

Safe System of Work Planner – Work Experience Sheets

These work experience sheets are to record of your experience when undertaking Safe System of Work (SSOW) Planner duties.

They are used for mentoring and assessment purposes and to prove your experience of completing the duties under live conditions.

Keep these sheets safe and take them to your next recertification course, workplace assessment or annual review.

Note that the relevant review, assessment and recertification process or annual review process shall be followed as mandated in NR/L2/CTM/209.

| | | | | | | |
|----------------------------|--|--|-----------------|--|--|--|
| Candidate's Details | | | | | | |
| Name: _____ | | | Employer: _____ | | | |
| Track Safety Card Number: | | | | | | |

| | | | | | | | | |
|---|---|---------------------------------|--------|--|---|-----|----|--------------------|
| Trainer's/Assessor's Endorsement | | | | | | | | |
| Course/Assessment: _____ | | Name of Trainer/Assessor: _____ | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 50%;">Venue</td> <td style="width: 50%;">Passed</td> </tr> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> </table> </td> </tr> </table> | | Venue | Passed | | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> </table> | Yes | No | RTAS Number: _____ |
| Venue | Passed | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> </table> | Yes | No | | | | | |
| Yes | No | | | | | | | |
| | | Signature: _____ | | | | | | |
| | | Date: _____ | | | | | | |

Work Experience Entries

| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|---|-----------|--|--|------|--|--|--|-----------|---|---|---|---|---|-------------|--|--|--|--|------------------|--|--|--|--|
| Date SSOW Pack requested: _____ | SSOW Pack Unique No. _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| Requested by: _____ | Date pack returned by COSS/IWA: _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Task/Job: _____ | Comments by Mentor/Supervisor | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task/Job: _____ | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td colspan="5">Give an indication of how the candidate has performed</td> </tr> <tr> <td>Poor</td> <td></td> <td></td> <td></td> <td>Excellent</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td colspan="5">Name: _____</td> </tr> <tr> <td colspan="5">Signature: _____</td> </tr> </table> | Give an indication of how the candidate has performed | | | | | Poor | | | | Excellent | 1 | 2 | 3 | 4 | 5 | Name: _____ | | | | | Signature: _____ | | | | |
| Give an indication of how the candidate has performed | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Poor | | | | Excellent | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | |
| Name: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location of Site of Work: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hierarchy SSOW chosen: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|---|-----------|--|--|------|--|--|--|-----------|---|---|---|---|---|-------------|--|--|--|--|------------------|--|--|--|--|
| Date SSOW Pack requested: _____ | SSOW Pack Unique No. _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| Requested by: _____ | Date pack returned by COSS/IWA: _____ | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Task/Job: _____ | Comments by Mentor/Supervisor | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task/Job: _____ | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td colspan="5">Give an indication of how the candidate has performed</td> </tr> <tr> <td>Poor</td> <td></td> <td></td> <td></td> <td>Excellent</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td colspan="5">Name: _____</td> </tr> <tr> <td colspan="5">Signature: _____</td> </tr> </table> | Give an indication of how the candidate has performed | | | | | Poor | | | | Excellent | 1 | 2 | 3 | 4 | 5 | Name: _____ | | | | | Signature: _____ | | | | |
| Give an indication of how the candidate has performed | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Poor | | | | Excellent | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | |
| Name: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location of Site of Work: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hierarchy SSOW chosen: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | | |

Date SSOW Pack requested: _____ SSOW Pack Unique No. _____

Requested by: _____ Date pack returned by COSS/IWA: _____

Date of Task/Job: _____

Task/Job: _____

Location of Site of Work: _____

Hierarchy SSOW chosen: _____

Comments by Mentor/Supervisor

| | | | | |
|---|---|---|---|-----------|
| Give an indication of how the candidate has performed | | | | |
| Poor | | | | Excellent |
| 1 | 2 | 3 | 4 | 5 |
| Name: _____ | | | | |
| Signature: _____ | | | | |

3

Date SSOW Pack requested: _____ SSOW Pack Unique No. _____

Requested by: _____ Date pack returned by COSS/IWA: _____

Date of Task/Job: _____

Task/Job: _____

Location of Site of Work: _____

Hierarchy SSOW chosen: _____

Comments by Mentor/Supervisor

| | | | | |
|---|---|---|---|-----------|
| Give an indication of how the candidate has performed | | | | |
| Poor | | | | Excellent |
| 1 | 2 | 3 | 4 | 5 |
| Name: _____ | | | | |
| Signature: _____ | | | | |

4

Date SSOW Pack requested: _____ SSOW Pack Unique No. _____

Requested by: _____ Date pack returned by COSS/IWA: _____

Date of Task/Job: _____

Task/Job: _____

Location of Site of Work: _____

Hierarchy SSOW chosen: _____

Comments by Mentor/Supervisor

| | | | | |
|---|---|---|---|-----------|
| Give an indication of how the candidate has performed | | | | |
| Poor | | | | Excellent |
| 1 | 2 | 3 | 4 | 5 |
| Name: _____ | | | | |
| Signature: _____ | | | | |

5

Date SSOW Pack requested: _____ SSOW Pack Unique No. _____

Requested by: _____ Date pack returned by COSS/IWA: _____

Date of Task/Job: _____

Task/Job: _____

Location of Site of Work: _____

Hierarchy SSOW chosen: _____

Comments by Mentor/Supervisor

| | | | | |
|---|---|---|---|-----------|
| Give an indication of how the candidate has performed | | | | |
| Poor | | | | Excellent |
| 1 | 2 | 3 | 4 | 5 |
| Name: _____ | | | | |
| Signature: _____ | | | | |

6

Date SSOW Pack requested: _____ SSOW Pack Unique No. _____

Requested by: _____ Date pack returned by COSS/IWA: _____

Date of Task/Job: _____

Task/Job: _____

Location of Site of Work: _____

Hierarchy SSOW chosen: _____

Comments by Mentor/Supervisor

| | | | | |
|---|---|---|---|-----------|
| Give an indication of how the candidate has performed | | | | |
| Poor | | | | Excellent |
| 1 | 2 | 3 | 4 | 5 |
| Name: _____ | | | | |
| Signature: _____ | | | | |

7

Date SSOW Pack requested: _____ SSOW Pack Unique No. _____

Requested by: _____ Date pack returned by COSS/IWA: _____

Date of Task/Job: _____

Task/Job: _____

Location of Site of Work: _____

Hierarchy SSOW chosen: _____

Comments by Mentor/Supervisor

| | | | | |
|---|---|---|---|-----------|
| Give an indication of how the candidate has performed | | | | |
| Poor | | | | Excellent |
| 1 | 2 | 3 | 4 | 5 |
| Name: _____ | | | | |
| Signature: _____ | | | | |

8

Track Side Visits – Familiarity with the geographical area and railway environment

| | |
|--|--|
| <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; text-align: center; vertical-align: middle; margin-bottom: 5px;">1</div> <p>Track Visit Location: _____</p> <p>Activity undertaken/ observed _____</p> <p>Name of COSS: _____</p> <p>Date: _____ Time: _____</p> | <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; text-align: center; vertical-align: middle; margin-bottom: 5px;">2</div> <p>Track Visit Location: _____</p> <p>Activity undertaken/ observed _____</p> <p>Name of COSS: _____</p> <p>Date: _____ Time: _____</p> |
|--|--|

Line Manager's Review

I have reviewed the entries contained within these work experience sheets until the date shown below and I confirm they are authentic.

I also confirm that there have been no incidents, or accidents as a result of the candidate completing the duties of a SSOW planner.

| |
|---|
| <p>Name: _____</p> <p>Signature: _____</p> <p>Job Title: _____</p> <p>Date: _____</p> |
|---|