



Australian Government

TLIE4030 Prepare rail safety reports

Release: 1

TLIE4030 Prepare rail safety reports

Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to prepare rail safety reports to meet legislative, regulatory and organisational requirements.

It includes collecting, interpreting and evaluating information, composing a rail safety report and editing it prior to submission.

Rail safety reports may be required to meet rail safety national law, regulatory and organisational requirements. They would typically include safety performance reports, regulatory reporting, incident reports and safety system audit reports.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

E – Communication and Calculation

Unit Sector

Not applicable.

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Identify rail safety report needs

1.1 Reasons for and requirements of rail safety report are identified and established procedures for specific types of report are followed

1.2 Target audience for report is identified and appropriate style of

- recording and reporting is chosen to meet audience needs
- 1.3 Timeframe for delivery of report is identified and met
- 2 Collect and analyse information**
- 2.1 Information is sourced from inside and outside the organisation in accordance with organisational and legislative requirements
- 2.2 Information is validated to ensure accuracy, relevance, sufficiency and currency
- 2.3 Collected information is analysed and recorded in accordance with organisational requirements and identified report requirements
- 3 Record information**
- 3.1 Collected information is recorded and reported in required format, style, structure and timeframe
- 3.2 Technology available in the workplace is used to store and retrieve data
- 3.3 Appropriate measures are taken to ensure all written material complies with legislative requirements and organisational policies and procedures
- 4 Compose rail safety reports**
- 4.1 Rail safety report purpose, objectives and format are determined in accordance with organisational and regulatory requirements
- 4.2 Sourced information is collated in a logical manner and assessed for relevance and inclusion
- 4.3 Content, structure and sequencing of materials are determined in line with purpose and intended audience
- 4.4 Actions and/or recommendations are included as required
- 4.5 Rail safety report is compiled and reviewed to confirm objectives, and organisational and legislative requirements
- 4.6 Rail safety report is completed within agreed timeframes
- 5 Edit final report**
- 5.1 Content of final report is checked and proofread for grammar, spelling and punctuation
- 5.2 Information is amended as required, and final report is authorised in accordance with organisational policy and procedures prior to submission

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIE4030A Prepare rail safety reports.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>