



**Sentinel Scheme
Sub-Sponsor Agreement**

This agreement sets out the requirements for companies that wish to utilise Quantum Construction and Rail and Rail Services Primary Sponsored staff on a sub-sponsorship basis, in accordance with the requirements of the Sentinel Scheme Rules.

Any company requesting permission for sub sponsorship of individuals that are primary sponsored by Quantum Construction and Rail and Rail Services are required to read the Sub Sponsor requirements below and sign and return the completed application form.

Requests for Sub Sponsorship will be reviewed by the Resource Manager and approved or rejected dependent on the circumstances and validity of the application.

Any safety incident involving Sub Sponsored staff must be notified as soon as possible by email to:-

compliance@quantumrail.co.uk

The Sub Sponsor will:

- Request permission to add an individual as a Sub Sponsor from Quantum Construction and Rail Services via the Sentinel website and ensure that Quantum Construction and Rail Services receive the 'Sub Sponsor' Form and that confirmation of Sub Sponsorship status has been received before resourcing the individual to work.
- Requests must be made in writing, where possible giving 48 hours' notice of any proposed shift for the sub sponsored person, using the 'Sub Sponsor' Form (attached).
 - Please use compliance@quantumrail.co.uk for all requests and we will endeavour to approve or reject your request within 36 hours
- **Once sub sponsorship has been agreed, this must be maintained on a weekly basis by sending the 'Sub Sponsor' form to compliance@quantumrail.co.uk no later than 10.00 am on a Friday. If you have continuous work for an individual, please specify dates on the form. If no form is received, we shall assume that the individual is no longer working for you and shall de-sponsor him/her.**
- Issue information such as handbooks and relevant information for additional competences as required by the Sub Sponsor, over and above those required by Quantum Construction and Rail Services
- Provide all information to Quantum Construction and Rail Services to ensure the management of the overall safety of the Individual. This includes, but is not limited to, information on working hours, safety incidents, competencies used and competence short-falls.
- Cooperate with Quantum Construction and Rail Services in the management of working hours. Where a risk assessment has been conducted and extra working hours approved, this information must be provided.
- Advise Quantum Construction and Rail Services of any alleged breach in the Sentinel Scheme Rules immediately. Where the individual is working for a Sub Sponsor at the time of the alleged breach, the Sub Sponsor is responsible for collating any evidence and witness statements to be provided to Quantum Construction and Rail Services who will then conduct a local investigation

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- Notify any safety issues or misconduct events to Quantum Construction and Rail Services as soon as is reasonably practicable after the event has occurred. All other safety related information should be provided upon request
- Provision of fit for purpose Safety Critical Equipment required enabling the individual to undertake their competencies trackside as required by works undertaken on behalf of the Sub Sponsor
- Maintain all records associated with a misconduct investigation and provide these to Quantum Construction and Rail Services and Network Rail in the event of a formal investigation or appeal hearing.

As Primary Sponsor, Quantum Construction and Rail Services will:

- Undertake checks of an Individual's suitability to work on Network Rail Managed Infrastructure prior to Primary Sponsorship
- Establish a 'Sponsor Agreement' with each individual that we sponsor as a Primary Sponsor
- Provide an induction briefing which will include, as a minimum, the rules and responsibilities of the Sentinel Scheme
- Supply suitable PPE, branded with the Quantum Construction and Rail Services company logo
- Monitor and manage working hours of individuals under their Sponsor Agreement, including shifts worked with Sub Sponsors
- Provide regular briefings on changes to standards, Rule Book updates and Sentinel Scheme Rule updates
- Monitor training and assessment needs to ensure competences are maintained. Any additional training required must be authorised by the Primary Sponsor and agreement made regarding any incurred costs
- Advice, guidance or instruction on any restrictions based on medication and other medical fitness issues
- Ensure that health issues that may require action are reported by the individual to verify fitness for work
- Provide mentoring support to develop the competence of the Individual for competencies that are required by Quantum Construction and Rail Services.
- Enact the misconduct reporting and investigation process where any suspected breach of the Sentinel Scheme Rules becomes apparent including collating information from Sub Sponsors to enable conclusion of the local Investigation
- Maintain records of local Investigations and request a Formal Review where it is believed that Scheme Outcome sanctions are required. Maintain all records associated with a misconduct investigation and provide these to Network Rail in the event of a formal investigation or appeal hearing
- Provide a reason for de-sponsoring an individual which includes notifying any Sub Sponsors via the Sentinel database

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**Sentinel Scheme
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Company Name:	
Address with Postcode:	
Contact Name:	
Job Title:	
Telephone:	
Email:	

Application for Sub-Sponsorship

I hereby request permission to undertake the role of Sub Sponsor for individuals who are Primary Sponsored by Quantum Construction and Rail Services and agree to comply with the requirements of both the Sentinel Scheme Rules and those of Quantum Construction and Rail Services as stated in this document.

Signature:	
Print Name:	
Job Title:	
Date:	



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For Quantum Construction and Rail Services office use only. To complete upon receipt of returned form.

Sub Sponsorship authorised / not authorised* (*delete as applicable)

If Sub Sponsorship not approved, please provide the reason.

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