

**APPLICATION**

**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 Nominees 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 Nominees 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 Nominees must have a working knowledge of English.

1.2.5 IE will only accept applications for a PTS course from companies / individuals who have a contract to provide services to IE or companies / individuals which IE permit access to the network for the performance of their services e.g. ESB, County Councils etc.)

### 1.3 Training Requests:

1.3.1 An average of 5 courses per period are scheduled (4 Inchicore, 1 Limerick Junction) subject to change. Contact the Training Centre Inchicore for availability by e-mail at [contractor.pts@irishrail.ie](mailto: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 that 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 Ensure the following are submitted (Hard Copy) to the Training Centre for Validation:

2.2.1.1 Contractor PTS Induction- Course Registration Form

2.2.1.2 Medical Report(s)

2.2.1.3 New Customer Form (if required)

2.2.1.4 Payment (Remittance Notification- Customer Number is required)

2.2.1.5 Incomplete applications will be returned

2.2.1.6 Once applications are validated by the Training Centre the next available training date will be offered, your first choice training venue may not always be available.

### 2.3 PAYMENT PROCESS:

2.3.1 Per person fee of €200

2.3.2 Payment is by Electronic Fund Transfer (EFT) only

2.3.3 Quote **CUSTOMER ACCOUNT NUMBER (97xxxxxx)** in the Reference section of your EFT payment

2.3.4 Iarnród Éireann Bank Account Details are available from the Training Centre

2.3.5 Remittance notification must accompany your application

2.3.6 Where payment is not confirmed prior to the training taking place, nominees 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)**

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

 <b>CONTRACTOR PTS INDUCTION</b>		<b>COURSE REGISTRATION FORM</b>															
<b>EMPLOYING COMPANY DETAILS</b> <small>(Print Details)</small>		<b>ORGANISER'S NAME</b> <small>(Print Details)</small>															
IS Customer Number: If a new sponsoring company please request 'New Customer Application' Form 9 7																	
<b>COMPANY NAME</b>																	
<b>ADDRESS</b>		<b>TELEPHONE NUMBER- include area code</b>															
		<b>EMAIL ADDRESS:</b>															
<b>PREFERRED TRAINING VENUE</b> <small>Select your preferred training venue. Your first choice may not always be available.</small>		Dublin: <input type="checkbox"/>	A training date will be offered once your application is received and validated. <b>SCANNED COPIES OF APPLICATIONS ARE NOT ACCEPTED</b>														
		Limerick Junction: <input type="checkbox"/>															
<b>PAYMENT DETAILS</b>		Send completed applications & remittance notification to: Iarnród Éireann Contractor PTS Induction Training Centre Inchicore Railway Works Dublin 5  General Enquiries Email <a href="mailto:contractorpts@eir.ie">contractorpts@eir.ie</a>															
<ul style="list-style-type: none"> <li>• Payment is by <b>EFT ONLY*</b></li> <li>• Quote <b>CUSTOMER ACCOUNT NUMBER (97xxxxxx)</b> in the Reference section of your payment</li> <li>• Return remittance notification with your application</li> </ul>		Total Amount Payable: €															
<small>* Iarnród Éireann Bank Account Details are available from the Training Centre</small>																	
<b>Terms &amp; Conditions:</b>		<b>CHECK LIST:</b>															
<ol style="list-style-type: none"> <li>1. Contractor P.T.S. Induction is a one day training programme (Time: 09.15-16.00)- Registration Time 09.00</li> <li>2. Attendees must be employed by a company are contracted to work for or on behalf of Iarnród Éireann</li> <li>3. A course fee of €200 per person is applicable (subject to change with notification)- <b>Remittance Notification must accompany this form- QUOTE YOUR CUSTOMER NUMBER AS REFERENCE</b></li> <li>4. TWO passport photographs per attendee (For Medical &amp; PTS Application)</li> <li>5. Each attendee must be passed medically fit to a standard specified by the Iarnród Éireann Chief Medical Officer- <b>Medical report must accompany this form</b></li> <li>6. Employing companies who fail to provide payment, photographs, PPS Numbers, Medical Report will result in non admittance to the course for the attendee(s)</li> <li>7. Scanned copies of applications are not accepted</li> <li>8. As an employing company, if you are paying for a subcontractor to attend training a separate 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.</li> <li>9. Cancellations are accepted in writing up to 24 hours prior to the confirmed training date, after which full course fee will apply</li> <li>10. Where participants do not show for training, full course fee will apply</li> <li>11. Participants must have a good working knowledge of English</li> <li>12. 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 Iarnród Éireann and issued with a registration card</li> <li>13. Registration card can be valid for a maximum period of up to 3 years, after which the holder must attend and successfully complete a refresher programme</li> <li>14. Registration card must be carried at all times and produced when requested</li> <li>15. Replacement registration cards are issued at a cost of €25</li> <li>16. Registration cards remain the property of Iarnród Éireann</li> <li>17. Registration cards will be issued within 10 working days</li> <li>18. The employing company must bear all other costs associated with attending Contractor P.T.S. Induction training (employee time and travel, etc.)</li> <li>19. Neat dress is expected while attending training</li> <li>20. Each attendee must have a High Visibility Vest (Orange colour) and Safety Footwear on the training course. These are NOT supplied by Iarnród Éireann.</li> </ol>		Please ensure that the following is completed on your application: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Remittance Notification: €200 per person (EFT ONLY)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Passport Photograph: Name on back of photograph</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Medical Report: Fit for work, signed photograph</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Attendee Details: Name, DOB</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>PPS Number:</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Training Venue:</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Customer Number:</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p>For your application to be processed ensure that the required information is returned to Iarnród Éireann for validation.</p> <p>Incomplete applications will be returned and delay the application process.</p> <p>Once applications are validated a confirmed training date will be offered.</p>		Remittance Notification: €200 per person (EFT ONLY)	<input type="checkbox"/>	Passport Photograph: Name on back of photograph	<input type="checkbox"/>	Medical Report: Fit for work, signed photograph	<input type="checkbox"/>	Attendee Details: Name, DOB	<input type="checkbox"/>	PPS Number:	<input type="checkbox"/>	Training Venue:	<input type="checkbox"/>	Customer Number:	<input type="checkbox"/>
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<b>ATTENDEE DETAILS (Print Details)</b>	<b>COPY THIS SHEET IF YOU HAVE MORE THAN 5 ATTENDING AND ATTACH TO YOUR APPLICATION</b>
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<p style="text-align: center;">ATTACH WITH SELLOTAPE A PASSPORT QUALITY PHOTOGRAPH</p> <p style="text-align: center;">ENSURE THE ATTENDEE NAME IS PRINTED ON THE BACK OF THE PHOTOGRAPH</p>	<b>ATTENDEE DETAILS (Print Details)</b>
<b>Name:</b> <input style="width: 100%; height: 15px;" type="text"/>	
<b>Date of Birth:</b> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> - <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	
<b>PPS Number:</b> <input style="width: 100%; height: 15px;" type="text"/>	
<small>A High Visibility Vest (Orange colour) and Safety Postboxes are required for each attendee on the training course, these are NOT supplied by Iarnród Éireann.</small>	
<b>Office Use Only:</b>	

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