

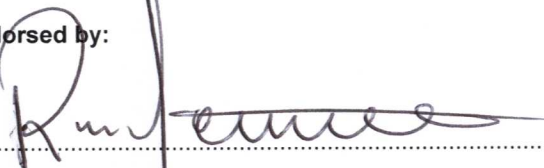
Ref:	NR/L3/MTC/SE0089
Issue:	2
Date:	1 June 2008
Compliance date:	26 August 2008

Level 3

New starters mentoring (Passport Scheme)

Endorsement and Authorisation

Endorsed by:



R. Cameron, Working Group Chair

Authorised by:



Nigel Edwards, Steering Group Chair

Accepted for issue by:



Mick McManus, National Standards Manager

This document is the property of Network Rail. It shall not be reproduced in whole or part nor disclosed to a third party without the written permission of Network Rail.

© Copyright 2008 Network Rail.

Uncontrolled copy once printed from its electronic source.

Published and Issued by Network Rail, 40 Melton Street, London NW1 2EE.



AVA Documents
Document Sharing Hub

Ref:	NR/L3/MTC/SE0089
Issue:	2
Date:	1 June 2008
Compliance date:	26 August 2008

Issue record

Issue	Date	Comments
1	31/3/2006	First Issue
2	June 2008	Amended to change responsibilities to posts in the 2A organisation and re-formatted into the latest NR template

Compliance

This Network Rail standard is mandatory and shall be complied with by Network Rail and its contractors if applicable from 26th August 2008.

When this standard is implemented, it is permissible for all projects that have formally completed GRIP Stage 4 to continue to comply with the Issue of any relevant Network Rail Standards current when GRIP Stage 4 was reached and not to comply with requirements contained herein, unless the designated Standard Owner has stipulated otherwise in the accompanying Briefing Note.

Reference documentation

GE/RT 8067 Personal Track Safety

Disclaimer

In issuing this document for its stated purpose, Network Rail makes no warranties, express or implied, that compliance with all or any documents it issues is sufficient on its own to ensure safe systems of work or operation. Users are reminded of their own duties under health and safety legislation.

Supply

Copies of documents are available electronically, within Network Rail's organisation. Hard copies of this document may be available to Network Rail people on request to the relevant controlled publication distributor. Other organisations may obtain copies of this document from IHS (Technical Indexes Ltd) tel: 01344 328039.

Ref:	NR/L3/MTC/SE0089
Issue:	2
Date:	1 June 2008
Compliance date:	26 August 2008

Contents

1 Purpose	3
2 Scope	3
3 Roles and responsibillities	3
4 Abbreviation and definitions	3
5 Procedure for passport scheme	3

Ref:	NR/L3/MTC/SE0089
Issue:	2
Date:	1 June 2008
Compliance date:	26 August 2008

1 Purpose

The purpose of this procedure is so that the Maintenance function:

1.1

Fully understands the implications of new employees' perception of risk.

- Understands and manages the needs of new employees.
- Correctly incorporates the new employees into the workforce, allowing them the time and variety of work to increase their experience levels.
- Identifies inability within a new or transferred member of staff to comply with the requirements of company and Railway Group requirements in an environment which exposes them to the minimum of risk.

1.2

The passport scheme exists so that new, inexperienced personnel are identified and minded / mentored whilst working track side, to enable them to develop the necessary experience and safety awareness without inadvertently exposing themselves to risk. Passport holders will continue in the scheme until they have demonstrated sufficient competence to be signed off for normal working.

2 Scope

2.1

Within Maintenance this standard is applicable to;

- all inexperienced staff and Comtingent Labour Suppliers staff who hold PTS certification and have less than 6 months track side experience
- those who may transfer into the area, and who carry out work on the infrastructure
- where actions have demonstrated a need to undergo safety awareness training.

2.2

All Comtingent Labour Supplier shall be issued with this SMP. As a contractual requirement, compliance is mandatory.

SMP applies to:	Infrastructure Maintenance	Operational Property	Overhead Line Condition Renewals	Contractors
	✓	✓	✓	✓