

Procedure PR-PRO-012

Identification and Traceability

1. SUMMARY

- 1.1. This procedure defines the methods used to identify and (where applicable) provide unique traceability for Pure Rail services. This procedure includes methods:
- 1.1.1. To define the methods for identifying services (what they are)
 - 1.1.2. To define the methods for identifying services as to what qualifications are required
 - 1.1.3. To define the methods for providing traceability
- 1.2. The Directors are responsible for implementation and management of this procedure.

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1	01/01/16	Original issue.	Kyle Devine
2	24/11/2021	Updated document number and formatting.	Kyle Devine

3. APPLICATION

- 3.1. This procedure applies to all departments which provide a service to an external party.
- 3.2. This procedure not only applies to typical services themselves, but also deliverables from services, such as Worksite Protection Plans, Diary notes, etc.
- 3.3. Non-critical materials or services, which are not deliverable to an external party or which serve only to support facilities or operations, are not subject to this procedure.

4. DEFINITIONS

4.1. Service

- 4.1.1. "Service" includes any of the following:
- Safeworking supplied to an external party
 - Any manual activities undertaken for an external party
 - All other duties given under lawful instruction to an external party

4.2. Raw Materials

- 4.2.1. "Raw materials" include any of the following:

- Any Safeworking materials such as Safeworking Flags, detonators, etc.

5. SERVICE

- 5.1. There are many ways to identify a service; this procedure presents the most typical, acceptable methods. Additional service identification methods may be called out in the design or production documentation.
- 5.2. Identification typically corresponds with the RIW matrix published on the Rail Industry Worker website.
- 5.3. Identification is done through the following method:
 - 5.3.1. Review of the Rail Industry Worker portal to ensure required qualifications are valid and current.

6. SERVICE DELIVERABLES

- 6.1. Service deliverables, such as reports and schedules, shall be identified with a title and, if applicable, reference to the project or contract under which they are developed.
- 6.2. Customer contracts may indicate additional methods for identification of service deliverables.
- 6.3. In all cases, the deliverable will be identified in a way that makes it clearly understood for which contract or project the deliverable is subject to.
- 6.4. As required, service deliverables may be subject to date and revision control, to distinguish earlier versions or submittals.