



RIW BULLETIN



Spot Checking changes for Infrastructure

Background

Rail Industry Worker (RIW) cards have been a mandatory requirement within Infrastructure since September 2023.

As per the requirements of the Track Protection Manual ([A5476](#)), Absolute Occupation Track Protection Manual ([A5475](#)) and Work Group Supervisor Procedure ([A5449](#)), the Work Group Supervisor (WGS) and Track Force Protection Coordinator (TFPC) are responsible for ensuring that all Rail Safety Workers have current RIW cards with the applicable job roles valid for the work they are performing.

It is the responsibility of the WGS to check cards for all members of the Work Group and the TFPC. It is the responsibility of the TFPC to check cards for all members of the Track Protection team and the WGS. The requirements were "Infrastructure" for both Project and Site after selecting Metro Trains Melbourne network.

Further details regarding the requirements for Spot Checking RIW cards can be found in Business Rules for the Rail Safety Worker Procedure ([A957](#)).

Sites and Zones changes when Spot Checking with Infrastructure

From 01/11/2025, Site and Zone drop down options will include the various departments of Infrastructure. "Infrastructure" as Project will remain, however WGS and TFPC will need to select the relevant department they are working within.

Sites include, Electrical Networks, Facilities, ISG, Metro Tunnel Maintenance, Structures, Signals, Track, Infra EWNO, & Infra Weekend Occupation. Selecting the relevant Site will be mandatory. Some of these sites are broken down further to reflect the appropriate teams.



RIW BULLETIN



Please select the appropriate Zone, this is mandatory to ensure work personnel are meeting requirements.

There are no new requirements for these Sites and Zones as it remains the same as before, except for the new site Metro Tunnel Maintenance and Zones including Substations.

Metro Tunnel Maintenance site will require a valid "MTM - Metro Tunnel Operator" job role.

Substation Zones require a valid role from below.

MTM - Authorised Person - Substation Entry - EE
 MTM - Authorised Electrical Recipient - ER
 MTM - Authorised Electrical Operator - EO
 MTM - Authorised Electrical Tester - ET
 MTM - Substation Familiarised

Selecting "Infrastructure" for both Project and Site will be phased out after 01/11/2025 upon the implementation of these new Sites and Zones.

If you have questions or require support, please contact infrariw@metrotrains.com.au.

Immediate actions

All WGS and TFPC's are required to:

- Familiarise themselves with the new Sites and Zones .
- Familiarise themselves with the requirements for Spot Checking RIW cards.
- Familiarise themselves with the requirements of RIW matrices and job roles required to perform works.
- Ensure checks are completed.

Authorised by

Lisa Young

Rail Safety Compliance Manager

infrariw@metrotrains.com.au



RiW BULLETIN



The Responsible Manager is to determine the following:

Which areas in MTM are to be notified of this alert?

Selecting the shaded rows means the whole division whereas unshaded means the specific teams within the division. Only check what is applicable.

Check	Code	Division/Department
☐	MTM	Entire MTM Network
☐	CHE	Engineering / Office of Chief Engineer
☐	HMR	People
☒	INF	Infrastructure
☐	ELN	Electrical Networks
☐	OCS	Operational Control Systems
☐	SIG	Signals
☐	STF	Structures & Facilities
☐	TRK	Track Delivery
☐	OPS	Operations
☐	TSD	Train Service Delivery
☒	SWS	Safeworking / Signalling
☐	NOS	Network Operations
☐	SER	Metrol
☐		Passenger Experience
☐	STO	Stations
☐	AOS	Authorised Officers
☒	PRJ	Projects
☐	ROS	Rolling Stock
☐	SQE	Safety, Environment & Risk
☐		Other (e.g. Other Divisions/Departments or people not listed): (List them here)

Which contractors should be notified of this alert?

Note: This is undertaken by MetroSafe through the Avetta portal. All contractors/third parties have previously been tagged into their relevant MTM areas.

Check	Division/Department
☒	All MTM Contractors and Third Parties
☐	Corporate
☒	Infrastructure
☒	Projects
☐	Rolling Stock
☐	Operations

How should this alert be distributed and/or acknowledged?

Note: This section may be amended by the Division dependent on best method of distribution

Check	Division/Department
☒	Issued via email
☐	Placed on Noticeboards
☐	Placed in staff pigeon holes / letterboxes
☒	Delivered during toolbox discussions
☐	Employees to acknowledge receipt using Management Systems Communication Receipt (A1866)
☐	Communications Register (the Depot)
☐	Toolbox Attendance Records
☐	Weekly Operational Notice (WON)
☐	Other (specify):