

KiwiRail Network

Track Group

**(including Lube Operators, Track Welders,
NDT Operators and Excavator Operators)**

Career and Progression Plan

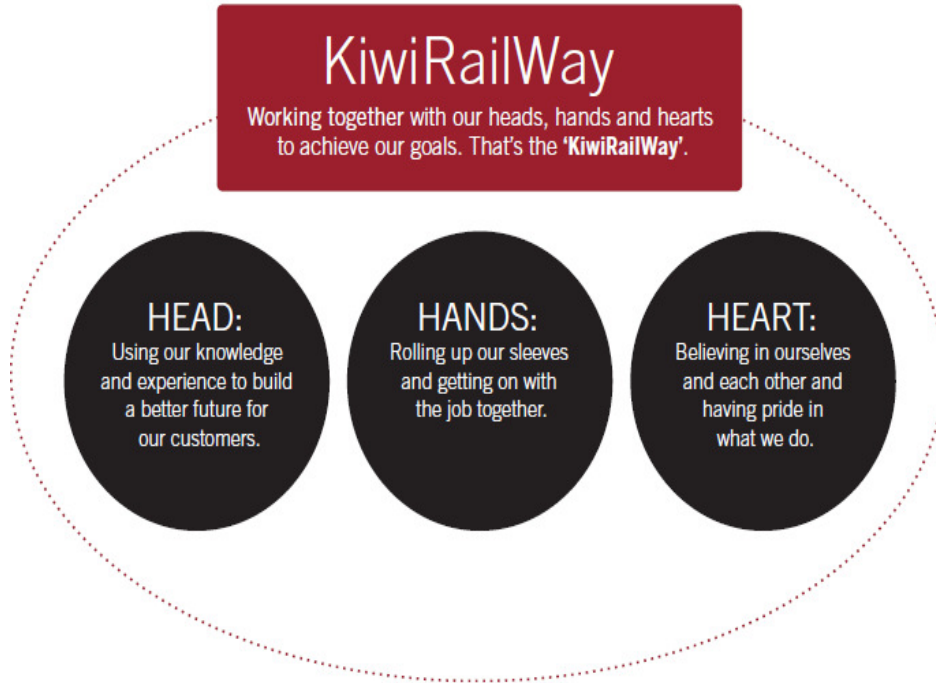


Name:

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How fully engaged staff approach their work

KiwiRailWay in Action – how **we** do things around here:



1. Welcome to your Career and Progression Plan

He aha te mea nui o te ao? He tangata! He tangata! He tangata!

What is the most important thing in the world? It is people! It is people! It is people!

KiwiRail Network's vision is to lead rail growth. Its ongoing objectives are to:

- operate, maintain, renew and upgrade the network (including property)
- improve safety through a rigorous management of our risks.

Since the rail network returned to public ownership in 2004, the Government has committed approximately \$1.5 billion in funding for improving the rail network. There is much to do.

KiwiRail Network's main asset is our employees and, as a good employer, we are committed to your growth and development. This document is part of our commitment to you, to help you achieve levels and gain valuable experience that will develop you as a person and as an employee.

Your Manager, Team Leader or Ganger will discuss this document with you and will be your first point of contact for any questions.

Trainees are expected to progress to the next level within three to six months of starting with KiwiRail Network. After that, there is no specific time frame for you to achieve the remaining levels. Your development path is in your hands, and KiwiRail Network will help you at your own pace.

When you complete all the required competencies for a level, you will be appointed to the next level on the progression chart and paid the appropriate rate for that level. Within Track, this means all levels up to but not including Ganger and Track Inspector.

The Progression Chart on page 7 of this booklet shows how you would progress through the levels. On page 24 there is a Personal Progress Graph for you to plot your achievements.

When you're ready to be assessed on an On the Job Task (OJT) or Task Instruction, please follow the guidelines below:

1. Tell your Ganger/Team Leader that you are ready to show your knowledge of a specific OJT. They will act as the person who verifies your competency against the OJT.
2. Show your knowledge of the subject by finding all relevant information.
3. Show your knowledge of the subject by describing practical aspects of the work.
4. Show safe working methods to complete the work.
5. Show practical ability to perform the work unsupervised by completing the task in front of the assessor safely, correctly **and** competently.
6. When you initial these OJT records, you are verifying that you have met all of the above requirements and can perform that task competently in the future, without supervision.

7. The date must be accurate. This is a record of the day that the task was completed competently.
8. The OJT record for each task must have the following to be valid:
 - date completed
 - your initials/signature
 - verifier's initials/signature
 - assessor's final sign off.

Notes:

- OJT Compulsory section
All OJTs in the compulsory section must be completed before you can progress to the next level.
- OJT Area Specific section
Area specific tasks are dependent on the type of infrastructure (track, structures, etc) in your area. Not all areas have the same or similar infrastructure parts. This will not stop you from progressing as long as your verifier or assessor has noted and initialled that you do not do the specific OJT in your area.

If you change areas in the future, you may be required to go back and do OJTs that are relevant to your new place of work. This will not require you to step back in your progression.

Additional reference materials

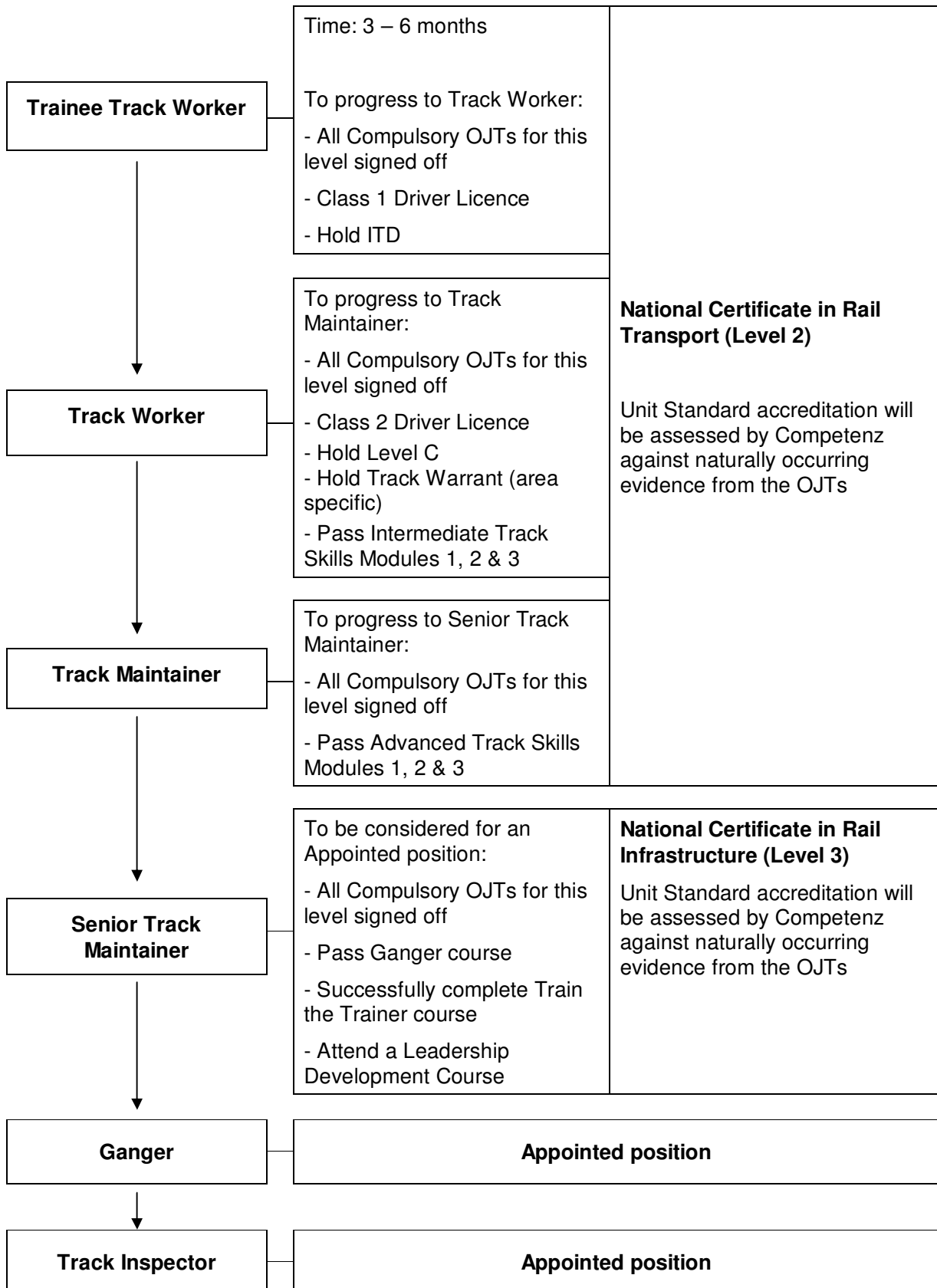
1. Infrastructure Code (Green Book)
2. T200: Infrastructure Engineering Handbook (Orange Book)
3. Infrastructure Code Supplements: Track (Black Book)
4. Infrastructure Code Supplements: Land & General (Yellow Book)
5. Significant Information Notices (SINs) (Blue Pages)
6. Track Task Instructions (TTI) (Black Book)
7. Rail Operating Rules and Procedures (Red Book)
8. Hazard Register
9. Mechanical Codes M9400–M9499

We wish you well for your career path in KiwiRail Network. If you wish to contact us, we will gladly be of assistance to you. Call 04 495 3000 and ask for Human Resources.

2. Definitions

Term	Definition
Assessor	A Competenz-registered workplace assessor who has the final sign-off on employee's OJT competency at each progression level, and is not the employee's ganger or team leader.
Competency	Completing a task to the relevant standards and procedures without assistance
Competenz	The New Zealand Industry Training Organisation (ITO) that is responsible for rail unit standards and qualifications.
H & S	Health and safety (also known as HSE – health and safety in employment)
ITD	Individual train detection. An internal training course designed to teach an operational understanding of Controlled Network rules, codes and instructions in relation to radio communication, individual train detection and station limits.
Level C	An internal training course designed to teach an operational understanding of the Controlled Network's rules, codes and instructions.
NZQA	New Zealand Qualifications Authority
OJT	On the Job Training. Trainees are placed with licensed operators to gain a range of practical experiences in supervised field exercises. Competence in skills and knowledge is assessed in a practical mastery test.
SIN	Significant Information Notice. Issued to introduce or update a code standard or procedure in the T200: Infrastructure Engineering Handbook and Infrastructure Code Supplements (Track and Land & General). This remains in force until the relevant document is updated or other instructions are issued
Task Instruction	A standardised, documented step-by-step instruction on how to complete a specific infrastructure maintenance task competently
Track Warrant	An internal training course designed to teach an operational understanding of KiwiRail Network's Track Warrant Control (TWC) rules.
Unit Standard	Describes what a learner needs to know or what they must be able to achieve. Used in both academic and vocational training for national qualifications
Verifier	A qualified team leader or appointed person who initially signs off an employee's OJT

3. Progression chart for Track staff



4. Trainee Track Worker**Name:** _____**On the Job Tasks: Compulsory**

Task	Refer to	Date completed	Your initials	Verifier's initials
Induction course				
Attend H & S first day induction course				
Attend H & S full induction course				
Attend KiwiRail Network induction				
Administration				
Complete timesheet				
Complete overnight allowance and expense claim form				
Complete leave form				
Operating rules				
ITD				
Driver licence				
Class 1				
Identify and install sleeper fastenings – refer to T200 clauses 601 to 623 and Track Code Supplement Section 67				
Identify and install rail anchors	TTI. A3–3 T200 clause 455–458			
Use hand tools				
Slewing bar				
Pan pullers				
Track jack	TTI. A1–8B			
Sledge hammer				
Maintain and operate minor plant				
Maintain and operate a Hydraulic Power Unit	TTI. A4–1			
Maintain and operate a hand held tie tamper (poinjar or wacker)				
Maintain and operate a rail drill	TTI. A4–4 M9445			

Task	Refer to	Date completed	Your initials	Verifier's initials
Maintain and operate a hand held sleeper drill				
Maintain and operate an impact wrench	M9444			
Understand fuel mixtures for all items of minor plant identified above				

On the Job Tasks: Area Specific

Task	Refer to	Date completed	Your initials	Verifier's initials
Identify and install sleeper fastenings – refer to T200 clauses 601 to 623 and Track Code Supplement Section 67				
Concrete Pandrol spacer clips	TTI. A3–2			
Spacer plates (Humfrey Clips)				
“E” type assembly				
Fast clip				
Tracklok				
“N” type assembly	TTI. A3–1			
“P” type assembly - timber				
“P” type assembly - concrete				
“R” type assembly				
“RR” type assembly				
“A” type assembly	SIN T025			
“F” type assembly				
“S” type assembly				
“D” type assembly				
Nylon gauge insulators				
Vortok coils				
Cam screw				
Use hand tools				
Slewing jacks				
Fall restraint				
Rail Slider (Rail Puppies)				
Static line				
AC/DC area specific				

Task	Refer to	Date completed	Your initials	Verifier's initials
Attended Electrification Awareness Course				
Work awareness in the 25kv area				
Take out permit in electrified areas	TTI. D17-1			
Tunnel Gas Awareness				

Assessment

The following competencies have been assessed:

The following competencies have been assessed:	
I confirm that _____ is competent at this level.	
Assessor's name: _____	Signature: _____
Assessor's code number: _____	Date: _____

5. Track Worker**Name:** _____**On the Job Tasks: Compulsory**

Task	Refer to	Date completed	Your initials	Verifier's initials
Administration				
Complete Motor Vehicle Claim Form				
Complete Accident/Incident Report Form				
Communications				
Use a radio to communicate with Train Control				
Operating rules				
Level C	Rules 909, 918			
Erect temporary speed boards	Rule 912			
Erect Compulsory Stop Protection	Rule 905			
Set up Track Protection with detonators and disc (a) Emergency	Rule 904			
Set up Track Protection with detonators and disc (b) Planned	Rule 906			
Driver licence				
Class 2				
Operate a Hi-rail vehicle				
Hi-rail truck				
LIV				
Operate a Hi-ab				
Technical skills training				
Intermediate Track Skills Modules 1, 2 and 3				
Use a track gauge to measure track geometry – refer to Track Code Supplement Section 37 and T200 clauses 301 to 335				
Cant				

Task	Refer to	Date completed	Your initials	Verifier's initials
Gauge				
Maintain and operate minor plant				
Maintain and operate a mini tamper (general)				
Maintain and operate a rail disc saw	TTI. A4–5			
Rail				
Use rail thermometers	TTI. B3–5 Track Code Supplement Section 31			
Use rail gap keys	TTI. B3–6 Track Code Supplement Section 68 T200 clause 497			
Replace a concrete sleeper	TTI. A1–3 Track Code Supplement Section 66			
Replace a pine (TPR or hardwood) sleeper	TTI. A1–2 Track Code Supplement Section 66			
Joint maintenance				
Crow fishplates	TTI. B1–1 Track Code Supplement Section 68			

On the Job Tasks: Area Specific

Task	Refer to	Date completed	Your initials	Verifier's initials
Operating rules				
Track Warrant				
Use hand tools				
Newton rail lifters				
Operate Geismar rail recovery unit – refer to TTI. D4–9				
Unload welded rail				
Load welded rail				
Maintain and operate minor plant – refer to M9400–M9499 Mechanical Engineering				

Task	Refer to	Date completed	Your initials	Verifier's initials
documents (OSP)				
Maintain and operate a rail lifter				
Maintain and operate transposing gear				
Maintain and operate a mini tamper (points & crossings)				
Maintain and operate a mini tamper	M9467			
Maintain and operate a Geismar rail threader	M9466			
Maintain and operate motor driven vertical crow				
Maintain and operate a Pandrol inserter (motor driven)				
Maintain and operate a spike puller	M9464			
Maintain and operate a track liner				
Maintain and operate a TB2 track wrench				
Maintain and operate minor plant – refer to M9400				
Install and maintain insulation joints	Track Code Supplement Section 68			
Joint preparation – refer to 2.10, 3.1.1, 3.1.2, 3.1.4				
Ballast removal				
Rail end batter measured				
Setting rail gap – refer to 2.11, 3.1.3, 3.1.5 to 3.2.2, 12 and 12.1 and T200: Engineering Handbook clause 445				
A) Standard weld				
B) Wide gap				
C) Step weld				
D) SH Mismatched rail				
Cutting of the rail				
Setting peak				
Lining up rail				
Weld preparation – refer to 4.1 to 4.8.3				
Check mould				
Luting and fitting base plate				
Fitting side moulds and clamps				
Luting mould				

Task	Refer to	Date completed	Your initials	Verifier's initials
Crucible – refer to 5.1, 5.2 and 6.1 to 6.7				
Crucible preheating				
Crucible cleaning				
Crucible set up				
Crucible loading				
Torch preparation – refer to 7.1 to 7.4.1				
Preheating torch setup				
Gas pressure				
Preheating flame				
Welding process – refer to 7.4.1, 7.4.2, 7.5, 8.1 to 8.5, 9.1, 9.3 to 9.5				
Preheating process				
Preheating time				
Recording ignition time				
Mould removal				
Weld shearing				
Rising tapping shear				
Grinding – refer to 10.1 to 10.4				
Grinding process				
Weld alignment				
Rail				
Heat rail with fire rope	TTI. A4–15			

Assessment

The following competencies have been assessed:

I confirm that _____ is competent at this level.

Assessor's name: _____ Signature: _____

The following competencies have been assessed:

Assessor's code number: _____ **Date:** _____

6. Track Maintainer**Name:** _____**On the Job Tasks: Compulsory**

Task	Refer to	Date completed	Your initials	Verifier's initials
Administration				
Complete Form 1 Application for Planned Work				
Complete M150 form – Track Buckle/Misalignment Report				
Complete M160 form – Pull-Apart Report				
Technical skills training				
Advanced Track Skills Modules 1, 2 and 3				
Inspections				
Carry out special inspection (heat) M127H	Track Code P22 & P36			
Carry out special inspection (other) M127	Track Code P22 & P23			
Joint maintenance				
Maintain a joint	TTI. A1–4 Track Code Supplement Section 68			
Restore top by lifting				
On a straight track	TTI. A1–7 Track Code Supplement Section 37			
Line track				
On a straight track				
Correct exceedances – refer to SIN T044, Track Code Supplement Section 33 and 37				
Top				
Cant				
Line				
Twist				
Gauge				
Mark out a transition	TTI. B2–1			

Task	Refer to	Date completed	Your initials	Verifier's initials
Use hand tools				
Rail turning bar	TTI. A1–8F M9401-45			
Rail crows				
Use a Buda Crow	TTI. A3–4			
Rail corridor				
Install and maintain track signs and pegs	TTI. A1–10			
Operate a rail tensor				
Rail joint tensor (de-stressing)	TTI. D4–14B			
Track structures				
Clean and adjust National points				
Clean and adjust Wynn Williams points	TTI. A6–1			
Carry out maintenance of track structures	Track Code Supplement Section 63			
Install derauling blocks	TTI. B5–6			
Rail				
Use rail wear gauges	TTI. B10–8 T200 clauses 435-441			
Fit rail bonds				
Temporary				
Repair pull aparts	TTI. B1–4			

On the Job Tasks: Area Specific

Task	Refer to	Date completed	Your initials	Verifier's initials
Rail corridor				
Check level crossing alarms	TTI. A1–16			
Discharge ballast wagons				
YC				
YD	TTI. B1–4			
YJ				
Rail crows				

Task	Refer to	Date completed	Your initials	Verifier's initials
Use a Jim crow	TTI. A3-4			
Use a Hydraulic crow				
Track structures				
Clean and adjust "B: type points				
Build track maintenance machine stands				
Install stop blocks				
Miscellaneous				
Rail vibrator				
Pandrol inserter				
Spike puller				
Maintain the ferry link span				
Maintain the track work on the rail ferries				
Make a Thermit weld				
Complete a Thermit weld return				
One shot weld				
Operate rail grinder				
Operate rail shear				
Fit huck bolts				
Operate and maintain a Hi-Rail Lube Vehicle				
Fill a P & M lubricator	TTI. A1-12			
Fill a Mills Hurcol rail lubricator	TTI. A1-12A			
Operate NDT equipment				
Rail				
Install guard (Torpedo) rails on bridge	TTI. B3-7 T200 clauses 711-717			
Maintain and operate minor plant				
Maintain and operate a switch grinder				
Correct exceedances – refer to SIN T044, Track Code Supplement Section 33 and 37				
Use a twist trolley				

Assessment

The following competencies have been assessed:

I confirm that _____ is competent at this level.

Assessor's name: _____ Signature: _____

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Assessor's code number: _____ Date: _____

—

7. Senior Track Maintainer**Name:** _____**On the Job Tasks: Compulsory**

Task	Refer to	Date completed	Your initials	Verifier's initials
Administration				
Complete M58a form – Rail Failure Report				
Complete M130 form – CWR Rail Management – Rail Failure Repair Report				
Complete a M58A: Rail Failure Report				
Supervise the On the Job Training of staff				
Write an incident report				
Read plans				
Scoping tasks				
Allocate daily work priorities				
Set up a track maintenance programme				
Task individual workers				
Decide on and implement appropriate actions if track is unsafe				
Maintain records of On the Job Training given				
Technical skills training				
Ganger course				
Other training				
Successfully complete Train the Trainer course				
Attend Leadership Development Course				
Locate and understand exceedances from EM80 printouts – Track Code Supplement Section 36				
Top				

Task	Refer to	Date completed	Your initials	Verifier's initials
Cant				
Gauge				
Line				
Cyclic line				
ROCOCD				
Twist				
Restore top by lifting				
In a curve transition	Track Code Supplement Section 33 T200 clauses 301-332			
In a curve				
Line track	Track Code Supplement Section 33 and 37			
In a curve transition	Track Code Supplement Section 33 and 37 T200 clauses 301-332 plus table 9			
In a curve				
Correct exceedances				
Gauge				
Cyclic line				
ROCOCD				
String line curves				
Rail corridor				
Check and maintain clearances as per Code	T200 clauses 351-355 plus figures 2 & 3 and notes on pages 11-14			
Discharge ballast wagons				
Plough out ballast using a plough van	TTI. A1-11			
Inspections – Track Code P22 to P36				
Carry out routine inspection M125/M126 (track & yard)	Track Code P22, P25, P26, P36 & P37			
Inspect Curve and Curve Warning Boards M186	Track Code P25 & P26			
Carry out a special				

Task	Refer to	Date completed	Your initials	Verifier's initials
inspection (Heat): M127H – Heat Inspection Report				
Inspect Curve & Curve Warning Boards M186				
Check and maintain clearances as per Code	TTI. A1-9			
Review and update essential features list				
Track structures – refer to Track Code Supplement Section 63				
Check switch wear and/or replace	TTI. B5–4			
Install “Mack” switch protectors	TTI. B5–5			
Construct and Install Track Structures				
Build a track set				
Rail				
Dock and drift rails				
Transpose rail	TTI. B3–2			
Install closure rail				
Install union rails	TTI. B3–3			
Re-rail				
Install and maintain insulation joints				
Glued				
Six holes insulating fishplate				
Fit rail bonds				
Repair a track buckle	TTI. B1–5			

On the Job Tasks: Area Specific

Task	Refer to	Date completed	Your initials	Verifier's initials
Administration				
Write an incident report				
Track structures				
Install “B” type levers				
Install National points lever				

Task	Refer to	Date completed	Your initials	Verifier's initials
Install Wynn Williams				
Install and maintain insulation joints	TTI. B3-8B			
Four holes insulating fishplate				
Fit rail bonds				
Permanent				
Operate NDT equipment				
Joint maintenance				
Install and maintain a lapped expansion joint				
Inspections				
Carry out asset (Engineering) inspections				
Complete an asset (Engineering) inspection return				
Derailed rail vehicles				
Assist re-rail wagons				
Assist in re-railing locomotives				
Miscellaneous				
Person in Charge unloading/loading mini tampers				

Additional competencies

Task	Refer to	Date completed	Your initials	Verifier's initials
Endorsements				
Forklift				
Rollers				
Wheels				
Self-laying tracks				
Operate a Hi-rail vehicle				
Hi-rail truck three-way tipper				
Operate a motor trolley				

Task	Refer to	Date completed	Your initials	Verifier's initials
Operate a hi-rail excavator				
Competency held elsewhere				
Attended CPR course				
Hold First Aid Certificate				
Safety Traffic Management Certification				
Operate a chain saw	TTI. A4-7			
Operate a gas plant				

Assessment

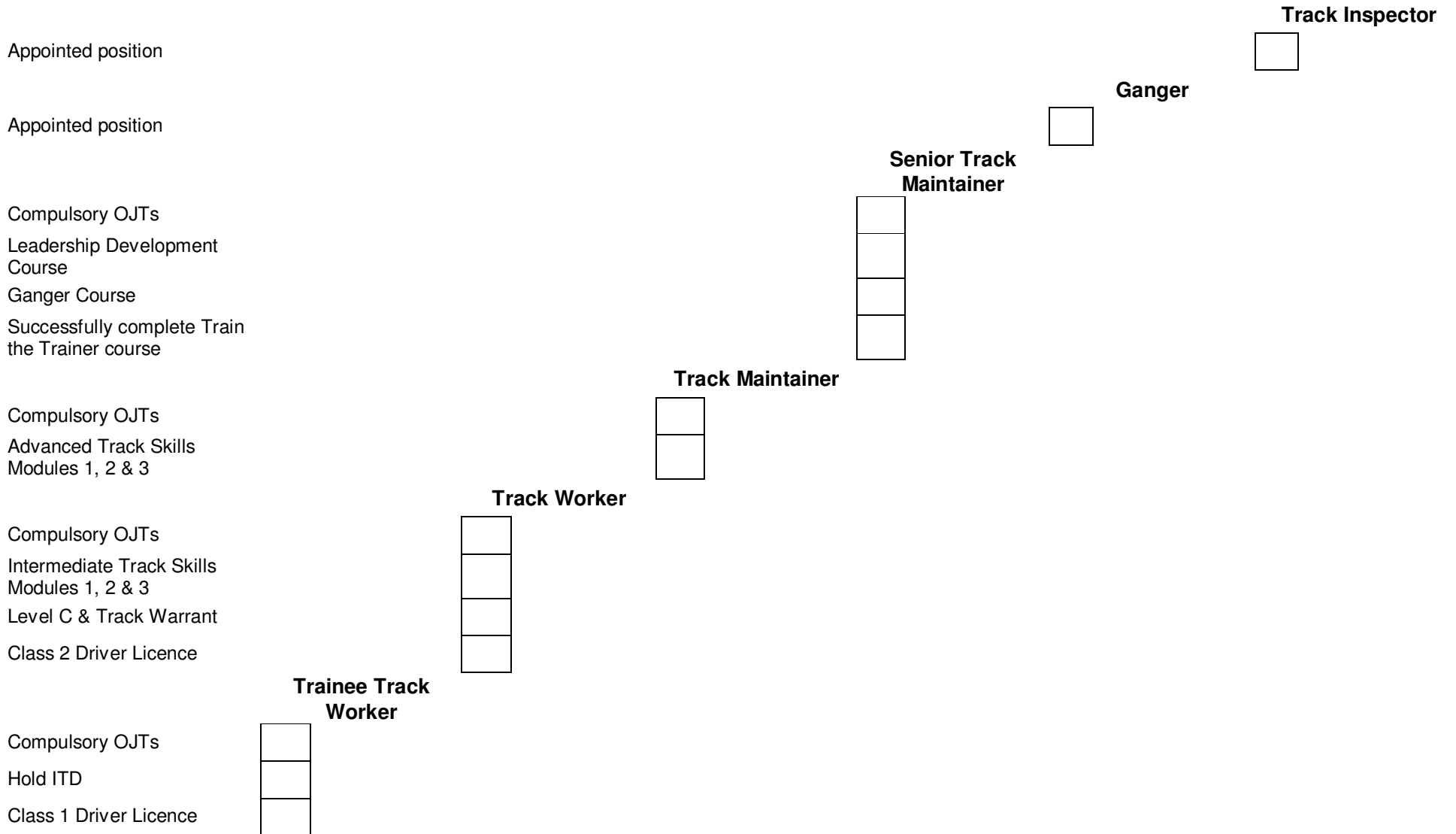
The following competencies have been assessed:

I confirm that _____ is competent at this level.

Assessor's name: _____ Signature: _____

Assessor's code number: _____ Date: _____

8. Personal Progress Graph



9. Notes for Assessors and Verifiers

Please remember before signing off that the trainee must:

1. Show their knowledge of the subject by finding all relevant information in the code supplements, task instructions, drawings or technical information.
2. Show knowledge of the subject by describing practical aspects of the work.
3. Show safe working methods to complete the work and any other relevant information.
4. Show practical ability to perform the work unsupervised by completing the task in front of the Assessor safely, correctly **and** competently.

In addition:

5. The Verifier (a team leader or appointed person) who signs off these task instructions is verifying that the trainee has met all of the above requirements and can perform that task competently in the future.
6. The Assessor will randomly select three or more verified tasks for assessment, and has the final sign-off confirming the trainee's competency (see Assessment box).
7. The date must be accurate. This is a record of the day the trainee is competent to carry out the task.
8. Once an employee has received sign-off to move up a level, they must present their OJT book to their Manager who will complete the necessary paperwork and send it to HR to process. HR then confirms the progression with the employee by letter.

Remember:

Competency means completing the task to the relevant standards and procedures without assistance.