


<b>1 Purpose</b>	Provide detailed instruction for the implementation of the NTPC Road Travel Request procedure.
<b>2 Responsible</b>	The Monitoring Centre (Telelink)
<b>3 Guidance</b>	<p><b>3.1 Travel Request Sequence</b></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 <a href="mailto:ert@telelinkcallcentre.com">ert@telelinkcallcentre.com</a>.</p> <p>3.1.3 Monitoring Centre reviews the Road Travel Request form as follows:</p> <ul style="list-style-type: none"> <li>• Confirm Asset (Traveller) is active in the Work Alone Client Manager (see 3.2 below).</li> <li>• Verify Asset has an inReach Device for “Sign On” to the Work Alone Monitor (see 3.3 below).</li> <li>• Confirms and assign destination template to the Asset.</li> <li>• Confirms or updates Level 1 contact information in accordance with the Road Travel Request.</li> <li>• Submit verification (see 3.4 below).</li> </ul> <p><b>3.2 Work Alone Client Manager (WACM)</b></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"> <li>• Create an Asset in the WACM using the Traveller’s full name;</li> <li>• Add the Reporting Manager’s email to the newly created Asset; and</li> <li>• Add the Traveller’s chosen Level 1 Contact to the newly created Asset.</li> </ul> <p>3.2.3 Once the Asset is created Traveller has been added to the WACM as an the Monitoring Centre Operator shall email <a href="mailto:helpdesk@ntpc.com">helpdesk@ntpc.com</a> for notification.</p> <p><b>3.3 Working Alone Monitoring (inREACH)</b></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"> <li>• Tag the inReach device indicated on the form to the appropriate user.</li> <li>• Assign the appropriate destination template as indicated on the Road Travel Request form.</li> <li>• Update Level 1 contact information to match the contact number provided on the Road Travel Request form.</li> </ul> <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"> <li>• Request the traveller utilize the Call-In Procedure on the Powerline in the comments.</li> <li>• 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.</li> <li>• 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.</li> <li>• The Traveller shall also be reminded to call in upon arrival and prior to the “overdue time” to terminate the trip.</li> </ul> <p>3.4 <b>Monitoring Centre Verification and Approval</b></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"> <li>• Enter their name</li> <li>• Answer the four (4) yes/no questions</li> <li>• Select “Approve” or “Decline” from the drop down menu</li> <li>• Provide comment when necessary (required if travel is “declined”)</li> </ul> <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><b>4 Notification</b></p>	<p>4.1 <b>Email Road Travel Notification</b></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"> <li>• the NTPC Worker completing the Road Travel Form (if different from the Traveller);</li> <li>• the Traveller;</li> </ul>

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

Development		
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Revision History					
#	Revised Sections	Description of Revisions	Revised by (name, position)	Approved by (name, position)	Issue Date
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