

Competence Management Policy

JSPC Group LTD

1. Policy Statement

JSPC Group LTD is committed to ensuring that all persons working for or on behalf of the company are **competent, trained, medically fit, and authorised** to carry out their duties safely and effectively.

We recognise that competence management is fundamental to safety within the rail environment. In alignment with the requirements and expectations of **Network Rail** and **Iarnród Éireann**, JSPC Group LTD operates a structured competence management system that ensures workers are capable of performing their roles without risk to themselves, others, or the railway.

No individual will be supplied, deployed, or permitted to work unless they are confirmed as competent for the task they are undertaking.

2. Scope

This policy applies to:

- All employees, agency workers, and directors of JSPC Group LTD
- All labour supplied on behalf of JSPC Group LTD
- All safety-critical and non-safety-critical roles
- All work activities undertaken on Network Rail or Irish Rail infrastructure
- All subcontractors where JSPC Group LTD has responsibility for competence assurance

Compliance with this policy is mandatory.

3. Legal, Standards, and Rail Industry Alignment

This policy is aligned with the following legislation, standards, and rail industry requirements:

United Kingdom – Network Rail Alignment

- **NR/L2/OHS/001 – Safety Management System**
 - Competence, capability, training, monitoring, and assurance

- **NR/L2/OHS/019 – Safety of People at Work**
- **NR/L2/OHS/003 – Fatigue Risk Management** (fitness for duty interface)
- Railway and Other Guided Transport Systems (Safety) Regulations 2006 (ROGS)
- Network Rail Supplier Code of Conduct

Ireland – Iarnród Éireann Alignment

- **Iarnród Éireann Safety Management System (SMS)**
- Iarnród Éireann Rule Book
- Railway Safety Act 2005
- Safety, Health and Welfare at Work Act 2005
- Iarnród Éireann Contractor and Competence Requirements

Best Practice

- ISO 9001 – Quality Management Systems (competence and training principles)
- International Labour Organization (ILO) guidance on competence and training

4. Definition of Competence

For the purposes of this policy, **competence** is defined as:

The ability to undertake a task safely and effectively, having the appropriate combination of knowledge, skills, experience, training, fitness, and behavioural attributes.

Competence must be **demonstrable, current, and appropriate** to the role being performed.

5. Competence Management Framework

(NR/L2/OHS/001 | IE SMS – Competence & Training)

JSPC Group LTD will ensure that competence is managed through:

- Clear role definitions and competence requirements
- Verification of qualifications, certifications, and experience
- Initial and ongoing competence assessment
- Maintenance of medical and fitness for duty requirements
- Monitoring, review, and re-assessment at defined intervals

6. Safety-Critical Work

Where individuals are engaged in **safety-critical work**, JSPC Group LTD will ensure that:

- Only authorised and competent persons are deployed
- Rail-specific competencies (e.g. PTS, COSS, ES, etc.) are valid and in date
- Medicals, drugs & alcohol compliance, and fatigue controls are current
- Any restrictions or limitations are identified and managed

Safety-critical competence will be managed in line with **NR/L2/OHS/001**, **NR/L2/OHS/003**, and Irish Rail SMS requirements.

7. Recruitment, Selection, and Deployment

(NR/L2/OHS/001 | IE SMS)

JSPC Group LTD will ensure that:

- Recruitment and selection decisions are based on competence and fitness for duty
 - Qualifications, experience, and rail competencies are verified before deployment
 - Identity checks and right-to-work checks are completed
 - Workers are only deployed to roles for which they are competent
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8. Training and Development

JSPC Group LTD will:

- Identify training needs based on role requirements
 - Ensure training is delivered by competent and approved providers
 - Maintain records of all training undertaken
 - Support refresher training and re-certification
 - Promote continuous professional development
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9. Medical Fitness, Drugs & Alcohol, and Fatigue

(NR/L2/OHS/001 | NR/L2/OHS/003 | IE SMS)

Competence is intrinsically linked to fitness for duty.

JSPC Group LTD will ensure that:

- Medical fitness requirements are met and monitored
- Drugs & alcohol compliance is maintained
- Working hours and fatigue are managed appropriately
- Individuals are removed from duty if fitness or competence is in doubt

This policy operates alongside JSPC Group LTD's **Drugs & Alcohol Policy** and **Work Hours & Fatigue Management Policy**.

10. Records and Evidence

(Network Rail & IE Assurance Expectations)

JSPC Group LTD will maintain accurate and up-to-date records of:

- Qualifications and certifications
- Rail competencies and authorisations
- Training and assessments
- Medicals and fitness for duty status
- Restrictions or competence limitations

Records will be made available to Network Rail, Irish Rail, or auditors upon request.

11. Monitoring, Review, and Assurance

(NR/L2/OHS/001 – Monitoring & Review | IE SMS)

JSPC Group LTD will:

- Monitor competence compliance through audits and checks
 - Review competence following incidents, near misses, or changes in role
 - Withdraw authorisation where competence is no longer assured
 - Take corrective action where gaps are identified
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12. Reporting Concerns

Any concerns relating to competence, capability, or fitness for duty must be reported immediately.

- Individuals will not be penalised for raising genuine concerns
 - Work will stop if competence cannot be assured
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13. Non-Compliance

Failure to comply with this policy may result in:

- Removal from site or duties
 - Withdrawal of authorisation
 - Disciplinary action
 - Termination of subcontractor or labour supply arrangements
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14. Review and Continuous Improvement

This policy will be:

- Reviewed at least annually
 - Updated to reflect changes in **NR/L2 standards, Irish Rail SMS**, or legislation
 - Communicated to all relevant workers and stakeholders
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15. Approval

This Competence Management Policy has been approved by the Directors of JSPC Group LTD and is effective immediately.

Signed:

Director

JSPC Group LTD

Date: *J. Sands*