

(PTS AC & DCCR RECERTIFICATION) JOINING INSTRUCTIONS

SPONSOR NAME		
NUMBERS OF CANDIDATES		
COURSE TITLE	PTS RECERT 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 BE A MINIMUM AGE OF 18.
- IT IS ADVISABLE TO BRING YOUR TRACK SAFETY HANDBOOK (YOU WILL HAVE BEEN PROVIDED WITH THIS ON YOUR PTS INITIAL COURSE).
- MUST BRING SENTINEL SMART CARD WITH PTS
- MINIMUM OF 4 ENTRIES ON THE PTS LOGBOOK ENDORSED BY THE COSS & 2 MANAGEMENT REVIEWS.
- WORK EXPERIENCE LOGBOOKS NOT MEETING THESE REQUIREMENTS WILL RESULT IN CANDIDATES NOT BEING ELIGIBLE TO CONTINUE WITH THE COURSE.
- PLEASE BE ADVISED THAT PPE IS NOT REQUIRED FOR THIS EVENT.
- FAILURE TO MEET THE CRITERIA FOR SUCCESSFUL COMPLETION OF THE COURSE WILL RESULT IN THE CANDIDATES PTS/AC/DCCR COMPETENCY BEING TAKEN DOWN, REQUIRING THE CANDIDATE TO ATTEND PTS/DCCR INITIAL TRAINING AGAIN, WHICH MAY INCLUDE COMPLETING THE E-LEARNING MODULE IF THIS HAS NOT BEEN ATTENDED PREVIOUSLY
- MUST HAVE SUFFICIENT COMMAND OF ENGLISH LANGUAGE, AND OF THE ENGLISH LANGUAGE AS DETAILED IN NETWORK RAIL COMPANY SPECIFICATION **NR/L2/CTM/021** (COMPETENCE & TRAINING IN TRACK SAFETY).
- MAKE NECESSARY ARRANGEMENTS FOR KNOWLEDGE ASSESSMENTS TO BE READ TO SUPPORT THOSE WHO HAVE DIFFICULTY WITH READING.
- 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.
- 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

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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

IMPORTANT NOTES FOR SPONSORS AND DELEGATES

* PLEASE BE ADVISED THAT SENTINEL CARDS WILL BE SWIPE 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

Personal Track Safety

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.

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.

Working on or adjacent to DC Conductor Rail

Reference Documents

GERT8000 HB17 HANDBOOK 17
 NR/WI/ELP/3091 DC Electrified Lines work instructions
 NR/WI/ELP/27051 Work instructions for DC Electrified Lines in the Liverpool area
 NR/WI/ELP/27052 Work instructions for DC Electrified lines on the Northern City line
 NR/L3/MTC/EP0152 Working on or Adjacent to Conductor Rail

Access to the above documents can be found at <http://www.rssb.co.uk/standards-and-the-rail-industry>

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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