

1 Purpose	Provide detailed instruction for the implementation of the NTPC Road Travel Request procedure.
2 Responsible	The Monitoring Centre (Telelink)
3 Guidance	<p>3.1 Travel Request Sequence</p> <p>3.1.1 Worker makes Road Travel Request by completing <i>Form 14.10.2: Road Travel Request</i>.</p> <p>3.1.2 Monitoring Center receives a link to the Road Travel Request at the following email ert@telelinkcallcentre.com.</p> <p>3.1.3 Monitoring Centre reviews the Road Travel Request form as follows:</p> <ul style="list-style-type: none"> • Confirm Asset (Traveller) is active in the Work Alone Client Manager (see 3.2 below). • Verify Asset has an inReach Device for “Sign On” to the Work Alone Monitor (see 3.3 below). • Confirms and assign destination template to the Asset. • Confirms or updates Level 1 contact information in accordance with the Road Travel Request. • Submit verification (see 3.4 below). <p>3.2 Work Alone Client Manager (WACM)</p> <p>3.2.1 If the Asset needs to be added to the WACM by the Monitoring Centre the Monitoring Centre shall first “decline” the Road Travel Request.</p> <p>3.2.2 When the NTPC Worker calls the Monitoring Centre as indicated on the declined notification, the Monitoring Center shall:</p> <ul style="list-style-type: none"> • Create an Asset in the WACM using the Traveller’s full name; • Add the Reporting Manager’s email to the newly created Asset; and • Add the Traveller’s chosen Level 1 Contact to the newly created Asset. <p>3.2.3 Once the Asset is created Traveller has been added to the WACM as an the Monitoring Centre Operator shall email helpdesk@ntpc.com for notification.</p> <p>3.3 Working Alone Monitoring (inREACH)</p> <p>3.3.1 If an inREACH device number has been indicated in the Road</p>

	<p>Travel Request:</p> <ul style="list-style-type: none"> • Tag the inReach device indicated on the form to the appropriate user. • Assign the appropriate destination template as indicated on the Road Travel Request form. • Update Level 1 contact information to match the contact number provided on the Road Travel Request form. <p>3.3.2 If an inREACH device is not indicated on the form the Monitoring Centre shall:</p> <ul style="list-style-type: none"> • Request the traveller utilize the Call-In Procedure on the Powerline in the comments. • When contacted by the NTPC Worker in accordance with the Call-in Procedure the Monitoring Center will set an “Off-timer” matching the expected duration of travel plus 1 hour. • The “overdue” time (i.e., the time at which a response will be initiated) shall be clarified with the NTPC Worker during the call with the Monitoring Centre. • The Traveller shall also be reminded to call in upon arrival and prior to the “overdue time” to terminate the trip. <p>3.4 Monitoring Centre Verification and Approval</p> <p>3.4.1 During review of the Road Travel Request form (3.1.3) the Monitoring Centre Operator shall:</p> <ul style="list-style-type: none"> • Enter their name • Answer the four (4) yes/no questions • Select “Approve” or “Decline” from the drop down menu • Provide comment when necessary (required if travel is “declined”) <p>3.4.2 Once the Approval Form has been completed the Monitoring Centre “Approves” or “Declines” the travel by pressing the “Submit” button.</p>
<p>4 Notification</p>	<p>4.1 Email Road Travel Notification</p> <p>4.1.1 Upon submission of the Road Travel Request form an email is automatically sent to:</p> <ul style="list-style-type: none"> • the NTPC Worker completing the Road Travel Form (if different from the Traveller); • the Traveller;

	<ul style="list-style-type: none"> the Reporting Manager of the Traveller; and the Site Contact indicated on the Road Travel Request form.
5 Documentation	<ul style="list-style-type: none"> <i>Form 14.10.2: Road Travel Request</i>

Development		
Name	Position	Date
Prepared by: D. Dewar	Senior HSE Policy Coordinator	October 12, 2016
Reviewed by: J. Clark	Environmental Analyst	October 27, 2016
Approved by:		

Revision History					
#	Revised Sections	Description of Revisions	Revised by (name, position)	Approved by (name, position)	Issue Date
01					
02					
03					
04					
05					
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