

	Pro Rail Services Ltd	<i>SF-04</i>
	Contract Of Sponsorship	

As part of this Contract of Sponsorship, the company shall provide you with:

- A valid Sentinel Smart Card.
- An induction briefing which will include as a minimum the rules and responsibilities of the Sentinel Scheme.
- Suitable PPE, labeled with the company name, and suitable training to be able to use the protective equipment effectively.
- Regular briefings on changes to standards, Rule Book updates and Sentinel Scheme Rule updates.
- Monitor Training and assessment to ensure competence at required intervals
- Safety Critical Equipment to enable you to undertake your role (jointly with any Sub-sponsor where applicable)
- Advice, guidance or instruction on any restrictions based on medication and other medical fitness issues.
- Mentoring support where necessary

You are / not (**delete as appropriate**) permitted to have a sub sponsor however, you must inform the Sentinel Coordinator as to the name of your sub sponsor and your sub sponsor must inform the company representative with the details of where you are required to work in advance of deployment and the amount of hours you have worked. This will enable suitable monitoring of hours worked in order to meet legal commitments. We shall fulfil our duties in the role of the employer for the purposes of health and safety legislation. We are also responsible for:

- Monitoring and management of working hours of our primary sponsored individuals under their Contract of Sponsorship. Shifts worked with Sub-Sponsors must be considered in the monitoring of working hours and the management of fatigue.
- Agreeing any sub-sponsorship arrangements with the Individual and to grant permission to any Sub-sponsor to use their resources.
- Enacting the Local Investigation process where any suspected breach of the Sentinel Scheme Rules becomes apparent.
- Collating information from Sub-sponsors to enable conclusion of the Local Investigation.
- Maintaining records of Local Investigations and requesting a Formal Review where a Scheme Outcome is recommended following a Local Investigation.
- Providing a reason for de-Sponsoring an Individual
- Conducting a Local Investigation before de-Sponsoring an Individual for any breach of the Sentinel Scheme Rules.
- Collating and maintaining all records associated with the Contract of Sponsorship of an Individual as required by the Sentinel Management System
- Requesting a temporary Suspension pending the conclusion of Local Investigation where appropriate.

Your responsibilities as a primary sponsored individual

- Carry your Sentinel Smart Card at all times while working on NRMI and will co-operate with their Primary Sponsor to ensure the personal information held in the Sentinel Scheme Database and printed on the Sentinel Smart Card remains accurate.
- Follow the rules of personal accountability for working safely on NRMI, including compliance with the Lifesaving Rules.
- manage your Sponsor relationships and at all times when working on the NRMI
- Know the identity of your Primary Sponsor.
- Know which Sub-Sponsor you are working for (when you are not working for your Primary Sponsor)
- Provide the correct name of the Sponsor you are working for when booking into site.
- You are required to notify the Primary Sponsor if you no longer wish to be sponsored by them so you can be de-sponsored.) Change of sponsorship can be requested online through My Sentinel'.
- You can access your personal records on the Sentinel Scheme Database. This can be requested from their Primary Sponsor, or by direct access to the My Sentinel area of the Sentinel website.

Name:

Signature of primary sponsored individual: