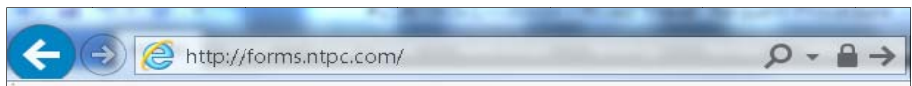













	Working Alone: Road Travel Request Procedure	Page 1 of 4
	Monitor: Director, Health Safety & Environment	Procedure

1 Purpose	Provide detailed instruction for Workers on the NTPC Road Travel Request procedure.								
2 Responsible	NTPC Workers travelling on highways between communities								
3 Guidance	<div><div><div>3.1 Web Browser</div><div><div>3.1.1 In the search bar at the top of your web browser type: http://forms.ntpc.com/</div><div></div><div>3.1.2 From the start screen select “Road Travel Request”</div><div></div><div>3.1.3 Complete the fields of the form as follows:</div><div><table border="1"><tr><td rowspan="2"></td><td>Health & Safety Management System Form: Road Travel Request</td><td></td></tr><tr><td>Monitor: Director, Health, Safety & Environment</td><td>Form #: 14.10.2</td></tr><tr><td colspan="3"><div><div><div>*Date of Travel:</div><div>2016-11-15 </div><div>Completed By:</div><div>David Dewar</div><div>Completed for (Traveller):</div><div>David Dewar  </div></div><div>*Required Fields</div></div></td></tr></table><div><ul style="list-style-type: none">• “Date” is automatically filled and locked. Travel must be done on the same day the form is completed.• “Completed by” is automatically filled and locked. The traveller can request the form be completed by another NTPC Worker.• “Completed for (Traveller)” can be changed if the worker completing the form is completing the form for the traveller.</div></div></div></div></div>		Health & Safety Management System Form: Road Travel Request		Monitor: Director, Health, Safety & Environment	Form #: 14.10.2	<div><div><div>*Date of Travel:</div><div>2016-11-15 </div><div>Completed By:</div><div>David Dewar</div><div>Completed for (Traveller):</div><div>David Dewar  </div></div><div>*Required Fields</div></div>		
	Health & Safety Management System Form: Road Travel Request								
	Monitor: Director, Health, Safety & Environment	Form #: 14.10.2							
<div><div><div>*Date of Travel:</div><div>2016-11-15 </div><div>Completed By:</div><div>David Dewar</div><div>Completed for (Traveller):</div><div>David Dewar  </div></div><div>*Required Fields</div></div>									

3.1.4 Trip Information:

Trip Information	
*Leaving From:	Choose a location
*Travelling To:	Choose a location
*Phone # / Level 1 Contact:	XXX-XXX-XXXX
*Site Contact:	Type a value
*Vehicle Unit #:	Type a value
Template:	
Vehicle Inspection Completed:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Road Kit in Vehicle:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Road, ice road, ferry & weather conditions checked:	<input type="radio"/> Yes <input checked="" type="radio"/> No

- “*Leaving From” will be your point of departure or starting point.
- “*Travelling To” will be your destination or end point.
- “*Phone#/Level 1 Contact” will be the easiest way to contact you once you reach your destination (e.g. cell phone or plant phone). This will be the first contact if the monitoring centre is to try to call you if you are overdue.
- “Vehicle Unit #” is not a required field but can be filled in where possible for information purposes.
- “Template” is for Monitoring Centre use only and is automatically filled based on the destination.
- Ensure vehicle inspection is completed prior to departure.
- Ensure a Road Kit is in the vehicle.
- Check weather conditions prior to departure.

3.1.5 Working Alone Device

Working Alone Device	
*InReach Device:	Select an item
Satellite Phone:	Select an item

- “*InReach Device”. Select the Working Alone device you have been assigned from the list. If you do not have an InReach, utilize the Call-in Procedure on the Powerline.
- “Satellite Phone” Select the Satellite Phone that you will be taking with you on the road if one is available.

3.1.6 Additional Travellers

Additional Travellers	
Name:	Type a value
Name:	Type a value
Name:	Type a value
Name:	Type a value

- Where applicable type the names of up to four additional travellers who will be with you in your vehicle.

3.1.7 Notes and Submission



- Add in any notes that may be relevant for your trip.
- “Submit” the form using the button at the bottom.

3.2 Road Travel Request Processing

- 3.2.1 Once the Road Travel Request has been submitted the worker must wait for monitoring centre approval prior to departure.
- 3.2.2 The traveller may depart once the approval is received and shall use the call-in procedure or the “Sign On” to the Monitoring Centre using the inReach device for monitoring during the trip.
- 3.2.3 If the trip is cancelled for some reason, the traveller should access the form using the link in the approval email and press the cancel button. Or send an email reply to the Road Travel Request approval with the word “cancel”.

3.3 K2 Application

- 3.3.1 Information coming soon...

4 Notification

4.1 Email Road Travel Notification

- 4.1.1 Upon approval of the Road Travel Request an email is automatically sent to:
- the NTPC Worker completing the Road Travel Form (if different from the Traveller);
 - the Traveller;
 - the Reporting Manager of the Traveller; and
 - the Site Contact indicated on the Road Travel Request form.

5 Documentation

- *Form 14.10.2: Road Travel Request*

Development		
Name	Position	Date
Prepared by: D. Dewar	Senior HSE Policy Coordinator	November 16, 2016
Reviewed by:		
Approved by:		

Revision History					
#	Revised Sections	Description of Revisions	Revised by (name, position)	Approved by (name, position)	Issue Date
01					
02					
03					
04					
05					
06					