

SPONSORING, MAINTAINING and DE-SPONSORING PTS STAFF POLICY.

Any individual who is directly employed by the company to carry out Rail work must be sponsored by the company in line with the updated Sentinel Scheme Rules (Sept. 2013) as either Primary or Sub-Sponsor. Employees require sponsorship in the following circumstances:

- New or existing employee who requires initial PTS training.
- New employee who holds existing Sentinel Card.

Before the sponsoring process can begin, the following certificates must be in place for the individual concerned:

- Full PTS medical
- Pre – employment Alcohol and Drugs screening carried out for the company (a D&A certificate from a previous sponsor will not enable the individual to be sponsored by the company). **Note that this only applies when the pre-employment check on the Sentinel Network Rail website does not indicate that a D&A test is required.**
- Medical self-certification form

Sponsoring new or existing employee who requires initial PTS training

Sponsorship cannot commence until the individual has passed the PTS course. The training provider immediately notifies Sentinel Network Rail of successful completion of the course and the sponsor's ID number.

The sponsorship becomes effective on the same day or the next day, depending on time of notification. A sponsorship contract must be generated to define all the agreed parameters of sponsorship for both the sponsor and sponsored individual

Sponsoring new or existing employee who already holds a Sentinel card

Sponsorship is carried out on line on the Sentinel Network Rail website (log on as Sponsor). The following information is required:

Name

- Sentinel Card number
- PRO number from D&A certificate (if applicable)
- Date of D&A screening (if applicable)
- Name of medical provider
- Medical provider Link Up ID

Sponsorship becomes effective on the same day

Maintaining Sponsorship

Maintain and manage the training matrix based on the information input and held within the Sentinel Network Rail database to ensure ongoing compliance for training, re-training, employment medicals and drug and alcohol testing / results recording.

Sentinel Network Rail entry is the responsibility of the Rail Co-ordinator / Compliance Manager and will be ongoing to ensure Link-up compliance is maintained for the above.

De- sponsoring

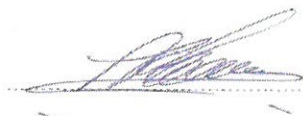
De- sponsorship is carried out on line on the Sentinel Network Rail website (log on as Sponsor) using the individuals Sentinel Card number and select the de-sponsorship criteria. The de-sponsorship becomes effective immediately but must be recorded in line with updated Sentinel Scheme Rules (Sept. 2013).

All new PTS sponsored employees/temps with a green square on their Sentinel card must be issued with a Blue safety helmet. They must be mentored during the initial time period (i.e. suggested ~6-12 months) which on recorded completion and confirmation of competence retain record on file and log competence on Sentinel Network Rail system for re-issue of Sentinel card without green square and issue of white helmet

It is the responsibility of every manager, employee and persons working on our behalf to comply with this policy and to respond to any issue or discuss any possible improvements or requirements. It is the responsibility of every manager to monitor the hours worked by employees and to seek advice from the Health & Safety Manager at the earliest sign or notification of a breach of this policy.

This policy will be periodically reviewed and amended if required, to ensure its effectiveness and the performance monitored.

For & on behalf of M J Church



**S.P. Blower.
Managing Director**

Last reviewed: April 2015