

Safe Isolation (SAFI) Joining Instructions

Please ensure you have all of the course pre-requisites with you as you will be unable to start the course without them

Course Specific Pre-Requisite Checklist
<u>COMPLETED</u> and Signed Original Safe Isolation Nomination Form
<u>NEW</u> recent Colour Passport Sized Photograph on <i>Photographic Paper</i> .
Current Legally Recognised Photo Identification - <i>Contractors only</i> (Passport, Photo Driving Licence, CIS Card, or PTS Sentinel Card). Note: Tube Lines Employees will need their staff pass, or other proof of identification
Proof of National Insurance Number (NI Card, P45, P60, P46, Payslip or CIS Card) or Evidence of Entitlement to Work in the UK e.g.: Original Visa, Work Permit or Letter from the Home Office. Note: Tube Lines Employees will need their employee number instead
Proof of Current Address – (Recent Utility Bill, etc) - <i>Contractors only</i>
Proof of Date of Birth – (Passport, Driving Licence, Birth Certificate, etc) - <i>Contractors only</i>

Failure to produce any of the above documents WILL result in delegate turn away

Note:

- You must not work in the 12 Hours before, or after attending this course
- The course starts with both an elementary theory and practical tests that must pass
- Please note that there are no car parking space available at the Stratford Training Centre

Beverages, snacks and hot meals are available for purchase on site using a cash free system. Delegates will need to purchase £2 Pre-pay Card which is refundable after the event. Please ask our staff if you have any queries



SAFE ISOLATION NOMINATION FORM

Safe systems of work on electrical equipment

The following information is to be completed by the **Engineering Manager** prior to sending a delegate on a Safe Isolation course. This form acts as the Engineering Statement, Nomination Form and Contractor's Declaration.

This form **must** be handed in by the named delegate at Tube Lines Stratford Competence Delivery Centre at course registration, therefore please ensure that **Part 1** of this form is fully completed **prior** to the course starting. Failure to do so will result in the delegate being turned away.

Part 1 - Engineering statement

The person nominated below is known to me to be competent to work on the following electrical equipment / areas. See Engineering Manager's guidance document for definitions: (please or as appropriate).

Level 1	Level 2	Level 3	
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Signalling systems	LVAC Distribution	Non-traction DC Systems
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Others (specify)	Work areas:

Delegate Name (Print):
 Employer Name and Address:

Engineering Manager Name (Print)

Delegate Date of Birth Employee Number (TLL Staff only), or

Telephone Number:..... National Insurance Number.....

Emergency Contact:

Name: Emergency Tel No.....

Signed _____ *Signed _____

Delegate _____ Engineering Manager (for and behalf of the Employer)

*For Tube Lines staff only note that The 'Engineering Manager' must be approved. For the latest signatory list please see Insite; About you, Stratford Training Centre. For companies external to Tube Lines Ltd the Engineering Manager must be the most appropriate person to endorse training delegates as being competent to the required level (see guidance).

Part 2 - Record of competence achieved (To be completed by Examining Trainer)

It is confirmed that the person nominated above attended the Safe Isolation course and has successfully / unsuccessfully met the requirements of the assessment process to prove the competence at level/s (please or as appropriate).

Level 1	Level 2	Level 3	
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Signed: _____ Date: ____ / ____ / ____

Examining Trainer

Safe Isolation Course – Guidance for Engineering Managers

The Safe Isolations training course sets out the general principles for safe working on electrical systems on the London Underground. The majority of delegates should complete the course with certification at least to Level 1.

As an Engineering Manager you are required to make a declaration as to the competence and experience of delegates put forward for training. You should have known the delegate for a minimum of six months or be able to obtain auditable references which establish the credentials of new employees. Both the delegates who successfully complete the course **and** Engineering Managers have responsibilities for Safe Isolations. As a guide, the following criteria should have been met for each of the different levels:

Level 1	No formal qualifications. It is preferred that delegates have a minimum of six months working under supervision on electrical systems. Delegates should be able to communicate orally with clarity; they should understand the limits of their abilities and know when to seek help.
Level 2	Ideally a Level 1 NVQ in a relevant discipline. Delegates should have experience for a reasonable period of working on electrical systems. They should be able to work to written instructions and communicate clearly both orally and in writing.
Level 3	At least a Level 2 NVQ in a directly related subject, for example City and Guilds 2391. Delegates should have relevant electrical experience in supervising the work of others, working alone, live working, working knowledge of The Electricity at Work Regulations and the use of electrical test equipment. It is unlikely that candidates with less than three years recent experience would be appropriate for certification at this level.

Engineering Statement

When completing the Engineering Statement, the types of system on which delegates may work must be entered.

Signalling Systems - Supplies at 600V and lower, 125Hz, 50Hz, 33 $\frac{1}{3}$ Hz and DC used solely for vital and non-vital railway signalling purposes. Delegates should hold an appropriate IRSE licence and be conversant with the use of Authority to Work on Signalling Systems procedures;

LVAC Distribution – Supplies at 400V three-phase, and lower voltage supplies both three and single phase, 50Hz. These systems are typically station lighting and power distribution networks and final circuits designed and installed to BS7671;

Non-traction DC Systems – 630V DC circuits feeding rolling stock depot shore supply equipment, lifts, escalators, pumps and other equipment such as the connections to tunnel lighting relays. This is a specialist area and delegates from a general electrical background will normally require additional training in order to perform duties on such systems.

In addition, an option exists to list “*other*” with a specified endorsement. This is only to be used in order to limit the types of equipment on which individuals may work – for example “lift and escalator plant only” as an endorsement to other categories. It may **NOT** be used to embrace wide categories of equipment in an unspecified manner.

What happens if a delegate fails an assessment?

If a delegate fails an assessment at a given level, the delegate will not be permitted to re-sit the course for a period of four weeks after assessment.

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