

**LUSD Systems & Infrastructure (Power & Electrical)**  
**SUBSTATION ACCESS TRAINING APPLICATION FORM**

**GUIDANCE NOTES**

**To be completed by the delegates Employing Manager**

<b>1. Delegate Details</b>	
Name, Job Title, & National Insurance Number	<i>Note: This information should relate directly to the delegate</i>
Staff Pass Employee No: (LUL staff only)	<i>Note: This box should be completed by <u>permanent</u> LUL employees only, entering the unique number as shown on their staff pass.</i>

<b>2. New Training Request</b>			
Awareness, Survey & Work Training	<i>Note: Choose one permit option from the table below that meets your requirement ensuring that the delegate complies with the conditions</i>		
<b>Permit Type/ Conditions of Permit</b>	<b>Awareness</b>	<b>Surveys</b>	<b>Work</b>
Awareness trained			
Is competent to carry out method statement activities			
Non-key holder			
Key holder			
Work at all times supervised			
Survey non-invasive unsupervised			
Work unsupervised			
Supervise non-invasive surveys			
Supervise work			
Security clearance (DBS) not required			
Security clearance (DBS) required (in advance)			
Work at non-critical sites only			
Work at all sites			
Survey at all sites			
Non TDSI card holder			
TDSI card holder – Contact: smbsubstationsecurit@tfl.gov.uk			
Applies to 1 <sup>st</sup> year apprentice, trainee, young person			
Excludes 1 <sup>st</sup> year apprentice, trainee, young person etc			
May undertake SPC duties			

<b>3. Re-Training Request</b>	
Existing Substation Entry Permit No: & expiry date	<i>Note: Enter the permit number in full &amp; expiry date as shown on the delegates permit</i>
<b>If applicable, HV1 or LV1</b>	<i>Note: If the delegate is a HV1 (Senior Authorised) or LV1 (Authorised) licence holder, the Substation licence will be complimentary as part of these assessments and therefore the delegate will not need to attend Substation training.</i>
If applicable, Substation Key No:	<i>Note: If already a substation key holder, enter the number of the key &amp; card in full as appropriate</i>

<b>4. Details of Competency</b>
<i>Note: Enter in full the delegates qualifications, skills and knowledge which support the application. if a Survey or Competent permit is required the information should be more detailed and include SPC &amp; supervision experience</i>

<b>5. Declaration (to be completed by Employing Manager)</b>	
Employing Manager Name, Company, Department/ Section, Grade / Position, Phone No: & Email address	<i>Note: This information must relate to the delegates actual Employing Manager</i>

Signature	<b>Note: Must be the Employing Manager or their appointed deputy.</b>  <b>By signing this declaration, they are confirming that the delegate on this application form has the necessary skills and sufficient knowledge of the health, safety &amp; environmental aspects of the work and where appropriate is competent to supervise others and act in the capacity of SPC.</b>
Date	<b>Note: Enter the date the declaration was signed</b>

**To be completed by the LU TfL Sponsor / Project Manager**

<b>6. Details of project the delegate is working on which will include a Method Statement number.</b> <b>Note: Enter details of the project (including title) and estimated completion date. The project could be a maintenance activity or business function e.g., compressor servicing or building surveys</b>
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<b>7. Details of site(s) required access</b> <b>Note: Enter the site(s) where access is required, if the list includes a critical site or the term "All Sites" is recorded the delegate must be security cleared</b>
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<b>8. TDSI Card Required (applies to Work or Survey permit holders only)</b> <b>Note: For delegates that require their own access to critical sites.</b>  <b>Please note that the application and issue of TDSI FOBs are by request to Power &amp; Electrical department only! These are not issued by LUSD Power Training.</b>
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<b>9. Details of nominated co-ordinator (if applicable)</b> <b>Note: only complete this section if the Project Manager has nominated this person to act as coordinator on their behalf. Where this is the case, the person nominated will be the focal point for all communications relating to this application</b>
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<b>10. Project Manager Approval Your TfL or London Underground Sponsor or managerial representative.</b>	
Project Manager name	<b>Note: Must be the LU/TfL Sponsor or Project Manager that the delegate on this application form is undertaking work for. All communications regarding this application will be with this person unless they have appointed a coordinator.</b>
Company	<b>Note: The Sponsor / Project Manager must be employed by either Power, LUL or TfL.</b>
Department/ Section & Grade / Position	<b>Note: This information must relate to the delegates actual Sponsor / Project Manager who must be as a minimum a Business Manager or equivalent</b>
Phone No: & Email address	<b>Note: Contact details of the Project Manager</b>
Key Issue	<b>This box must be completed by the Sponsor / Project Manager. Larger projects where there are several working group SPCs, working under the site supervisor. The key issues must be limited to the site supervisor and his deputy to prevent the unnecessary issue of keys.</b>
Signature	<b>Note: Must be the Sponsor / Project Manager or their appointed deputy. By signing they are confirming that this application form has been completed correctly before submitting to the Training Section for processing.</b>
Date	<b>Note: Enter the date this application is signed &amp; submitted to the Training Section for processing</b>

<b>General</b>
<b>Existing TfL / LU licence holders whose licence is within a 3-month expiration, should apply for substation refresher training on EZONE. If a licence is outside of the 3-month window, then a classroom training course will be mandatory. For those staff requesting training for the first time, classroom training is also mandatory in the first instance.</b>
<b>For further information regarding applying for Substation Access Training, please refer to your TfL / LU Sponsor or Project Manager.</b>
<b>All delegates issued with either a Competent or Survey permit may be issued with a substation key dependant on the Trainers decision.</b>