

TRACK TROLLEY OPERATOR (TT) 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>NEW</u> recent Colour Passport Sized Photograph on <i>Photographic Paper</i> .
Current Legally Recognised Photo Identification - Contractors only (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) - Contractors only
Proof of Date of Birth – (Passport, Driving Licence, Birth Certificate, etc) - Contractors only
<u>COMPLETED</u> and Signed Original Contractor Declaration Form - Contractors only
Current Entry Permit – Note: Must still be valid on the course date
Current Safety on the Track Certificated endorsed for Track and Depot Track Accustomed – Note: Must still be valid on the course date
LU Approved Drugs and Alcohol Medical Screening Programme Certificate (D.A.M.S.P) – Contractors Only
Original Medical from an LU Approved Provider – TSW 027 for Tube Lines Staff and TSW 028 for Contractor Staff. (Medicals are valid for 5 Years from Date Stamp) If the Medical is older than 3 months, a TSW 024 must be completed and signed by your manager
If you wear spectacles or contact lenses, please bring these as there will be an eyesight test
PPE Requirements – Safety Footwear - Mid Sole Protected (BS EN ISO 20345) Orange Hi-Viz Vest (BS EN 471) and Safety Glasses (BS EN 166)

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

Note: It is recommended that you have a Manual Handling Certificate prior to start

Note: Please bring any previously issued Track/Protection Handbooks/Pocketbooks

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



CONTRACTORS DECLARATION

The following information is to be completed by the **Employing Manager** prior to sending a delegate on a Tube Lines Safety Training Course.

An original completed declaration **must** be submitted by the delegate at Tube Lines Stratford Safety and Skills Training Centre at course registration, therefore please complete the following information.

Delegate Name: Address:

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Date of Birth

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

Emergency Contact:

Name: Emergency Tel No:.....

This company on a Full Time basis employs the person named above. All legal checks have been made e.g. Asylum and immigration checks, drugs and alcohol tests (if applicable) and proof of identity. The person has no other employment. All the listed documentation contained within the Joining Instructions must be available at registration on the first day of the course.

Company Name:.....

Signed: Name: (Print)
(Employing Manager)

Title : Date:

Telephone Number :

Company Address:

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Note: This declaration alone does not permit the delegate to attend a course.