Obligations Placed on Licence Holders

Licence holders are required to:

a. act with integrity in all aspects of their work and working relationships, with due regard for the environment.

b. agree to be bound by the Licensing Scheme standards and procedures, as from time to time amended.

c. ensure that their competence and underpinning knowledge remains current and relevant for the licence categories they apply for or hold.

d. Understand the reasons for the processes governing the work they are engaged in,

e. only undertake work for which they believe they are competent unless under appropriate mentorship.

f. immediately advise the Licensing Registrar of any matter which may affect their capability to continue to safely perform the work for which they are licensed.

g. maintain an up to date record of their training and work experience in a Log Book. Master copies of suitable forms and instructions for maintaining the required records are published as part of the licensing scheme documentation.

h. record in their Log Book any complaints made against them within the scope of their licensable work.

i. submit their Log Books at least annually for verification by a person in a position to verify the contents. The verifier should confirm the authenticity of the entries and record their name, job title and relationship to the licence holder.

j. submit their Log Books for inspection when required by the employer, client, assessing agent, or the Licensing Registrar, given reasonable notice.

k. satisfy themselves that the necessary resources are available for the safe completion of any task that might directly affect the safety of the railway, its employees, or the public, before sanctioning or commencing any work.

l. be constantly aware of the additional vigilance and special precautions which may be necessary on their part if any of the persons engaged on a task are not licensed in the appropriate category.

m. immediately inform a superior, or in the case of a consultant or contractor, the client, if they become aware of an unsafe situation arising or are instructed to perform a task which is unsafe, and should take any appropriate action available to avoid the unsafe situation materialising. Should the warning be ignored, or if the licence holder is subject to pressure to continue with the unsafe action, the facts should be put in writing and sent to the employer or client informing them that a copy is also being sent to the Licensing Registrar. On receipt of such a communication the Registrar must draw it to the attention of the Licensing Committee.
n. take personal responsibility for ensuring that they submit themselves for reassessment, for any category in which they intend to continue to work, before the expiry of their licence.

o. comply with all reasonable requests for inspection of their licence.

Licence holders and applicants shall not misuse the IRSE logo, or make inaccurate claims about their participation in the Licensing Scheme. Where incorrect reference is made to the certification system, or misleading use is made of certificates or the IRSE logo, the Institution will take appropriate measures, which may include legal action.

Licence holders and applicants shall promptly pay all monies due to the Institution or its Assessing Agents. If any outstanding monies are not paid promptly the Institution may refuse to issue a new licence or category; and may suspend or refuse to renew an existing licence.

Failure of a licence holder to meet any of the obligations is liable to result in a complaint being made regarding his or her conduct, which could result in suspension or revocation of the licence.

Licence holders shall ensure that any changes to their contact details or, where applicable, employer are communicated to the Licensing Registrar. A licence holder who cannot be contacted by the Licensing Registrar may have their licence suspended.

Log Books

The Log Book is the property of the licence holder, who is responsible for its accuracy, update and safe keeping. Log Books may be either electronic or hard copy; but shall in either case meet the following requirements.

As a minimum the Log Book shall contain the following sections:-
- Witness Status List
- Logbook Reviews
- Licence Details
- Record of Work Experience
- Record of Training/Learning
- Record of Complaints

Falsification of any Log Book entry may result in the holder's licence being revoked.

Applicants are advised to start recording experience in their Log Book at the earliest opportunity, to ensure accurate and timely records are available for verification and subsequent assessment.

Licence holders may use an existing company Log Book or CPD folder to which the mandatory sections required by the Licensing Scheme have been added. Applicants may obtain copies of the logbook pages from the Licensing Scheme web-site.

Log Books shall be reviewed at least annually and the reviewer shall ensure that the licence holder has read and understood the most recent version of the ‘Obligations of Licence Holders’.