



RAIL SAFETY WORKER

User Guide: Online Assessor

■ Completing an Assessment as an Assessor



Notification

Once you have been selected to assess an application, an email will be sent to you notifying you of the pending assessment.



Dear

A new Assessment is waiting for you for the following:

Person:
Role:
Assessment:

To process this assessment please log into Onsite Track Easy at <http://migration.onsitetrackeasy.com.au:80/assessor>

For further assistance please contact **Rail Safety Worker registrations**.

Website: www.railsafetyworker.com.au
Email: RSW@pegasus.net.au
Phone: 1300 777 245

 **onsite trac**
The Rail Safety Worker registration service is powered by **Onsite Track Easy**.

This message was automatically generated. The reply address is not monitored.

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LOGIN

Go to the Onsite Track Easy login page:

<https://secure.onsitetrackeasy.com.au/>

Login to the system using the username and password emailed to you when you initially set up your profile

The screenshot shows the Onsite Track Easy login interface. On the left, there is a sidebar with the text "logged out", "app4.onsite", and "change server". The main content area is titled "Onsite Login" and includes the instruction "Please enter your Username and Password." Below this are two input fields: "Username:" and "Password:". A green "login" button is positioned below the password field. To the right of the login form, there is a confirmation message from Onsite Track Easy stating that a new password has been generated. The message includes the username, password, and login URL: <http://secure.onsitetrackeasy.com.au:80>. It also provides instructions on how to change the username and password, and offers support contact information: support@onsitetrackeasy.com.au. A disclaimer at the bottom states: "Automatically generated message. The sending address is not monitored."

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Selecting

From the list of your pending assessments, select the assessment you wish to complete by selecting the persons name

Welcome To the Assessor Web  timezone: Australia/NSW

All Pending Assessments

4070	Jan Bird	09-Jan-2017 13:25	Brett Hissel	Parsons Brinckerhoff
4077	Roslan Arnel	10-Jan-2017 17:13		
4083	Martin Taylor	11-Jan-2017 14:52		
1472	Ragu Nathan	12-Jan-2017 14:38		
3638	Patrick Winters	12-Jan-2017 15:53		

Completing an Assessment as an Assessor



Review

Review each submitted document by selecting "Verify"

Process Assessment:

General Details

Assmt Id:
Person:
Cardholder Id:
Company:
Pending Since:
Assessor:
Endorsement:
Assessment:

FOR ROLE:

I confirm successful completion of this assessment

FILES 2 Pending 1 Approved

File1: * Resume/CV
Rail.Work Experience.Resume CV (private) Authority: [redacted]
Verified On: [redacted]
Expiry Date: [redacted]
Submit a CV/Resume and any additional evidence that is relevant to this role.

File2: * Tertiary Qualification - Bachelor Degree
Education.Bachelor Degree.

File3: * [redacted]
Click here for a list of Business Rules

Completing an Assessment as an Assessor



Verify

To verify each document you will be required to click on the PDF icon to view the submitted document. Once you have viewed the document, tick to approve or return the document. You will not be able to tick approve or return until you have viewed the document. If you are returning a document, you must provide a comment with the reason for return/actions required.

 **Verify Competency Document for**

Please Complete This Verification

- You need to verify that this document genuinely represents this person's competency.
- Open the document and check it matches the **Person, Competency, Issue Date and Expiry Date**.
- Then tick the Declaration checkbox, and either **Verify** or **Reject** the document's validity.

Competency

Person:	
Competency:	Engineering & Design.Work Experience.Integration of eng with other professional input

Document

Issue Date:	<input type="text"/>	19
Expiry Date:	<input type="text"/>	19
Uploaded By:		
Upload Time:	04 Jul 12 at 03:39	
Private:	No	
File Type:	Adobe Acrobat Document	
File Size:	81,581 bytes	

 click to open

Declaration

I, _____ **have carefully checked this document, and declare as follows:**

It genuinely DOES represent the Person, Competency, Issue Date and Expiry Date shown above.

It genuinely DOES NOT represent the Person, Competency, Issue Date and Expiry Date shown above.

Completing an Assessment as an Assessor



Passing/Failing

Once you have verified all of the required documents you will be required to complete and upload the RSW Applicant Competency Form. To upload the RSW Applicant Competency Form, select “Verify Pass.”

The RSW Applicant Competency Form can be download in the assessor web from the documentation page. Access the documentation page by hovering over “Help” in the top menu.

- Note: Some assessments require endorsement after you have approved them, and in those cases the button will be “Upload Pass.” In this case, you will only have to upload the form, not verify it.

FILES 1 Pending 2 Approved

File1: * Resume/CV
Rail.Work Experience.Resume CV (private)
Authority: [Red Seal]
Verified On: [Redacted]
Expiry Date: [Redacted]
Submit a CV/Resume and any additional evidence that is relevant to this role.

File2: * Tertiary Qualification - Bachelor Degree
Education.Bachelor Degree.
Authority: [Red Seal]
Verified On: [Redacted]
Expiry Date: [Redacted]

File3: * Assessment Form - [Redacted] - Designer (Civil)
Engineering & Design.Assessment [Redacted] - Designer (Civil) **verify pass**

File4: First Aid Certificate
First Aid.Statement of Attainment.First Aid
0 files uploaded.

File5: Optional Medical Assessment - [Redacted] Project Managers and Engineers
Medical.Assessment.Medical

Completing an Assessment as an Assessor



Uploading Competency Forms

To upload the RSW Applicant Competency Form, select “Choose File.”

Select the completed file from your computer, enter the issue date, then select “Upload.”

Upload File for Verified Doc

The file you upload here is classified as a Verified Doc, which means:

- it must be an **official document** that genuinely represents the description below
- it must clearly contain the **name of the person** shown above
- if it contains an **issue or expiry date** you must enter them in the fields below

If any requirement is not met, the upload and cardholder compliance will be rejected!
If you have any questions contact the portal administrator listed on the help menu.

Description:

Requirement:

File to Upload: * Choose File | no file selected Browse to select file for upload

Name: * Friendly name for this file after upload

Issue Date: 1P blank if none (must match upload file) Enter issue date as "dd mmm yy" or click calendar icon

Expiry Date: 1P blank if none (must match upload file) Enter expiry date as "dd mmm yy" or click calendar icon

Comment:

Status:

[back](#)

► **Browse** for the file and enter field values. Then you will be able to do the **upload**.

► **Permitted File Types**
Only the following file types may be uploaded: pdf, jpg, doc, docx and txt.

► **Maximum File Size**
Only files up to **2 Mb** in size will be accepted for upload.

Completing an Assessment as an Assessor



Uploading Competency Forms

If you are required to verify the RSW Applicant Competency Form that you have just uploaded, click on the PDF to download the document.

Next agree to the declaration before selecting "Verify."

Verify Competency Document for

Please Complete This Verification

- You need to verify that this document **genuinely represents** this person's competency.
- Open the document and check it matches the **Person, Competency, Issue Date and Expiry Date**.
- Then tick the Declaration checkbox, and either **Verify or Reject** the document's validity.

Competency

Person:		(no existing assignments)
Date of Birth:		
Competency:	Education.Bachelor Degree.	
Library:		

Document

Issue Date:	04 Jan 2012	PDF
Expiry Date:		PDF
Uploaded By:		
Upload Time:	21 Nov 14 at 16:05	
Private:	No	
File Type:	Adobe Acrobat Document	
File Size:	477,861 bytes	

click to open

Comment:

Declaration

I have carefully checked this document, and declare as follows:

It genuinely DOES represent the Person, Competency, Issue Date and Expiry Date shown above.

It genuinely DOES NOT represent the Person, Competency, Issue Date and Expiry Date shown above.

cancel

Completing an Assessment as an Assessor



Complete Verification

To complete the verification of the assessment, tick the declaration, then select "Approve."

When you have verified and approved the assessor's statement of competency you will be returned to the main page where all the assessment files are listed so you can complete the endorsement.

General Details

Assmt Id:
Person:
Cardholder Id:
Company:
Pending Since:
Assessor:
Endorsement:
Assessment:

FOR ROLE:

I confirm successful completion of this assessment

▶ **Approve** this person's assessment. This can only be selected once all Verified Documents in your assessed role have been Verified and all assessed files have been uploaded.

▶ **Cancel** Your assessment to return to the Pending Assessment listing. This assessment will remain on your Pending Assessments list and can be returned to later.

▶ **Return** this assessment to creator for data completion before processing, or to change assessor or change role.

Completing an Assessment as an Assessor



Endorsing

Tick the declaration, then select “Endorse.”
This will finalise the processing of
assessments that require endorsement.

An email will be sent to the relevant
contractor notifying them of the completed
assessment.

Endorse Assessment:

General Details

Assmt Id:
Person:
Cardholder Id:
Company:
Pending Since:
Assessment:
For Role:

I confirm successful completion of this assessment

FILES 6 Approved

File1: * Medical Assessment

 Medical.Assessment.Category 1 (GRP Medical.Assessment.Group)  Authority: RSW
Verified On: 22 Oct 12 at 14:34
Expiry Date: (never)

Upload the one page result for Category 1 Medical for all Safeworking Roles. Upload the one page result for Category 2 Medical for all Network Controller Roles. Upload the one page result for Category 3 Medical for all other Rail Safety Worker Roles.

File2: * Track Safety Awareness or Equivalent

 Rail.Statement of Attainment.TL12080A Safety access the rail corridor  Authority: RSW
Verified On: 22 Oct 12 at 14:34
Expiry Date: (never)

Track Safety Awareness (TL080A and B) also accept Onetrack/RS/IR/TS/ATSA/ Train Track Safety Awareness (Victoria) - Statement of Attainment (preferred) or Card (both sides scanned) from an RTO.
Note: RailCorp Rail Safety Gold Card will not be accepted. Original Statement of Attainment required



FOR ASSISTANCE

CALL **1300 306 566**

EMAIL rsw@pegasus.net.au OR

VISIT railsafetyworker.com.au