RIW BULLETIN

TFPC Renewal Evidence Commencement Date Extension

Purpose

To notify MTM Employees and Third Parties of a commencement date extension to the renewal evidence requirements of the following courses as per Track Protection and Safeworking on Track Competency Management Procedure (A1626) version 4.

- TFPC 3.1 Renewal
- TFPC 3.2 Renewal
- TFPC 3.3 Renewal

TFPC Unrestricted remains unchanged.

New Process: TFPC Renewals (Now From 30 November 2026)

A1626 Track Protection and Safeworking On Track Competency Management Procedure v4 (Implemented 17/12/2025) outlined that RSWs wishing to obtain re-certification in TFPC qualifications of TFPC 3.1, 3.2, and 3.3, are required to submit evidence of three (3) shifts from the preceding twenty-four (24) months, demonstrating that they have performed the role they are re-certifying. The commencement date as per A1626 v4 was 31/10/2026.

The due date of commencement is now set for 30 November 2026.

Next Steps

Please familiarise yourself and your teams/employees/contractors with the new requirements and changes to the procedure and new commencement due date.

Questions

Questions relating to this bulletin can be directed to railsafetytraining@metrotrains.com.au

Relevant Resources & Documentation

To access the Matrix, visit Network Operators Matrices – Rail Industry Worker (riw.net.au)

Related Documents:

Pre-Requisite Declaration Form (A9802)

Track Protection and Safeworking on Track Competency Management Procedure (A1626)

Authorised by
Barney Gedero
Training Manager – Rail Safety

METRO

REFERENCE	ISSUE DATE	CONTACT
RIW-BUL-10-2026	30/10/2026	railsafetytraining@metrotrains.com.au

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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):

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