

Sentinel Contact Centre

We would like to remind you again about the Sentinel Contact Centre: it is now possible to access two channels of information. You can either:

call the Sentinel Helpline on

0870 164 2244

(between 08:00 and 17:30 Monday to Friday)

or email the question to

ncca-sentinel@capita.co.uk

Free Sentinel Posters

Orders for posters can be faxed to the NCCA on

0870 162 7900

or you can post them to:

NCCA
Sentinel Network Rail
PO Box 6440
Basingstoke
RG21 7FW

If you need an order form for posters, please contact the NCCA at the above address or send your request to:

ncca-sentinel@capita.co.uk

New Training Centre

Safety training is of paramount importance in the rail industry and Edmund Nuttall has invested heavily in two purpose-built training facilities at Wigan, Lancashire and Erith, Kent. Among the guests at the recent opening of the Erith centre in March were Network Rail, the NCCA and LUL.

The facilities include modern lecture rooms and working training exhibits, which incorporate signalling systems, communications systems and level crossing barriers. According to rail safety training manager Terry Dowsett, "We encourage a hands-on experience for our clients, which is why we have installed sections of track with working signalling systems that simulate real life situations."

Courses

Courses at Erith and Wigan provide the full range of rail safety training such as PTS, LKT/SW, AOD, IWA, COSS, PC, ES PICOP, Senior PICOP and AF. The Erith centre offers the additional benefit of signalling training courses such as BS1 and BS2, SMTH and ASTER



Photo: Courtesy RailStaff

(L to R,) Mike Oldham, Steve Diksa, Andrew Neighbour and Terry Dowsett outside Nuttall's Erith training centre.



Photo: Courtesy RailStaff

(L to R,) Terry Dowsett, Steve Diksa, Andrew Neighbour at the opening of Nuttall's Erith training centre.

track circuits. Special-equipment courses can also be tailored to suit customer's requirements.

Experienced trainers are on hand at both centres. Bob McNair, the senior signalling trainer at Erith has had nearly 20 years of course delivery to the rail industry. He believes, "It is important to offer the right blend of practical as well as theoretical study. We encourage our delegates to think around the problem, which is exactly

what they will be required to do in a real situation."

Investment

Training manager Terry Dowsett added, "A significant amount of effort and investment has been put into this project at Erith and I am pleased to see that it has finally been completed after months of planning—my trainers and I are really looking forward to using it."

Safety Training goes out to Workers

A new 'safety bus', with bright orange livery, has been put on the road by McGinley Recruitment Services. The new bus was launched at the ISLG meeting in Bristol at the end of March and has already been out on tour.

The bus will bring up-to-date information to workers out in the field, giving them an opportunity to ask questions, check procedures and refresh their knowledge in their working environment.

Dermot McGinley, chairman of the company, said "As a supplier of thousands of workers, I am acutely aware of the need for effective communication on safety, and this is where our large very orange bus will be helpful. The bus briefings will be delivered by competent staff and available to every worker, regardless of their employer."

The new bus was inaugurated by Alan Swan on behalf of McGinley and he said, "McGinley has invested in a safety initiative which will benefit the industry as a whole. I would



Dermot McGinley, chairman of McGinley Recruitment Services, shows off his company's new orange safety bus to ISLG members.

encourage all staff involved in the maintenance and renewal of the railway, whether they're with Network Rail or independent contractors, to take advantage of the additional training offered via the bus."

Safety briefings will be delivered by D32/D33-qualified assessors

and COSSs with local knowledge who will be supported by the latest presentation equipment. The briefings will cover health and safety issues at site and reinforce formal training, helping workers to retain knowledge and change attitudes to safety.

Issue 2 of the Signallers' Assessment CD

The Signallers' Competency Assessment CD-ROM was issued in December 2003 to all Sentinel-licensed signaller assessors and took account of the revised signallers' competency process and the December 2003 Modular Rulebook. This first issue of the CD-ROM contained all of the base information that signaller assessors needed to help implement the revised arrangements introduced for effective competence management of signallers.

What was on the CD

The CD-ROM contained electronic versions of:

- The competence standard for signallers
- Guidance and documentation to support the competency standard
- Examples of assessment tools
- Desktop simulations

The operational safety team recognised that there was a need for continuing support and guidance for signaller assessors. This was achieved by setting up:

- A discussion group, or forum, on the Connect website where members of the operational safety team can respond to queries from signalling assessors
- A telephone helpline: **085 78508 (020 7557 8508)**
- An email helpline: **signaller.competency@networkrail.co.uk**

A number of development workshops have been held to help signaller assessors become familiar with the CD-ROM and its contents, and there are more planned for the future. These workshops also give signaller assessors an opportunity to provide ideas and suggestions for improvement

Issue 1 of the CD-ROM was well-received and feedback received to date has been extremely positive. We have now moved on to Issue 2 of the CD-ROM. This latest version covers:

- Operations Manual, Procedure C2, Appendix A
- Guidance and documentation
- Simulations, scenarios and training
- Absolute block diagram simulations
- SCAP programme 2004/2005
- Model questions

Comment from Headquarters

Wallace Weatherill (Network Rail's Head of Operational Safety) says, "This process has been a huge cultural step-change in the way that we manage and carry out the on-going competence arrangements of our signallers. I would like to thank all of those who have been involved in the development and implementation of this initiative. My team and I would also like to hear from signaller

assessors for ways to improve this process—after all, they are the ones who administer this system and we want them to be fully supportive and comfortable with it."

The next phase of the competence management system will be to implement formal and national processes for the internal verification of assessment records. One workshop has already taken place and more are scheduled over the next few months.

Have Your Say

If you are a signalling assessor and want to be involved in the competence initiative in any way, simply make contact via one of the following:

- the Connect website
- email: **signaller.competency@networkrail.co.uk**
- phone: **085 78508 (020 7557 8508)**—operational safety team organiser at Headquarters



Two Fatalities

It is with deep regret that we have to report two further on-track fatalities. One was at Ancaster, involving on-track plant, and the other at Fareham tunnel, Wessex Area, Southern Region, in a ventilation shaft.

The Health and Safety Executive and British Transport Police are co-operating to investigate the causes of the accidents and formal inquiries will be held for both incidents.

Details of these two incidents and actions to be taken can be found in the Workforce Safety

Bulletins, Issues 22 and 23. These have been sent to all authorised Sentinel sites. If you have not received a copy and would like one, please contact the NCCA via email or telephone:

ncca-sentinel@capita.co.uk
0870 164 2244

safety matters

Competence Bulletin—No. 3, 2004

Reminder: Mentoring for new COSSs, PICOPs and SPICOPs



Back in May 2003, we implemented a mentoring scheme for newly qualified COSSs, PICOPs and SPICOPs. The scheme has been a resounding success but some sponsors are not informing the NCCA of successful mentoring and also of the full workplace assessment following initial training. It is important that sponsors do tell the NCCA as otherwise the individual will have to start again and repeat the full training.

Remember that the mentoring and assessment must happen within the first three months. **However, that doesn't mean that you must wait three months before**

you inform the NCCA. If you feel that an individual has been successfully mentored and assessed in a shorter space of time, please notify the NCCA as soon as you have confirmed this.

Documents Available

Full details of the mentoring process and assessments can be found in the following Sentinel documents:

- Guidance to GO RT 3358
- Guidance to GO RT 3261
- Mentoring Policy

These have been sent to all authorised Sentinel sites, if you have not received a copy and would like one; please contact the NCCA via email or telephone:

ncca-sentinel@capita.co.uk

0870 164 2244

Extending the Mentoring Scheme

Because the mentoring scheme for COSSs, PICOPs and SPICOPs has been so successful and well-received, we are considering extending it to the roles of Engineering Supervisor and Handsignaller.

Example: Assessment requirements for newly qualified COSSs		
Assessment name	When	Who Notifies
Initial assessment (assessment 1)	Part of the training course	RTAS Licensed Training provider
Mentor assessment (assessment 2)	Within 3 months of the training course	Sponsor
Work place assessment (assessment 3)	Within 3 months of the training course	RTAS Licensed Assessment provider
Work place assessment (assessment 4)	In the remaining 21 months before expiry	RTAS Licensed Assessment provider

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Good results from week-end checks, but we must not be complacent

The Sentinel weekend exercise in February (see pages 3 and 4 for details) once again demonstrated the consistent 99% integrity level that we now accept as the norm on each of these exercises: anything less would not be acceptable and any further improvement would be a bonus.

There is much to be pleased about. However, good results can sometimes mask underlying issues or allow complacency to slip in. It is with deep regret that I have to report that we have now had six trackworker fatalities in a four-week period. This reminds us that we must continue to focus on making our industry a safer place to work and I know that with your assistance we can do so.

We all need to work together to ensure that initiatives such as Track Induction, RRV/RMMM, AP and NP competencies are supported and adhered to.

I look forward to your continued support and commitment.

Be safe!

John Abbott

Director, HQSE Systems, Network Rail

Work-place Assessors

You can now search for work-place assessment companies via the NCCA website. Simply go to the following link and search by either the company name or the competency to be assessed. Only work-place assessment companies licensed by RTAS will appear in the database.

http://www.ncca-sentinel.co.uk/findpas.wes

Batch Control Logs

The job's not finished 'til the paperwork's done! Batch Control Logs are essential in the process of activating a Sentinel card. If a BCL is not sent back to the NCCA, then the cards concerned will not be recognised as valid.

Courses for NPs and APs

The national training or retraining of Nominated (Level A) and Authorised (Level B) Persons for OLE A.C. isolations, and related Sentinel registration, began on 1st April 2004. From January 2005, only Sentinel registered NPs and APs may perform OLE A.C. isolation duties on Network Rail's controlled infrastructure.

Regional Arrangements

Those NPs and APs certificated regionally for removal of objects, 3rd Rail D.C. isolations and/or distribution equipment isolation need to adhere to the current regional arrangements for the time being. National competence and Sentinel registration arrangements for these competences are currently being developed.

Training Organisations

For OLE A.C. isolations training and assessment, we have twelve training organisations licensed by RTAS on behalf of Network Rail (out of a total of 16 who have applied to date), 18 trainers licensed (out of 25 who have

applied to date) and 16 assessors licensed (out of 19 who have applied to date)

Refresher

Nominated and Authorised Persons for OLE A.C. isolations who are already approved by a REPE need only apply for a refresher/recertification course and maintain a logbook thereafter. However, those wishing to upgrade from AP to NP competence level, and all newcomers, require to be put forward by their employers to undertake the 'initial' training course, and undergo mentoring (under supervision) for a defined probationary period.

To book on a course, you need to contact any licensed training organisation: an up-to-date list appears on the Sentinel website (www.ncca-sentinel.co.uk). Organisations already licensed are listed in the table below:.

Posters and Keypoint Cards

Posters (illustrated below) to remind all personnel of the new

arrangements have been dispatched for display in all suitable locations such as depots.

We have published two new Keypoint Cards, RT9952 for Level A (NP) and RT9953 for Level B (AP). You can order these Keypoint Cards from Willsons Printers on **01636 702334**.

Logbooks

Remember that all NPs and APs for OLE A.C. isolations will be required to maintain a logbook which will need to be presented to a licensed assessor when undertaking a workplace assessment a year later. A logbook will be issued to each NP and AP at the end of their refresher courses. Additional copies may be purchased from Willsons Printers (**01636 702334**).

If you wish to be involved in any aspect of the above, or wish to learn more about the current initiative, please contact Stephan Stephan at Network Rail:

Stephan.ho.stephan@networkrail.co.uk

Accredited organisation	Training locations	Contact name	Contact tel. no.	Contact email
Amec Spie Rail	West Horndon	Rod Taylor	07801 840646	Joanna.Barnes@amec.com
Amey Rail	Walsall	Mark Davies	0121 654 2893	Jon.goodchild@amey.co.uk
Balfour Beatty	Romford	Nick Davison	01245 505482	Nick.Davison@BBRail.com
BK3 Training	Wolverhampton	George Rogerson	07711 522062	ohlerogerson@aol.com
Border Rail	Melton Mowbray	Barry Hearn	07779 117170	barry.h@bodderrailtraining.co.uk
Cannon Training	West Horndon	Sharon Cannon	01277 811300	cannon@btconnect.com
Catena Rail	Wigan	Mike Harrison		mike.harrison@catenarail.com
DMQA	Maltby	Neil Litchfield	01709 819929	neil.litchfield@dmqa.com
ETF Ltd (ETI)	Wellingborough/Kirby	Helen Monaghan	01606 841413	hmonaghan@elec-track.co.uk
First Engineering	Carstairs/Muirhouse	Donald Grant	0131 550 2688	DnGrant@FirstEngineering.co.uk
Jarvis Rail	Doncaster/Escrick	Brian Catt	07736 175232	Lynsey.McLelland@jarvis-uk.com
OHL Training	Wellingborough	Ian Smith	01933 229666	admin@ohltraining.com



The two new OLE Keypoint Cards (above) and posters (left)

Results of Week-end Checks, February 2004—We're still improving!

This was the thirteenth national Sentinel exercise to be carried out and once again the elusive 100% compliance has passed us by. Our thanks go to all of the on-site checkers who ensured that the exercise still went ahead despite some atrocious weather conditions during the entire weekend. This exercise confirmed that two individuals had invalid track safety competence and should not have been allowed to access the infrastructure. Both failures were completely avoidable: PTS expired and medical out of date. If the sponsors had followed the laid-down procedures that ensure that only competent and medically fit staff are allowed to work, both of these failures would not have occurred.

Administration

The level of compliance for the administrative issues has also dramatically improved—the figures detailed below are the lowest ever recorded for Sentinel weekend checks

Administrative Issue	Total Number
Non-return of (BCL) Batch Control Logs	10
Working without a sponsor	8
Working with the wrong issue of a Sentinel card	7

Track Induction Checks

The February weekend exercise also included checks on new trackworkers involved in maintenance or renewal activities to ensure that they had been trained in the new Track

Induction competence. Three individuals were removed from site when it was discovered that they had not had the appropriate training for Track Induction. Please be aware that all future Sentinel checks (and also some further unannounced checks) will continue to focus on this initiative and that we will always remove from site any individuals who have not had the appropriate training. In the more severe cases, this could affect a sponsor's ability to provide track-workers in the future.

Best Statistics to Date for Unannounced Drugs and Alcohol Screening

The weekend exercise also included the usual programme of unannounced drug and alcohol screening. Altogether, 70 screens were administered with only one result being confirmed as positive. Future weekend checks will continue to include drugs and alcohol screening and these tests will be further enhanced by the national use of mobile screening units. Please be aware of the new regulations and Company Standard for Drugs and Alcohol. It is up to each sponsor and Sentinel cardholder to be aware of the changes. A Q & A briefing sheet will be produced by the Sentinel team to explain the principal changes.

Undertaking your Own Sentinel Card Checks

Remember, we can help you set up a card-checking exercise specifically for your company. We will provide you with a unique log-in number specifically set up for your exercise. We make no charge for doing this, but



your company must provide its own resources for the checking exercise.

After the checks, you will be able to tell:

- the number of cards checked
 - who was checked
 - when they were checked (date and time)
 - if their card was valid or invalid
- Contact the NCCA if you want to set up your own exercise:

ncca-sentinel@capita.co.uk
0870 164 2244

Next National Exercise

We will be undertaking a series of additional exercises during this year (some announced and others unannounced). The next weekend checks are scheduled for May 14th to 17th, August 6th to 9th and November 5th to 8th.



5mm to 6mm, and strengthened the welds on the device to ensure robustness when coping with the intended extensive use

In conjunction with the Health and Safety Executive, Network Rail has issued a further 12-month extension to the trial certificate and will be working towards a positive outcome.

TCOD trials details: Dale Jones, Possession Safety Manager, 020 7557 9639, dale.c.jones@networkrail.co.uk

P&B Weir

The P & B Weir TCOD is being evaluated under a trial certificate.

Recently, P & B Weir have made two modifications to their device: increased the thickness of the main structured steel from

We will be checking for:

- Card validity
- Track Induction competence
- Track Welding competence (where it is needed).
- Validity of the new Authorised and Nominated Persons' Sentinel cards

Website Regular Checks

All Sentinel sponsors should undertake regular checks to ensure that all of the staff they sponsor are up-to-date. The NCCA website can provide you with a variety of reports including:

- who you sponsor
- medical expiry dates
- competency expiry dates
- lists of invalid cards

All authorised sites are provided with a password and unique log-on. Contact the NCCA if you don't know or have forgotten yours:

ncca-sentinel@capita.co.uk
0870 164 2244

Overall results from the last twelve week-end checks												
	Mar 01	Jul 01	Nov 01	Feb 02	May 02	Aug 02	Nov 02	Feb 03	May 03	Aug 03	Nov 03	Feb 04
Valid Sentinel Cards	87-11%	92-86%	96-58%	98-19%	99-62%	99-74%	99-97%	99-85%	99-975%	99-975%	98-25%	99-3%
Invalid Sentinel Cards	12-89%	6-74%	3-42%	1-81%	0-38%	0-26%	0-03%	0-15%	0-025%	0-025%	1-75%	0-3%

Results for 6th to 9th February 2004	
Sentinel Track Safety Cards verified	2,794
Sentinel Track Safety Cards verified as valid	2,792 (99-3%)
Sentinel Track Safety Cards verified as invalid due to expired PTS or medical	2 (0-7%)
Sentinel Temporary Certificates seen	18
Sentinel Temporary Certificates checked	18
Sentinel Temporary Certificates verified as valid	18 (100%)
Sentinel Temporary Certificates verified as invalid	0
Sentinel Track Welder Competency Cards checked	104
Sentinel Track Welder Competency Cards verified as valid	103 (99-0%)
Sentinel Track Welder Competency Cards verified as invalid	1
Track Visitor Permits seen	10
Track Visitor Permits valid	10 (100%)
Track Visitor Permits invalid	0
Sentinel Track Safety cards endorsed with Track Induction checked	59
Sentinel Track Safety cards endorsed with Track Induction verified as valid	59 (100%)
Sentinel Track Safety cards endorsed with Track Induction verified as invalid	0
These figures are also supported by the general midweek track safety IVR checks via the NCCA Hotline—a total of 8,042 cards were checked during the week (Sunday 00.01hrs to Friday 20.00hrs), bringing the total number of cards checked for the week to 10,836. This is the highest level of verification (over a period of seven days) since the Sentinel competence system was introduced in April 1999.	

Chemist-on-call

It is impossible to quantify the complexities of an individual's intake of over-the-counter (OTC) or prescribed medication within the confines of national industry standards. When asked, most individuals within the industry would be willing to admit that although they are aware of 'illegal' substances, they do not have a clear understanding of the effects of tablets and medicines that they are prescribed by their doctor, or could purchase over the counter at their local pharmacy or chemist.

Chemist-on-call is a useful tool to enable a line manager or supervisor to obtain advice on declared medication. For more information, please call **07739 474744**

Zero Tolerance of Drug and Alcohol Abuse

Unannounced random drug and alcohol testing, supported by Network Rail's company standards, became effective on 7th February 2004 and is intended to strengthen the company's zero tolerance of drug and alcohol misuse.

All Employees

Mobile screening units will travel unannounced to random sites across the UK and test employees for evidence of alcohol and drugs.

D & A testing is nothing new for safety critical employees and Sentinel cardholders as they are already covered by the regime. However, the D & A policy now

extends to **all** Network Rail's employees **and** all employees of contractors and sub-contractors.

In support of the policy, a long-awaited handbook for employees, with clear guidance, is being produced and will be issued shortly.

Strict Limit

Remember that the Network Rail alcohol limit is much stricter than the limit for driving.

The D & A policy applies to everyone, from those based in offices to those on the track. The Company Standard remains the same: if there is any doubt about a person's drug or alcohol levels, they will be screened.

We cannot import risks via the abuse of alcohol and drugs. In our industry, there is no option but to adopt zero tolerance as our policy.

Adobe PDF Files

Many Network Rail documents are now being distributed in electronic form by means of computer files in Adobe Portable Document Format (PDF). These document files are 'cross-platform' and can be viewed on-screen and printed out from many different types of computer, including Windows and Mac machines. The PDF files have the great advantage that they will always display and print out correctly and are not dependent upon having the originating software. However, the machine used must have a copy of Adobe Reader installed and working.

The latest version of the Adobe Reader software—which is free—is available for download from the Adobe web-site: www.adobe.com. A large number of other web-sites, including the NCCA's, feature links to the Adobe download site.