

Audio Safety Recording Download Request

Line Managers and personnel nominated by them are to use this form to request download and supply of audio safety recording/s. All forms are to be submitted via email to: ATRO@transport.nsw.gov.au. Please ensure you have completed a [Sydney Trains Confidentiality Undertaking Form](#) prior to submitting the request.

Step 1: Request details			
Requester details	Name:		Position:
	Department:		Request Date:

Step 2: Details of incident to be investigated				
Please complete the below details where applicable to narrow down the audio search process.				
IIMS details	Number:	Date:	Start Time (24 hr):	End Time (24 hr):
Audio details	Start Date:	End Date:	Start Time (24 hr):	End Time (24 hr):
Description of conversation/s required				
Signalling panel/s involved				
RMC board/s involved				
Train run number/s				
Specify other parties involved (if required)				

Office use only – Completed by the Compliance, Standards and Audio Officer			
Date request received:		Date recording provided:	
Recording provided via:		Job Number:	
Confidentiality Form completed?		Incident database updated?	
All audio downloaded and supplied? Additional comments:			