

TRAINING AND ASSESSMENT CENTRE TRACK SAFETY TRAINING JOINING INSTRUCTIONS

1. WHEN AND WHERE

The Course will be at our Training Centre (location map enclosed) unless requested otherwise and stated on the Course Booking Form. You must arrive by 08:45 hrs. for registration and payment. All courses will commence at 09:00 hrs. unless agreed otherwise and stated on the Course Booking Form. If you are delayed for whatever reason please call the relevant Training Centre (detailed below) as soon as possible prior to 08:45 hrs. The date and location of your course is detailed on the Course Booking Form.

Trainees may not consume alcohol at any time during the course or during the 8 hours prior to any training session. Failure to comply will result in immediate dismissal from the course.

2. WHAT TO BRING

For all courses (Initial and Re-certification) you are required to bring with you:

1. All current rail certification.
2. Documentary evidence that you comply with the medical requirements as defined in Network Rail Specification NR/SP/CTM/021 by providing one of the following:
 - Original Medical Certificate
 - Certificate in copy form endorsed in ink as true copy by your NCCA Coordinator
 - Scanned or faxed copy of certificate endorsed in ink as true copy by your NCCA Coordinator
 - Your valid Sentinel Card showing in date medical certification
3. Documentary evidence of negative Alcohol and Drugs Screening Certification as defined in Railway Group Standard GE/RT8070 by providing one of the following:
 - Original Alcohol and Drugs Screening Certificate
 - Certificate in copy form endorsed in ink as true copy by your NCCA Coordinator
 - Scanned or faxed copy of certificate endorsed in ink as true copy by your NCCA Coordinator
4. Safety footwear that provides ankle protection (To EN345 standard) AND Safety Helmet (To EN397 standard) AND "All Orange" PPE e.g. trousers and HIVIS vest as a minimum (To GO/RT 3279) for PTS and HS initial courses only.
5. An up to date copy of the appropriate Track Safety Handbook(s) and/or Rule Book Modules. (COSS Handbook will be issued on COSS initial courses only).
6. For all recertification courses a current logbook with the required entries.
7. Your National Insurance number.
8. Photographic ID (e.g., Sentinel Card, CPCS Card, Passport, new style Driving Licence, Company Safety Critical Identity Card)

Failure to produce relevant documentation may mean under current rules that we are unable to undertake training.

**PLEASE TAKE SOME TIME TO READ THROUGH
THE ADMINISTRATION GUIDE AND COURSE JOINING INSTRUCTIONS.**

**THANK YOU FOR BOOKING YOUR COURSE THROUGH PRIMA TRAINING. IF YOU HAVE ANY
QUESTIONS, COMMENTS OR CONCERNS PLEASE DO NOT HESITATE TO CONTACT US**

PRIMA TRAINING CENTRE – EWELL (Tel: 020 8397 8111)