NCCA

IN ASSOCIATION WITH CAPITA

NATIONAL COMPETENCY

CONTROL AGENCY

NOTES FOR SPONSORS

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Contents

Purpose & Objective 4
Site ID....4
NCCA Site Co-ordinator/Signatory 5
Sponsor – Notifying NCCA....5
NCCA WEBSITE 5
Website details 6
Info/Alerts *(orange on website)* 6
Find Trainers/Assessors....6
Help Obtaining Your ID and Password....6
Contact Us 6
Documents Tab 7
FAQs Tab....7
Links Tab 8
To Login as Sponsor....8
Sponsor Website Options 8
Admin Tab Options 8
Notification Tab options 9
Enquiries Tab Options 10
Checks Tab Options 10
Sponsorship Changes 11
Alcohol & Drug Screens....11
Medicals....12
Medical Restrictions....14
Medical Updates....15
Lost or Damaged Cards 16
Photos 16
Temporary Certificates 17
Track Visitor Permits (TVPs) 17
Track Safety Competencies and Abbreviations 18
Lookout with Portable Warning Equipment (PEE WEE) 18
Lookout with KANGO Warning Equipment....18
Lookout Portable/Kango....18
Auxiliary Operating Duties/Handsignaller 18
Auxiliary Operating Duties/Points Operator 18
Auxiliary Operating Duties/Level Crossing Attendant 18
Probationary Controller of Site Safety 18
Bridge Strike Nominee 18
Bridge Strike Examiner 18
Welding Competencies....19
Electrification Competencies 20
Authorised Person / Nominated Person....20
Distribution Isolations (old)....21
Distribution isolations (from March 2010)....21
Secondary Competencies for Distribution Isolation: 21
On Track Plant Machine/Crane Controller Competencies 24
Hand Trolley Controller 28
Other Sentinel Competencies & Card Types 29
Track Induction 31
Green Square / Learning Support....31

Early Renewal of Competencies 31
Suitability for COSS – Pre-training Behavioural Evaluation Process 32
Probationary Competencies 32
Assessments 33
Suspensions – Positive Alcohol & Drug Screens 34
Notification of Suspension to the NCCA 35
Batch Control Logs (BCL) 35
Automatic Emails from NCCA 36
NCCA Contact Centre 37
NCCA Hotline 37
NCCA charges 37
Contact details 39
Useful contacts 39

Purpose & Objective

The purpose of this document is to assist you with some of the rules regarding the Sentinel scheme and also offer guidance to you as sponsors and co-ordinators on NCCA matters including how to use the NCCA website.
Sentinel is an integrated management system for some safety critical competencies on the railway. Every cardholder must be registered and managed by a sponsor / employer. The system was introduced in April 1999 by Network Rail to improve the control and processes for track safety training / competence, certification and the supply of on-track labour. The purpose of Sentinel is to minimise the risk of untrained personnel from carrying out safety critical work on the railway.

The sponsor/employer takes responsibility for the training, assessment and briefing activities that ensure that both the employer and employee are compliant with the requirements for each competency. In subsequent years the system has been refined, developed and expanded its scope in order to capture a growing list of diverse competencies such that it now provides the necessary support structure for a formal competence management system.

Sentinel comprises two distinct, but interdependent, components:

1. Management of the computerised records of individual training/competencies and the production, distribution and control of associated competency cards. This is known as the National Competency Control Agency (NCCA)
2. Accreditation of licensed training and assessment providers managed by National Skills Academy for Railway Engineering (NSARE)

All of Network Rail contractors, sub-contractors and labour agencies that access Network Rail Managed Infrastructure and work on or near the line are mandated to use the Sentinel competency card identification scheme.

Site ID

Once a company is approved by Achilles (also known as Link-up), or in exceptional circumstances approved by Network Rail, to sponsor individuals who work on Network Rail Managed Infrastructure, they can request a NCCA Site ID. This number is unique to each company and should be quoted on all correspondence to the NCCA and given to Training Companies when booking a training course.
A key criteria for a sponsoring organisation is that they hold a current Link-up Core Audit Module. This is part of the Link-up Supplier Qualification Scheme that is operated by Achilles Information Limited.
If Achilles advises the NCCA that your company no longer holds a current Core Audit Module, you will be sent an automatic email that your Site ID is not authorised. This means that you will no longer be able to sponsor individuals for PTS. Reasons for no longer having a Core audit include your company being archived by Link-up due to your Link-up Questionnaire not being updated or your Link-up subscription not being renewed.
Any queries regarding your Link-up status should be referred to Achilles (Tel: 01235 861118). Please notify the NCCA if you subsequently regain this status or if there are any changes to your company that may affect your NCCA Site ID for PTS.

NCCA Site Co-ordinator/Signatory

The Site Co-ordinator is the person to whom all documents and cards will be sent. A company may also have additional site signatories. Only authorised signatories can submit updates and requests to the NCCA. They are responsible for all general updates including sponsorship changes and the acknowledgement of Sentinel cards for individuals on their Site ID. An additional signatory can be added on written notification to the NCCA from the Site co-ordinator. Please ensure the NCCA have your correct email address so you receive our automatic emails and other documents.

Sponsor – Notifying NCCA

It is the responsibility of the sponsoring company to advise the NCCA of the following:

- Sponsorship changes – adding and removing individuals
- Medical updates (charge made)
- Alcohol & Drug screen results
- Lost or Damaged cards (charge made)
- Acknowledgement of Sentinel cards (Batch Control Logs)
- Probationary Mentored Observed Practical Experience assessments and OTP log book reviews
- Any other updates for sponsored individuals that affect Sentinel card(s)
- Update of company details such as change of Co-ordinator, signatories, telephone number, email address and postal address
- All update requests, if not done via the NCCA website, must be made in writing either by email or post. Emails are the preferred method of communication and please remember to **quote your Site ID**.

NCCA WEBSITE

Function

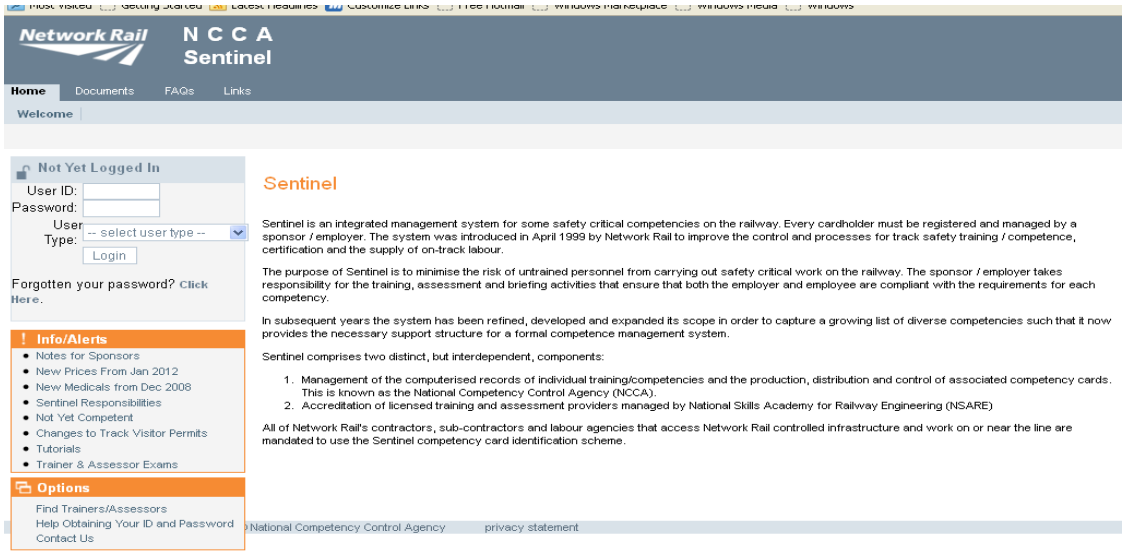
The NCCA website is a valuable tool for your own competency management system: it is not a replacement for your own competency management system and enables a sponsor to view general and competency details for individuals they sponsor, run various reports and checks, apply for Track Visitor Permits and make some updates direct to the NCCA database. Full details are detailed below and in the Tutorials available on the Home Page.

The website also gives access to a range of other information including guidance notes on assessments and has links to other relevant websites such as Achilles, NSARE and Network Rail (detailed below).

Other user types are licensed training companies and trainers who can view information on training candidates before a course and update training events direct to the NCCA database and licensed assessment companies and assessors who can view an individual's details before carrying out an assessment and for logging the assessment direct to the NCCA database. An individual cardholder can also be set up with a password by their sponsor in order to access the website to view their own details and to do basic card checks and apply for and check Track Visitor Permits.

Website details

The NCCA web address is www.ncca-sentinel.co.uk



From the **Home Page** the following information and options are available before you need to login as a particular user type:

Info/Alerts *(orange on website)*

A short PowerPoint presentation is available for each web user type under the Tutorials option. There is also a link to access the trainer/ assessor online exams website. It is advisable to keep checking the Info/Alerts as important information could be added at any time. Additional Info/Alerts may be posted and could vary when logged on as a particular user type as the information may only be relevant to that user.

Options *(orange on website)*

Find Trainers/Assessors

This facility is now provided by National Skills Academy for Railway Engineering (NSARE). There is a Link provided to initiate a search of the NSARE skills backbone.

Help Obtaining Your ID and Password

Information listed regarding Login ID and password for each User Type.

Contact Us

Contact details shown for the NCCA.

Documents Tab

Selecting the Documents tab you get the following options:

General Documents Tab: (*currently listed – subject to change)*

Trainers & Assessors CPD -	documents and letters relating to Continuous Professional Development including Annual CPD Plan Template
Track Visitor Permit Documents -	details on new TVP process from January 2007 and changes from August 2008
On Track Plant Documents -	Flowcharts and Log Book order form
Assessment Flowcharts -	guidance on assessments and mentoring for Track Safety competencies (old and new guidance)
SSOWP Documents -	SSOWP letters, Pre-qualification guide and example of Pre-course certificate
Memos & Letters -	copies of letters on various topics
Forms for Download -	Suspension Notification form

Training Videos Tab:

PTS Training -	video clips to supplement PTS handbook
Health & Safety Policy Statement	covering letter and video on new Network Rail Health & Safety Policy statement

Archive Tab:

Memos & Letters
Minutes of Meetings
Conference Proceedings
Sentinel Bulletins

Notes for Sponsors Tab:

NCCA Notes for sponsors

FAQs Tab

Common Problems

Unable to Logon when using AOL -	guidance on this problem
Missing Options in Menus -	guidance on this problem

Links Tab

Gives links to:
Trainer & Assessor Exams website
NSARE Website
Achilles Website (Link-up queries)
Rimini Green Zone Planner
Network Rail Standards
Network Rail Website
Safety Central Website
SSOWP Pre-Qualification
CIRAS Website
Ashley Forms (OTP Logbooks)
Willsons Shop (PTS Handbooks)

To Login as Sponsor

- Enter Site ID
- Enter Password
- Select **SPONSOR** in **User type**
- Select Login

Sponsor Website Options

The table below details the options available to you as a sponsor under the Admin, Notifications, Enquiries, Checks and Feedback tabs but please note that there is a second level menu for the most frequently used options: Add/remove sponsorship, Pre-Recruitment check, Review Batch Control Log, Register Employee Medical and Request Replacement card.

You can check if a card has been issued by the NCCA using the NCCA website. Log-in as a sponsor and select "Card holder details" from the "Enquiries" tab.

Admin Tab Options	
Basic Details	shows sponsor site and contact details including additional signatories and also invoicing details (invoicing details and the email address(es) can be amended online as required)
Competencies Expiring soon	can either display on screen or run downloadable report to list competencies held by employees that are due to expire within a specified number of days
Assessments Due Soon	can either display on screen or run downloadable report to list assessments that employees are due to take within a specified number of days – can select all or specified competency group
Photo Replacements Due Soon	lists employees whose photo are due to be renewed within a specified number of days
Add/Remove Sponsorship	may either add or remove sponsorship of one or more card holder(s) – if adding sponsorship system will request Alcohol & Drug details if required
Request Replacement Card	can request new card for employee for lost or damaged card(s) – can select type(s) of card lost e.g. PTS and welding. Purchase order number can be quoted. System automatically cancels **lost** card only, requests replacement card(s) and

	generates an invoice for lost/damaged card
Review Batch Control Log	can enter Batch Control Log number to review a batch log and/or acknowledge receipt to the NCCA online of individual cards as correct, incorrect or missing. If incorrect the details of the required correction are entered and emailed to NCCA for amended new card. A replacement card will automatically be resent if notified as missing from batch.
Set Card Holder Password	sponsor can set the password to enable an employee they sponsor to view their individual information on NCCA website, do basic card enquiry checks and apply for and check Track Visitor Permits
Generate DIST counterpart	to issue and print new counterpart for Distribution Isolation equipment categories and types
Reprint DIST counterpart	reprints copy of last DIST counterpart
TVP Application Pre-check	can check by NI.No for an individual how many TVPs they have had in the last 12 months
Track Visitor Permit Application	can apply for and generate a TVP for an individual and view TVP standard NR/L2/OHS/020
List TVP Applications	can either display on screen or prepare downloadable report of TVPs applied for between given dates
Download Invoices	can download PDF version of NCCA invoices
Special Documents	Drug & Alcohol Briefing Presentation, Notes and Radio Briefing for MC & CC and for ES in OTP Possession, Training & Briefings materials & videos for Dec 10 019 Briefings, COSS Pre-Training behavioural Checklist, SSOWP Work experience sheet, Line Clear Verification documents, Ballast Broom Briefing material
Change Password/Email	sponsor can change the password to access NCCA website or notify a change to site email address
Notification Tab options	
List Notifications	can run a report between a selected pair of dates of online notifications sponsor has submitted to the NCCA
Assessment Notification	for notification to NCCA of probationary mentored observed practical experience assessments and OTP logbook reviews
Event Notifications	for notification to NCCA of a specified event type (e.g. Line Clear Verification Briefings) for an individual – can notify up to 12 attendees at a time
COSS Pre-selection Notification	for notification to NCCA of successful COSS Pre-selection Reviews
Completion of Learning Support	for notification to NCCA of successful completion of Learning Support for PTS cardholder – will result in issue of new card with green square removed (chargeable)
Register Employee Medical	can update new style competence specific level medical (full compliance date for new level medicals 1.3.09 but may have been issued if requested from 1.12.08). Purchase order number can be quoted. This notification automatically puts in a card request & generates an invoice
Register A&D Screen	can notify a negative Alcohol & Drug screen . Positive results need to be recorded by the NCCA
Upload New Card Holder Photo	can view and upload new photo for individual
NCCA Feedback	can submit feedback on the service provided by the NCCA and also view the feedback you have previously submitted

Enquiries Tab Options	
List Card Holders	can view on screen all sponsored employees or run downloadable reports of employees, a competency report of employees showing primary or secondary competencies or assessment report of employees
List Takedowns	can display on screen or run downloadable report of all taken down competencies for employees – does not list expired or suspended competencies
Find Card Holder	can select a competency to list all sponsored employees who hold that competency – can select to list valid competencies only or to include expired and suspended competencies
Card Holder Details	enables search by Sentinel number for individual sponsored employee to show details for individual - name, date of birth, national insurance number, access restrictions, eyesight notes, photo renewal date, medical issue and expiry, latest alcohol & drug details, latest card issue, date of issue and batch control log return date. Amendments can be made online to individual's surname, forename, date of birth, National Insurance number or email address. Also links to **primary competencies** held giving issue and expiry dates, trainer details and if and when assessments are due, **secondary competencies**, **takedowns**, **suspensions, withdrawn competencies**, **assessments**, **assessment modules**, **events** and number of **other sponsors**
List Training Providers	can either display on screen or run downloadable report of training providers
Training Provider Details	gives details of a particular training provider with a link to regions covered
List Assessment Companies	can either display on screen or run downloadable report of assessment companies
Assessment Company Details	gives details of a particular assessment provider
List Employees in Learning Support	gives a list of individuals who are subject to learning support
List Competencies Awarded	can either display on screen or run downloadable report of employees who have had a competency awarded between a given pair of dates
List Events Attended	can either display on screen or run downloadable report of employees who have attended an event between a given pair of dates
List Valid Competency Counts	shows a list by competency type of the valid number held on database – periodically updated – for information only
Checks Tab Options	
Basic Card Enquiry	a search by individual sentinel card number which gives name & competencies held (not dates)
Pre-recruitment Check	allows search of the database by surname or date of birth or National Insurance number or Sentinel card number. If there is a match you can see details of latest card, competencies held, assessments due, medical expiry & any suspensions. Advises if alcohol & drug screen required.
Check OTP Counterpart	can check OTP machine types & attachments listed on counterpart – search by PTS or counterpart serial number
Check DIST Counterpart	can check distribution categories and equipment types on

	counterpart - search by PTS or counterpart serial number
Check Track Visitor Permit	can check TVP validity
Bulk TVP Check	can check many TVPs in one go
Check Card Holder Photo	can review current photo for individual cardholder, check date photo due to be renewed and can also upload a new photo (if request made online for new card a charge will be made –if card request previously made e.g. done medical update but card blocked as NCCA asked for photo with glasses you must advise NCCA photo now uploaded so card can be released)
Feedback Tab options	
Training/Assessment Feedback	can enter feedback on training and assessment material

Sponsorship Changes

Before adding sponsorship or booking an individual on an Initial PTS training course, a **Pre-recruitment Check** can be made via the NCCA website (option listed on second level menu or under the Checks tab). This allows a search of the database by either Sentinel card number or National Insurance number or Surname or Date of Birth. If there is a match you can see details of the latest card issued (if applicable), competencies held, medical expiry and any suspensions and whether a Pre-appointment Alcohol & Drug screen is required before sponsorship can be added (i.e. if no negative result A&D screening done within the 12 months prior to adding sponsorship recorded on NCCA database).

To add or remove sponsorship online: (*see Website Tutorial for sponsors for full example*)

- Select Add/Remove Sponsorship from the list of options on second level menu or under Admin Tab
- Enter card number(s) to be added or removed
- Select either Add Sponsorship or Remove Sponsorship and click on proceed
- If adding sponsorship you will be prompted for Alcohol & Drug details if required
- Select Proceed to confirm

The addition or removal of sponsorship must be made via the NCCA website and written requests will not be accepted.

The NCCA issue daily automatic emails to a Site ID to confirm sponsorship additions and deletions.

Alcohol & Drug Screens

Alcohol & Drug screenings must be carried out by an Achilles authorised Alcohol & Drug screening provider. Full information is detailed in the Network Rail standards - Drugs and Alcohol **NR/L1/OHS/051**, Pre-employment, pre-appointment and periodic testing for drugs and alcohol **NR/L2/OHS/00120,** Random testing for drugs and alcohol **NR/L2/OHS/00118** and "For Cause" testing for drugs and alcohol **NR/L2/OHS/00119** & Railway Group Standard Drugs and Alcohol **GE/RT 8070**. Each company should also have their own Alcohol & Drug policy. The general circumstances for carrying out Alcohol & Drug screens are:

- A pre-employment screening for an individual not on the NCCA database to be carried out before attending initial PTS training
- A pre-appointment screen for individual already on NCCA database in order to add sponsorship if there is no negative result recorded within 12 months before sponsorship addition
- Random selection of PTS card holders
- A For Cause screen following an incident or accident or if Alcohol & Drug abuse is suspected

The screen types are recorded as either:

- **For Cause** – following incident/accident
- **Pre-employment** – where an individual is not already on the NCCA database
- **Pre-appointment** – where an individual is on the NCCA database and is either moving sponsor or moving position
- **Periodic** – as part of a periodic/routine medical examination
- **Random** – refers to the method of selection and where possible should be unannounced (less than 48 hours notice)

Alcohol & Drug screens should be notified online via the NCCA website if the result is negative. Positive results cannot be added online: details must be emailed to the NCCA.

To notify Alcohol & Drug result online:

- Select Register A&D screen from options under Notification Tab
- Enter PTS number for individual
- Enter screen date
- Select screening type
- Select Medical authority
- Enter Pro number
- Enter URN number from certificate if recorded
- Tick box to confirm this A& D screen is negative
- Select register

Medicals

A PTS medical must be carried out by Achilles approved suppliers only and a list of these can be found on the Achilles website (there is a link to this via the Links Tab on the NCCA website). Notification of a new medical to the NCCA is chargeable. The length of time that a medical lasts for is determined by the age of an individual:

Age	Length of medical
Under 40	10 years
40 - 49	6 years
50 - 59	4 years
60 - 64	2 years
65 and beyond	annually

The medical provider may however, issue a medical certificate for a shorter period if there is an underlying medical condition.

A new competence specific medical standard NR/L2/OHS/00124 was published 1.12.2008 with a full compliance date of 1.3.2009. Issue 2 of this standard was published 5.12.09 with a full compliance date of 6.3.2010.

From 1.12.2008 there are six new medical levels – Levels 1 to Level 6.

Levels 5 and 6 are for Network Rail competencies only.

Each competency has a medical level assigned to it.

Level	Normal Colour Vision?	Can Have Red Triangle? ▲	Competencies
Level 1	Yes	No	AOD (HS), AOD (LXA), OTP Operator, Possession Support
Level 2	Yes	Yes	ES, PICOP, SPICOP, MC/CC/TL NR operational competencies
Level 3	No	No	LKT, IWA, AOD (Points)
Level 4	No	Yes	PTS, COSS, PC, RIO, Track Induction, Loader, LA DIST, LB DIST, LC DIST, NP/AP, third rail, welding competencies, Slinger
Level 5	Yes	Yes	Telecoms/Signals
Level 6	Yes	Yes	Rail Incident Commander

Booking medicals

When booking a new medical the sponsor needs to specify the level of medical required to the medical provider.

Competencies requiring Level 1	Level 1 only
Competencies requiring Level 2	Level 2 or Level 1
Competencies requiring Level 3	Level 3 or Level 1
Competencies requiring Level 4	Level 4 or Level 3 or Level 2 or Level 1
Competencies requiring Level 5	Level 5 or Level 2 or level 1
Competencies requiring Level 6	Level 6 only

Sponsors should consider requesting a Level 1 for all track safety competency holders.

Candidates may not meet the requirements of the specified level requested but the certificate will show the level that has been met (if any).

The medical level will be shown on the PTS card and will be listed as a competency when you do card holder checks and run reports on the NCCA website.

Medical Restrictions

An individual who either due to a medical restriction or because they are under the age of 18 will have a red triangle printed on their card and will not be allowed on or near the line alone. They need to be accompanied by someone with a Sentinel card that does not have a red triangle.

A sponsor is required to carry out an individual risk assessment and implement and maintain a safe system of work for any individual who has medical restrictions placed upon them and whose Sentinel card carries a red triangle.

An individual with this restriction will **not be able to hold the competencies in the chart below marked** ▲

An individual who does not have normal colour vision will have a blue circle on their Sentinel card and will **not be able to hold the competencies marked** ●

		PTS	Personal Track Safety for non electrified lines
		PTS AC	Personal Track Safety for AC electrified lines
		PTS DC	Personal Track Safety for DC electrified lines
		Trk Ind	Track Induction
▲		Lkt	Lookout and site warden
▲		Lkt (P)	Lookout trained to use Pee Wee
▲		Lkt (K)	Lookout trained to use kango warning system
▲	●	AOD HS	Hand Signaller
▲	●	AOD LXA	Level crossing attendant
▲		AOD PO	Points operator
▲		IWA	Individual working alone
		COSS	Controller of site safety
		COSS OLP	COSS qualified to receive an overhead line permit
		COSS CRP	COSS qualified to receive a conductor rail permit
▲	●	PS	Possession Support
		PC	Protection controller
	●	ES	Engineering supervisor
	●	PICOP	Person in charge of possession
	●	SPICOP	Senior person in charge of possession
		RIO	Rail incident officer
		NP OLE/AC-i	Nominated person
		AP OLE/AC-i	Authorised person
		LA 3rd-R PA-i	Third rail Level A Procedure A
		LA 3rd-R PB-i	Third rail Level A Procedure B
		LA 3rd-MSO-i	Third rail Level A Machine Switch Out
		LB 3rd-R St-i	Third rail Level B Strapping
		LB 3rd-R Sw-i	Third rail Level B Switching
		LB 3rd-R T-i	Third rail Level B Temporary Isolation
		LA DIST AC-i	Level A Distribution Isolation -AC
		LA DIST AC + DC-i	Level A Distribution Isolation - AC + DC
		LB DIST AC-i	Level B Distribution Isolation - AC
		LB DIST AC + DC-i	Level B Distribution Isolation - AC + DC
		LC DIST	Level C Distribution Isolation
		LD DIST	Level D Distribution Isolation

		Loader	
		all welding competencies	
	●	all MC/CC OTP competencies	
		Slinger	
▲	●	OTP operator	

- Any persons under 18 must be accompanied and it is mandatory for their Sentinel Card to be endorsed with a red triangle. The only competencies permitted for under18's are PTS and Track Induction. When an individual turns 18, the sponsor will need to email the NCCA to request a new card without the red triangle.

Medical Updates

To be notified online (*see Website Tutorial for Sponsors for full example*)

New competence specific Level Medical

- Select **Register Employee Medical** from the options under Notification Tab
- Enter card number for individual
- Select medical authority, enter issue and expiry dates, select medical level awarded, select eyesight restriction (None, Specs or Lenses), select Access restrictions (None, MBA, CB or MBA & CB), enter reason for any access restriction
- Enter certificate PRO number
- Enter Purchase order number if required
- Click Register

N.B. MBA - Must Be Accompanied CB - Colour Blind
MBA & CB - Must Be Accompanied <u>and</u> Colour Blind

Medical update notifications will automatically update the NCCA database, put in a card request and generate an invoice for the cost of a medical update.

It should be noted that the medical providers only notify the NCCA of failed or restricted medicals and new cards are only issued for a medical update if notified by the sponsor as above. If the medical states glasses to be worn please check cardholder photo to ensure the photo shows the individual wearing glasses. If not please upload a new photo via the NCCA website.

Medical updates must be notified via the NCCA website but if there is a need to notify an old style medical this will need to be emailed to the NCCA as the option for sponsors to notify old style medicals has now been removed from the website.

Lost or Damaged Cards

If an individual sponsored by your Site ID has lost or damaged their Sentinel card(s) then replacement(s) need to be requested online via the NCCA website. Card(s) reported as lost will be cancelled but card(s) reported as damaged will not and new card(s) will be requested automatically. A charge will be made for a replacement lost or damaged card.

Replacement Lost/Damaged card online (*see Website Tutorial for Sponsors for full example*)

- Select Replacement card request from options under Admin Tab
- Enter card number for individual
- Select either Lost or Damaged & click Proceed
- Select card type(s) required
- Enter Purchase Order Number if required
- Click Make Request

Photos

Photos are required on all Sentinel cards. It is not mandatory to supply the NCCA with a photo on re-certification but a new photo will be required if the appearance of the individual has changed from the photo on the current Sentinel card. **New photos are required after a period of 10 years.**

A sponsor can review a photo for an individual cardholder and also upload a new photo via the NCCA website. This can be done either under the Notification tab from the Upload new cardholder photo option, at the same time as updating a medical if adding the eyesight restriction that glasses must be worn when on or near the line or from the check cardholder photo option under Checks tab.
In 2009 it was 10 years since the introduction of the Sentinel scheme so it is now necessary to identify cardholders who require a new photo.

The date a photograph is due for renewal is shown under the cardholder details option or check cardholder photo option.

You can also run a Photo Replacements due soon report (under Administration Tab options) to list employees whose photo is due to be renewed within a specified number of days. Automatic emails will be sent to sponsors 2 months before the 10 year photo renewal due date.

Cards already in issue will not become invalid if a 10 year photo update becomes due during the card validity but the NCCA will be unable to issue any new or replacement cards until a new photo has been uploaded.

It is suggested that you check if a new photo will shortly become due when the individual is due a medical update or training event so a new photo can be uploaded at the same time.

Full details for uploading a photo are detailed on screen when this option is selected.
If a card request is made under this option a charge will be made but if you have been asked to supply a new photo by the NCCA (e.g. a card request previously made for a medical update for which a charge has already been made but the card is blocked as a photo with

glasses required), then please just advise the NCCA by email that a new photo has been uploaded so the blocked card can be released.

The photo must show the individual wearing glasses if their medical certificate states they are required. The photo must be in colour, be against a light grey or cream background, be in sharp focus, be free from 'redeye' and free of any reflection or glare from glasses. The individual should be facing forward with eyes open and free from any facial expression e.g. smiling. Sunglasses or tinted glasses should not be worn. They must not be wearing a hat or cover their head unless for medical or religious reasons.

Temporary Certificates

A temporary certificate issued by a licensed training provider is valid for a period of 10 working days. If an individual has a temporary certificate that is due to expire and they have not received their Sentinel card, a written request can be made to the NCCA by the sponsor to extend the temporary certificate for a further 10 working days.

N.B.
Track Safety competencies are issued on an orange certificate
Track Induction is issued on a yellow certificate
Welding competencies are issued on a green certificate
Signal Sighting competencies are issued on a blue certificate
Machine/Crane Controller competencies are issued on a beige certificate

Track Visitor Permits (TVPs)

The Network Rail TVP Standard NR/L2/OHS/020 details the rules governing the issue and use of Track Visitor Permits. Guidance on the application for TVPs can be found on the NCCA website under Documents – Track Visitor Permit Documents. Before you apply for a TVP you can check how many TVPs an individual has had in the last 12 months from the NCCA website options under the Admin tab. The TVP application for a qualifying person is made online via the NCCA website from the options under the Admin tab.
If the answer is Yes to any of the questions in the medical declaration, the individual will be required to undergo a further medical assessment by an Achilles authorised medical provider.

A TVP will not be issued if the individual is currently suspended on the NCCA database or if they declare the use of illegal drugs during the last 12 months.
TVPs shall **not** be issued to persons:

- whose duties require regular access on or near the line (Note: regular access is considered to be more than 12 occasions over any 12 month period. Any person requiring this level of access should hold PTS certification.
- who have been issued with 12 TVPs over the previous 12 month period
- who have current PTS certification
- whose PTS certification has lapsed, been mislaid or been withdrawn but are still deemed to require PTS certification.
- whose PTS certification has expired but is within 2 calendar month grace period for attending a recertification training event

If the application is accepted you can either print the TVP locally or enter an email address for the TVP to be sent as a PDF file. A charge is made for the issue of a TVP.
From 26.8.2008 the rule enforcing no more than 12 TVPs in a 12-month period has been in place.

Track Safety Competencies and Abbreviations

PTS Card

Competency Type	Abbreviation
Personal Track Safety Non-Electric	PTS NE
Personal Track Safety AC	PTS AC
Personal Track Safety DC *	PTS DC
Personal Track Safety AC/DC	PTS AC/DC
Lookout	LKT
Lookout with Portable Warning Equipment (PEE WEE)	LKT (P)
Lookout with KANGO Warning Equipment	LKT (K)
Lookout Portable/Kango	LKT (P,K)
Auxiliary Operating Duties/Handsignaller	AOD (HS)
Auxiliary Operating Duties/Points Operator	AOD (PO)
Auxiliary Operating Duties/Level Crossing Attendant	AOD (LXA)
Individual Working Alone	IWA
Probationary Controller of Site Safety	(P) COSS
Probationary Controller of Site Safety Overhead Line Permit	(P) COSS OLP
Probationary Controller of Site Safety Conductor Rail Permit	(P) COSS CRP
Probationary Controller of Site Safety Overhead Line Permit/ Conductor Rail Permit	(P) COSS OLP/CRP
Controller of Site Safety	COSS
Controller of Site Safety Overhead Line Permit	COSS OLP
Controller of Site Safety Conductor Rail Permit	COSS CRP
Controller of Site Safety Overhead Line Permit/ Conductor Rail Permit	COSS OLP/CRP
Probationary Possession Support **	(P) PS
Possession Support **	PS
Bridge Strike Nominee	BSN
Bridge Strike Examiner	BSE
Probationary Engineering Supervisor	(P) ES
Engineering Supervisor	ES
Protection Controller	PC
Probationary Person in Charge of Possession	(P) PICOP
Person in Charge of Possession	PICOP
Probationary Senior Person in Charge of Possession	(P) SPICOP
Senior Person in Charge of Possession	SPICOP
Track Induction	TRK IND

* the existing PTS DC endorsement will be replaced by a new Working near or Adjacent to the DC Conductor Rail (DCCR) endorsement from 1.9.12. Existing holders of PTS DC will need to transition their competence between 1.9.2012 and 6.12.2014. This can be achieved by successful completion of the Working near or Adjacent to the DC Conductor Rail (DCCR) training module as part of the PTS renewal event and should be completed at the point of normal competence expiry.

** new competence Possession Support (from June 2012 for Network Rail and September 2012 for contractors)

Welding Competencies

Welding competencies are printed on a separate card but the individual must also hold a valid PTS card.

<u>Aluminothermic Welding:</u>

Thermit Welding (GB) Ltd.

TW5a: SkV-ST
TW5b: SoWoS
TW5c: Head Repair Weld (HRW) process
TW4: SkV-L wide gap composite, all rail profiles and grades, rail wear combinations as specified within the process suppliers manual, oxy-propane preheating only
TW3: SkV-L wide gap process, all rail profiles and grades, rail wear combinations as specified within the process suppliers manual, oxy-propane preheating only
TW2: SkV-E, SkV-F or SkV-T processes, all rail profiles and grades, new, similar and dissimilar worn rail sections, oxy-propane and oxy-acetylene preheating
TW1: SkV-E, SkV-F or SkV-T processes, all rail profiles and grades, new and similar worn rail sections, oxy-propane and oxy-acetylene preheating

Railtech UK Limited

RT5: Head Wash Repair (HWR) process
RT4: PLA felt, sand mould systems, gap68 composite welds, rail profiles, grades, rail wear combinations and preheating fuel gases as defined within the process suppliers manual
RT3: PLA felt, sand mould systems and gap 68 welds, rail profiles, grades, rail wear combinations and preheating fuel gases as defined within the process suppliers manual
RT2: PLA felt and sand mould systems, rail profiles, grades, rail wear combinations and preheating fuel gases as defined within the process suppliers manual
RT1: PLA felt mould system, rail profiles, grades, rail wear combinations and preheating fuel gases as defined within the process supplier's manual

Arc-welding:

Manual metal-arc
MMA1: Repairs to plain rail, all rail grade groups
MMA2: Resurfacing of crossings, normal grade rail groups
MMA3: Resurfacing of crossings, austenitic-manganese rail
MMA4: Repair of crossings, all rail grade groups
MMA5: Repair of switchblades, all permissible rail grade groups
MMA7: Joining of conductor rails

Flux-cored Arc welding

FCAW1: Repairs plain rails, all rail grade groups
FCAW2: Repairs and resurfacing of crossings, all rail grade rail groups
FCAW3: Repairs to switchblades, normal grade rail groups
FCAW4: Joining of conductor rails
FCAW6: Repair to plain line and crossing components using fully- automatic equipment

FCAW6a: Repairs to switchblades using fully-automatic equipment

Assistant Welder TW
Assistant Welder RT
Assistant Welder TW RT
Trainee Welder RT3
Trainee Welder TW3

Weld Inspection

Welding Inspector 1: aluminothermic welding
Welding Inspector 2: arc welding
Welding Inspector 3: flashhbutt welding

Electrification Competencies

Electrification competencies are printed on a separate card but the individual must also hold a valid PTS card except for the Distribution Isolation electrification competencies.

Authorised Person / Nominated Person

Competency	Abbreviation	Meaning
Probationary Authorised Person (electrification)	(P)AP OLE/AC-i	Probationary Authorised Person for OLE AC isolation
Probationary Nominated Person (electrification)	(P)NP OLE/AC-i	Probationary Nominated Person for OLE AC isolation
Authorised Person (electrification)	AP OLE/AC-i	Authorised Person for OLE AC isolation
Nominated Person (electrification)	NP OLE/AC-i	Nominated Person for OLE AC isolation
Authorised Person (autotransformer)	AP OLE/AT-i	Authorised Person for OLE Autotransformer isolation
Nominated Person (autotransformer)	NP OLE/AT-i	Nominated Person for OLE Autotransformer isolation
Switching & Removal of Objects*	OLE S&R	Switching & Removal of Objects from OLE

* Is a stand-alone competence but also an integral part of the OLE Level B (AP) competence therefore a person holding Level B (AP) is qualified to carry out switching and the removal of objects from the OLE.

3rd Rail Isolations

Probationary status applies to initial award.

Level	Competency	Abbreviation	Meaning
Level A	Procedure A	LA 3rd-R PA-i	Third Rail Level A Procedure A
	Procedure B	LA 3rd-R PB-i	Third Rail Level A Procedure B
	Procedure B Merseyrail	LA 3rd-R PB-iM	Third Rail Level A Procedure B Merseyrail
	Machine Switch Out	LA 3rd-R MSO-i	Third Rail Level A Machine Switch Out
Level B	Strapping	LB 3rd-R St-i	Third Rail Level B Strapping including Testing
	Strapping Merseyrail	LB 3rd-R St-iM	Third Rail Level B Strapping including Testing Merseyrail
	Switching	LB 3rd-R Sw-i	Third Rail Level B Switching
	Switching Merseyrail	LB 3rd-R Sw-iM	Third Rail Level B Switching Merseyrail
	Temporary Isolation	LB 3rd-R T-i	Third Rail Level B Temporary Isolation

Distribution Isolations (old)

Probationary status applies to initial award except for Level C.

Level	Competency	Abbreviation	Meaning
Level A	Permit to Work	LA DIST PtW-i	Distribution Isolation Level A Permit to Work, Circuit State Certificates and Sanctions for Test
	Certificate of Isolation	LA DIST CoI-i	Distribution Isolation Level A Certificate of Isolation
	DC Isolation	LA DIST DC-i	Distribution Isolation Level A DC Isolation
Level B	Single Phase	LB DIST SP-i	Distribution Isolation Level B Single Phase 25kv *(spoken Twenty five K V)*
	Auto Transformer	LB DIST AT-i	Distribution Isolation Level B Auto transformer
	Three Phase	LB DIST TP-i	Distribution Isolation Level B three phase
	DC Switchgear	LB DIST DC-i	Distribution Isolation Level B DC switchgear
Level C	Level C	LC DIST	Distribution Isolation Level C

Distribution isolations (from March 2010)

Probationary status applies except for Level C and Level D

Competency	Abbreviation
Probationary Level A Distribution Isolation - AC	(P)LA DIST AC-i
Probationary Level A Distribution Isolation – AC + DC	(P)LA DIST AC + DC-i
Probationary Level B Distribution Isolation - AC	(P)LB DIST AC-i
Probationary Level B Distribution Isolation – AC + DC	(P)LB DIST AC + DC-i
Level A Distribution Isolation - AC	LA DIST AC-i
Level A Distribution Isolation - AC + DC	LA DIST AC + DC-i
Level B Distribution Isolation - AC	LB DIST AC-i
Level B Distribution Isolation - AC + DC	LB DIST AC + DC-i
Level C Distribution Isolation	LC DIST
Level D Distribution Isolation	LD DIST

Categories

The categories are shown on the Distribution Isolation counterpart

Distribution Isolation Equipment Category 1	DIST Cat 1
Distribution Isolation Equipment Category 2	DIST Cat 2
Distribution Isolation Equipment Category 3	DIST Cat 3
Distribution Isolation Equipment Category 4	DIST Cat 4
Distribution Isolation Equipment Category 5	DIST Cat 5
Distribution Isolation Equipment Category 6	DIST Cat 6
Distribution Isolation Equipment Category 7	DIST Cat 7
Distribution Isolation Equipment Category 8	DIST Cat 8
Distribution Isolation Equipment Category A	DIST Cat A
Distribution Isolation Equipment Category B	DIST Cat B

Secondary Competencies for Distribution Isolation:

Probationary GEC KC	(P)GEC KC
Probationary GEC KA	(P)GEC KA
Probationary AEI/BTH MF36	(P)AEI/BTH MF36
Probationary Reyrolle L800T	(P)Reyrolle L800T
Probationary Hawkgas 36	(P)Hawkgas 36
Probationary Hawkgas 12	(P)Hawkgas 12
Probationary W&B CV (Euston-Watford)	(P)W&B CV (Euston-Watford)
Probationary W&B CV (South Eastern)	(P)W&B CV (South Eastern)
Probationary FKI Eclipse	(P)FKI Eclipse
Probationary Areva VISAX	(P)Areva VISAX
Probationary Brush FV12	(P)Brush FV12
Probationary Siemens 8DA10	(P)Siemens 8DA10
Probationary Siemens 8DA11	(P)Siemens 8DA11
Probationary Siemens 8DA12	(P)Siemens 8DA12
Probationary ABB ZX1.2	(P)ABB ZX1.2
Probationary ABB ZX0	(P)ABB ZX0
Probationary ABB ZV2	(P)ABB ZV2
Probationary Areva WI	(P)Areva WI
Probationary Areva WS	(P)Areva WS
Probationary GEC OX36 (1 phase)	(P)GEC OX36 (1 phase)
Probationary ABB/Secheron FSK II	(P)ABB/Secheron FSK II
Probationary Areva CBR	(P)Areva CBR
Probationary ABB Sace	(P)ABB Sace
Probationary Hawkgas 25	(P)Hawkgas 25
Probationary Hawker Siddley HSS	(P)Hawker Siddley HSS
Probationary ABB Safe Six	(P)ABB Safe Six
Probationary GEC XE2	(P)GEC XE2
Probationary GEC X82	(P)GEC X82
Probationary GEC X82S	(P)GEC X82S
Probationary Hawk Vac 25	(P)Hawk Vac 25
Probationary Hawk VMag 25	(P) Hawk VMag 25
Probationary GEC JB424	(P)GEC JB424
Probationary GEC OX36 (3 phase)	(P)GEC OX36 (3 phase)
Probationary W&B MM74 (1500V)	(P)W&B MM74 (1500V)
Probationary S&C K4	(P)S&C K4
Probationary S&C K11	(P)S&C K11
Probationary ASEA HKSJ	(P)ASEA HKSJ
Probationary RJR721A-E	(P)RJR721A-E
Probationary RLR151	(P)RLR151
Probationary RJR530	(P)RJR530
Probationary RJR831	(P)RJR831
Probationary BT HSE	(P)BT HSE
Probationary BT HSL	(P)BT HSL
Probationary BT MR	(P)BT MR
Probationary BT T&N	(P)BT T&N
Probationary Siemens 8MF94	(P)Siemens 8MF94
Probationary Siemens DSG	(P)Siemens DSG
Probationary BBRPS	(P)BBRPS
Probationary W&B MM74	(P)W&B MM74
Probationary W&B NDC	(P)W&B NDC

Probationary Secheron UR36	(P)Secheron UR36
Probationary Secheron UR40	(P)Secheron UR40
Probationary Secheron HPB60	(P)Secheron HPB60
Probationary RJR526	(P)RJR526
Probationary DCDS (Holec)	(P)DCDS (Holec)
Probationary DCDS (Soule)	(P)DCDS (Soule)
Probationary DCDS (Ferraz)	(P)DCDS (Ferraz)
Probationary DCDS (LC- Le Carbone)	(P)DCDS (LC- Le Carbone)
Probationary DCLDS (ABB ACB)	(P)DCLDS (ABB ACB)
Probationary CTI/CTS	(P)CTI/CTS
GEC KC	GEC KC
GEC KA	GEC KA
AEI/BTH MF36	AEI/BTH MF36
Reyrolle L800T	Reyrolle L800T
Hawkgas 36	Hawkgas 36
Hawkgas 12	Hawkgas 12
W&B CV (Euston-Watford)	W&B CV (Euston-Watford)
W&B CV (South Eastern)	W&B CV (South Eastern)
FKI Eclipse	FKI Eclipse
Areva VISAX	Areva VISAX
Brush FV12	Brush FV12
Siemens 8DA10	Siemens 8DA10
Siemens 8DA11	Siemens 8DA11
Siemens 8DA12	Siemens 8DA12
ABB ZX1.2	ABB ZX1.2
ABB ZX0	ABB ZX0
ABB ZV2	ABB ZV2
Areva WI	Areva WI
Areva WS	Areva WS
GEC OX36 (1 phase)	GEC OX36 (1 phase)
ABB/Secheron FSK II	ABB/Secheron FSK II
Areva CBR	Areva CBR
ABB Sace	ABB Sace
Hawkgas 25	Hawkgas 25
Hawker Siddley HSS	Hawker Siddley HSS
ABB Safe Six	ABB Safe Six
GEC XE2	GEC XE2
GEC X82	GEC X82
GEC X82S	GEC X82S
Hawk Vac 25	Hawk Vac 25
Hawk VMag 25	Hawk VMag 25
GEC JB424	GEC JB424
GEC OX36 (3 phase)	GEC OX36 (3 phase)
W&B MM74 (1500V)	W&B MM74 (1500V)
S&C K4	S&C K4
S&C K11	S&C K11
ASEA HKSJ	ASEA HKSJ
RJR721A-E	RJR721A-E
RLR151	RLR151
RJR530	RJR530
RJR831	RJR831

BT HSE	BT HSE
BT HSL	BT HSL
BT MR	BT MR
BT T&N	BT T&N
Siemens 8MF94	Siemens 8MF94
Siemens DSG	Siemens DSG
BBRPS	BBRPS
W&B MM74	W&B MM74
W&B NDC	W&B NDC
Secheron UR36	Secheron UR36
Secheron UR40	Secheron UR40
Secheron HPB60	Secheron HPB60
RJR526	RJR526
DCDS (Holec)	DCDS (Holec)
DCDS (Soule)	DCDS (Soule)
DCDS (Ferraz)	DCDS (Ferraz)
DCDS (LC- Le Carbone)	DCDS (LC- Le Carbone)
DCLDS (ABB ACB)	DCLDS (ABB ACB)
CTI/CTS	CTI/CTS

On Track Plant Machine/Crane Controller Competencies

On Track Plant Machine/Crane controller competencies are printed on a separate OTP card but the individual must also hold a valid PTS card and also hold a current valid COSS. The individual must have normal colour vision. Machine types and attachments are shown on a separate OTP Counterpart and these can be checked via the NCCA website (Check OTP counterpart option under Checks tab). Counterparts cannot be checked via the NCCA Hotline.

Competency	Meaning
(P)MC RRV	Probationary Machine Controller Road Rail Vehicle
(P)MC RMMM	Probationary Machine Controller Rail Mounted Maintenance Machine
(P)CC RRV	Probationary Crane Controller Road Rail Vehicle
(P)CC RMMM	Probationary Crane Controller Rail Mounted Maintenance Machine
(P)CC OTM	Probationary Crane Controller On Track Machine
(P)TL RRV	Probationary Tandem Lifting Road Rail Vehicle
(P)TL RMMM	Probationary Tandem Lifting Rail Mounted Maintenance Machine
(P)TL OTM	Probationary Tandem Lifting On Track Machine
MC RRV	Machine Controller Road Rail Vehicle
MC RMMM	Machine Controller Rail Mounted Maintenance Machine
CC RRV	Crane Controller Road Rail Vehicle
CC RMMM	Crane Controller Rail Mounted Maintenance Machine
CC OTM	Crane Controller On Track Machine
TL RRV	Tandem Lifting Road Rail Vehicle
TL RMMM	Tandem Lifting Rail Mounted Maintenance Machine
TL OTM	Tandem Lifting On Track Machine

Secondary competencies for MC CC machine types and attachments (are shown on the OTP counterpart):

Probationary 360 Excavator	(P)360 Exc
Probationary GP Crane	(P)GP Crane
Probationary Kirow Crane	(P)Kirow Crane
Probationary Knuckle Boom Crane	(P)Knuck Bm Crane
Probationary Mobile TRM	(P)Mob TRM
Probationary Panel Layers	(P)Panel Layers
Probationary Side Loader Crane	(P)Side Ldr Crane
Probationary Single Line Gantries	(P)Single Line Gant
Probationary TRAMM	(P)TRAMM
Probationary Vegetation Control	(P)Veg Cont
360 Excavator	360 Exc
Alumicart	Alumicart
ATUV	ATUV
Autech Grinder	Autech Grinder
Beaver	Beaver
Bracke	Bracke
Brad	Brad
Bremach Personnel Carrier	Bremach Carrier
Clipper	Clipper
Crewbus	Crewbus
Dozer	Dozer
Dumper	Dumper
Ego 4/5	Ego 4/5
Gopher	Gopher
GP Crane	GP Crane
GW75	GW75
Kirow Crane	Kirow Crane
Knuckle Boom Crane	Knuck Bm Crane
Landrover	Landrover
Lorry	Lorry
Merlin RPV	Merlin RPV
MEWP (machine type)	MEWP (MC)
Minima	Minima
Mobile TRM	Mob TRM
MPV	MPV
Packer	Packer
Panel Layers	Panel Layers
Permaquip HCT	Permaquip HCT
Rail Vac (RMMM)	Rail Vac (RMMM)
Side Loader Crane	Side Ldr Crane
Single Line Gantries	Single Line Gant
Sleeper Changer Machine	Sleeper Changer MC
Sleeper Squarer	Sleeper Squarer
Special Purpose Vehicle	Spec Purp Veh
Switch & Panel Handling Devices	Switch & Panel Hand Devs
TASC	TASC
TRAMM	TRAMM
TRM	TRM
Vermeer Ballast Undercutter	Vermeer Undercutter
Ballast Distribution Unit, Ballast Brooms, Ploughs and Blades	Ballast DU

Excavac	Excavac
Lifting Accessories	Lifting Accs
MEWP (attachment(	MEWP (A)
Piling Rig	Piling Rig
Powered Lifting Accessories	Powered Lifting Accs
Rail Clipper	Rail Clipper
Rail Cropper	Rail Cropper
Sleeper Changing Attachment	Sleeper Changing Attmnt
Slinger *	Slinger
Tamping Bank	Tamping Bank
Thimble	Thimble
Trailer	Trailer
Vegetation Control	Veg Cont

* The following changes were made to Slinger competence as detailed in a letter from Network Rail May 2012:

Pre-requisite to hold Slinger Competence

All individuals required to hold Slinger competence shall:

- be medically fit to level 4 as stated in NR/L2/OHS/00124.

Please Note: *After additional industry feedback and consultation* 'colour vision' and 'accompanied' restrictions are permitted.

Training Events

Delegates who do not present either a blue copy of their medical (endorsed with Level 4) or their PTS card to the trainer will not be permitted to continue onto the training event.

Note: *Where practical sessions take place on the infrastructure and where delegates do not hold PTS, arrangements shall be made for TVP's to be issued for that period only.*

Going 'on or near the line'

PTS is **not** a requirement to hold Slinger competence however where individuals are required to go 'on or near the line' to undertake Slinger activities as part of their normal duties, they must hold a current and valid PTS.

Please Note: In line with PTS competence rules individuals who are PTS Holders endorsed with a green square are not able to attain any other competence until such time that the green square has been removed.

Trainers and Assessors

Trainers and Assessors must meet the same pre-requisites as delegates attending training and/or assessment e.g. PTS is only required when undertaking training and/or assessment 'on or near the line' in line with mandatory track safety requirements.

On Track Plant Operators

On Track Plant Operators were included under the Sentinel scheme from 30.3.2009 and the full compliance date for the transfer to Sentinel was 31.12.2010.
The OTP operator competency is listed on an OTP card and the secondary competencies for host machines and attachments are listed on the OTP counterpart issued by the training or assessment company.

Secondary competencies for OTP operator host machines and attachments (are shown on the OTP counterpart):

Probationary Agricultural Tractor Operator	(P)Agri Trac
Probationary ATUV Operator	(P)ATUV
Probationary Ballast Packer Operator	(P)Ballast Packer
Probationary Ballast Undercutter Operator	(P)Ballast Undercutter
Probationary Clipper Operator	(P)Clipper
Probationary Crawler/Tractor Dozer Operator	(P)Crawl/Trac Dozer
Probationary De-clipper Operator	(P)Declipper
Probationary Dump Truck Operator	(P)Dump Truck
Probationary Dumper Operator	(P)Dumper
Probationary Highway Vehicle <3.5t Operator	(P)Hwy Vehicle <3.5t
Probationary Highway Vehicle >3.5t Operator	(P)Hwy Vehicle >3.5t
Probationary Lifter/Slewer Operator	(P)Lift/Slew
Probationary MEWP Operator	(P)MEWP Op
Probationary Mobile TRM Operator	(P)Mob TRM Op
Probationary Motorised Trolley Operator	(P)Motor Trol
Probationary Piling Machine Operator	(P)Piling
Probationary Platform Lift Operator	(P)Plat Lift
Probationary Road Rail Excavator Crane Operator	(P)RR Exc Crane
Probationary Road Rail Excavator Operator	(P)RR Exc
Probationary Self Propelled MEWP Operator	(P)Self Prop MEWP
Probationary Sleeper Changer Operator	(P)Sleep Chg
Probationary Telescopic Handler Operator	(P)Tele Handler
Probationary Tracgopher Operator	(P)Tracgoph
Agricultural Tractor Operator	Agri Tractor
ATUV Operator	ATUV
Ballast Packer Operator	Ballast Packer
Ballast Undercutter Operator	Ballast Undercutter
Clipper Operator	Clipper
Crawler/Tractor Dozer Operator	Crawl/Trac Dozer
De-clipper Operator	Declipper
Dump Truck Operator	Dump Truck
Dumper Operator	Dumper
Highway Vehicle <3.5t Operator	Hwy Vehicle <3.5t
Highway Vehicle >3.5t Operator	Hwy Vehicle >3.5t
Lifter/Slewer Operator	Lift/Slew
MEWP Operator	MEWP Op
Mobile TRM Operator	Mob TRM Op
Motorised Trolley Operator	Motor Trol
Piling Machine Operator	Piling
Platform Lift Operator	Plat Lift
Rail Vac (RMMM Operator)	Rail Vac (RMMM Op)
Road Rail Excavator Crane Operator	RR Exc Crane
Road Rail Excavator Operator	RR Exc

Self Propelled MEWP Operator	Self Prop MEWP
Sleeper Changer Operator	Sleep Chg
Telescopic Handler Operator	Tele Handler
Tracgopher Operator	Tracgoph
Access Platform Operator	Access Platform
Access Platform Boom Operator	Acc Plat Boom
Access Platform Crane Operator	Acc Plat Crane
Access Platform Scissor Operator	Acc Plat Scissor
Ballast Brush Operator	Ballast Brush
Ballast Plough Operator	Ballast Plough
Ballast Regulator Operator	Ballast Regulator
Bracke Operator	Bracke
Chipper Operator	Chipper
Clamshell Bucket Operator	Clam Bucket
Fast Clipper Operator	Fast Clipper
Flail (Mulcher) Operator	Flail (Mulcher)
Flash-butt Welder Operator	Flash-butt Welder
Foundation Drilling & Piling Equipment Operator	Fndn Drilling/Piling Eq
Hydraulic Beam Operator	Hydraulic Beam
Hydraulic Grab Operator	Hydraulic Grab
Hydraulic Multi Sleeper Lifter/Placer Operator	Hyd Multi Sleeper Lifter/Placer
Kb Crane Operator	Kb Crane
Mixer Operator	Mixer
Panel Lifting Beam Operator	Panel Lifting Beam
Rail Cropper Operator	Rail Cropper
Tamping Head Operator	Tamping Head
Tandem Lifting Using On Track Plant Operator	Tand Lift w/OTP
Tanker/Jetter Operator	Tanker/Jetter
Thimble Operator	Thimble
Trailer Operator	Trailer
Tree Lopper Operator	Tree Lopper
Vacuum Excavator Operator	Vac Excavator
Vacuum Lifter Operator	Vac Lifter

Hand Trolley Controller

This competency was included in the Sentinel scheme from 1.11.2008 with a full compliance date of 30.06.2010. The competence validity is 2 years and renewed by either re-certification training or by assessment and the competency printed on a Sentinel On Track Plant Card.

However, **from 6.8.2012** the competency will cease to be registered on the Sentinel database. (NB. For Network Rail employees the competence is no longer recorded on Sentinel forthwith)
In line with NR/L2/CTM/220 Competence and Training in Portable and Mobile plant this will be replaced with “Safe use of trolley equipment” competence.
Between 6.8.12 and 2.6.13 sponsors should arrange to transition individuals competence from Hand Trolley Controller to Safe use of trolley equipment. The new competence record will adopt the new expiry period of 5 years based on the last competence renewal date and will not be recorded on Sentinel. The new competence will be reflected in the Sponsors own competence management system.

On completion of the transition period in June 2013, Hand Trolley Controller competence will no longer exist.

Other Sentinel Competencies & Card Types

Signal Sighting

There is no requirement for PTS and the individual is issued with a separate Signal Sighting card.

Signal Sighting Committee Member
Signal Sighting Chairperson Designate
Signal Sighting Committee Chair

Rail Incident Officer

RIO 1
RIO 2

Must also hold PTS and are issued with a separate RIO card.

Loader Competencies

Competency
LOADER
LOAD EXAMINER
LE TRT KRA
LE TRT YXA
LE SLINGER
LE RRT
LE CRT
LE LWRT
LE SSALMON
LE FASTROLL
LE PUTLER
LE RDT
LE SV
LOADING STANDARDS

From 18th April 2011, all Loading competencies (with one exception) will have an expiry date of two years. The exception is LE SV which expires after one year.

(Prior to 18.4.11 all Loading competencies had an indefinite expiry).

All Loading competencies issued after 18th April will require an assessment between nine and fifteen months. The assessment can be logged by a sponsor (similar to the logbook review for MC/CC).

All Loading competencies issued before 18th April will require an assessment before 18th July 2012 (i.e. fifteen months after the introduction of the new rules). If the assessment is not logged, the competency will get taken down.

Loader competencies are printed on a separate Loader card.

Safe System of Work Planner

Safe System of Work Planner competency (SSOWP) has replaced Core Planner Skills 1 and 2. Network Rail standard NR/L2/CTM/209 refers. The deadline for transitional arrangements from Core Planner to SSOWP has now passed so an individual is now required to attend SSOWP training.

New Candidates

Candidates will be required to successfully complete the SSOWP Pre-Training Assessment and SSOWP Initial Training Course. On successful completion will be issued with a Sentinel card with probationary SSOWP (endorsed (P) SSOWP) awarded for a period of 4 months. The candidate will be deemed competent to plan SSOWs under the guidance of a SSOWP mentor for a period of up to 4 months and will need to complete work experience sheets. A mentored observed (P) SSOWP assessment needs to be notified to the NCCA by the sponsor via the NCCA website. The individual must then undertake a post mentoring (P) SSOWP assessment with a registered SSOWP assessor. On successful notification of this assessment a new sentinel card will be issued endorsed with SSOWP with a 2 year validity. If the individual is found to be Not Yet Competent they are given probationary SSOWP for a further 4 months and issued with a further card.

An interim assessment is required at 9 – 15 months.

For candidates who need to complete the pre-training assessment it will be necessary for the sponsor to obtain a log-in and password from Question Tools by sending an email to railexams@questiontools.com. Question Tools will send them a brief user guide explaining how to use the system. Sponsors will need to log into the site at http://prequal.railexams.co.uk to create the user IDs for the candidates they wish to take the test. The candidates will then need to log-in at the same address and complete the pre-training assessment. Requests for log-ins will be answered by Question Tools within 24 hours of receipt.

Once logged in candidates can take a practice test before doing the actual full test.

The pre-training test is NOT recorded on the NCCA database.

The candidate will need to take a copy of the certificate generated by Question Tools to the SSOWP initial training event and trainers are required to check the certificate before accepting a candidate on the course.

An example of the certificate can be viewed on the NCCA website under the Documents - SSOWP documents option.

Work experience sheets for SSOWP are available for download from the Special Documents option under your sponsor log on to the NCCA website.

Track Induction

All new individuals to PTS since 9.6.2003 who work in track maintenance, track renewals or track inspection need to have the Track Induction competency. Track Induction is recorded following a 10 day training event which includes the 2 day PTS course. Unlike the majority of other competencies, Track Induction does not have an expiry date and is printed on the PTS card showing TRK IND and shows the word NONE where the expiry date would normally be. A yellow temporary certificate is issued by the trainer following the initial PTS course to allow the trainee access to the track for the Track Induction training. Further details on who is required to attend Track Induction training are available on the NCCA website (Documents Tab – General Documents – Memos & Letters).

Green Square / Learning Support

Prior to 4.12.2010 anyone who obtained PTS for the first time had a green square printed on their Sentinel card and the green square remains on the card for 6 months. A new card issued after this period is printed without the green square. If after the 6 months a request is made to have a new card issued just to have the green square removed then a charge will be made. If however, an individual is awarded a higher Track Safety competency during the first 6 months (e.g. LKT, IWA, COSS etc but **not** Track Induction), then when the revised Sentinel card is issued the green square will not be printed on the card.
To check when an individual first obtained PTS you can run a report under the List Cardholders option under the Enquiries tab under your sponsor Logon to the NCCA website.
From 4.12.2010 the green square will be printed on the Sentinel card for anyone attending a PTS initial course irrespective of whether they have previously held PTS.
The individual will also be subject to learning support as detailed in standard NR/L2/CTM/021 and the green square will remain on the card until the sponsor notifies the NCCA that the individual no longer requires learning support. The notification of the end of learning support for an individual is made via the sponsor log on to the NCCA website under the Notifications tab and selecting the option "Completion of Learning Support"
This notification will generate a new card to remove the green square and the sponsor who notifies the end of learning support will be invoiced by the NCCA at the same rate as notification of training events.
An individual will not be able to attend a PTS recertification course if the end of learning support has not been notified and will therefore have to attend an initial course and the green square will remain on the card.
If an individual with a green square is awarded a higher Track Safety competency then the green square will be removed and the sponsor will not need to separately notify the end of learning support.

Please note that in accordance with Network Rail standard NR/L2/OHS/021 on Personal Protective Equipment and work wear that an individual working on or near the line who has a green square on their card must wear a blue safety helmet.

Early Renewal of Competencies

From 4.12.10 an individual attending a Track Safety training re-certification course for any of the competencies listed in NR/L2/CTM/02, (PTS, Lookout, IWA, COSS, PC, ES, PICOP & SPICOP) up to 2 calendar months before the expiry date, the existing expiry date will be used as the starting point to calculate the new expiry date.
As an example: a Sentinel cardholder has PTS which expires on 1.2.2011. They attend a PTS re-certification course on 29.12.2010. The new expiry date for PTS will be 1.2.2013.

The early renewal rule is also applicable for OTP Operator and SSOWP competencies and also to welding competencies from June 2011.

Suitability for COSS – Pre-training Behavioural Evaluation Process

Before an individual can attend a COSS initial course from 4.12.10 their sponsor must confirm that the candidate is suitable to be trained as a COSS. The sponsor will need to complete a questionnaire as detailed in Appendix E of standard NR/L2/CTM/021. The questionnaire is available to download from the "Special Documents" area of the NCCA website.

The candidate will be scored on 8 performance criteria and must score 4 or more for:
Safety Leadership
Conscientiousness
Communications
Controlled under pressure

They will also need to score a minimum of 3 for the other criteria:
Team working
Personal Safety
Concentration
Openness to Learning

Those scoring between 31 and 40 are considered suitable to proceed with COSS training
Those scoring between 28 and 30 may still be deemed suitable but a justification is required and an action plan detailing how the COSS will be mentored post training will be required.
Those scoring less than 28 are not deemed suitable for COSS training at this stage but with further coaching and experience may develop into the role.

The completed COSS Pre-training Behavioural Evaluation forms must be filed in the candidate's Personal Logbook or Competence Records File. They must not be taken to the training event.
The sponsor notifies the completion of the questionnaire via the NCCA website by selecting "COSS pre-selection notification" from the "Notifications" menu. There is no charge for this notification.

Where the NCCA website does not show that the candidate is suitable for COSS training the Training Provider will advise the sponsor that the person cannot attend the training until the COSS pre-selection confirmation has been notified via the NCCA website.

Probationary Competencies

Probationary competencies are printed in red on the Sentinel card and once the required Probationary Mentored Observed Practical Experience <u>and</u> Probationary Post mentoring core competence workplace assessments have been passed and logged within the specified period (4 months for the competencies listed below), the system will issue a new card removing the probationary status and with a revised expiry date (24 months from post mentoring assessment date for SPICOP, PICOP, ES, COSS, COSS OLP, COSS CRP, COSS OLP/CRP, the 8 core MC/CC OTP competencies and SSOWP and 36 months for Possession Support competence).

A letter was issued by Network Rail 13.8.2010 stating that an individual attending initial training in the Track Safety competencies COSS, ES, PICOP or SPICOP will upon successful completion be awarded the competence as probationary regardless of whether the candidate has held the competence previously. This ruling applies to an individual who has to attend initial training because they have gone past the 2 calendar month grace period for a recertification course or where the competence has been suspended or taken down because a workplace assessment has been missed.

Individuals will also do a PTS Knowledge test at the beginning of a probationary COSS Post Mentoring Core Competence Assessment so that the PTS expiry can also be adjusted to the same COSS expiry date.

It is the responsibility of the **sponsor to log the Probationary Mentored Observed Practical Experience assessment on the NCCA website** (select Assessment Notification under the Notification tab). This must be logged before the licensed assessor can log the post mentoring assessment. It is essential that these assessments are both logged before the expiry date of the probationary competency and they must also be logged within 15 working days of the actual assessment date. The probationary Mentored Observed Practical Experience assessments that need to be logged by the sponsor on the NCCA website are for probationary COSS, COSS OLP, COSS CRP, COSS OLP/CRP, ES, PICOP, SPICOP, the 8 core probationary MC/CC OTP competencies, SSOWP and the new Possession Support.

The cost of the new card for the removal of probationary status following the post mentoring assessment is invoiced to the individual's sponsor.

N.B. Although the majority of electrification competencies have a probationary period there is no requirement for a mentored observed practical experience assessment to be logged on the NCCA website by the sponsor.

Initial OTP operator is also subject to a probationary period but the mentored observed practical experience does not need to be notified to the NCCA.

Initial Possession Support is also subject to a 4 month probationary period.

Assessments

The NCCA issue an automatic reminder email to the sponsor at the start of the assessment window for an individual who requires an interim assessment and also at 90 days before the competency assessment deadline. Further emails are then sent on a weekly basis until the assessment is either recorded or the deadline is reached. It is also possible for a sponsor to run an assessment due soon report from the options under the Admin tab on the NCCA website. You can list the assessments due soon for a specified number of days and for a particular competency group.

Please note that the Network Rail flowchart for PC competency states that the **PC interim knowledge assessment** should be done during the 2 year validity of the competence however it **must be done at the same time as the COSS assessment**. Please ensure you have this noted on your own competency management system as the assessment due soon date on the NCCA database will show the assessment due date as the PC expiry date. If the PC assessment is not done with the COSS assessment then when the competency is due to expire the individual will be unable to do recertification PC training and will have to attend an initial course to regain PC.

Flowcharts for Track Safety competency assessments can be found on the NCCA website under the Documents Tab – General Documents) – Assessment Flowcharts. Flowcharts for MC/CC OTP are under On Track Plant documents.

From 2.12.06 a newly trained IWA also undertakes a PTS Knowledge Assessment as part of the Initial Core Knowledge Assessment (due within 4 months of initial training). The same rules apply to this IWA initial assessment that apply to the post mentoring core competence assessment for a Probationary COSS detailed above – i.e. a new card will be issued with a revised expiry date for the COSS/ IWA and PTS on notification of this successful assessment and a charge will raised to the individual's sponsor.

All assessments apart from mentoring assessments and OTP logbook reviews must be carried out by a licensed assessor and a list of licenced assessment companies is available from the NCCA website.

A **Not Yet Competent Result** was added 3.12.07 into the Track Safety assessment process but excludes PTS, Lookout, IWA and PC. It also applies to OTP Operators from 30.3.2009 and to SSOWP from 4.12.10.

Not Yet Competent (NYC) applies to candidates who have previously been judged as competent (either fully or under probationary status) but their performance and/or knowledge indicate that they have lost some required knowledge or are not fully performing to the required standard.

A not yet competent decision by the assessor will result in a candidate being placed back to probationary status and a new card issued with the (P) symbol affixed to the relevant competence with a 4 month expiry date. An invoice will be raised to the sponsor for the cost of this card. The candidate is then required to undergo mentoring to close the skills and/or knowledge gap identified on assessment.

If the candidate is again found NYC within the constraints allowed another card will be issued with a (P) symbol and an additional 4 month expiry. If the candidate is deemed as competent after a period of being found NYC, then a new card will again be issued without a (P) symbol and the original expiry date as per the normal guidelines will be printed on the card.

Only two NYC decisions can be awarded in any 24 month period including the initial (P) probationary period awarded at the end of initial training. If a candidate cannot be marked as competent following 2 NYC decisions then they must attend full initial training and if successful will receive their Sentinel card with the relevant competence endorsed with a (P). A Network Rail letter dated November 2007 together with a chart detailing this procedure is available on the NCCA website.

Please do not contact the NCCA to request an extension to the deadline for assessments as the request will be rejected regardless of circumstances.

Suspensions – Positive Alcohol & Drug Screens

When an individual has failed an Alcohol & Drug test, the Medical Provider and the individual's sponsor / prospective sponsor should inform the NCCA in writing.
Other than a positive for alcohol pre-employment Alcohol & Drug result, a positive screening will lead to the individual being suspended for a period of 5 years. The positive

result will be notified to all current sponsors for the individual by automatic email. At the end of the 5 year period, the suspension is lifted automatically.

Notification of Suspension to the NCCA

If a sponsor requires an individual to be suspended due to either a positive Alcohol & Drug screen, following an incident or accident, pending a For Cause screen result, or requires only certain competencies to be suspended, then an authorised signatory must submit a Suspension Notification form along with supporting evidence such as a copy of the incident report or positive Alcohol & Drug certificate. The suspension notification form is available to download from the NCCA website (Documents tab – General documents – Forms for Download).
Any suspension request must be made on this form as the authorised signatory must make the declaration that they accept full responsibility for any implications that may result from the suspension e.g. claim for loss of earnings. The NCCA will then action the request and inform all sponsors of the suspension by automatic email. If a new card needs to be issued without the suspended competencies, then a charge will be made to the sponsor.

The sponsor who requested the suspension may ask for the individual to be reinstated or particular competencies to be reinstated following an investigation into the incident. An automatic email will be sent to the individual's sponsor(s) to advise them if the full suspension is lifted or the individual's particular competencies are reinstated. If a new card needs to be issued with the reinstated competencies, then a charge will be made.

Batch Control Logs (BCL)

Sentinel cards are sent to the sponsor with a batch control letter and batch control log. The sponsor must register receipt of the cards via the NCCA website *(see Website Tutorial for Sponsors for example*).

- Select Review Batch Control Log option under Admin tab or second level menu
- Enter batch control log number (this is found under the barcode on the batch log) and click on Show
- If all the cards listed are correct click on the declaration box and Acknowledge cards OR
- Mark individual cards as either Correct, Incorrect or Missing.

Correct - confirms that all details on the card are correct – (once acknowledged as correct any subsequent amendments will be chargeable). It also confirms that the **card has been given to the individual** and that their previous card has been withdrawn

*** Incorrect -** confirms that the card is incorrect and the corrections to be made should be detailed on screen which will be automatically emailed to the NCCA to amend and issue a replacement card – no charge made.

Missing- if the card is marked as missing from the envelope, the NCCA will re-issue a new card – no charge made

* **Notification of Incorrect card due to wrong expiry date** - Please remember the change from 4.12.10 on expiry dates for re-certification in Track Safety competencies only (PTS, Lookout, IWA, COSS, PC, ES, PICOP and SPICOP). If an individual attends a re-certification course within 2 calendar months before the existing expiry date then the existing expiry date will be used as the starting point to calculate the new expiry date.

As a result of this change it will not now be possible for sponsors to mark a card as incorrect online which has an extended expiry date. If the card is incorrect for another reason such as incorrect spelling of name etc. then the NCCA co-ordinator must send an email to the NCCA advising of the required correction.
If a sponsor mistakenly destroys a card due to an extended expiry date, the sponsor will be charged for a replacement card.

There is no need to return the actual batch control log form to the NCCA.

The batch control log must be acknowledged online to the NCCA **within 28 days** of the batch letter. Failure to do so will result in the cards being suspended.

The NCCA issues an automatic email to remind a sponsor if a batch control log has not been returned.

Automatic Emails from NCCA

The system sends automatic email notifications to sponsors to advise of certain updates and also helpful reminders e.g. on approaching competencies expiring or batch control logs not returned. The automatic emails sent at present are:

Daily 0.30am
- taken down competencies
- reinstated competencies previously taken down

Daily 9.00 – 9.15am
- 10th TVP application
- 12th TVP application

Daily 2.00pm
- linkup authorisation lost
- linkup authorisation regained

Daily 4.00pm
- cards issued to employees whose primary sponsor is another sponsor
- individuals who have been suspended
- individuals who have been reinstated
- BCLs not acknowledged
- specific competencies that have been suspended
- specific competencies that have been reinstated
- changes to individual's access restrictions

- changes to individual's medical details
- sponsorship added
- sponsorship removed

Daily 5.00 – 5.30pm
- individuals suspended pending a For Cause A&D screen
- No result A&D screen (warning of suspension unless negative screen taken)

Every Monday 7.00am
- competencies expiring soon
- medicals expiring soon
- 18th birthdays approaching
- assessments due soon

Every Tuesday 7.00am
- failed card enquiries
- briefing events due soon

Every Wednesday 7.00am
- new photo due soon

Every Thursday 5.00am
- assessment window now available

NCCA Contact Centre

The Helpline telephone number is 0870 1642244 and is available Monday to Friday between 8.30 am – 5.00pm. Any calls made outside these times will go to voicemail.

If your telephone query cannot be answered immediately, you may be asked to put your query in writing so the matter can be looked into and every effort will be made to respond promptly.

NCCA Hotline

The NCCA Hotline number is 0870 1627979 and is available 24 hours a day.
The purpose of the Hotline is to verify Sentinel cards and Temporary certificates.
It is also possible to verify Track Visitor Permits that are now applied for and issued via the NCCA website.

Remember that you can also do card checks via the NCCA website.

NCCA charges

The NCCA structure of charges from 1.1.2012 is as follows:

	COST (exc VAT)	**COST (inc VAT)**
Notification of training event	**£15.57**	**£18.68**
New Medicals from sponsor	**£15.57**	**£18.68**
Card correction/Reissue	**£15.57**	**£18.68**

Safety critical correction	**£15.57**	**£18.68**
Removal of probationary status	**£15.57**	**£18.68**
Probationary status following Not yet competent assessment result	**£15.57**	**£18.68**
Lost/damaged Cards	**£28.84**	**£34.61**
Lost OTP counterpart	**£11.53**	**£13.84**
Trainer/Assessor exam	**£195.00**	**£234.00**
Track Visitor Permit	**£1.00**	**£1.20**

Please notify the NCCA when requesting a new card of the Purchase Order number if you need this quoted on the invoice.

NCCA invoices are sent by email to the email address for the NCCA contact but can in addition to, or instead of, be emailed to another email address for the person who deals with accounts. The invoicing details for your company can be viewed under the Basic details option of your sponsor log on and these details and the email address for invoices can be amended online as required.

Payment can be made by Direct Debit, BACS, cheque or credit/debit card. Cheques should be made payable to **Capita Business Services.** If you wish to post cheques and remittances please send them to the following address:

Capita Business Services
P.O Box 212
Faverdale Industrial Estate
Darlington
DL1 9HN

If you wish to email a remittance advice the email address to send it to is DTONremittances@capita.co.uk.

Please ensure remittances clearly show your NCCA account number (this will be your NCCA Site ID number prefaced by RTE) and also the invoice numbers that the payment relates to.
Payment by **credit card** should be made online to **www.paycapita.co.uk**.

Unfortunately it sometimes becomes necessary for the NCCA to put a company's account on stop due to unpaid overdue invoices which will result in access to the NCCA web site as a sponsor being denied. If a company is put on stop an automatic email will immediately be sent to confirm this and once payment has been made and the account taken off stop a further email will be issued to confirm the stop is lifted and normal web access is reinstated.

If you have any queries on an invoice please contact the NCCA in writing and quote the invoice number(s).

Contact details

NCCA **PO Box 6440** **Basingstoke** **Hants** **RG21 7FW**	**Email: ncca-sentinel@capita.co.uk** **Website: www.ncca-sentinel.co.uk** **Telephone: 0870 1642244** **Hotline: 0870 162 7979**

Useful contacts

	Telephone	Email	Web address
Achilles (Link-up)	**01235 861118**	**Link-up@achilles.com**	**www.achilles.com/en/uk/sectors/transport/rail-industry/**
IHS (for copies of Network Rail standards)	**01344 328300**		**www.ihs.com**
National Skills Academy for Railway Engineering (NSARE)	**0207 841 8000**	**enquiries@nsare.org**	**www.nsare.org**
Willsons Printers (supply of handbooks etc)	**01636 702994**		**www.willsonshop.com**