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1. Policy Statement

Richardson Rail Services Ltd is committed to maintaining a highly competent and safety-conscious workforce through structured training, regular assessment, and continual professional development. Our competency framework is aligned with the expectations of RISQS, Sentinel, RTAS, and NSAR.

2. Scope

This policy applies to all employees, contractors, trainers, assessors, and third parties operating under Richardson Rail Services Ltd.

3. Objectives

We aim to:

- Ensure every person is trained, competent, and authorised for their role
- Maintain compliance with Sentinel Scheme Rules, RTAS protocols, and NSAR standards
- Promote ongoing professional development
- Support a culture of learning, safety, and compliance

4. Competence Standards

Competency is defined by:

- Holding valid and relevant qualifications or authorisations
- Demonstrating knowledge, experience, and capability in assigned duties
- Meeting role-specific standards and client expectations

All safety-critical roles will adhere to Sentinel and Network Rail competence requirements.

5. Training and Assessment

We will:

- Provide induction, technical, safety, and compliance training as required
- Deliver training via qualified trainers and NSAR-recognised assessors
- Maintain internal verification and standardisation processes
- Schedule refresher training and recertification in advance of expiry dates
- Respond to underperformance or safety incidents with targeted re-training

6. Roles and Responsibilities

Managers will:

- Identify training needs and maintain up-to-date training plans
- Ensure competence is reviewed during performance reviews

Trainers/Assessors will:

- Hold appropriate approvals and maintain CPD



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- Deliver and record training to the required standard
- Uphold impartiality and assessment integrity

Employees must:

- Attend and participate in required training and assessments
- Flag expired or soon-to-expire competencies
- Uphold professional standards in their area of work

7. Records and Monitoring

- Training and assessment records will be maintained on the Company's LMS or secure HR system
- Sentinel records will be updated promptly in accordance with scheme rules
- Internal audits will verify the accuracy and completeness of training records

8. Non-Conformance and Appeals

- Incompetence or refusal to participate in training may lead to withdrawal from duty
- Individuals may appeal decisions regarding assessments or competence
- Appeals will be handled by an independent and qualified assessor or manager

9. Review

This policy will be reviewed annually or earlier if prompted by changes in legislation, industry standards, or internal procedures.

Signed:

Name: Rhys Ricardson

Position: Managing Director

Date: 24th April 2025