, will have a number of nominated days on the document as to how long it will take to receive a card. The expiry date is based on the number of nominated days commencing from the issue date of the letter. - Screenshot of digital copy is acceptable		

| V/Line Contractor Induction | Applicants name must be displayed on the uploaded evidence. Either a statement of completion issued by V/line, a temporary V/Line induction card, a permanent issue V/line contractor induction card OR a provisional proof of contractor induction card can be accepted There is no expiry date required Unless the document is a temporary issue card which states 'Valid for the month of...' OR if the provisional proof of contractor induction is uploaded - 4 week expiry required to be recorded in this instance Black and white OR colour copy is accepted for this upload Must be issued by V/Line and display the corresponding logo
To register for the V/Line Contractor Induction, please visit V/lines website:

https://corporate.vline.com.au/Contractors-tenders/Contractors | Completion date to be entered as the issue date within Onsite If document is a temporary issue card that indicates it is 'Valid for one month', please ensure the month listed aligns to the month when the upload occurred, then set the expiration date as 1 month from the upload date. If document is a provisional proof of contractor induction: 4 week expiration is to be recorded | |