

COURSE JOINING INSTRUCTIONS

Individual Working Alone (IWA) RECERT

MANDATORY DOCUMENTS REQUIRED:

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

COURSE PRE-REQUISITES:

THIS COURSE IS DESIGNED TO TRAIN PERSONS WHO HAVE BEEN NOMINATED BY THEIR LINE MANAGER/SPONSOR TO ENABLE THEM TO ATTAIN THE INDIVIDUAL WORKING ALONE (IWA) COMPETENCE. THE IWA COMPETENCE IS REQUIRED TO BE HELD BY ANYONE WHO IS REQUIRED TO WORK ON OR NEAR THE LINE ON THEIR OWN. THE IWA COURSE WILL TAKE DELEGATES THROUGH THE PROCEDURES AS SET OUT IN THE RULE BOOK; HANDBOOK 6 (GENERAL DUTIES OF AN IWA), HANDBOOK 8 (IWA, COSS OR PC BLOCKING A LINE) AND HANDBOOK 9 (IWA OR COSS SETTING UP SAFE SYSTEMS OF WORK WITHIN POSSESSIONS).

- 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 HOLD A VALID SENTINEL TRACK SAFETY CARD AND MEET THE REQUIREMENTS **NR/L2/CTM/021** COMPETENCE & TRAINING IN TRACK SAFETY.
- MUST BE A MINIMUM AGE OF 18
- MEET THE MEDICAL REQUIREMENTS OF NETWORK RAIL STANDARD **NR/L2/OHS/00124** COMPETENCE SPECIFIC FITNESS MEDICAL REQUIREMENTS TO MINIMUM MEDICAL LEVEL 3 (MUST BE ABLE TO WORK ALONE)
- NETWORK RAIL STANDARD **NR/L1/OHS/051** (DRUGS & ALCOHOL).
- THE **RECERT COURSE DURATION IS 2 DAYS**
- THE COURSE IS DESIGNED TO CATER FOR A MAXIMUM OF **EIGHT** CANDIDATES ONLY
- IN ORDER THAT DELEGATES CAN OBTAIN THE MAXIMUM BENEFIT FROM THE ATTENDANCE AT THE **RECERTIFICATION** EVENT THE OPPORTUNITY MUST BE TAKEN TO ESTABLISH ANY AREAS THAT REQUIRE TRAINING INPUT BY USING THE COURSE BOOK
- THE COURSE WORKBOOK SHOULD BE COMPLETED BY ALL DELEGATES WORKING IN SMALL GROUPS OR INDIVIDUALLY. THE DELEGATES ARE PERMITTED TO USE WHATEVER REFERENCE MATERIALS ARE AVAILABLE, HOWEVER IT MUST BE EXPLAINED THAT THIS IS NOT PERMITTED DURING THE KNOWLEDGE OR PRACTICAL AND VERBAL ASSESSMENTS AT THE END OF THE TRAINING.

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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 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
- * CANDIDATES UNABLE TO PROVIDE APPROPRIATE RELEVANT DOCUMENTS WILL NOT BE ADMITTED TO THE TRAINING COURSE AND FULL EVENT FEES WILL BE CHARGED.
- * FOLLOWING SUCCESSFUL COMPLETION OF THE IWA INITIAL TRAINING, CANDIDATES MUST UNDERTAKE AN ON-SITE ASSESSMENT WITHIN NETWORK RAIL CONTROLLED INFRASTRUCTURE AND CONDUCTED UNDER A VALID SAFE SYSTEM OF WORK PLAN WITHIN 4 MONTHS AND HAVE COMPLETED A MINIMUM OF 4 DUTIES ON-SITE ENTERED INTO THEIR LOGBOOK AND APPROVED BY THE LINE MANAGER.

REFERENCE DOCUMENTS

GE/RT 8000 MODULAR RULE BOOK SERIES
 HB6, HB8, HB9, HB13 PERSONALISED HANDBOOK SERIES
 NR9925 IWA KEY POINT CARD
 NR/L2/CTM/021 NETWORK RAIL STANDARD
 NR/L2/OHS/00124 NETWORK RAIL STANDARD
 NR/L2/OHS/019 NETWORK RAIL STANDARD
 NETWORK RAIL HAZARD DIRECTORY
 NETWORK RAIL SECTIONAL
 KEY POINTS CARDS – COPIES OF THE KEY POINT CARDS – PC /COSS/IWA (RT9925) SHOULD BE GIVEN TO EACH DELEGATE FOR REFERBCES PURPOSES

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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