

Sentinel

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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

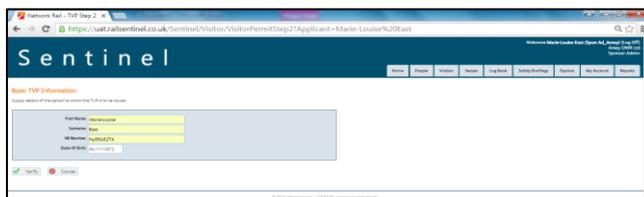
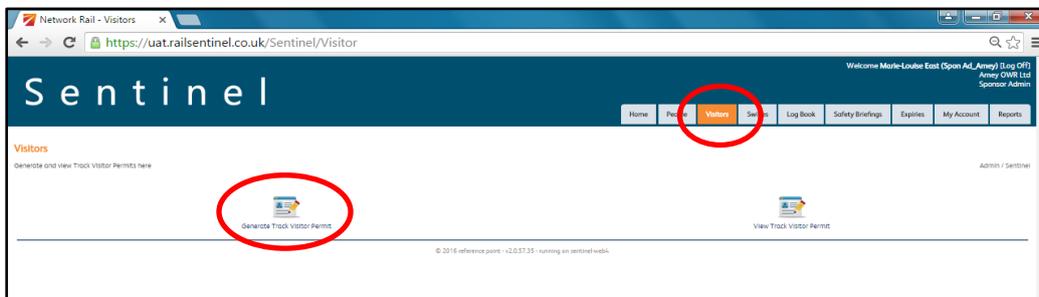
Track Visitor Permit - Request for Personal Information	
In order that an application for a Track Visitor Permit (TVP) can be made on your behalf some personal data is required. Please can you fill in the requested information in this document and return it to the sender, who will then apply for the TVP on your behalf.	
A. Basic Personal Data	
Surname	
Forename	
National Insurance Number	
Date of Birth	
B. Medical Declarations	
Please answer 'Yes' or 'No' to each of the following questions:	
Do you suffer from blood pressure problems (high or low) that are not controlled by medication?	
Do you presently suffer depression, anxiety, panic attacks or other stress related illness requiring medication or other form of treatment?	
Do you suffer from diabetes controlled on insulin or supplousess tablets?	
Do you suffer from epilepsy or fits?	
Have you ever suffered syncope, unsteadiness, recurrent dizziness or any condition which may cause sudden collapse, impairment of balance or co-ordination or incapacity?	
Do you get discomfort or pain in the chest (such as angina) or shortness of breath on exercise (eg climbing a single flight of stairs)?	
Do you suffer any health problems that would render difficulty in moving rapidly over short distances on foot, includes on slopes, steps or rough ground?	
Would you have difficulty in looking over either shoulder?	
Do you have any difficulty with your eyesight (other than wearing glasses or contact lenses when required)?	
Do you have any difficulty hearing normal conversation?	
Do you have any medical condition which causes you to have excessive daytime sleepiness?	
Are you taking any medication which makes you drowsy or has any other 'side effect'?	
Have you been treated for alcohol related problems or been advised by a medical practitioner to reduce your alcohol intake within the last 12 months?	
Have you used any drug of abuse (not alcohol or tobacco) within the last 12 months?	
Have you been treated for drug related problems within the last 12 months?	
Privacy Policy	
The information you supply will be passed on to the Sentinel Help Desk at Mitie as part of the TVP application process. Here is the Sentinel Help Desk's privacy policy:	
Mitie is committed to complying fully with its legal obligations under the Data Protection Act 1998 ('DPA') and generally to ensuring appropriate handling of personal data which it obtains or generates as part of its business operations.	

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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.

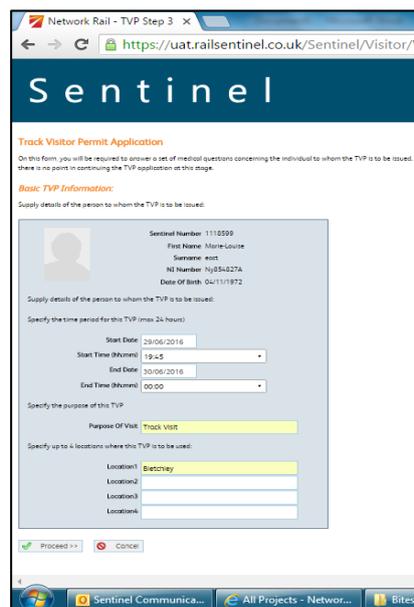
Once you have the necessary admin rights to create a TVP and are logged into to the [Sentinel system](#), the process itself is self-explanatory. You will select the 'Visitors' tab and click on 'Generate Track Visitor Permit' icon, as shown in this illustration:



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