



Rail Induction Pack – Personnel Documents

Rail Induction Checklist

This checklist is to be completed prior to the employee starting any Rail work and kept on their personnel files

Name		Position	
Date		Location	

1.0	Rail Recruitment Checks	Yes	No
1.1	Sentinel Pre-Sponsorship Check Undertaken		
	A&D Test Needed?		
	Any Transgressions Noted (i.e. Banned for A&D / Disciplinary reasons)		
1.2	Copy of Sentinel Card Taken		
1.3	Copy of Alcohol and Drugs Screen Taken (or validated Pre-Sponsorship Check in place)		
	Copy of Medical Certificate Taken		
1.4	Medical Deficiencies? ▲		
	Colour Blindness? ●		
	Glasses Wearer?		
	Contact Lense Wearer?		

2.0	Induction	Yes	No
2.1	Issue/explanation of Organisation chart and explain Rail Operations within the Organisation		
2.2	Staff Safety Responsibility Statement		
2.3	Arrange issue of PPE, and record on PPE Checklist		
2.4	Issue PTS Handbook		
2.5	Ensure transfer of Sentinel Sponsorship		
2.6	Issue of Contract of Sponsorship		

3.0	Briefing of Policies	Yes	No
3.1	Health & Safety Policy		
3.2	Environmental Policy		
3.3	Quality Policy		
3.4	First Aid Policy		
3.5	Hours Worked Policy		
3.6	Refusal to Work Policy		
3.7	Alcohol and Drugs Policy		
3.8	Medical Fitness Policy		
3.9	Accident / Incident and Near Miss Reporting Policy		
3.10	Breaches of Sentinel Scheme Rules		
3.11	Rail Generic Risk Assessments		
3.12	Other procedures as required		
3.13	COSHH Assessments		



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4.0	Comments / Questions Raised by New Employee

I confirm that	Tick
References have been checked and that they are satisfactory.	
Competency cards have been validated with the relevant official bodies (PTS/CPCS).	
Induction of the above-named employee has been fully completed.	

Rail Management Team					
I confirm that I have briefed the above policies and procedures to the named employee.					
Name		Signed		Date	

I confirm that I have received the company rail induction and confirm that I have been briefed on the above policies and procedures.					
I confirm that I understand and will comply with their contents.					
Name		Signed		Date	



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Literacy and Numeracy Assessment

Please fill in below with your full name, address, post code and date of birth.

Name	
Address	
Postcode	
Date of Birth	

A	Alpha	H	Hotel	O	Oscar	V	Victor
B	Bravo	I	India	P	Papa	W	Whiskey
C	Charlie	J	Juliet	Q	Quebec	X	X-ray
D	Delta	K	Kilo	R	Romeo	Y	Yankee
E	Echo	L	Lima	S	Sierra	Z	Zulu
F	Foxtrot	M	Mike	T	Tango		
G	Golf	N	November	U	Uniform		

Using the phonetic alphabet provided in box 2 below, please complete the questions below

Example	Kevin - Kilo, Echo, Victor, India, November
David	
John	

Please complete the following sums

$5 \times 7 =$		$\frac{1}{4} + \frac{3}{4} =$	
$14 + 5 - 8 =$		$(10 \times 2) + (11 - 3) =$	



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Medical Self Certification Form

Alertness and reasonable physical fitness are essential for duties which may interact with moving trains. It is, therefore, important to be accurate with your answers to this questionnaire, although trivial matters should be ignored (e.g. transient dizziness while gardening two years ago). **When you declare NO, you are accepting a degree of responsibility for your safety.**

Please study this list and sign the declaration at the bottom

		Yes	No
1	Do you have Diabetes needing Insulin?		
2	Do you suffer from Epilepsy or fits?		
3	Have you ever had blackouts, recurrent dizziness or any condition, which may cause sudden collapse or incapacity?		
4	Do you get discomfort or pain in the chest or shortness of breath on exercise, e.g. climbing a single flight of stairs?		
5	Do you have difficulty in moving rapidly over short distances, including on slopes, steps or rough ground?		
6	Would you have difficulty in looking over either shoulder?		
7	Would you have difficulty working in out-door open areas?		
8	Would you have difficulty working in enclosed spaces?		
9	Would you have difficulty working above head height (e.g. using ladders or maintenance platforms)?		
10	Do you have difficulty with your eyesight?		
11	If yes, do you wear spectacles/ contact lenses?		
12	Do you have difficulty in correctly identifying colours?		
13	Do you have any difficulty with your hearing?		
14	Are you taking any medication that is giving you dizziness or drowsiness?		
15	Have you used, or abused, drugs within the last 12 months?		
16	Have you had any alcohol-related illness during the last 12 months?		

I will inform AK Recruitment Ltd of any change to my health which may affect my ability to perform my duties.

Name	Signed	Date

Action taken by AK Recruitment Ltd

Name	Signed	Date



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Staff No		QPF012
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PPE Issue Form

Name		Payroll Number	
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I have been issued with the following PPE:-

Item	Issued		Date of Issue	Size
	Yes	No		
H.V. Vest (BS EN ISO 20471:2013)	Yes	No		
Safety Footwear (EN345 with toe and midsole protection, and ankle Support)	Yes	No		
Safety Helmet (EN397)	Yes	No		
Ear Defenders (EN352-1)	Yes	No		
Eye Goggles (EN166.1F)	Yes	No		
H.V. Wet Weather Clothing (BS EN ISO 20471:2013 – Class 3)	Yes	No		
H.V. Wet Weather Bottoms (BS EN ISO 20471:2013 – Class 1)	Yes	No		
Gloves	Yes	No		
Safety Helmet Chin Strap	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		
	Yes	No		

I the undersigned have received the above PPE in good working order.
I will ensure that I wear it when required and keep it clean and good working order.

Name		Signature		Date	
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Contract of Sponsorship

This document constitutes a “contract of sponsorship” between you and an individual and AK Recruitment Ltd as a sponsor of staff within the railway infrastructure. This document has been mandated via Network Rail’s company standard “sentinel scheme rules” to ensure there is an agreement in place regardless of the way you are engaged / paid by the company. It should be noted that this document is not linked to, or an addendum to any contract of employment or engagement that already exists between you and AK Recruitment Ltd.

Within the Sentinel Scheme Rules Document Network Rail has detailed that every individual must have a primary sponsor, and can be permitted up to 2 secondary sponsors. This contract details the arrangements in place when you are engaged with AK Recruitment Ltd as either a Primary and Secondary sponsor. Your status in regards to sponsorship can change, so it is vital that you know at all times who your sponsors are.

Sponsorship is an essential part of working in the rail infrastructure; if you are not sponsored by a company then you are not permitted to undertake work for them. Within the sentinel scheme rules, all PTS and above staff must have a “Primary Sponsor”; this is a company that maintains ultimate responsibility for you in regards of health and safety legislation. The Primary Sponsor will assume responsibility to supply you with all briefing material, updates to handbooks / rulebooks / standards, PPE and will be responsible for both the arrangement of training and management of your Sentinel card.

When acting as a Primary Sponsor, AK Recruitment Ltd reserves the right to withdraw their permission for individual workers to be sub-sponsored, or to refuse certain companies from assuming the role of secondary sponsors at any time by giving reasonable notice.

Up to 2 secondary sponsors will be permitted and must be communicated to your primary sponsor. The primary sponsor will need to update your record on the sentinel database to reflect who you wish to work for. It is in your interest to keep your primary sponsor informed of who you wish to have as secondary sponsors. Secondary sponsors will need to formally approach your primary sponsor to request to be a secondary sponsor, and a contract will need to be in place between AK Recruitment Ltd and the secondary sponsor company PRIOR to addition as a secondary sponsor. You SHALL NOT conduct any work for a sub-sponsor until you have confirmation that this contract is in place.

It is also your responsibility to inform your primary sponsor of all work that you undertake for any other sponsors. This is to ensure that you do not breach the Network Rail working hour policy (please refer to the company working hours policy, as per your induction pack).

If you have any accidents / incidents / near misses / close calls you have a duty to report any instances to the sponsor you are working for AND YOUR PRIMARY SPONSOR. An investigation may be needed to be undertaken by both parties.

By signing below, you accept all statements above, and confirm that you will abide by the requirements herein. If you have any issues, or want further information, please contact the Rail Manager on

1.	Name of person to be sponsored	
2.	Signature	
3.	Sentinel (PTS) Card number	
4.	Authorised by AK Recruitment Ltd (Name)	
5.	Signature	
6.	Date of agreement	