

Possession Notice

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Improving Possession Safety and Performance

Rail Industry Worker Program

This information has been prepared to inform Sydney Trains' employees, contractors and TfNSW about the introduction of the Rail Industry Worker Card (RIW).

Background

The nationally recognised Rail Industry Worker (RIW) Card will be replacing the TfNSW specific RISI card for Sydney Trains contractors from 1 Dec 15. The RIW card is a smart card with a QR code and RFID technology. Sydney Trains RIW card verifiers will be equipped with capability (smart mobile device and RIW Web App) to read the new card.

(OSTE) On Site Track Easy is an external data base, which is administered by an external provider Pegasus. OSTE will hold individuals verified role and competency details. The information in the OSTE system is accessed through scanning the RIW card, entering the unique RIW Card number or the individuals' name.

It is proposed to carry out a rehearsal of the RIW OSTE system during the month of November 2015 to ensure all verifiers are comfortable using their device to scan RIW cards of contractors as they come to site and look for the TfNSW Operator Role.

Summary of Changes

Even though the new RIW card will commence 1 Dec 15, people who currently verify RISI during November 2015 will check both the RISI and the new RIW card.

- RISI must be sighted to ensure it has the correct date and details displayed on the card
- RIW card must be scanned or individuals' RIW details entered into the RIW database to ensure that the individual holds a current TfNSW Operator Role

If a contractor turns up to site without a RIW card with the valid TfNSW role then the verifier must record the details of the person and their company and pass those details onto Nicola Berbano (Nicola.Berbano@transport.nsw.gov.au).

These details will be collected and the companies will be contacted by TfNSW to help them transition their people to the RIW card.

Calling all RISI card verifiers

The new RIW card for contractors has arrived!

It will be mandatory for all our contractors to carry the RIW card from 1 December 2015.



To ensure we have captured all our contractors, from now until 1 December 2015, please ask to view both the RISI and the RIW card for contractors

What do you do if a Contractor does not have a RIW Card?

Between now and 1 December 2015 –

1. **Talk** to the contractor explain that at Sydney Trains contractors are required to show their RIW card with the correct roles every time they want to access site.
2. **Collect** the contractors details and the details of his company
3. **Send** these details over to Nicola.



Nicola Berbano

Project Business Support Officer

SEQR Division, Maintenance Directorate

Sydney Trains

Nicola.Berbano@transport.nsw.gov.au

Phone 02 8922 0674 or ext 20674

Level 4, 477 Pitt Street, Sydney NSW 2000

If a contractor turns up to a Sydney Trains site and they have not yet applied for the RIW card please gather the following information and send it through to Nicola. If possible take a photo of the persons RISI card for conformation and send it through with the details to Nicola.

Contractors Details

Name	Phone	Email	Company	Contact person	Phone	Email


Send details to:- **Nicola Berbano** Project Business Support Officer SEQR Division
Nicola.Berbano@transport.nsw.gov.au
Phone 02 89220674
Level 4, 477 Pitt Street, Sydney NSW 2000

The Final Word

For any questions about this Possession Notice, please contact the RIW Project Team on 8922 1442.

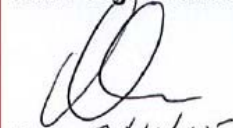
Managers please ensure that these instructions are provided to all Project Owners and Supervisors.

Chris Cruz
GM SEQR Maintenance



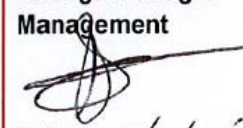
Date: 2-11-15

Ray Oweis
RIW Program Manager



Date: 2/11/15

Sherry Stewart
Change Manager – Competency
Management



Date: 2/11/15