

APPLICATIONS
FOR
CONTRACTOR PTS INDUCTION TRAINING

Operating Procedure Contents:

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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 e-mail 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

- **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

- **No one is permitted to attend this training course if this form is not received**

2.4.1.3 No Payment

- **No one is permitted to attend this training course if payment is not received**

2.4.1.4 No Photograph

- **No one is permitted to attend this training course if the photograph is not received**

2.4.1.5 No PPS Number

- **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)**

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:

DD - MM - YYYY

PPS Number:

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 Iarnród Éireann.

Office Use Only:

I N F A

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