

**SKILLS FRAMEWORK FOR PUBLIC TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Corporate Governance and Policies					
TSC	Rail Regulatory Compliance					
TSC Description	Adhere to rail legislative and regulatory requirements by establishing and developing internal work processes, to prevent incidents of non-compliance and regulatory oversight					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	PTP-CGP-1005-1.1	PTP-CGP-2005-1.1	PTP-CGP-3005-1.1	PTP-CGP-4005-1.1	PTP-CGP-5005-1.1	PTP-CGP-6005-1.1
	Perform duties in accordance with rail legislative and regulatory requirements	Ensure compliance with and observance of rail legislative and regulatory enforcement mechanisms in the workplace	Administer enforcement mechanisms to ensure and enforce compliance with rail regulations	Manage compliance monitoring, report issues and/or challenges identified, and apply necessary action plans in the event of non-compliance	Lead the development of internal Standard Operating Procedures (SOPs) to facilitate compliance in work processes	Formulate policies and guidelines for corporate governance, in compliance with relevant rail regulatory requirements, so as to protect the organisation's interest from financial and material reputational risks
Knowledge	<ul style="list-style-type: none"> Rapid Transit System (RTS) Act Procedures related to all rail operations, including: <ul style="list-style-type: none"> Admittance onto railway premises Handing of prohibited articles and animals Handling of passengers' conduct Use of railway premises and equipment Fares and tickets administration Access control and movement of vehicles in railway premises Handling of lost property Enforcement of rail regulations and established penalties 	<ul style="list-style-type: none"> Rapid Transit System (RTS) Act Procedures related to rail operations, including: <ul style="list-style-type: none"> Admittance onto railway premises Handing of prohibited articles and animals Handling of passengers' conduct Use of railway premises and equipment Fares and tickets administration Access control and movement of vehicles in railway premises Handling of Lost property Enforcement of rail regulations and established penalties 	<ul style="list-style-type: none"> Rapid Transit System (RTS) Act Enforcement mechanisms related to rail operations, including: <ul style="list-style-type: none"> Admittance onto railway premises Handing of prohibited articles and animals Handling of passengers' conduct Use of railway premises and equipment Fares and tickets administration Access control and movement of vehicles in railway premises Handling of Lost property Enforcement of rail regulations and established penalties 	<ul style="list-style-type: none"> Rapid Transit System (RTS) Act Standard Operating Procedures (SOPs) related to rail operations, including: <ul style="list-style-type: none"> Admittance onto railway premises Handing of prohibited articles and animals Handling of passengers' conduct Use of railway premises and equipment Fares and tickets administration Access control and movement of vehicles in railway premises Handling of Lost property Enforcement of rail regulations and established penalties Non-compliance monitoring mechanisms 	<ul style="list-style-type: none"> Rapid Transit System (RTS) Act Standard Operating Procedures (SOPs) related to rail operations, including: <ul style="list-style-type: none"> Admittance onto railway premises Handing of prohibited articles and animals Handling of passengers' conduct Use of railway premises and equipment Fares and tickets administration Access control and movement of vehicles in railway premises Handling of Lost property Enforcement of rail regulations and established penalties Content, procedures, formats, and work instruction templates for 	<ul style="list-style-type: none"> Rapid Transit System (RTS) Act Organisational Standard Operating Procedures (SOPs) Assessment frameworks for ensuring the organisation's rail regulatory compliance New regulatory changes impacting the rail transit environment Local and transnational rail regulatory frameworks

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				<ul style="list-style-type: none"> Documentation and reporting requirements for non-compliances 	<p>the development of SOP manuals</p> <ul style="list-style-type: none"> Best practices for managing SOPs New regulatory changes impacting the rail transit environment 	
Abilities	<ul style="list-style-type: none"> Perform daily work in accordance with rail regulatory requirements Follow internal policies and procedures to ensure compliance with rail regulatory requirements Communicate key rail regulatory requirements to relevant stakeholders to ensure compliance Provide feedback and suggestions to improve organisational Standard Operating Procedures (SOPs) and work processes Ensure currency of one's own knowledge of the rail industry and rail regulatory requirements 	<ul style="list-style-type: none"> Interpret of rail regulations and act in compliance in the performance of daily work activities Identify potential areas of regulatory non-compliance in the performance of daily work activities Communicate key regulatory requirements to co-workers and relevant internal and external stakeholders to ensure compliance Provide feedback on and document possible areas of non-compliance 	<ul style="list-style-type: none"> Analyse areas of non-compliance with rail regulatory requirements in the performance of daily work activities Enforce regulatory compliance in the performance of daily work Communicate key regulatory requirements and related enforcement mechanisms to co-workers and relevant internal and external stakeholders to facilitate compliance Analyse documentation and reports on non-compliance 	<ul style="list-style-type: none"> Facilitate the communication of organisational SOPs and their alignment to rail regulatory requirements to staff Review non-compliance reports Develop improved organisational SOPs based on staff feedback Recommend improvements to SOPs and implementation plans 	<ul style="list-style-type: none"> Formulate audits and checks to determine whether activities are performed in accordance with rail regulations Initiate engagements with internal stakeholders and/or departments for each functional area of responsibility Drive the adoption and acceptance of new and/or revised policies and internal SOPs 	<ul style="list-style-type: none"> Influence the strategic development and review of SOPs to ensure alignment with rail regulations Guide the review process for SOPs which are affected by changes in regulations Integrate new developments in rail regulatory requirements into organisational SOPs