




Standard Maintenance Procedure WP&S	SMP 25.10	Page 1 of 4
	Date of issue: August 24, 2018	Revision: 1
QUALIFICATION AND USE OF EQUIPMENT		

Approved: 
Michael Avery, Manager, KC Metro Rail Section

Date: 8/15/18

Approved: 
Paul Denison, Director, Sound Transit Light Rail Operations

Date: 8-17-2018

Approved: 
Steve Bose, Superintendent, Way, Power and Signals, KC Metro Rail Section

Date: 8/10/18

Approved: 
George McGinn, Maintenance Manager, Sound Transit Light Rail

Date: 8/10/18

1.0 PURPOSE

This procedure establishes the requirement for all workers to be qualified on equipment that poses a safety hazard to themselves or others, or damage to equipment. Examples include chain-saws, hoists, dynamometers, meggers, etc.

2.0 DEFINITIONS

Qualified – A status attained by an employee who has successfully completed all required training for, has demonstrated proficiency in, and has been certified by the employer to perform the duties of a particular position or function.

Trainer – Technical Trainer in most cases, but at times a subject matter expert (SME), Chief, Lead or Employee.

3.0 REQUIREMENTS

- 3.1 Way, Power & Signals ("W, P & S") Chiefs shall see to the provision of safety training and/or qualification on equipment that presents a risk to their employees.
- 3.2 W, P&S Chiefs shall maintain an onboarding employee checklist that covers their respective core systems and general safety critical tasks.



Standard Maintenance Procedure WP&S	SMP 25.10	Page 2 of 4
	Date of issue: August 24, 2018	Revision: 1
QUALIFICATION AND USE OF EQUIPMENT		

- 3.3 Employees are not authorized to operate or maintain equipment that poses a safety hazard to themselves or others, or damage to equipment unless they have received training, exhibited proper use and have successfully acquired qualification requirements.

4.0 PROCEDURES

- 4.1 Chiefs will coordinate with the Training Department or their Leads to ensure that all workers are qualified under the requirements of this procedure and the Trainer will be responsible for documenting this qualification.
- 4.2 Employees shall notify their Lead or Chief(s) if they have not been qualified to work on the assigned equipment and/or task.

5.0 RESPONSIBILITIES

- 5.1 Workers - Successfully complete qualification processes for equipment identified by your Chief.
- 5.2 Craft Chiefs - Identify which equipment requires qualification and arrange for this to be done by yourself or others. Report the status of this qualification to the Training Department.
- 5.3 Training Chief - Assist Craft Chiefs in executing qualification processes for equipment identified in the above process and document these qualifications.

6.0 APPENDICES

Appendix 1 - Qualification Checklist "Example"



King County

Department of Transportation
Metro Rail Operations Section

SOUNDTRANSIT
RIDE THE WAVE

Standard Maintenance Procedure WP&S	SMP 25.10	Page 3 of 4
	Date of issue: August 24, 2018	Revision: 1
QUALIFICATION AND USE OF EQUIPMENT		

7.0 SUMMARY OF CHANGES

Initial Issue – 04/24/2009

Revision 1 – 08/24/2018

- Updated signature block
- Added definitions
- Added bullets to sections 3,4,5
- Added bullets 3.2, 3.3. 4.2
- Minor edits throughout

**King County**Department of Transportation
Metro Rail Operations Section

Standard Maintenance Procedure WP&S	SMP 25.10	Page 4 of 4
	Date of issue: August 24, 2018	Revision: 1
QUALIFICATION AND USE OF EQUIPMENT		

APPENDIX 1 – EXAMPLE ONLY**Link Light Rail - Maintenance Trade Qualification Checklist**

Department: Way, Power, and Signal

Group: Traction Power

Trade: Rail Electrical Worker

Trainee Name: XXXXXX

In order to achieve full qualification as a Rail Electrical Worker, new employees must attend all formal training sessions provided by the Traction Power vendors and must demonstrate proficiency in performing the various tasks associated with the Electrical Worker job classification. The purpose of this form is to document the performance of these tasks.

For each item listed below, the trainee must successfully complete the training.

Upon successful completion of each task, the Qualified person will sign and date the appropriate block. The trainee will be deemed to be Qualified when all listed tasks have been completed.

The signature of the Traction Power Chief below certifies full qualification.

Task	Reference	Date Completed	Signature of Qualified LEW
Operation of Hi-Rail Equipment	SMP 25.2		
Post-Seismic Structure and Systems Inspection	SMP 25.15		
Post Earthquake Level One Bridge Inspection	WSHDT Video		
Track Class A EIC Certification	ROW Safety Training Tier 3		
OCS SMPs	27 series SMPs		
TPSS SMPs	28 series SMPs		
Bucket Truck Operation/Rescue	Training Video/Test		
Post Earthquake Level One Bridge Inspection	WSHDT Video		
Track Class A EIC Certification	ROW Safety Training Tier 3		
AVO Sub-Station I	Vendor		
AVO Sub-Station II	Vendor		
Electrical Safety Industrial Facilities	Vendor		
Siemens Switchgear	Training Video/Test		
Mass Electric OCS Training	Training Video/Test		
Track Switch Operation	SOP 5.2		
Worker Protection on the Trackway	SOP 6.16		
TPSS Employee Checklist	KC Hands on training		
OCS Employee Checklist	KC Hands on training		
100-level courses	APTA-RT-RMT-RP-004-10		
200-level courses	APTA-RT-RMT-RP-004-10		
300-level courses	APTA-RT-RMT-RP-004-10		

Final Qualification Date: _____

Traction Power Chief Signature: _____