

# APPLICATIONS FOR CONTRACTOR PTS INDUCTION TRAINING



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## 1 Scope

1.1 This operating procedure provides a process for Contractors or Third Parties who are contracted to undertake work for or on behalf of Iarnród Éireann (IE), to apply for Contractor PTS Induction training.

### 1.2 **Pre- Course Requirements**:

- 1.2.1 Primarily, only companies who are contracted to work for Iarnród Éireann are eligible to nominate people to attend this course. However, the exception to this rule is for companies, who are not contracted by IE, that are required to carry out work 'on or near the line', such as County Councils and ESB, etc.
- 1.2.2 Attendees of each company must be passed medically fit to the standard (Level 3) specified by Iarnród Éireann Chief Medical Officer (CMO):
- 1.2.2.1 The process for arranging a medical assessment is shown in Engineering Quality Management System Operating Procedure ENG-QMS-014-021 –'Medical Fitness Standard for Personal Track Safety Certification'.
- 1.2.2.2 Confirmation of medical fitness must be received by the Training Centre prior to the confirmed training date.
- 1.2.3 Attendees must be at least 18 years of age. In the case that attendees are not 18 years of age e.g. apprentices, please contact the Training Centre Inchicore.
- 1.2.4 Attendees must have a working knowledge of English
- 1.2.5 Individuals (not employed by a company to work on behalf of IE or working for a company required to carry out work 'on or near the line', such as County Councils and ESB, etc) are not permitted to attend PTS induction training.

### 1.3 **Training Requests**

- 1.3.1 An average of 6 courses per period are scheduled (4 Inchicore, 1 Athlone, 1 Limerick Junction) subject to change. Contact the Training Centre Inchicore for availability by email at contractor.pts@irishrail.ie
- 1.3.2 Requests for additional or ad hoc training must be kept to a minimum.
- 1.3.3 The training course is delivered through English.
- 1.3.4 Consideration must be given to companies from non-English speaking countries who are contracted by IE for specialist work. In this instance the Contractor/ Third Party and/or IE project manager must present a business case for a dispensation for the attendees to have a good working knowledge of English. Once approved by the Head of Engineering Safety and/or Head of Strategy/ HR training may be delivered by using an interpreter, the Contractor/ Third Party must bear all additional associated costs.



# 2 Implementation

- 2.1 An application form as shown in Appendix 1 must be submitted to the Training Centre to enable registration for training.
- 2.1.1 The form can be obtained from the Training Centre.

### 2.2 APPLICATION PROCESS:

- 2.2.1 Once a provisional training date is offered (recorded on the Contractor Booking Spreadsheet) ensure that the following are posted or emailed to the company:
- 2.2.1.1 Contractor PTS Induction- Course Registration Form
- 2.2.1.2 Medical Report
- 2.2.1.3 New Customer Form (if required)
- 2.2.1.4 IE Bank Details (if required)
- 2.2.2 The following must be returned to the Training Centre prior to the provisional training date offered.
- 2.2.2.1 Contractor PTS Induction- Course Registration Form
- 2.2.2.2 Medical Report
- 2.2.2.3 Payment

### 2.3 **PAYMENT PROCESS:**

- 2.3.1 Per person fee of €200
- 2.3.2 Payment is by Electronic Fund Transfer (EFT), Company Cheque, Bank Draft or Postal Order made payable to Iarnród Éireann.
- 2.3.2.1 If payment is by EFT, the Training Centre will supply IE bank details to the Contractor or Third Party.
- 2.3.3 Personal or third party cheques, i.e. FAS or Dept of Social Welfare, are not acceptable
- 2.3.4 Payment must be received by the Training Centre prior to the confirmed training date.
- 2.3.5 Where payment is not confirmed prior to the training taking place, individuals will not be permitted to attend.



### 2.4 **RIGHT OF REFUSAL:**

- 2.4.1 Iarnród Éireann reserves the right to refuse attendance to the training course on following grounds:
- 2.4.1.1 No confirmation of medical fitness to work
  - $\circ$  No one is permitted to attend this training course if they are not medically fit
  - There are no exceptions to this rule.
- 2.4.1.2 Contractor PTS Induction- Course Registration Form NOT received
  - $\circ$  No one is permitted to attend this training course if this form is not received
- 2.4.1.3 No Payment
  - o No one is permitted to attend this training course if payment is not received
- 2.4.1.4 No Photograph
  - o No one is permitted to attend this training course if the photograph is not received
- 2.4.1.5 No PPS Number
  - o No one is permitted to attend this training course if the PPS Number is not received
  - Must be received on day of training at the latest (Employer will be aware of PPS Number)



**APPENDIX 1: Contractor PTS Induction Application Form** 

EMPLOYING COMPANY DETAILS (Print Details) COMPANY NAME			
ADDRESS  TELEPHONE NUMBER- include area code			
ADDRESS TELEPHONE NUMBER- include area code	П		
EMAIL ADDRESS:	П		
TRAINING VENUE Dublin: Athlone: Limerick Junction:			
TRAINING DATE    M   M   Y   Y   Y	may I the		
Payment is in Euro by Company Cheque, Bank Draft, Postal Order (made payable to Iarnród Éireann) or by EFT (request IE bank details).  Personal Cheques, Third Party Cheques or Cash are not accepted.  Total Amount Payable  €    Company Cheque, Bank Draft, Postal Order (made payable to Iarnród Éireann)	<u> </u>		
Terms & Conditions: CHECK LIST:			
Contractor P.T.S. Induction is a one day training programme (Time: 09.15-17.00)- Registration Time 09.00  Attendees must be employed by a company are contracted to work for or on behalf of Tamréd Éireann  A course fee of C200 per person is applicable (subject to change with notification)- Payment must accompany this form.	is		
4. One passport photograph per attendee (print name on back of photograph) - Photographs must accompany this form-see overleaf  5. Each attendee must be passed medically fit to a standard specified by the Iamréd Éireann Chief Medical Officer-Medical report must accompany this form    Passport Photograph:   Name on Back of photograph			
Medical Unicer-Medical report must accompany this form  6. Employing companies who fall to provide payment, photographs, PPS Numbers, Medical Report will result in non admittance to the course for the attendee(s)  7. As an employing company, if you are paying for a subcontractor to attend training a separate	$\exists$		
application form for Contractor PTS Induction Training Course must be submitted for the subcontractor. Include a cover letter stating that you are making payment for the specified sub contractor.  Attendee Details:  Name, DOB	П		
Cancellations are accepted in writing up to 24 hours prior to the confirmed training date, after which full course fee will apply     Where participants do not show for training, full course fee will apply			
10. Participants must have a good working knowledge of English 11. Participants must partake in an end of course written assessment. On successful completion of the Contractor P.T.S. Training Course, participants will be registered with Tarriod Eireann and Issued with	Ц		
a registration card  12. Registration card is valid for a period of 3 years, after which the holder must attend and successfully complete a refresher programme  Customer Number:	Ц		
13. Registration card must be carried at all times and produced when requested  14. Replacement registration cards are issued at a cost of C25  15. Registration cards remain the property of Tarmod Bireann  16. Registration cards will be Issued within 10 working days  17. The employing company must bear all other costs associated with attending Contractor P.T.S. Induction training (employee time and travel, etc.)  18. Next dress is expected while attending training  19. Each attendee must have a High Visibility Vest (Grange colour) and Safety Footwear on the training			
Course. These are NOT supplied by Iarnród Éireann.  Office Use Only: Sales Order: Invoice: Clearing Document:			



ATTENDEE DETAILS (PRINT DETAILS)	COPY THIS SHEET IF YOU HAVE MORE THAN 6 ATTENDING AND ATTACH TO YOUR APPLICATION
ATTACH WITH SELLOTAPE A PASSPORT QUALITY PHOTOGRAPH ENSURE THE ATTENDEE NAME IS PRINTED ON THE BACK OF THE PHOTOGRAPH	ATTENDEE DETAILS (Print Details)  Name:  Date of Birth:  D D - M M - V V V V  PPS Number:  A High Visibility Vest (Orange colour) and Safety Footwear are required for each attendee on the training course, these are NOT supplied by Iarnrod Eireann.
ATTACH WITH SELLOTAPE A PASSPORT QUALITY PHOTOGRAPH ENSURE THE ATTENDEE NAME IS PRINTED ON THE BACK OF THE PHOTOGRAPH	ATTENDEE DETAILS (Print Details)  Name:  Date of Birth:  D D - M M - Y Y Y Y  PPS Number:  A High Visibility Vest (Orange colour) and Safety Footwear are required for each attendee on the training course, these are NOT supplied by Iarnrod Eireann.
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