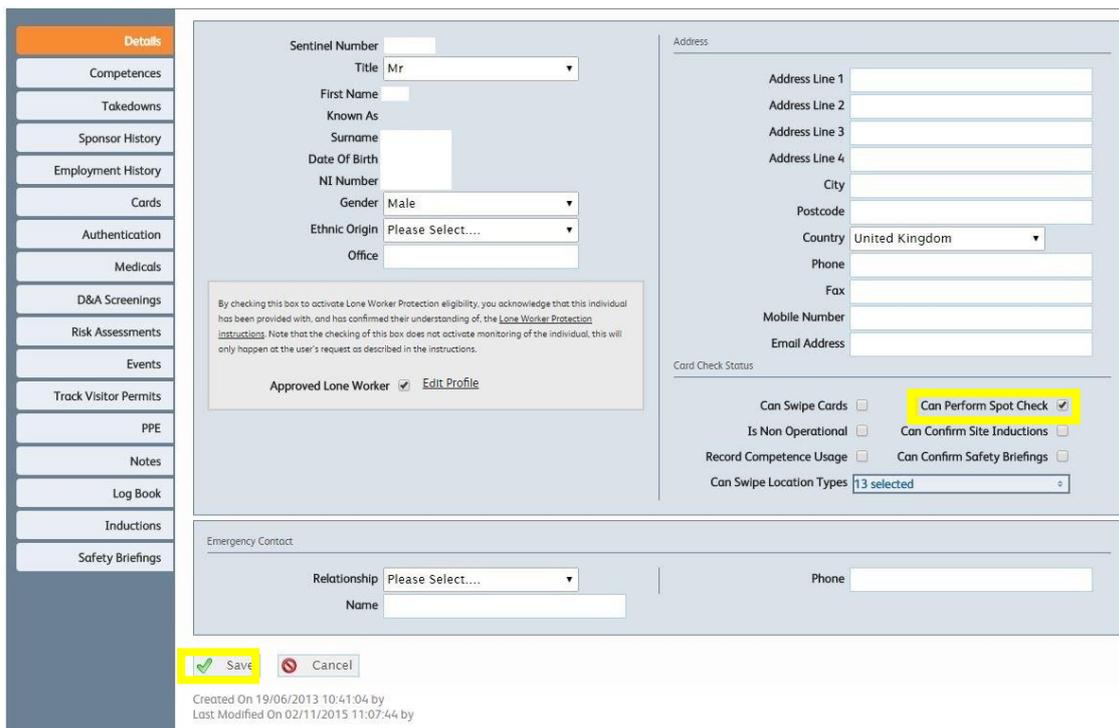**28 September 2016**

Industry Common Induction (ICI) & Sentinel Checks - NOTICE

FAO: Sentinel Primary Sponsor Administrators

With the introduction and mandate of ICI this year, a change has been identified in the process that involves checking a Sentinel card. This notice informs Primary Sponsor Administrators they can now apply a 'card checker' status to nominated 'card holders' for them to check a person holds the ICI competency.

Previously, the 'card checker' status and authority to check ICI was limited to Controller of Site Safety (COSS) competency holders, however the process has been adapted to cater for multiple environments. For example, a Site Access Controller (SAC) - who is a Sentinel 'card holder' but does not carry the COSS competency - will now be able to check that an individual holds ICI, if they have been nominated to do so by their company.

To apply the 'card checker' status on nominated 'card holders', the Primary Sponsor Administrators need to login via the Sentinel website (www.railsentinel.co.uk). They need to search for the Sentinel 'card holder', access their profile, tick the 'Can Perform Spot Check' box, and save the changes to complete the process (highlighted in yellow below).

Important note: This new facility whereby nominated Sentinel 'card holders' can check ICI competency at a work site access point **does not replace the current process**. A COSS will still be required to swipe-in individuals with the Sentinel mobile app and check they hold the necessary competencies, such as Personal Track Safety (PTS), etc.

Please call the 24/7 Sentinel Helpdesk on **0330 726 2222** if you have any queries regarding this notice.

Andrew Bilous
Programme Manager (Sentinel)

Industry Common Induction (ICI) & Sentinel Checks – PROCESS DIAGRAM

Arrives at the approved access point

Nominated person, for example Site access controller 'checks' card to ensure worker holders valid ICI competency (see process to allow card checkers to check ICI)

No ICI held

Valid ICI

If the worker has no valid ICI, site access should be granted according to the Principal Contractors site rules. This will mean the worker is refused access or allowed access having been given a full site induction brief.

Full Induction

Worker makes contact with COSS

COSS 'swipes in' and undertakes authority to work check using Sentinel to check validity of worker competencies for the duties they will be discharging

Authorised NO

Authorised YES

Leaves Site

Worker asked to leave work site or reassigned work they are competent to undertake

Assigned alternative duties

COSS briefs worker on activity and protection arrangements

Not reassigned work

Work team undertake task

COSS and team complete work

Worker signs out of work at access point

End of shift