

Letter of instruction

Information for users

The following document:

NR/L2/OHS/050 Issue 4

has had changes made to it, most recently, with effect from **16 April 2014**.

Instructions for use

It is essential that you first read and understand each letter of instruction pertaining to the standard before proceeding to use the standard. You must then apply the requirements of each letter to the standard.

NR/BS/LI/326	Issue 1	16 April 2014	Proceed to letter ►
NR/L2/OHS/050	Issue 4	05 March 2011	Proceed to standard ►

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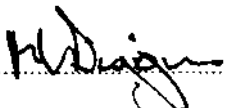
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Level 2

Sentinel Scheme Rules

Endorsement and Authorisation

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Authorised by:



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Accepted for issue by:



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Issue record

Issue	Date	Comments
1	December 2003	First issue
2	February 2005	Reformatted to migrate into the new Network Rail standards framework
3	June 2005	Minor changes to correct errors in the document
4	March 2011	Fully revised and updated

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 05 June 2011.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 3 (Option Selection) to continue to comply with the issue of any relevant Network Rail standards current when GRIP Stage 3 was completed and not to comply with requirements contained herein, unless stipulated otherwise in the scope of this standard.

Reference documentation

NR/L1/CTM/001	Competence Management
NR/L2/CTM/202	Quality Assurance in Training and Assessment
NR/L2/CTM/021	Competence and Training in Track Safety
NR/L2/OHS/018	Supplier requirements for the approval of medical assessments and drug and alcohol and screening and certification
NR/L2/OHS/020	Track Visitor Permits
NR/L1/OHS/051	Drugs and Alcohol
GE/RT8070	Testing railway safety critical workers for Drugs and Alcohol
NR/L2/OHS/00124	Competence Specific Medical Fitness Requirements
GE/RT8000	The Rule Book
	Transport and Works Act 1992
	Railway and Other Guided Transport Systems Safety Regulations 2006

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Supply

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1 Purpose

To specify the rules and procedures for the management of the Sentinel Scheme.

To specify the roles and responsibilities of the companies and individuals who manage the Scheme, work within the Scheme or hold competences within the scope of the Scheme.

2 Scope

The Sentinel Scheme Rules apply to Network Rail, the Managers of the Sentinel Scheme, the Accreditation Body, the Accredited Auditors, Licensed Training and Assessment Providers, Licensed Trainers, Licensed Assessors and Sponsors.

The Sentinel Scheme Rules also apply to any competence that is covered by the Scheme and to all individuals who hold one or more of those competences.

3 Introduction

The Sentinel Scheme was established in 1999 to improve the processes for the control of track safety training, track safety competences and the certification of those competences. The scope of Sentinel has since been expanded to include additional safety critical and technical competences.

The Sentinel Scheme is an integrated, secure personal detail and competence recording system. It holds information used to confirm the identity of an individual (i.e. photograph and National Insurance Number), details of the competences that the individual holds and details of the medical fitness of the individual. It allows the verification of this information at any time. It is intended to minimise the risk of untrained, unqualified or medically unfit personnel carrying out safety critical work on the Network Rail managed infrastructure.

The Sentinel Scheme consists of two components:

- the provision and management of the secure, computerised records of the identity, training and competences of individuals including the production, distribution and control of competency cards;
- the licensing of training and assessment providers, assessors and trainers.

4 Definitions

Accredited Auditors A company, person, or persons accredited by Network Rail to undertake the auditing of training and assessment companies, trainers, and assessors.

Accreditation Body Those contracted by Network Rail to provide accreditation and licensing services for the Scheme.

Assessment The gathering and judgement of evidence to determine a person's competence as required by the relevant Network Rail competence specification.

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Audit	The process undertaken by the accredited auditors to assure that the management, training and assessment activities of training and assessment organisations is delivered and maintained in accordance with the Sentinel Scheme Rules.
Audit Compliance Manual	A document prepared by the Licensed Training and/or Assessment Provider to facilitate the management of the organisation's training and assessment activities.
Audit Protocol	The document that contains the detail of what the Auditor shall be auditing the company concerned for to assure that it complies with the Sentinel Scheme Rules.
Competence	As defined in the Network Rail standard NR/L1/CTM/001, Competence Management.
Contractor	Any contractor, sub contractor, agency employee or other person engaged under a contract of service to work for or on behalf of Network Rail.
Employee	Any person who is on the payroll to provide services or working on behalf of the company either on a permanent or temporary basis.
Licensed Assessor	An individual licensed under the Sentinel Scheme Rules by the Accreditation Body to assess one or more of the competences covered by the Scheme.
Licensed Trainer	An individual licensed under the Sentinel Scheme Rules by the Accreditation Body to provide training in one or more of the competences covered by the Scheme.
Licensed Training and Assessment Provider	An organisation licensed under the Sentinel Scheme Rules by the Accreditation Body to train and/or assess one or more competences covered by the Scheme.
Link Up	The Rail Industry Supplier Qualification Scheme.
Managers of the Sentinel Scheme	The body that keeps the database and manages the system that provides competence recording and certification to individuals within the Scheme.
Mentor	A competent and experienced individual who provides support, accompanies, supervises and observes the person who is newly qualified in a competence where mentoring has been mandated. The mentor determines the readiness of the individual for their first workplace assessment.
Sentinel Card	The means used to identify an individual and the competences that they hold within the Scheme.
Sentinel Card	An individual to whom a Sentinel Card has been issued.

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Site Identity Number	A unique number that is given to a company licensed to Sponsor individuals within the Scheme.
Special Assessment Policy Rules	The risk-based process which enables applicants, at the discretion of Network Rail, to set aside the Link Up Core audit requirements, instead agreeing to comply with a set of Special Assessment Policy rules.
Sponsor	An employer who is registered with the Scheme and who takes responsibility for the training, assessment and briefing activities associated with the competences held by their employees as required by the Scheme.
Suppliers	Contractors, sub-contractors and labour supply agencies.
Workplace	A site of work, or a simulated worksite/environment, where work activities are being undertaken that complies with the criteria specified within the relevant Network Rail competence standard.

5 Roles and Responsibilities

5.1 Introduction

This section details the roles and responsibilities under the Sentinel Scheme of:

- Network Rail and individual departments within the company;
- the Managers of the Sentinel Scheme;
- the Accreditation Body for the Sentinel Scheme;
- the Accredited Auditors of the Sentinel Scheme;
- Sponsors;
- Licensed Training and Assessment Providers;
- Licensed Trainers;
- Licensed Assessors;
- Sentinel card holders.

5.2 Network Rail

5.2.1 Safety and Compliance

Safety and Compliance shall jointly manage the Scheme with Human Resources Competence and Training and Strategic Sourcing in accordance with Clauses **8** to **18**. In doing so they shall:

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- a) specify the content and requirements of the competence standard and associated training materials for Track Safety and other competences in their remit;
- b) mandate the use of national training and assessment documentation for Track Safety and other competences in their remit;
- c) specify the content and requirements of the competence specific medical fitness requirements;
- d) specify the content and requirements of the Network Rail drugs and alcohol policy and procedures;
- e) consult with key stakeholders on policy and standards relating to the Scheme;
- f) review and assist in maintaining the Audit Protocol relating to the Scheme on an annual basis;
- g) set the policy on Sentinel competence card issue and withdrawal in relation to Track Safety competences;
- h) provide a representative at the regular Sentinel Operations meetings. (An interface meeting between Network Rail and the organisations who manage, approve and audit the Sentinel Scheme);
- i) set the policy on hearings relating to alleged misconduct within the Scheme;
- j) provide a representative for any investigations or hearings into alleged misconduct under the Scheme.

5.2.2 Human Resources Competence and Training

Human Resources Competence and Training shall jointly manage the Sentinel Scheme with Safety and Compliance and Strategic Sourcing in line with Clauses **8** to **18**. In doing so they shall:

- a) manage the competence standards and associated training and assessment materials covered by the Scheme such that they are reviewed and approved for use by the appropriate Network Rail technical head for the disciplines concerned;
- b) Organise the distribution of the training and assessment materials for the competences covered by the scheme to the relevant training and assessment provider;
- c) review and maintain as necessary the Audit Protocol for Training and Assessment on an annual basis;
- d) manage and provide a representative at the regular Sentinel Operations meetings;
- e) provide a representative for any investigations or hearings into alleged misconduct under the Scheme.

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5.2.3 Strategic Sourcing

Strategic Sourcing shall support Safety and Compliance and Competence and Training in the management of the Sentinel Scheme. In doing so they shall:

- a) manage the procurement of products and services in support of the Sentinel Scheme.
- b) provide on-demand post-contract support for the governance of those goods and services.

5.3 The Managers of the Sentinel Scheme

The Managers of the Sentinel Scheme shall manage the competence database and competence card issuing in line with Clauses **8** to **18**. In doing so they shall:

- a) comply with Network Rail Company policy and Network Rail Company Standards;
- b) maintain a database of all Sponsors, Licensed Training and Assessment Providers, Licensed trainers, Licensed assessors, Sentinel Card holders and the competences held by them;
- c) provide and maintain the mechanisms necessary to update the database;
- d) issue Sentinel Cards;
- e) provide the mechanisms necessary for the verification of Sentinel Cards;
- f) provide the means of supplying those Sponsors wishing to procure training or assessment with details of all Licensed Training and Assessment Providers;
- g) produce a monthly report to Network Rail on the operational details of the database and the information within it;
- h) provide and maintain a web site dedicated to the Scheme;
- i) produce and maintain a "Guide for Sponsors";
- j) provide a representative at the regular Sentinel Operations meetings;
- k) consult with and assist the Accreditation Body and Auditors of the Scheme on matters that affect the day to day running of the Scheme;
- l) maintain a training feedback process for trainers and assessors.

5.4 The Accreditation Body

The Accreditation Body for the Sentinel Scheme shall licence Sponsors, Training and Assessment companies, Trainers and Assessors in line with Clauses **8** to **18**. In doing so they shall:

- a) comply with Network Rail Company policy and Network Rail Company Standards;
- b) maintain a licensing system for all Licensed Training and Assessment Providers, trainers and assessors;

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- c) comply with the requirements of the Audit Protocol for Training and Assessment set by Network Rail Competence and training and Network Rail Safety and Compliance;
- d) provide input to assist Network Rail in the maintenance of the Audit Protocols for Training and Assessment;
- e) process licence fees from the bodies licensed under the Scheme;
- f) produce a monthly report to Network Rail on the licensing activities within the Scheme;
- g) consult Network Rail on any misconduct in relation to the Sentinel Scheme Rules and agree the actions to be taken;
- h) carry out investigations where misconduct is suspected in relation to the Sentinel Scheme Rules.

5.5 The Accredited Auditors

The Accredited Auditors of the Sentinel Scheme shall audit Training and Assessment Providers licensed under Clauses **8** to **18**. In doing so they shall:

- a) comply with Network Rail Company policy and Network Rail Company Standards;
- b) maintain a robust system of audit that provides assurance that all trainers and assessors employed by Licensed Training and Assessment Providers are working in compliance with the Sentinel Scheme Rules;
- c) undertake audit on Licensed Training and Assessment Providers, trainers and assessors;
- d) comply with the requirements of the Audit Protocols for Training and Assessment;
- e) provide input to assist Network Rail in the maintenance of the Audit Protocols for Training and Assessment;
- f) process annual audit fees from Licensed Training and Assessment Providers;
- g) provide audit reports and statistical information;
- h) produce a monthly report to Network Rail on the audits, and resulting actions, undertaken;
- i) provide a representative at the regular Sentinel Operations meetings;
- j) consult and assist the Managers and Accreditation Body of the Sentinel Scheme on all matters that affect the day to day running of the Scheme.

5.6 Sponsors

The Sponsors shall manage the recruitment, employment, training, assessment and briefing activities associated with the competences held by their employees in compliance with Clauses **8** to **18**. In doing so they shall:

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- a) comply with Network Rail Company policy and Network Rail Company Standards;
- b) have processes in place to stay current with changes to Network Rail Company Standards;
- c) comply with the Network Rail Standard NR/L2/OHS/00124, Competence Specific Medical Fitness Requirements;
- d) comply with the Network Rail Standard NR/L1/OHS/051, Drugs and Alcohol, and RSSB Group Standard GE/RT8070, Testing Railway Safety Critical Workers for Drugs and Alcohol;
- e) maintain a company Drugs and Alcohol policy, which includes a disciplinary procedure, and brief that policy to all sponsored employees;
- f) notify the Managers of the Sentinel Scheme of all pre-employment drugs and alcohol screening results;
- g) notify the Managers of the Sentinel Scheme of any failure of a drugs and alcohol screening by a sponsored employee by completing a 'Request for Sentinel Card or Competency Suspension' form and forwarding it to the Managers of the Sentinel Scheme;
- h) comply with the requirements for the issue and withdrawal of Sentinel Cards;
- i) have processes in place to check that the Sentinel Cards of all sponsored employees are current and in date;
- j) brief all sponsored employees on the Sentinel Scheme Rules;
- k) where required, check the relevant training and workplace competence assessments of sponsored employees;
- l) issue sponsored employees with the necessary Personal Protective Equipment (PPE) and check that sponsored employees maintain it in a serviceable condition;
- m) have processes in place to manage, control and record the working hours for sponsored employees in line with the requirements of the Railway and Other Guided Transport Systems Safety Regulations;
- n) only permit an employee to carry out work on the infrastructure if they are a Sponsor of that individual employee.

5.7 Licensed Training and Assessment Providers

The Licensed Training and Assessment Providers shall provide training and assessment for the competences covered by the Scheme in compliance with Clauses 8 to 18. In doing so they shall:

- a) comply with Network Rail Company policy and Network Rail Company Standards;

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- b) have processes in place to stay current with changes to Network Rail Company Standards;
- c) brief all staff on the Sentinel Scheme Rules;
- d) comply with the Network Rail Standard NR/L2/OHS/00124, Competence Specific Medical Fitness Requirements;
- e) comply with the Network Rail Standard NR/L1/OHS/051, Drugs and Alcohol, and RSSB Group Standard GE/RT8070, Testing Railway Safety critical Workers for Drugs and Alcohol;
- f) maintain a company Drugs and Alcohol policy, which includes a disciplinary procedure, and brief that policy to all sponsored employees;
- g) comply with the requirements of NR/L2/CTM/202, Quality Assurance in Training and Assessment.
- h) only allow trainers and/or assessors to use the current Network Rail approved training and assessment materials for the competences covered by the Scheme;
- i) have processes in place to allow trainers and/or assessors to send feedback on training and assessments to the Managers of the Sentinel Scheme;
- j) provide trainers and/or assessors with access to the Network Rail competence standards for the competences for which they train and/or assess;
- k) have processes in place to check that where employees require Sentinel Cards they are current and in date;
- l) make weekly submissions of training to take place in the following week to the Accredited Auditors;
- m) only allow the delivery of training and/or assessments for which the company has authority;
- n) only allow training and/or assessment events to be delivered by Licensed trainers and/or assessors;
- o) only allow training, assessment and workplace competence assessments events to take place in a safe environment;
- p) produce the necessary risk assessments and method statements so that training, assessment and workplace assessments are carried out in accordance with the Rule Book, relevant Network Rail and Railway Group Standards;
- q) retain all training and assessment records for a minimum of 7 years and be able to provide them for audit purposes;
- r) notify the Accreditation Body and the Managers of the Sentinel Scheme when a trainer and/or assessor leaves their employment;
- s) notify the Accreditation Body and the Managers of the Sentinel Scheme when they suspend a trainer and/or assessor;