



Procedure – Rail

Subject: Recruitment

Prior to recruitment of any staff for work on Network Rail's Managed Infrastructure a Pre-Recruitment check must be carried out via the Sentinel website. An instant check can be carried out on any individual as an initial indication of suitability.

The pre-recruitment check will indicate an individual's competencies (including renewal / assessment dates), any medical restrictions, and, most importantly, any suspensions that the individual may be subject to or any transgressions committed during employment on rail infrastructure (this includes any issues involving drug / alcohol abuse, as well as personal conduct). Any areas of concern may affect a candidate's suitability to be recruited into their intended role.

The recruitment of any person to work on Network Rail Managed Infrastructure or for any rail related assignment is to include the following:-

Initial registration: this may be carried out by telephone or face to face. The candidate is to provide the following details on initial registration:-

- Full Name
- Date of Birth
- Full postal address
- Telephone Number (establish both home and mobile numbers).
- Sentinel card serial number and expiry date.
- Competencies and skills held, including Track Induction Course.
- Previous work/contract history.
- Other Competences, card numbers and expiry dates (eg CSCS, CPCS, First aid etc)

After initial registration the Sentinel card details must be verified on the Sentinel website or by contacting the Sentinel hotline. For other competencies the relevant training body will be approached for verification as deemed appropriate.

Confirmation of verification is to be recorded in the personal notes section on the recruitment form and on the competency database. This record should include the name and position of the checker and the date of the check. Serial number and expiry date of the Sentinel card are to be recorded.

Candidates are then invited to attend a face to face interview either at our (Blakes Self Loading Vehicles Ltd) offices or at another venue agreed between both parties. The purpose of this meeting is for the interviewer to ascertain whether or not the applicant can carry out his/her duties to the high standard we (Blakes Self Loading Vehicles Ltd) require. At the meeting a recruitment form must be completed.

The candidate is to provide the following at the interview: -

- A CV, if the candidate does not have a CV then a work history is to be compiled.
- The original Sentinel card is to be photocopied by a member of our (Blakes Self Loading Vehicles Ltd) staff. Copying of a photocopy of an Sentinel card is not acceptable. The card must be physically seen and checked by the interviewer prior to being copied. All copies will be endorsed as a certified copy of the original document and the date of the copy will be recorded.



- A copy of all relevant medical documentation that is verifiable and is linked directly to the medical information displayed on the Sentinel card.
- Any PPE held by the candidate and intended for use when working for us (Blakes Self Loading Vehicles Ltd) will be checked for suitability (note that a Hi visibility jacket or vest will always be issued new by us (Blakes Self Loading Vehicles Ltd), as it must show the Blakes Self Loading Vehicles Ltd logo).
- A check will be carried out to verify that the candidate holds copies of current rule book modules and/or handbooks appropriate to the competence held. New documents will be issued by us (Blakes Self Loading Vehicles Ltd) as required. Details of documents already held or issued new will be recorded on the document control register spreadsheet.
- The Rail Administrator will ensure that a contract for Sponsorship is signed upon successful completion of PTS Training.

Candidates then have an initial assessment of their skills and competencies. Forms, including the medical self-certification form, are completed, indicating the interviewer's view of the candidate's suitability for rail works. Training needs are identified. If the candidate is to be employed on track work the need for Competence and Training in Track Safety is assessed in accordance with NR/L2/CTM/021.

If the candidate is deemed suitable for employment then references should be sought from previous employers. References may be taken in writing or verbally. If a reference is taken verbally then it should be documented on a Blakes Self Loading Vehicles Ltd headed reference form stating clearly the source and position of the referee. All documentation must then be marked to reflect the status of the application.

N.B. The file is to be kept for a minimum 2 year period.

If the candidate is suitable, a personal file is opened. All relevant information is entered into our (Blakes Self Loading Vehicles Ltd) database for reference. The candidate is then submitted for Medical (if there is no existing medical certificate or if a medical examination is required for any other reason) and pre employment Drugs and alcohol screening (if the Sentinel website does not indicate that no D&A test is required) prior to work as sponsored staff on Rail projects.

Following successful medical and drugs and alcohol screening the candidate signs a contract of employment. For staff to be deployed on rail projects, the contract must refer to the rail specific Drug and Alcohol policy, the Accident and Incident reporting policy and the Refusal to Work policy. These items may either be included in the body of the contract, attached as an appendix or reference made in the contract as to any other means by which we (Blakes Self Loading Vehicles Ltd) make these policies part of the terms and conditions of employment (e.g. employee handbook etc). Following signing of the contract, the new recruit attends a rail induction prior to being sponsored by us (Blakes Self Loading Vehicles Ltd).

On successful recruitment the new employee is issued with a company ID card, receipt of which is retained on the individual's personal file using the memo supplied in Section E of this manual.