

Safe System of Work Planner Initial (SSOWP)

The aim of this course is to provide delegates with the underpinning knowledge and skills to complete Safe Work Pack (SWP) for staff required to work on NWR controlled infrastructure.

Instructions

Must be a minimum age of 18.

Must have a Sentinel Profile.

Candidates must hold either:

- **SP01 as a section planner (NWR candidates only)**
- **PTS competence**

If either SP01 or PTS is not applicable to the job role, then the delegates **must** attend the new Introduction to the Railway e-learning prior to attending the SSOWP course. **This e-learning is a mandatory pre-requisite only where the delegate does not hold PTS or SP01.** (This e-learning can be found on Moodle in the same way as the PTS e-learning). A copy of this e-learning certificate must be provided to the trainer upon arrival to the course.

Please note that the PTS E-learning is no longer a requirement or accepted for attending the SSOWP Initial training.

Meet the Network Rail Standard NR/L2/OHS/0120 (Drugs & Alcohol). Any person attending a SSOWP shall have undergone a drugs & alcohol testing and received a negative result within the last 5 years and evidence provided - a valid D&A must be on Sentinel.

Where an individual already holds a valid PTS competence, there is no requirement to undertake a new D&A Test.

Must have sufficient command of English language, as detailed in Network Rail Company Specification NR/L2/CTM/021 (Competence & Training in Track Safety) and be literate in IT and mathematics and be conversant with Standard RT/L2/OHS/019 Safety of People Working on or Near the Line.

Must Bring Photo ID - For British Nationals, one of the following (**original hard copy - not electronically**): a current and valid branded form of identity token, used for accessing the RMI (Railway Maintained Infrastructure) such as a Sentinel Card; in-date and valid full driving licence; in-date and valid UK Provisional Photo Card Driving Licence; in-date and valid passport, a UK biometric ID Card/Residence Permit (BRP), an Armed Forces Identity Card, a proof of age card recognised under PASS with a unique reference number (this includes the Citizen ID Card), N.I. Electoral Identity Card or a resident permit as per Home Office guidance.

For Non-British Nationals - an in-date and valid passport, Identity Card or Driving Licence from an EU or European Economic Area (EEA) country or a US Passport Card is required (**original hard copy - not electronically**).

Please advise of any special needs i.e Dyslexia

It is the responsibility of the individual trainees Manager to decide upon their suitability to attend the course in accordance with the current issue of NR/L2/CTM/021 Competence & Training in Track Safety.

Further Information

Following successful completion of the SSOWP Initial training, candidates will enter into a 4 month probation period whereby the sponsor is responsible for mentoring them and be able to demonstrate they have planned a minimum of 4 SSOW Plans along with documented worksheets signed off by the Line Manager. An additional on-site assessment is required to take place within 9-15 months.

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