

Subcontractors Registration Pack

General Data Protection Regulations (GDPR): Consent to hold your personal information

Please enter details below

| Full Name | Sentinel Number* |
|-----------|------------------|
| | |

*Please send a copy of your Sentinel Card

Privacy Information – Contractor Registration

When registering for work with SigTech Rail Consultancy Ltd, we will collect and process your personal information. This may include identification details, work history, training and competence records, and where required, medical and safety information.

We process this information to:

- Keep you informed of available work opportunities
- Comply with legal obligations (including immigration, safety, and employment law)
- Meet rail industry and client requirements (including Network Rail and RISQS)
- Manage contracts and working relationships

Our lawful basis for processing is legal obligation and legitimate business interests.

How we handle your data:

- Your information is stored securely and shared only where necessary with clients, regulators, auditors, or service providers
- We retain data only for as long as required by law or contract, after which it is securely deleted
- You have rights under data protection law to access, correct, or request deletion of your data, and to raise concerns with the Information Commissioner’s Office (ICO)

Acknowledgement

I confirm that I have read and understood this privacy information.

Consent for future contact

I agree to be contacted about future contract opportunities

Introduction

Successful completion of this Subcontractor Registration Pack will register you on SigTech Rail Consultancy Ltd's subcontractor list. Registration does not guarantee we will offer you work, and you are not obliged to take any work offered to you.

REMINDER: If you do not complete this registration pack AND send in the required supporting evidence we reserve the right to NOT pay you for any shifts you may subsequently undertake for SigTech Rail Consultancy Ltd.

Please complete all sections of this registration pack email the completed pack and copies of requested documents to office@SigTechRail.co.uk

Documents Checklist

As part of registering with SigTech Rail Consultancy Ltd, we'll ask you to provide some supporting documents.

You can send scanned copies or clear photos of the documents listed below — as long as all details are easy to read.

| Documents requested | Included | Not Applicable |
|---|--------------------------|--------------------------|
| Sentinel Card – Front & Back | <input type="checkbox"/> | <input type="checkbox"/> |
| Umbrella company: <ul style="list-style-type: none">• Proof of engagement | <input type="checkbox"/> | <input type="checkbox"/> |
| For PSC's (Limited Company) <ul style="list-style-type: none">• Proof of Bank Account for Ltd company | <input type="checkbox"/> | <input type="checkbox"/> |
| Business Insurance (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| CV / record of rail work (if not detailed in form) | <input type="checkbox"/> | <input type="checkbox"/> |
| Log Book | <input type="checkbox"/> | <input type="checkbox"/> |
| Valid ATW from another organisation | <input type="checkbox"/> | <input type="checkbox"/> |
| Training Certificates | <input type="checkbox"/> | <input type="checkbox"/> |
| IRSE License (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| Tools & Equipment Calibration Certificates (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |

Once we have received and reviewed your completed registration pack, we will confirm next steps and begin the Authority to Work (ATW) process.

Where required, this typically involves issuing:

- A SigTech Rail Authority to Work (ATW) form for completion
- The SigTech Rail Policy Pack
- A Safety Responsibility Statement
- A Self-Billing Agreement (where applicable)

Personal Details

| Candidate Details | |
|---------------------|--|
| Home Address | |
| Telephone Number(s) | |
| Email Address | |
| Date of Birth | |

| Registration Type | | |
|-----------------------------------|--|--|
| New Starter to the Rail Industry? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Sentinel Sponsorship Requesting | | |
| Primary <input type="checkbox"/> | Sub-sponsored <input type="checkbox"/> | Neither for Now <input type="checkbox"/> |

| Emergency Contact | |
|--|--|
| Please provide detail of emergency contact | |
| Name | |
| Relationship | |
| Address | |
| Telephone Number(s) | |

| Access to Sites | |
|--|---|
| Are you able to reliably access and attend work sites across the rail network, including remote locations and unsocial hours, making your own travel arrangements where necessary? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

Payment

Please select the one applicable to you and complete the relevant section(s) below:

| | |
|---------------------------------|--------------------------|
| Umbrella – CIS or PAYE | <input type="checkbox"/> |
| Own Ltd Company - Direct | <input type="checkbox"/> |

| Umbrella Company (CIS or PAYE) | |
|---------------------------------------|--|
| Company Name: | |
| Contact Name: | |
| Contact Phone Number: | |
| Contact Email: | |
| Your unique reference no: | |

To confirm your employment via Umbrella Company, please provide one of the following:

- Key Information Document
- Employment contract or assignment schedule
- Recent payslip (with payment amounts redacted).

| Ltd Company | |
|---|--|
| Company Name: | |
| Company No: | |
| VAT Registration Number (put N/A if not VAT registered) | |
| Business Bank Details – Name of Bank: | |
| Name on Account: | |
| Account No: | |
| Sort Code: | |

To confirm your Business Bank Account, please provide a document from your Bank showing the Company Name, Sort Code, Account Number, and Bank Logo. Note that SigTech Rail cannot make payments to a personal bank account. Documents accepted as confirmation of Bank Account include:

- Bank Confirmation Letter
- Bank Account Opening Letter

- Bank Statement – with transactions redacted.

Ltd Company - Insurance

Please provide the policy numbers of any company insurances and copies of the certificates.

| | |
|-----------------------------|--|
| Employers Liability | |
| Professional Indemnity | |
| Public Liability | |
| Product and Goods Liability | |
| Vehicle Business Use | |

Right To Work

Please complete Right To Work declaration below, ticking either Umbrella or PSC declaration.

Umbrella Company

I confirm that I am employed by an umbrella company and that my employer has carried out and will maintain all required Right to Work checks in accordance with UK Home Office guidance, including any necessary follow-up checks.

Personal Service Company (Ltd Company)

I confirm that I provide services to SigTech Ltd through my own limited company on a business-to-business basis and that my company is responsible for ensuring that any individual it supplies, including me, has the legal right to work in the United Kingdom in accordance with UK Home Office guidance.

Modern Slavery

Please complete the Modern Slavery declaration below, ticking either Umbrella or PSC declaration.

Umbrella Company

I confirm that I have freely chosen to be engaged via my umbrella company, that I am not subject to coercion, debt, or restrictions on my movement or personal documents, and that I receive payslips and payment directly in accordance with my contract of employment.

Personal Service Company (Ltd Company)

I confirm that I operate my own Personal Service Company freely and independently, that I are not subject to coercion, debt, or control by any third party in relation to this engagement, and that all payments are made directly to my company's bank account.

Working Time Regulations

Please complete the Working Time Regulations declaration below, ticking either Umbrella or PSC declaration.

Umbrella Company

I confirm that I am employed by an umbrella company, which is my legal employer for the purposes of the Working Time Regulations 1998.

I understand that responsibility for compliance with the Working Time Regulations, including any opt-out from the 48-hour average weekly working limit, rests with my umbrella company.

I confirm that I will manage my working hours and rest in accordance with my employer's requirements and will notify SigTech Rail Consultancy Ltd if I am undertaking other work that could affect my fitness for duty or the safe performance of safety-critical activities.

Personal Service Company (Ltd Company)

I confirm that I am engaged via my own Personal Service Company and that I am responsible for managing my own working time in compliance with the Working Time Regulations 1998.

I confirm that I will ensure adequate rest is taken, will manage fatigue appropriately, and will notify SigTech Rail Consultancy Ltd if I am undertaking other work that could affect my fitness for duty or the safe performance of safety-critical activities.

I acknowledge that no working time arrangement or opt-out removes my duty to work safely or SigTech Rail Consultancy Ltd's obligation to manage health and safety risks, including fatigue.

Working Time Regulations Opt-Out (optional)

Where applicable, I confirm that I voluntarily opt out of the 48-hour average weekly working limit under Regulation 5 of the Working Time Regulations 1998. I understand that this opt-out may be withdrawn by me at any time by giving notice in writing.

Experience and Qualifications

| | |
|--|--|
| How many years of relevant signalling experience do you have? | |
| <input type="checkbox"/> < 1 yr <input type="checkbox"/> 1 – 3 yrs <input type="checkbox"/> 3 – 5 yrs <input type="checkbox"/> 5 – 10 yrs <input type="checkbox"/> 10+ yrs | |
| Please detail your railway career experience. <i>(Add details here, or submit an up to date CV)</i> | |
| Do you currently hold an Authority To Work (ATW) issued by another organisation? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please provide a copy of your current ATW | ATW Provided <input type="checkbox"/> |

Note: Third-party Authorities to Work are requested for information only. Any decision to engage, allocate shifts or authorise work will be subject to SigTech Rail's own competence assurance and Authority to Work requirements.

Railway Training Courses

Please list all relevant training courses with valid certificate held. Please provide copies of training certificates.

| Date | Course Title | Training Company | Expiry Date |
|------|--------------|------------------|-------------|
| | | | |

IRSE License Status

| | |
|---|---|
| I currently hold a valid IRSE License | Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide a copy of your IRSE License |
| IRSE License Number (if held) | |
| Category (please list all held) | Expiry Date |
| | |
| | |
| | |
| Do you maintain a current IRSE logbook? | Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide a copy of most recent Logbook review |

| | |
|--|--|
| I am Working Towards IRSE license or additional categories | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please list all categories you are Working Towards | |
| | |
| | |
| | |

Note: SigTech Rail may request additional information if required for competence assurance.

Tools and Equipment

SigTech Rail expects that all tools and equipment used on Managed Infrastructure to have in-date calibration.

I confirm that where I use tools and equipment which require calibration to carry out the work I am engaged to undertake, I am responsible for ensuring that such equipment is maintained and calibrated in accordance with manufacturer's instructions and any applicable client, industry or company requirements.

I further confirm that I will provide valid calibration certificates to SigTech Rail upon request or where required for competence, Authority to Work or client assurance purposes.

Will you be providing and using calibrated tools or equipment as part of the work you will undertake? Yes No

If yes, please provide a copy of valid calibration certificates.

PPE

SigTech Rail will provide you with a SigTech-branded high-visibility vest prior to your first shift. This vest must be worn at all times when working on any shift assigned by SigTech Rail.

| Please indicate the size of high-visibility vest required. | | | | | | | |
|--|---------------------------------|---------------------------------|----------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| SML <input type="checkbox"/> | MED <input type="checkbox"/> | LRG <input type="checkbox"/> | XLRG <input type="checkbox"/> | 2XL <input type="checkbox"/> | 3XL <input type="checkbox"/> | 4XL <input type="checkbox"/> | 5XL <input type="checkbox"/> |

References

Please detail at least one reference you would be happy for us to contact.

References are used to provide assurance regarding prior engagement, safety compliance and suitability for safety-critical work. References do not constitute an assessment of technical competence.

| | |
|-----------------|--|
| Name | |
| Job Title | |
| Company | |
| Company Address | |
| Email | |
| Phone Number(s) | |

| | |
|-----------------|--|
| Name | |
| Job Title | |
| Company | |
| Company Address | |
| Email | |
| Phone Number(s) | |

Confirmations

I _____ (Candidate), confirm and agree the following:

- I apply for registration with SigTech Rail and to the best of knowledge and belief all particulars provided are true. I understand that any false statement will disqualify me from registration with SigTech Rail, or registration being withdrawn.

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

For Office Use Only

| Application Pack Checked and details added to system | | |
|---|--|------------------------------|
| Check | Response | |
| Sentinel record checked? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| If new starter, registered on Sentinel? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| If Primary, Contract of Sponsorship, etc completed? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| If Umbrella – Proof of engagement provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| If PSC – checked on Companies House? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| If PSC – proof of bank account provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| If VAT registered – VAT number checked? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| Right To Work declaration complete? | <input type="checkbox"/> Yes | |
| Modern Slavery declaration complete? | <input type="checkbox"/> Yes | |
| Working Time Regulations declaration complete? | <input type="checkbox"/> Yes | |
| 3 rd Party ATW provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| Training Certificates provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| IRSE License provided and checked? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| Tools and equipment calibration certificates provided? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| References checked and notes on file? | <input type="checkbox"/> Yes | |
| Registration Pack signed and dated? | <input type="checkbox"/> Yes | |
| Comments: | | |
| | | |
| Proceed with registration? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Reason if 'No': |
| | | |
| <p>I confirm that the completed registration pack and supporting evidence have been received and reviewed for completeness and clarity, and that the information provided has been recorded in SigTech Rail systems in accordance with company procedures.</p> <p>This review does not constitute an assessment of technical competence or authorisation to work.</p> | | |
| Name: | Role: | Date: |
| | | |