

APPLICATION

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 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 <u>contractor.pts@irishrail.ie</u>
- 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 (97xxxxx)** 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
 - \circ ~ No one is permitted to attend this training course if they are not medically fit
 - \circ \quad 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
 - \circ $\,$ 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)



Infrastructure CONTRACTOR PTS INDUCTION	COURSE REGISTRATION FORM	
EMPLOYINS COMPANY DETAILS (Print Details) COMPANY NAME	ORGANISER'S NAME (Frint Datalit)	
	TELEPHONE NUMBER- Inclu	de eres code
	EMAIL ADDRESS:	
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