SAFETY BULLETIN

Third Party Induction (TPI) Changes

Third Party Induction or TPI as most personnel know it as, is for Third Party individuals who are working on an MTM worksite/premise who don't hold, or are required to hold a valid Rail Industry Worker Card. The TPI system was set up via an email process which raised concerns in relation to privacy. The requirement to have a TPI is outlined in Safety and Environmental Requirements for Contractors and Third Parties (A2020)

What is changing?

- TPI which is managed by our third party vendor Credenxia will be moving to a contractor portal system for the purpose of verifying an employee's identity, delivering mandatory safety inductions and the printing and distribution of site access cards. The excel spreadsheet will no longer exist. For how to access the portal see below.

- Cost savings have been able to be transferred to our suppliers through the implementation of this portal as it saves on administration.

- TPI cards will become virtual and be able to be downloaded onto a smartphone (date TBA). Note: Hard copy cards will still be available but will incur a cost.

- New TPI cards will be valid for a 3 year period and at which time a person will be required to re-sit the current induction training as a refresher. At this point there will be no requirement for existing TPI Card holders to update their cards.

How to access the portal?

A supplier will be required to complete an MTM TPI Portal Request Form which can be found here; TPI Portal Request Form and submit this form back to their MTM Representative – the person who engaged you to do the work. This person will complete their section and forward onto Credenxia via email support@credenxia.com for processing. Credenxia will then contact you to commence set up and on line training.

Further Information

For further information please refer to the Metro Document Portal, under the Safety Documents heading which provides the following information;

- MTM Workflow – Adding a Supplier

- MTM Portal Access Request Form

- MTM TPI Process – Q and A's

Authorised by

Jodie Talone
General Manager Safety

MetroSafe

METRO

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):

SAFETY BULLETIN

METRO

Metro**Safe**