

PTS INITIAL AC/DCCR COURSE JOINING INSTRUCTIONS

SPONSOR NAME	
NUMBERS OF CANDIDATES	
COURSE TITLE	PTS INITIAL AC/DCCR
DATE	
DURATION OF TRAINING	1 Day
REGISTER/START & FINISH TIME	START: FINISH:
LOCATION	
NEAREST TRAIN STATION/BUSES	
TELEPHONE	0207 055 0877
CAR PARKING	PAY & DISPLAY & SOME RESTRICTION PARKING; PERMIT HOLDERS ONLY
SMOKING POLICY	SMOKING IS NOT PERMITTED INSIDE THE TRAINING CENTRE.
REFRESHMENTS	HOT AND COLD DRINKS WILL BE AVAILABLE ON-SITE EXCLUDING FOOD
MOBILE PHONE POLICY	NO PHONES OR ANY GADGETS ARE PERMITTED IN THE TRAINING ROOMS

MANDATORY DOCUMENTS REQUIRED:

ONE PROOF OF PHOTO ID SUCH AS PASSPORT / DRIVING LICENCE / NATIONALITY CARD

COURSE PRE-REQUISITES:

- MUST HAVE SUFFICIENT COMMAND OF ENGLISH LANGUAGE, AND OF THE ENGLISH LANGUAGE AS DETAILED IN NETWORK RAIL COMPANY SPECIFICATION **NR/S/CTM/021** (COMPETENCE & TRAINING IN TRACK SAFETY).
- MAKE NECESSARY ARRANGEMENTS FOR KNOWLEDGE ASSESSMENTS TO BE READ TO SUPPORT THOSE WHO HAVE DIFFICULTY WITH READING.
- MUST BE A MINIMUM AGE OF 16.
- MEET THE REQUIREMENTS OF NETWORK RAIL STANDARDS **NR/L1/OHS/051** DRUGS AND ALCOHOL
- MUST MEET THE MEDICAL REQUIREMENTS OF NETWORK RAIL STANDARD **NR/L2/OHS/00124** COMPETENCE SPECIFIC FITNESS MEDICAL REQUIREMENTS.
- MUST HAVE SUCCESSFULLY COMPLETED THE E-LEARNING TRAINING AND ASSESSMENT PRIOR TO ATTENDANCE
- SAFETY HELMET (**BLUE** SAFETY HELMETS MUST TO BE WORN AS PER NETWORK RAIL PPE POLICY EVEN IF THE CANDIDATE HAS HELD PTS BEFORE)
- PPE, HI VISIBILITY CLOTHING (VEST & TROUSERS), TO GO/RT3279 & **NR/L2/OHS/021** STANDARD
- SAFETY BOOTS, WITH FULL ANKLE & MID SOLE PROTECTION (NOT RIGGER BOOTS)
- TECHNO CTA IS COMMITTED TO EQUAL OPPORTUNITIES AND WILL GIVE ALL POSSIBLE ASSISTANCE TO CANDIDATES WHO MAY HAVE SPECIAL NEEDS AND/OR REQUIREMENTS. IF YOU HAVE, PLEASE CONTACT US, PRIOR TO START THE COURSE TO DISCUSS HOW WE CAN BE OF ASSISTANCE. I.E. DYSLEXIA

Cancellation / No Show

WE NEED TO BE NOTIFIED OF ANY AMENDMENTS/WITHDRAWALS TO THE BOOKING NO LATER THAN 24 HOURS BEFORE THE COURSE TIME. FAILURE TO DO SO OR NO SHOW WILL RESULT IN FULL COST BEING INCURRED

DOC REF	TCTA RL SF 7.1
Version	v2.4
Issue date	May 2019
Next Review date	May 2020

IMPORTANT NOTES FOR SPONSORS AND DELEGATES

- * PLEASE ENSURE THAT THE INDIVIDUAL IS PROVIDED WITH SUFFICIENT TIME TO COMPLETE THE E-LEARNING IN ADVANCE OF THE PRACTICAL EVENT. FAILURE TO HAVE COMPLETED E-LEARNING SUCCESSFULLY PRIOR TO THE PRACTICAL EVENT WILL RESULT IN THE CANDIDATE BEING DENIAL TRAINING ON THE DAY
- * PLEASE BE ADVISED THAT SENTINEL CARDS WILL BE SWIPED IN ON EACH DAY OF THE COURSE, SHOULD YOU HAVE EXCEEDED THE WORKING HOURS DIRECTIVE YOU WILL NOT BE ALLOWED TO CONTINUE THE COURSE AND FULL FEE WILL REMAIN PAYABLE.
- * LATE ARRIVALS WILL NOT BE ADMITTED ON ANY TRAINING COURSES AND FULL PAYMENT WILL BE APPLICABLE

REFERENCE DOCUMENTS

GE/RT 8000 MODULAR RULE BOOK SERIES

HB1, HB2, HB 16, HB 17 PERSONALISED RULE BOOK SERIES

GE/RT 8000 MODULE AC AC ELECTRIFIED LINES

INSTRUCTIONS NR/L2/CTM/021 NETWORK RAIL

STANDARD NR/L2/OHS/00124 NETWORK RAIL STANDARD

RT 3170 GUIDE TO PERSONAL TRACK

SAFETY NR9922 PTS KEY POINT CARD

NR/L2/OHS/0012 WORKSAFE PROCEDURE RELEVANT LOCAL

INSTRUCTIONS KEY POINT CARDS

COPIES OF CURRENT KEY POINT CARD – PERSONAL TRACK SAFETY (RT9922) SHOULD BE GIVEN TO EACH DELEGATE FOR REFERENCE PURPOSES AT THE BEGINNING OF THE FIRST DAY OF THE COURSE. COPIES OF THE CURRENT KEY POINT CARD – DCCR (RT9934) SHOULD BE GIVEN TO EACH DELEGATE FOR REFERENCE PURPOSES AT THE START OF THE DCCR MODULE.

RULE BOOK (GE/RT8000) SERIES

WHERE THE TERM RULE BOOK IS USED IN THIS ISSUE OF THE TRAINING COURSE IT ALSO REFERS TO THE HANDBOOKS THAT ARE BEING INTRODUCED AS PART OF THE SIMPLIFIED RULES PROJECT LED BY RSSB. UNTIL THIS WORK HAS BEEN COMPLETED THE TERM RULE BOOK ALSO REFERS TO THE NEW HANDBOOKS.

GUIDE TO PERSONAL TRACK SAFETY (RT3170)

ALL DELEGATES MUST BE IN A POSSESSION OF EITHER THE RELEVANT RULE BOOK FOR THEIR DUTIES OR ISSUED WITH A GUIDE TO PERSONAL TRACK SAFETY. WHERE THIS IS ISSUED ON THE COURSE, THE ACKNOWLEDGEMENT ADVICE SHOULD BE FILED WITH THE COURSE DOCUMENTATION.

We look Forward to meeting you and trust that you will enjoy your course with us. In interim, should you have any questions please do not hesitate to contact TECHNO CTA centre

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