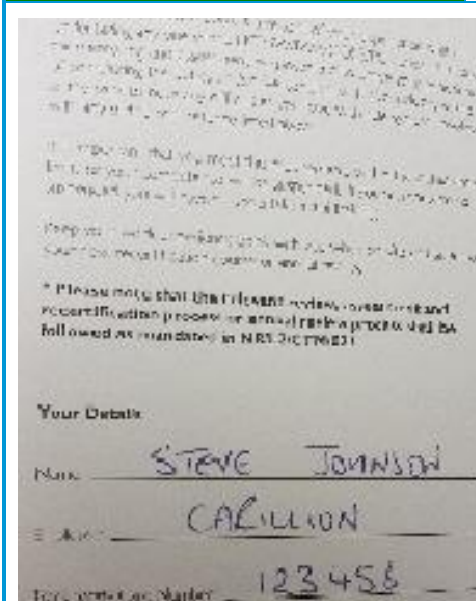


HSSQ Briefing Template

CORE/HSSQ/PRO/033-F003

<b>Business:</b>	CCS - Rail	<b>Reference No:</b>	RM0117
<b>Title:</b>	Training Logbooks	<b>Issued By:</b>	Carillion Rail Training
<b>Issue Date:</b>	06 <sup>th</sup> April 2017		
<b>Type of Briefing:</b>	Health & Safety		
<b>Subject:</b>	Incorrectly Completed Log Books		
<b>Who is affected:</b>	All staff currently holding PTS, Lookout, IWA, COSS, PC, ES or PICOP		



**Your Details**  
 Name: STEVE JOHNSON  
 Company: CARILLION  
 Role/ID Number: 123456

**Mentor Endorsement (COSS / PC only)**

The holder of the work book is now ready for their post-mentoring core COSS Assessment

Name of Mentor: ROB SHARPE  
 Company: CARILLION  
 Signature: [Signature]  
 Date: 5/4/2017

The holder of the work book is now ready for their post-mentoring core PC Assessment

Name of Mentor: PC ONLY.  
 Company: PC ONLY.  
 Signature: [Signature]  
 Date: [Blank]

**Record your work experience entries here**

Date: 5/4/17 LKT/SW  IWA  COSS  PC

Location of Work: COLESHILL Type of Work: PATROL

Tick the method used to block the line (if any)  
 T4  RETB  Line Blockage

Tick the safe system used  
 Safeguarded  Fenced  Site Warden warning

Supervisor/Mentor Name: STEVE JOHNSON

Line Blockage Authority No: 1245  
 Possession W/O/N No: WON IS ITEMS

Supervisor/Mentor Name: [Blank]

Please give an indication of how the candidate has performed

	Poor		Excellent		
Quality:	1	2	3	4	5
Behaviour:	1	2	3	4	5

Name: [Blank]  
 Signature: [Blank]  
 Date: [Blank]

**Line Manager Work Experience Review**

Date: 10/5/16  
 Name: BILL JONES  
 Position: WORKS MANAGER  
 Signature: [Signature]

Date: 10/5/17  
 Name: JOE BLOGS  
 Position: LINE MANAGER  
 Signature: [Signature]

Date: [Blank]  
 Name: [Blank]  
 Position: [Blank]  
 Signature: [Blank]

Date: [Blank]  
 Name: [Blank]  
 Position: [Blank]  
 Signature: [Blank]

1st 12 months  
2nd 12 months

Date: 2 Signed entries required  
 Name: [Blank]  
 Position: [Blank]  
 Signature: [Blank]

**Record your work experience entries here**

Date: 5/4/17 LKT/SW  IWA  COSS  PC

Location of Work: COLESHILL Type of Work: PATROL

Tick the method used to block the line (if any)  
 T4  RETB  Line Blockage

Tick the safe system used  
 Safeguarded  Fenced  Site Warden warning

Supervisor/Mentor Name: STEVE JOHNSON

Line Blockage Authority No: 1245  
 Possession W/O/N No: WON IS ITEMS

Supervisor/Mentor Name: [Blank]

Please give an indication of how the candidate has performed

	Poor		Excellent		
Quality:	1	2	3	4	5
Behaviour:	1	2	3	4	5

Name: JM FURLONG  
 Signature: [Signature]  
 Date: 7/4/17

<b>Details:</b>	<p>Candidates continually attend recertification training and assessments with their logbooks incorrectly completed or blank.</p> <p>This results in the individual being turned away from the training course / assessment.</p>
<b>Action Required:</b>	<p>All staff attending recertification's or assessments must ensure the following:</p> <ol style="list-style-type: none"> <li>1. Their name, employer and sentinel number is written in the logbook</li> <li>2. If undergoing a probationary assessment that the mentor has endorsed the logbook</li> <li>3. The individual must complete the work experience and get it signed by their COSS, supervisor or mentor dependant on their competence</li> <li>4. The line manager must review the logbook every 12 months to ensure that the individual has the correct number of entries and there are no issues with the individual's performance.</li> </ol> <p>Number of entries required:</p> <ul style="list-style-type: none"> <li>• PTS requires 4 x entries over 2 years reviewed by Line Manager yearly</li> <li>• Lookout requires 4 x entries over 2 years reviewed by Line Manager yearly</li> <li>• IWA 4 entries within the first 4 months of initial training and then another 4 entries over 2 years reviewed by Line Manager yearly</li> <li>• COSS (P) Sufficient entries until probationary assessment. 4 entries until Interim assessment 4 entries until recertification reviewed by Line Manager yearly</li> <li>• PC requires 2 entries required for interim assessment. A further 2 x entries before recertification.</li> <li>• ES (P) Sufficient entries until probationary assessment. 4 entries until Interim assessment 4 entries until recertification reviewed by Line Manager yearly</li> <li>• PICOP (P) Sufficient entries until probationary assessment. 4 entries until Interim assessment 4 entries until recertification reviewed by Line Manager yearly</li> </ul>
<b>Further Information:</b>	<p>Carillion Rail Training (CRT) Department; <a href="mailto:railtraining@carillionplc.com">railtraining@carillionplc.com</a></p>
<b>Original Source:</b>	<p>Carillion Rail Training</p>