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NCCA

IN ASSOCIATION WITH CAPITA

NATIONAL COMPETENCY

CONTROL AGENCY

NOTES FOR SPONSORS

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June 2009

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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 Achilles Information Ltd)

All of Network Rail contractors, sub-contractors and labour agencies that access Network Rail Controlled 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 the Network Rail Controlled Infrastructure they can request an 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.

If Achilles advise the NCCA that your company is no longer authorised you will be sent an automatic email that your Site ID is not authorised and this means that you will no longer be able to sponsor individuals for PTS.

Any queries regarding your Link-up status should be referred to Achilles (Tel: 01235 861118). Please notify the NCCA if you subsequently regain Link-up authorisation 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)
- Hand Trolley Controller notifications for existing operatives
- 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 and fax 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 enables searches for licensed training and assessment companies and access to a range of other information including bulletins, guidance notes on assessments etc. and has links to other relevant websites such as Achilles 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

Network Rail NCCA Sentinel

Search GO

Home Documents FAQs Links

Welcome

Not Yet Logged In

User ID:

Password:

User Type: -- select user type --

Login

Forgotten your password? [Click Here.](#)

Info/Alerts

- Notes for Sponsors
- New Prices From Jan 2009
- New Medicals from Dec 2008
- Sentinel Responsibilities
- Not Yet Competent
- Changes to Track Visitor Permits
- Tutorials
- Trainer & Assessor Exams

Options

- Training Companies
- Assessment Companies
- Help Obtaining Your ID and Password
- Contact Us

Sentinel

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.

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2. Accreditation of licensed training and assessment providers (managed by Achilles Information Limited).

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

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

Search box

Allows a search by word(s) or phrase for documents and bulletins on the NCCA website that include the search word(s). Eg. Can search for documents including the word “electrification” or “on track plant”

Info/Alerts

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.

Training companies

Enables a search for a licensed training company that provides training in a selected competency. The search can be limited to a selected region where the training is required.

Assessment companies

Enables a search for a licensed assessment company that provides assessments in a selected competency.

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 -

includes Train Operations Manual, Flowcharts and Log Book order form

Assessment Flowcharts -

guidance on assessments and mentoring for Track Safety competencies (old and new guidance)

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

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

Achilles website (Link-up queries)

Rimini Green Zone Planner

Staffzone website (Netengines)
 Track Safety Strategy Group
 Network Rail Standards
 Network Rail 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 and Checks 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, Set Employee Medical Details 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
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

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	check Track Visitor Permits
Track Visitor Permit Application	can apply for and generate a TVP for an individual
List TVP applications	can either display on screen or prepare downloadable report of TVPs applied for between given dates
Special Documents	Drug & Alcohol Briefing Presentation and Notes and Radio Briefing for MC & CC and for ES in OTP Possession
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 for an individual – can notify up to 12 attendees at a time (e.g. OTP Log book briefing)
Set (old style) Medical details	can update old style medical details including restriction changes online. Purchase order number can be quoted. This notification automatically puts in a card request & generates an invoice. <i>NB This option is not applicable for a new Level medical done from 1.12.08</i>
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
Hand Trolley Controller Notification	can notify NCCA of employee entitled to the new Hand Trolley Controller competency due to their existing experience (must hold COSS)
Training/Assessment Feedback	can enter feedback on training and assessment material
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
Assessment company details	gives details of a particular assessment provider
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 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 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 and also can upload a new photo(if request made online for new card a charge will be made –if card request previously made Eg 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)

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 (ie. 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
- Select negative (or positive consistent with declared medication or dietary intake if applicable - old style certificate only prior to 1.12.08)
- If positive consistent with declared medication or dietary intake result select substances found
- 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.

A Certificate of Authorisation of Non-Compliance has been issued to Appendix A of Issue 1 of this standard that affects the following competencies:

ES, PICOP, SPICOP, Machine Controller, Crane Controller, Crane Controller Tandem Lifting and Level A Distribution and also Bridge Strike Nominee (no medical fitness requirement). This Temporary Non-Compliance is reflected in the table below.

From 1.12.2008 there will be 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
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 and welding competencies
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 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
		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 3 rd -R PA-i	Third rail Level A Procedure A
		LA 3 rd -R PB-i	Third rail Level A Procedure B
		LA 3 rd -MSO-i	Third rail Level A Machine Switch Out
		LB 3 rd -R St-i	Third rail Level B Strapping
		LB 3 rd -R Sw-i	Third rail Level B Switching
		LB 3 rd -R T-i	Third rail Level B Temporary Isolation
		LA DIST PtW-i	Level A Distribution Isolation Permit to Work
		LA DIST Col-i	Level A Distribution Isolation Certificate of Isolation
		LA DIST DC-i	Level A Distribution Isolation DC Isolation
		LB DIST SP-i	Level B Distribution Isolation Single phase
		LB DIST AT-i	Level B Distribution Isolation Auto transformer
		LB DIST TP-i	Level B Distribution Isolation three phase
		LB DIST DC-i	Level B Distribution Isolation DC switchgear
		LC DIST	Level C Distribution Isolation
		Loader	
		all welding competencies	
	●	all MC/CC OTP competencies	
▲	●	OTP operator	

- The NCCA does not make decisions about medical restrictions. If a sponsor feels that an individual is not competent to go on track

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unaccompanied then a Red Triangle can be added on notification from an authorised signatory. If the sponsor subsequently feels the individual is competent to have the Red Triangle removed and any Safety Critical competencies re-instated this can be done on notification from an authorised signatory.

- 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 under 18's are PTS and Track Induction. When an individual turns 18, the sponsor must 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)*

Old style Medical

- Select **Set (old style) Medical Details** from the options under Notification tab
- Enter card number for individual(s) and purchase order number if required and click Proceed
- Select medical authority, enter issue and expiry dates, select eyesight restriction (None, Specs or Lenses), select Access restrictions (None, MBA, CB or MBA & CB), enter reason for any access restriction
- Click Proceed

NB. MBA - Must be accompanied CB - Colour Blind
MBA & CB - Must be accompanied and colour blind

OR

New competence specific Level Medical

- Select **Register Employee Medical Details** 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 Purchase order number if required
- Click Register

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 either upload a new photo or email one to the NCCA saved in jpg format.

Medical updates must be notified via the NCCA 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 (Check cardholder photo option under Checks tab). In 2009 it will be 10 years from the introduction of the Sentinel scheme so it is 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 Photographs 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 (Eg. a card request previously made for a medical update for which a charge has already been made but the card is blocked

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photo with glasses required), then please 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. A photo is not acceptable if hats or sunglasses are worn.

You may if you prefer, email a new photo as a jpg to the NCCA or send it by post.

Temporary Certificates

The rules governing circumstances where a temporary certificate can be issued are mandated through the Achilles Audit Protocol for training providers. A temporary certificate issued by a licenced 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.

Track Visitor Permits (TVPs)

A special bulletin and information on the issue of TVPs can be found on the NCCA website. You can make a TVP application for a qualifying person 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 a Network Rail 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

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

TYPE	ABBREVIATIONS
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)
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
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

Welding Competencies

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

Aluminothermic Welding:

Thermit Welding (GB) Ltd.

TW5: Special processes such as SkV-ST and SoWoS

TW4: SkV-L composite process, all rail profiles and grades, rail wear combinations as specified within the process suppliers manual, oxy-propane preheating only

TW3: SkV-L 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

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 and resurfacing of plain rail and crossings, all rail grade groups

FCAW2: Repairs to switchblades, normal grade rail groups

FCAW4: Joining of conductor rails

FCAW6: Repair to plain line and switch and crossing components using fully-automatic equipment

Assistant welder TW

Assistant welder RT

Assistant welder TW RT

Trainee welder RT3

Trainee welder TW3

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

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
	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
	Switching	LB 3rd-R Sw-i	Third rail Level B Switching
	Temporary Isolation	LB 3rd-R T-i	Third rail Level B Temporary Isolation

Distribution isolations

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 (<i>spoken Twenty five K V</i>)
	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

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

On Track Plant Operators

On Track Plant Operators are included under the Sentinel scheme from 30.3.2009 and all OTP operators will need to be on the NCCA database from 30 March 2011. When existing OTP Operators competencies expire from 30.3.2009 they will need to be re-assessed by a Sentinel licensed OTP operator assessor who will notify the result to the NCCA.

From 30.3.2009 all new OTP operators need to attend and pass an OTP operator training event by a Sentinel licensed OTP Operator trainer. The NCCA will issue an OTP card showing OTP operator and the secondary OTP operator competencies will be listed on an OTP counterpart issued by the training or assessment company.

Hand Trolley Controller

This competency was included under the Sentinel scheme from 1.11.08 with a full compliance date of 31.12.2009. During the transition period, a COSS who has experience of taking charge of placing a trolley on the line, its subsequent use and off tracking, can undergo a briefing session, receive the new keypoint card and complete a performance report to obtain the competence. Guidance on the notification of the Hand Trolley Controller competence to the NCCA for these individuals is detailed in a tutorial on the NCCA Website Home Page.

Those who do not have experience, including those not qualified as a COSS, can attend a Hand Trolley Controller training course from January 2009.

The Hand Trolley Controller competency is printed on a Sentinel On Track Plant Card.

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.

Core Planner

There is no requirement for PTS and the individual is issued with a separate Core Planner card.

Core Planner Skills 1
Core Planner Skills 2

(NB. Core Planner replaced RIMINI 31.12.06).

Track Induction

All new individuals to PTS since 9.6.03 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 is available on the NCCA website (Documents Tab – General Documents – Memos & Letters).

First PTS

Anyone who gains PTS for the first time will have a green square printed on their Sentinel card. The green square remains on the card for 6 months and any new card issued after this period will be printed without the green square. If after the 6 months you make a request 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 competency during the first 6 months (eg. 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.

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.

Probationary competencies

Probationary competencies are printed in red on the Sentinel card and once the required Probationary Mentored Observed Practical Experience and 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 and the 8 core MC/CC OTP competencies.

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 currently 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 and the 8 core probationary MC/CC OTP competencies.

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

NB. 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 operators are also subject to a probationary period but the mentored observed practical experience does not need to be notified to the NCCA.

Assessments

The NCCA issue an automatic email to remind a sponsor when an individual has a competency for which an assessment is due soon. 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.

Detailed Guidance Notes & Flowcharts for assessments can be found on the NCCA website (see Documents Tab – General Documents) – [Assessment Flowcharts](#) for Track Safety competencies and [On Track Plant documents](#) which includes the Train Operations Manual showing assessment flowcharts for MC/CC OTP.

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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 be raised to the individual's sponsor.

All assessments apart from mentoring assessments and OTP logbook reviews must be carried out by a licenced 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.

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 Track Safety 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.

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

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

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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 8.00 – 8.15am

- 10th TVP application
- 11th 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

- A&D screens positive with “consistent with undeclared medication”
- A&D screens positive with “consistent with declared medication”
- individuals suspended pending a For Cause A&D screen

Every Monday 7.00am

- competencies expiring soon
- medicals expiring soon
- 18th birthdays approaching
- assessments due soon

Every Tuesday 7.00am

- failed card enquiries

Every Wednesday 7.00am

- new photo due soon

NCCA contact centre

The Helpline telephone number is 0870 1642244 and is available Monday to Friday between 8.00 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 the new Track Visitor Permits that are now applied for and issued via the NCCA website.

A full guide on how to use the Hotline by either the voice recognition or the keypad alternative is available on the NCCA website (Documents tab – Special bulletin – Guide to using Hotline)

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

NCCA charges

The NCCA structure of charges from 1.1.2009 is as follows:

	COST (exc VAT)	COST (inc VAT)
Notification of training event	£14.54	£16.72
New Medicals from sponsor	£14.54	£16.72
Card correction/Reissue	£14.54	£16.72
Safety critical correction	£14.54	£16.72
Removal of probationary status	£14.54	£16.72
Probationary status following Not yet competent assessment result	£14.54	£16.72
Lost/damaged Cards	£26.95	£30.99
Lost OTP counterpart	£10.78	£12.40
Trainer/Assessor exam	£195.00	£224.25
Track Visitor Permit	£1.00	£1.15

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

NCCA invoices can be sent by email rather than posted if required – please contact the NCCA if you would prefer this option.

Payment can be made by Direct Debit, BACS, cheque or credit card. Cheques should be made payable to **Capita Business Services**.

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
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Useful contacts

Achilles (Link-up)	Tel: 01235 861118
IHS (for copies of Network Rail standards)	Tel: 01344 328300
Willsons Printers (supply of handbooks etc)	Tel: 01636 702994 www.willsonshop.com