# **COURSE JOINING INSTRUCTIONS**

**PTS INITIAL/DCCR**

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| **COMPANY NAME** | TECHNO CTA LTD | |
| **CANDIDATE NAME/NUMBERS** |  | |
| **COURSE TITLE** |  | |
| **DATE** | PTS Initial and DCCR | |
| **DURATION OF TRAINING** |  | |
| **REGISTAR & START TIME** | **R:** | **S:** |
| **LOCATION** | TECHNO CTA, 7 Woodman Parade, E16 2JJ | |
| **TELEPHONE** | 0207 055 0877 | |
| **NEAREST TRAIN STATION** | King George V (DLR) 474 stop North Woolwich police station | |
| **CAR PARKING** | Pay & Display & some restriction parking; permit holders only | |
| **SMOKING POLICY** | Smoking is not permitted inside the training centre. Regular smoking breaks will be allocated with a  designated smoking area. | |
| **REFRESHMENTS** | Hot and Cold drinks will be available on site | |
| **MOBILE PHONE POLICY** | No phones or any gadgets are permitted in the training rooms | |

**Mandatory Documents Required:**

* One passport size photograph.
* Passport / Driving Licence / Nationality card.
* National insurance number.

**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).
* Must be a minimum age of 16.
* In date Medical, Drugs and Alcohol screening uploaded to Sentinel.
* Must bring Sentinel smart card with PTS (or have just completed PTS Practical training)
* 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)
* Candidates unable to provide appropriate relevant documents will not be admitted to the training course and full event fees will be charged.
* Not worked in RMI in last 12 hours shift
* Please advise of any special needs i.e. Dyslexia

**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

A reminder to all sponsors: 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

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

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