

Accreditation Application Forms
(Training Organisations and Trainers)
for the delivery of the
Network Rail Track Induction Course
Permanent Way Engineering

Training Organisation Application Forms

Application for approval to deliver the Network Rail Track Induction Course – Permanent Way Engineering shall be submitted using these forms.

Applications shall include:

- Company name and registration number.
- Company address.
- Nominated contact name and contact details.
- RTAS approval number, date and results of last NSAR Inspection
- Details of the locations where it is proposed to deliver the Track Induction Course.
- Brief descriptions, including examples, of the management processes the organisation will use to satisfy the criteria in section 2.
- Details of the tools, plant and equipment that is available to support the delivery of the Track Induction Course, including photographs where appropriate.
- Details of proposed classroom and practical site facilities at each location for delivery of the Track Induction Course.
- The fee for NSAR to visit and approve the training location is £1500.00 + VAT
- An estimate of the number of Trainees per annum who are expected to attend the Track Induction Course.
- Individual trainer applications using the form in this document.

Completed applications to be submitted to:

NSAR Limited
11 Carteret Street
London
SW1H 9DJ

Training Organisation
 Application to deliver Network Rail Track Induction Course –
 Permanent Way Engineering

Company Details	
Company name	
Company registration No.	
Company Address	
Postcode	
Nominated Contact Name	
Address (if different from above)	
Postcode	
Telephone No.	
Email Address	
RTAS approval number	
Date and results of last NSAR Inspection	

Company Processes		
Requirement	Detail	Included
Please describe how you ensure that:	A trainer maintains the minimum qualifications and competence required to deliver the Track Induction Course	
	Trainers' knowledge remains current with relation to changes in Railway Group and Network Rail Company Standards applicable to track engineering	
Please give details of how you ensure that:	Site visits are conducted in accordance with RT/LS/S/019 (Protection of People Working on or near the Line)	
	The training environment is suitable for the learning process	
	Trainee feedback is gathered and evaluated	
	Training course attendance and results records are maintained	
	Customer complaints are recorded and dealt with in a controlled manner	
	Assessments conducted during the training are verified	
Please provide details of:	Tools, plant and equipment that are available to deliver the Track Induction Course	
	Proposed classroom and practical site facilities at each location for delivery of the Track Induction Course	
Please provide an estimate of the number of trainees per annum you expect to attend the Track Induction Course		

Trainer
 Application to deliver Network Rail Track Induction Course –
 Permanent Way Engineering

Personal Details			
Employer		Job Title	
Surname		Forename(s)	
NI Number		Date of birth	
Title	Mr/Mrs/Miss/Ms/Other	Normal Signature	
Address			
Postcode			
Tel No.		Mobile	
Qualifications and Experience			
Please list Training and Development Qualifications held or working towards			
	Qualified	Working towards	Date of Achievement
NVQ Level 3/4 in Training and Development	<input type="checkbox"/>	<input type="checkbox"/>	
Please details of other qualifications held	Expiry Date		
Personal Track Safety	<input type="checkbox"/>		
Controller of Site Safety	<input type="checkbox"/>		

Details of Training completed		
Please list all relevant training courses you have undertaken	Date attended	Result
Use additional sheet if necessary		pass /fail/attendance only pass /fail/attendance only pass /fail/attendance only pass /fail/attendance only
Occupational Competence		
In the last eight years I have at least three years track engineering experience in a team leader/supervisory role or I have been responsible for the successful delivery of a similar course in the last two years	Tick as appropriate <input type="checkbox"/> <input type="checkbox"/>	
Please provide a brief employment history and attach a copy of your Current Curriculum Vitae AND copies of any appropriate Certificates		
Details of attachments		
<p>The Trainer holds the qualifications listed above has been registered for and has a realistic action plan for their achievement.</p> <p>The Trainer has sufficient knowledge and understanding of the policies, procedures and records relating to training to satisfactorily train the Network Rail Track Induction Course – Permanent Way Engineering.</p> <p>The Trainer holds the necessary occupational competence to satisfactorily deliver the Network Rail Track Induction Course – Permanent Way Engineering.</p>		
Signature		Name
Date		

Track Access

The Track Induction Course requires candidates to undertake minor maintenance tasks and as such the activity is more involved than just walking and observing trackside features as in track safety training.

The Track Induction Training requires a track visit to be undertaken to identify and examine a range of track components and fastenings; this session does not require tasks to be performed. Session 10 and 11 do require tasks to be performed with the trainer acting as the Team Leader (Person in Charge).

Where the operational railway is utilised to undertake the practical session, then for every occasion a visit to site is made, a current method statement must be in place and adhered to by the Person in Charge. The requirements of RT/LS/S/019 and any additional guidance and instructions associated with Track Safety must be followed for the location concerned.

Organisations must demonstrate that they have the capability and competence to plan and implement safe working arrangements in accordance with this clause, which will be subject to inspection.

All trackside sessions must be undertaken in a safe environment, possibly a sidings or a slow line with appropriate protection in place. Alternatively, a test track or simulated facility can be utilised but a balance will be required between ensuring that all relevant components are present and that the effects of traffic can be seen on components in place. The simulated track must have sufficient amounts of different fastenings to enable the candidates to view, discuss, handle and change/install as many as possible as required by the Track induction training. Switches and crossing must also be present.

The track area must provide as a minimum a two-track section of 20 metres length or 40 metres of single line. Access to a single crossover of switches and crossing will be required. This must contain the full range of sleepers, components and fastenings as detailed below.

1. Variety of sleepers - concrete, wood, steel
2. Flatbottom and bullhead rail sections of differing weights and types
3. Conductor Rail – steel or aluminium with insulators, sleeper supports and cleats/bolts – minimum of 10' length affixed to test track
4. Fastclip rail fastening system
5. Pandrol PR clips
6. Pandrol e clips
7. SHC
8. Kinitra – KT Clip
9. Flatbottom rail spikes, BR1, BR2, Macbeth, etc. coils, spikes, AS screws
10. Bullhead steel and wood keys, including panlock
11. Baseplates range of flat bottom including Pan Type
12. Chairs - plain line AS1, ASIJ and S&C MI, CC CCL, CCR
13. Fishplates – for both FB and BH rail sections of varying types including lift plates, junction plates, tight joint and insulated (Permalite 666/66 etc.)
14. Emergency fishplates including G clamps
15. Pads and insulators of varying types to match the sleeper systems installed

4. Equipment Requirements

The required tools and equipment are detailed below:

1. Ballast shovels
2. Ballast forks
3. Pinch bars
4. Heel bars
5. Panlock puller
6. Spike extractor
7. Two mechanical jacks
8. Two oil jacks
9. Rail grabs
10. Rail pad scraper
11. Concrete sleeper grabs
12. Wood sleeper nips
13. Timber nips
14. Keying hammers
15. Pan pullers
16. Pan setters
17. Fastclip installers
18. Fastclip extractors
19. Fastclip sleeper lifters
20. Void meters
21. Sighting boards
22. Flat (chippings) shovel for MSP
23. Chipping canister (metric)
24. Cross level/gauge