

KiwiRail - COVID-19 Operational Competency Matrix, Rail Operations
V1.2 25/03/20

TASK	BAU	Alert Level 1	Alert Level 2	Alert Level 3	Alert Level 4
Revalidation	Once every two-years for operational staff	Once every two-years for operational staff	Defer for 12-months - replace with on-line Rules assessment only*	Defer for 12-months - replace with on-line Rules assessment only*	Defer for 12-months - replace with on-line Rules assessment only*
OCM Safety Observations	Once every two-years for operational staff	Once every two-years for operational staff	Suspend - replace with OCM completing a Tranzlog download verification for each person	Suspend - replace with OCM completing a Tranzlog download verification for each person	Suspend - replace with OCM completing a Tranzlog download verification for each person
Team Leader Safety Observations	Once every eight-months for operational staff	Once every eight-months for operational staff, use Tranzlog download as an alternative to physical observation where appropriate.	Once every eight-months for operational staff, use Tranzlog download as an alternative to physical observation where appropriate.	Once every eight-months for operational staff, use Tranzlog download as an alternative to physical observation where appropriate.	Once every 12-months for operational staff, use Tranzlog download as an alternative to physical observation where appropriate.
OCM Mastery Sign-off	At completion of OJT, prior to operating solo	At completion of OJT, prior to operating solo	To be completed by suitable local staff member, OCM to complete at earliest opportunity	To be completed by suitable local staff member, OCM to complete at earliest opportunity	To be completed by suitable local staff member, OCM to complete at earliest opportunity
Medical Assesments	Time based with increased frequency based on age or medical conditions	Time based with increased frequency based on age or medical conditions	Postpone for up to one-month except for staff with medical conditions, or RMO increased frequency requirements#	Postpone for up to one-month except for staff with medical conditions, or RMO increased frequency requirements#	Postpone for up to one-month except for staff with medical conditions, or RMO increased frequency requirements#

* On-line assessment delivery and supervision to be completed by persons nominated by the OCM. For staff who do not reach competency at an on-line assesment, the OCM will provide coaching via telephone in the areas required.

Postponments beyond one-month may be required if medical staff are not available due to the COVID-19 situation, and can only occur following sign-off from an RMO in conjunction with the KiwiRail Health & Wellbeing Manager.

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V1.2 25/03/20

TASK	BAU	Alert Level 1	Alert Level 2	Alert Level 3	Alert Level 4
Revalidation	Once every two-years for operational staff	Once every two-years for operational staff	Defer for 12-months - replace with on-line or home depot Rules assessment only*	Defer for 12-months - replace with on-line or home depot Rules assessment only*	Defer for 12-months - replace with on-line or home depot Rules assessment only*
OSA Safety Observations (Level A)	Annually for operational staff	Annually for operational staff	Completed by suitably qualified local person.	Completed by suitably qualified local person.	Completed by suitably qualified local person.
Medical Assesments	Time based with increased frequency based on age or medical conditions	Time based with increased frequency based on age or medical conditions	Postpone for up to one-month except for staff with medical conditions, or RMO increased frequency requirements#	Postpone for up to one-month except for staff with medical conditions, or RMO increased frequency requirements#	Postpone for up to one-month except for staff with medical conditions, or RMO increased frequency requirements#

* Where paper-based Rules assesments are completed at a home depot, the papers will be scanned / faxed to the OSA for marking. For staff who do not reach competency at an on-line / home depot assesment, the OSA will provide coaching via telephone in the areas required.

Postponments beyond one-month may be required if medical staff are not available due to the COVID-19 situation, and can only occur following sign-off from an RMO in conjunction with the KiwiRail Health & Wellbeing Manager.