COURSE JOINING INSTRUCTIONS

Safe System of Work Planner (SSOW) Initial

Mandatory Documents Required:

• Passport / Driving Licence / Nationality card.

• National insurance number

• Proof Address

Course Pre-Requisites:

• Must have sufficient command of English language, be literate in IT and mathematics and be conversant with Standard RT/L2/OHS/019 Safety of People Working on or Near the Line.

• Must be a minimum age of 18

• Proof of National Insurance number / Identification – Any photo ID.

• Must have undertaken the SSOWP Pre-Training Assessments and logged as an event on the Sentinel system. (The SSOWP exam is a test to ensure candidates have a basic level of knowledge about the railways. Your manager will be able to arrange your login details and log into https://prequal.railexams.co.uk You can seek help by e-mailing railexams@questiontools.com).

• It is the responsibility of the individual trainees Manager to decide upon their suitability to attend the course in accordance with the current issue of NR/L2/CTM/021 Competence & Training in Track Safety.

• Meet the medical requirements of NR standard NR/L2/OHS/00124 Competence Specific Fitness Medical Requirements.

• Requirements to minimum medical level 4 and Network Rail Standard NR/L1/OHS/051 (Drugs & Alcohol).

• Must have a Sentinel Profile.

• Please advise of any special needs i.e. Dyslexia

• The course duration is 4 days

• The course is designed to cater for a maximum of EIGHT candidates only.

Further Information

Following successful completion of the SSOWP Initial training, candidates will enter into a 4 month probation period whereby the sponsor is responsible for mentoring them and be able to demonstrate they

have planned a minimum of 4 SSOW Plans along with documented worksheets signed off by the Line Manager. An additional on-site assessment is required to take place within 9-15 months.

Site Access is mandatory from 7th December:

1) Your Sentinel card will be scanned.

2) If you have had less than 12 hours rest, the App will indicate that a Risk Assessment needs to take place.

3) If a Risk Assessment is required, our trainer will ask you to contact your sponsor. You will have until 9:45am to get the Risk Assessment completed.

Cancellation/No Show Policy

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

LATE ARRIVALS WILL NOT BE ADMITTED ON ANY TRAINING COURSES AND FULL PAYMENT WILL BE