

## MEANZ Administration Policy

MAP-0

Title: MEANZ Administration Policy Introduction and Contents

Purpose: This document provides an introduction to MEANZ Administrative Policy (MAP), and documentation. It also provides information on how MEANZ is obliged to carry out its functions as the national body for the Model Engineering Association of New Zealand.

1 MAP-0 Policy contents list (MAP 0 – this page)

Refer -- MEANZ Document Tree (MAP -1D-1 listed below.)

MAP-1 Clubs / Societies wishing to join MEANZ

MAP-2 MEANZ procedures for removing clubs / societies from its membership.

MAP-3 MEANZ approval for clubs to operate passengers carrying trains.

MAP-4 Reporting requirements for clubs to MEANZ.

MAP-5 Professional Engineer Quality Assurance Program.

MAP-6 MEANZ Safety Auditors' inspection duties. (see also Safety audit guidelines )

MAP-7 Boiler inspection and testing procedures audit duties.

MAP-8 MEANZ standard forms

MAP-9 MEANZ review procedures for key documents for update and reissue.

MAP- 10 MEANZ Auditor and Competent Person. Definition of Roles for the Inspection and Auditing of clubs Operating Systems and Infrastructure.

2 MEANZ functional diagrams

MAP-1D-1 MEANZ Document Tree

MAP-6D-1 Safety Auditing Function Diagram

3 Definitions / Abbreviations

MEANZ Model Engineering Association New Zealand

MBIE Ministry of Business, Industry and Enterprise.

Members of MEANZ Clubs, Groups, Societies

Inc Incorporated Society

WSNZ Worksafe NZ

OSH Former Occupational Health and Safety.

A/CP MEANZ Safety Auditor/ Competent Person

S.A.G Special Advisory Group

4 Introduction to MEANZ and recent developments

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### 4.1 Separate development

The model engineering fraternity began in New Zealand many years ago with a club at Hamilton in 1931 followed by several other clubs in the early 1930s. These clubs developed as individual organisations. North and South Island associations evolved when it was recognised that there were a number of issues facing all model engineering clubs which might be better dealt with if all the clubs had a united policy.

In 1995 a meeting in Taupo resulted in the development of the present national organisation. Later that year MEANZ became an Incorporated Society. One of its first achievements was to develop the MEANZ Manual of Approved Operating Procedures for Miniature Railways 1996. This was an attempt to set a code for our operations. The 1978 Amusement Device Regulations had seemed to us to have little relevance to miniature scale model railways. These regulations were developed after a fair ground accident some years prior, and were focused on show ground mobile entertainment devices.

Over the years meetings with OSH officers had tried to develop a working outcome but the few clubs registered continued to have unreasonable difficulties despite the fact that our operations are basically safe and most clubs maintain a safe environment.

### 4.2 New Safety documentation

In 2000 a new MEANZ executive developed a new strategy to move towards MEANZ becoming a self-managing body as several other modern hobby organisations in New Zealand had done. MEANZ gained OSH support for adopting the UK code for passenger carrying miniature railways, as it generally fitted New Zealand conditions. The MEANZ Manual of Approved Operating Procedures for Miniature Railways has been revised to harmonise it with the New Zealand (UK adopted) MEANZ Guidelines for Passenger Carrying Miniature Railways. As well, MEANZ has developed a MEANZ Administrative Policy (MAP) in preparation for taking a more active role with self-management. OSH has indicated that they are likely to re-draft the Amusement Device Regulations at a later date. MEANZ needs to implement self management as its preferred option to be in a position to promote the exclusion of miniature railways from revised ADR regulations.

MEANZ has agreed with the OSH request that we accept the responsibility of carrying out regular reviews on the various documents which will one day make up our code of practice. A New Zealand code of practice for passenger carrying miniature railways will need to be kept up to date as a living document.

### 4.3 Future management change

OSH had a policy of encouraging industry groups to develop their own codes of best practice. If MEANZ can demonstrate that we have been responsible in developing and using our own code of practice we are more likely to be allowed to follow the path of self managing, and be left to monitor our own continued good safety performance. This will not necessarily mean that we are exempt from specific acts and regulations, but we may be able to manage our own affairs while meeting the OSH requirements, or have a more appropriate regulation set specifically for miniature railways.

**Note:** OSH is now Worksafe NZ under MBIE

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### MAP 1

Title: Clubs / Societies wishing to join MEANZ

Purpose: This policy identifies the criteria required by model engineering societies or railway clubs wishing to join MEANZ. It also identifies the administrative procedures to be followed for considering applications for MEANZ membership.

- 1 Application to join MEANZ is to be done in writing, and be accompanied with the following information.
- 2 Basic requirements for MEANZ membership
  - a) The club or society must be a registered incorporated society.
  - b) The club must have local safety rules appropriate to their own track and facilities.
  - c) Be able to demonstrate their ability to safely operate their facilities.
  - d) Have records to demonstrate that they have carried out a safety assessment and management, and kept records of corrective work carried out.
  - e) Are maintaining appropriate record systems. (Membership, Plant & Equipment maintenance and checking, Boilers, and Driver Competency)
  - f) Provide a supporting resolution from Club membership.
  - g) Agree to have an initial MEANZ Safety Audit, and subsequent safety audits as required.
- 3 MEANZ will arrange for a safety audit to be conducted.
- 4 Subject to the safety audit results MEANZ will provide formal recognition of the application to MEANZ for membership.
- 5 Formal acceptance as a MEANZ member is provided at the biennial convention meeting of MEANZ (every two years) or by a postal ballot as provided for in the MEANZ constitution.
- 6 After acceptance for MEANZ membership, the annual fee for MEANZ membership will apply from the start of the next MEANZ financial year from 1st October.
- 7 MEANZ will check the applicant club incorporation document.
- 8 MEANZ membership dues will be those prevailing at the time of joining MEANZ.

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### MAP 2

Title: MEANZ procedures for removing Clubs / Societies from membership.

Purpose: This policy identifies the reasons that may result in a club or society losing MEANZ membership. The policy also identifies the procedures to follow.

- 1 Examples of circumstances that may justify a membership being cancelled.
  - a) Failure to comply with the current safety guidelines for passenger carrying miniature railways. 2006.
  - b) Failure to comply with, or fulfil obligations, from a MEANZ Safety Audit.
  - c) Guilty of conduct inconsistent with the character, welfare or interests of the Association; or failed to abide by the MEANZ Constitution, or bring the good name of the Association into disrepute by any act. (See Section 4E of the MEANZ Constitution.)
  - D) Failure to pay MEANZ membership fees within 4 months. (See Section 4 of MEANZ constitution.)
  - e) Use of MEANZ name for private gain.
  - f) Loss of club incorporation status.
- 2 A written warning will be provided and an explanation of the circumstances will be sought from the member group.
- 3 If necessary the MEANZ executive will call a special meeting, and the offending group given every opportunity to explain its action.
- 4 The decision whether to continue the membership of any such group shall be decided at the Special General Meeting by a majority of those groups represented.
- 5 The membership group will be informed in writing of the decision of the meeting.
- 6 Member clubs or societies may resign from MEANZ at any time, such as when a club ceases to operate or goes into recess.

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### MAP 3

Title: MEANZ approval for clubs to operate trains carrying passengers.

Purpose: At present MEANZ member clubs are required to have their facilities registered with Worksafe NZ under the Amended 1978 Amusement Device Regulations. They are also required to have a Permit to Operate from their local Authority.

- 1 Clubs are required to request that audits of their operating facilities be carried out for the following reasons:
  - a) When applying to join MEANZ.
  - b) When major changes have been made to the clubs operating facility.
  - c) When requested by MEANZ due to safety concerns
  - d) They are renewing their ADR Registration and require a pre-application Audit. (See 6 below)
- 2 The club may select from the pool of MEANZ Auditors an Auditor of their choice. The MEANZ Area Lead Auditor will arrange for the safety audit to be carried out by this selected Auditor(s). The audit will be carried out by the approved auditor(s) with assistance from a nominated club person.
- 3 A comprehensive audit is to be conducted using Audit Check List Version 6.1 2014. This Audit, once completed, is to be passed to the relevant Lead Auditor for moderation then submitted to the MEANZ Secretary for distribution.
- 4 If during the course of the Audit, urgent critical safety attention is required, the club will be advised and a halt on operations be imposed on the club until corrective measures have been applied and the auditor verifies the corrective action taken.
- 5 The MEANZ Secretary will forward the Lead Auditors Moderation Report and a copy of the Audit Check List to the club.
- 6 Safety Audits are to be conducted a maximum of every 2 years, subject to the various conditions listed above in section 1 (a - c).

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### MAP 4

Title: Reporting Requirements of Member Clubs to MEANZ.

Purpose: This policy identifies the obligations on member clubs to provide information to MEANZ to assist with managing the affairs of the association.

- 1 Clubs shall provide details on the general features of their track to MEANZ including gauges, lengths, raised or ground level track, loading facilities, any track radius or weight limitations, track location, and address. This may include reporting significant changes to track facilities. These details will be entered on the MEANZ web site for easy access by other clubs and overseas visitors.
- 2 Clubs shall provide club postal addresses, and maintain up to date executive names, addresses, phone numbers, and email addresses.
- 3 Clubs shall provide the name, address, and contact numbers for the convenor of the boiler committee where applicable, also the Club MEANZ contact person.
- 4 Clubs are to send MEANZ copies of any significant injury/ accident reports sent to Worksafe NZ so that MEANZ will be in a position to assist as required.
- 5 Assistance from MEANZ should be sought where member clubs consider that they need help in dealing with an outside group, or a Worksafe NZ issue that cannot be resolved at the local level.
- 6 From time to time clubs will be asked for various details such as the total numbers of club members, operating frequency etc.
- 7 Serious boiler incidents shall be reported to MEANZ as a further aid to boiler safety management.
- 8 Clubs will provide MEANZ with a "Travellers List". This is a detailed list (preferably in Microsoft Excel) of all members' equipment that travel to other clubs. This list to detail all locos and ride-on wagons, detailing unique identification/number (private and club owned) used to convey the public.

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### MAP 5

Title: Professional Engineer Quality Assurance Program.

1. MEANZ Executive shall identify from member clubs, suitably qualified persons for the purposes of consultation for the MEANZ Quality Assurance Program.
2. Professional Engineers shall be used for the following:
  - a. Vetting of all Competent Persons/Auditors.
  - b. Audit/Review any changes made to MEANZ Policy documentation.
  - c. Review of any Worksafe NZ Accident Investigation Reports.

Note: MEANZ may set up a Special Advisory Group (SAG) of suitably qualified individuals to assist with item c.

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### MAP 6

Title: MEANZ Safety Auditors' Inspection Duties

Refer to MEANZ Safety Auditing Function Diagram. (MAP 6D-1)

**Purpose:** Safety audits are carried out to monitor the compliance of member clubs with the requirements of the MEANZ collective safety management documents for passenger carrying miniature railways. The audits also look at all aspects of activities carried out around the miniature railway facility and maintenance activities. This policy identifies the general scope of the audits and duties of the safety auditors. (See audit organization diagram and the guidelines to auditors) The auditors will also keep in mind the general Worksafe NZ safety requirements.

1. Clubs will be required to arrange through the Lead Auditors or the MEANZ executive suitable times for their own safety audits. These audits will be conducted using a minimum of one (1) auditor, selected by the club, from the pool of MEANZ approved safety auditors. (A safety auditor is not permitted to audit his home club). Safety audits may be requested by MEANZ, or at the clubs own request. (See MAP 3)
2. The safety audits will cover the following equipment, activities, and management systems associated with all the member clubs activities.
  - a) General inspection of site and activities
  - b) Civil ground works
  - c) Structures such as tunnels, bridges, buildings
  - d) Track facilities such as rail, turntable, hoists, points etc.
  - e) All Club and Privately Owned ride-on wagons used to convey the public.
  - f) All Club and Privately Owned locomotives, traction engines, (prime movers) used to convey the public.
  - g) Review of club documentation such as: operation records, maintenance records, accident records, hazard assessment and management reports, driver training records, and driver qualification records, boiler test and inspection records, public management training and procedures, train running operations training, ride-on wagon maintenance records, track maintenance records, introduction of new members to club. The audit needs to check that the documentation exists, it is up to date, and it is used, and reviewed periodically.
  - h) Emergency response plans, First aid, Dr, Ambulance, Fire, Police.
  - i) Signals, signage, and controls.
3. The auditors will use a checklist of key items for the safety audit, (MEANZ Audit check list V6.1, 2014) however the auditors will be expected to prepare a written overall summary report. This report will make conclusions on the level of compliance with accepted good practice, and identify any critical hazards that need urgent attention, or lower risk areas needing less urgent attention.



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4. The report should review such items as maximum track speed for specific areas and any limitations on loading weights. The report should also comment on the overall acceptability of the audit results.
5. The club being audited will nominate a knowledgeable member of their club to work with the accredited safety auditor(s). This person will be familiar with club documentation and record systems and will arrange for necessary records to be available at the time of the audit. This person can also be the club's own safety auditor but can only act as a club member, not an additional auditor.
6. The safety audit report on completion is to be signed by a member of the executive of the member club being audited as well as the auditor(s) and forwarded to the appropriate MEANZ Lead Auditor for moderation.
7. A follow up audit/ check will be required to confirm that the urgent/ required corrective work on non compliances has been carried out. This may be achieved by a signed letter and accompanying photos or copies of the corrected problem.
8. MEANZ will confirm to the member club the conclusion of the Lead Auditors Report.
9. On the completion of an satisfactory audit the Auditor is to complete the form 2a (Competent Person Certificate of Examination of Model Engineering Amusement Device) for the purpose of registration of the miniature railway as Amusement Device with Worksafe NZ

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### MAP 7

Title: Boiler inspection and testing procedures audit duties.

Purpose: Boiler inspection and testing is carried out as required by the AMBSC codes - Parts 1 and 2 to ensure that boilers are fabricated, tested and re-tested at periods as specified in the codes. The aim is to ensure that only compliant (PECPR regulations) boilers are used on member club tracks. The AMBSC codes specify what must be done and the competency of the inspectors. The Audit is to confirm that the AMBSC code has been followed, and that the test equipment exists and that records are being kept. Note that not all member clubs have a boiler committee. Where the boiler committee of another club is used to test and inspect boilers, the auditor will need to confirm the test results and records held at the other club.

- 1 Check that the club boiler committee members are appropriately qualified and experienced. (This does not exclude new members being trained and or gaining experience with boiler testing and inspection).
- 2 Check that the duties of the boiler committee are consistent with the AMBSC codes 1 and 2.
- 3 Check that test and inspection equipment exists to meet the AMBSC code requirements.
- 4 Review the inspection and test records, and examples of boiler test certificates issued.
- 5 Check the Club procedures and records for checking the boiler certificates of visiting steam locomotives or vehicles / engines.
- 6 The results of this audit will be added to the Safety audit to provide a comprehensive overview of the safety management of the club in question.

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### MAP 8

Title: MEANZ Standard Forms

Purpose: The standard MEANZ standard forms will eventually be available on the MEANZ web site for easy access by all member clubs. The forms provide a uniform style for collecting, and providing information and carrying out audits.

The following standard forms are available:

1. MAP-IF-1 Application form for clubs, groups, or Societies wishing to join MEANZ.
2. MAP-4F-1 Worksafe NZ Accident Report Form (see back cover of MEANZ Guidelines for Passenger Carrying Miniature Railways).
3. MAP-6F-1 Application form for clubs requesting a Safety audit
4. MAP-6F-2 Safety Audit Guidelines check list and Report Form, (including boiler safety audit function)
5. MAP-6F-3 Lead Auditor Moderation Report form for safety audit review and recommendation of Provisional Auditors for Auditor.
6. MAP-5F-1 Professional Engineer Quality Assurance Program

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### MAP 9

Title: MEANZ review procedures for key documents for update and reissue.

Purpose: MEANZ has agreed with Worksafe NZ, it will periodically review its key under-pinning safety documents to ensure that they continue to be relevant and appropriate for member club operations.

The key documents in question are the 'MEANZ Guidelines for Passenger Carrying Miniature Railways' and the 'MEANZ Manual of Operating Procedures for Miniature Railways'.

The AMBSC Boiler codes have their own review committee in Australia.

1. Reviews of the key documents will be carried out every 2 years or earlier if it is deemed that urgent changes are required.
2. Member clubs will be asked to consider the key documents under review and to send remits with explanations for proposed changes to MEANZ.
3. Where necessary, technical experts will be co-opted to the MEANZ review group to assist with the review. (MAP 5 Note: SAG)
4. MEANZ to approve the final draft version of key documents.
5. The final draft version to be reviewed under the Professional Engineer Quality Assurance Program. (MAP 5)
6. Worksafe NZ may be invited to comment on the proposed changes.
7. The final draft will be sent to member clubs before the revised document is issued. Ratification of the revised document may be made by majority vote at a biennial conference meeting or by postal vote.
8. After ratification the revised document will be issued to member clubs and placed on the MEANZ web site.
9. A copy of the revised document is to be sent to Worksafe NZ.

Note: Member club safety rules / operating procedures that are site specific also need to be reviewed on a regular basis as they are key documents for the member club. The same frequency for review of two years or less is suggested for these documents. However the review process is carried out internally within the member club, with records kept of the changes made.

Member clubs are advised to carry out hazard evaluations on all their activities at least once every two years, and this should be carried out in advance of the review of the club safety rules / operating procedures.

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### MAP 10

Title: MEANZ Safety Auditor/ Competent Person (A/CP)

#### Definition of Role.

Able to conduct the Inspection and Safety Auditing of member clubs Miniature Railway Operating Systems and Infrastructure for the 2 yearly MEANZ Safety Audit and sign off the ADR Registration Form 2A. (ADR 1978 Reg 2-1)

Purpose: This policy document provides the procedures to be followed for establishing the role of the MEANZ Safety Auditor/ Competent Person (A/CP).

“Competent Person” is as defined in the Amended ADR 1978 and the Interpretation and Application Document of the ADR 1978 as applied to miniature Railways operated by hobby Clubs.

**MEANZ Safety Auditor/Competent Person.** Means a person who has the necessary knowledge- (see 2a-k) and experience (minimum of 3 years) within the model engineering fraternity, and who has attended and passed a MEANZ Safety Auditors course.

1. The prime duty of the Safety Auditor/CP is to carry out the duties of MEANZ MAP 6, i.e. 2 yearly Safety Audits of MEANZ member clubs as per MAP 3
2. Profile of a MEANZ Safety Auditor/ Competent Person
  - a. Knowledge of the design, construction and operation of model locomotives and rolling stock of all types.
  - b. Experience in operating and managing miniature passenger railways.
  - c. Knowledge and experience of workshop practice and other branches of model engineering. (Academic and Trade qualifications to be taken into account)
  - d. Experience with Club administration in several positions.
  - e. Wide knowledge of other clubs.
  - f. Must have people skills and diplomacy to get club co-operation and information.
  - g. Ability to prepare a balanced safety audit report.
  - h. Knowledge of MEANZ guidelines and industry standards.
  - i. Knowledge of applicable Worksafe NZ regulations.
  - j. Knowledge of MEANZ documentation on safety, administration, operating and auditing principles.
  - k. Able to work as a member of a team of two or three.
3. The Safety Auditor/ CP on certification and acceptance will receive orientation, information and training as required, from MEANZ, regarding the duties responsibilities, and procedures for inspections, audits and reporting.
4. A Safety Auditor/ CP may resign from the position at any time by providing written notification to the MEANZ executive.
5. MEANZ may withdraw support for, or replace a Safety Auditor/CP as required. This will be carried out in writing from MEANZ executive.
6. Be listed on the MEANZ Safety Auditor/CP register.