



READYPOWER

ENGINEERING LTD

NUMBER ONE FOR PLANT HIRE
OPERATED AND SELF DRIVE HIRE

Date: 22nd July 2009

CHANGES TO THE SENTINEL SCHEME

PTS Work Experience Logbooks

Enclosed is your PTS logbook which becomes a requirement of the Sentinel Scheme from 1st September.

What You Need To Do

Complete your details on the inside of the front cover, making sure that ALL fields have been completed.

As stated on the inside of the front cover, even though Readypower sponsor you, this logbook is now your responsibility.

Before Attending your PTS Course

If you attend a PTS recert course on or after 1st September you will be expected to produce a logbook that has been completed **on at least 2 separate occasions** (as detailed in Section 1). If you turn up to the course without this the trainer will suspend your PTS card and you will have to go through the 2 day initial PTS course. In this instance there will be a cancellation charge for the recert course and a course fee for the 2 day initial PTS course, you will be liable for all fees if this occurs.

PTS courses are normally booked 4-5 weeks in advance and at the time of being told about the course, we will ask you about your logbook and whether or not you have made the required entries. Your Line Manager (Depot or Rail Manager) will need to see this logbook prior to attending the course so they can countersign the logbook entries in Section 3. If they do not do this then the trainer will take the action stated above. They can sign multiple entries in one go, i.e. if you have 5 or 6 entries they can be signed together.

In the event of lost or replacement books, contact your Line Manager or Jitka at Wokingham office to have another sent to you. A lost book however will not be a valid excuse for not taking this book to your next PTS course and the trainer will suspend your card as detailed above.

Andy Young
SHEQ Director