Track Visitor Permits (TVPs)

- **What are TVPs and who are they for?**
  A Track Visitor Permit (TVP) is a document issued in accordance with Network Rail Company Specification NR/SP/CTM/021. They are for individuals who meet all of these requirements:
  - Need access on or near the railway line for a specific purpose
  - Work for an authorised Sentinel Sponsor
  - Do not hold the Personal Track Safety (PTS) certification / competence

  Once an individual has received their TVP they must carry it with them when visiting a work-site and present it to the Controller of Site Safety (COSS) or Safe Work Leader (SWL). This person will be responsible for ensuring the TVP holder is closely supervised at all times, to avoid any danger.

- **Who creates a TVP?**
  TVPs can be created in the Sentinel system by administrators, managers, team leaders, competence delivery specialists, and training managers who have the authority to do so. An individual can only be issued with a maximum of twelve TVPs per annum, however if they need to access the track on a more regular basis then they will need to formerly apply for a Sentinel card – after successfully completing the PTS course and acquiring a Sponsor.

- **How are TVPs created?**
  If your job involves creating TVPs, please email sentinel@mitie.com and they will be able to create a special account for you with admin rights. Prior to creating a TVP, you will need to ensure that the person applying for the TVP is not currently suspended from Sentinel. Individuals, who are currently suspended on Sentinel, are not able to apply for a TVP. You must also obtain medical and personal information from the individual requesting a TVP, by completing a Personal Data Form (see illustration on right).

  In addition to this, you will also need to ask the individual:
  - Why they are going on track
  - The dates they are going on track
  - The track / work-site location
If any of the information above is incorrect or incomplete when the individual arrives at the work-site location then they will be refused access by the COSS or SWL.

Once you have the necessary admin rights to create a TVP and are logged into the Sentinel system, the process itself is self-explanatory. You will select the ‘Visitors’ tab and click on ‘Generate Track Visitor Permit’ icon, as shown in this illustration:

Then you will need to input all of the personal and medical information that you have obtained from the individual (illustrations below), before you are able to immediately print the TVP or send it via email. Again, please remind the individual to take it with them to a work-site along with some photographic identification.

If you have any questions please call the 24/7 Sentinel Helpdesk on 0330 726 2222

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