



A Higher Level of Reliability®

HOURS OF WORK & FATIGUE MANAGEMENT POLICY FOR SAFETY CRITICAL WORKERS

This statement sets out Applied Inspection Limited company policy in respect of fatigue management and employees' or sub-contractors' hours of work. We recognise the importance of the management of fatigue in ensuring the health, safety and wellbeing of our staff, and all those affected by our operations, and our activities are planned to minimise the risk of fatigue amongst our workforce.

We are committed to meet the requirements of our customers in relation to fatigue management. Our rules on working hour limits comply with Applied Inspection Limited Company Rules, AIB-BOT-008, Network Rail Company Standards NR/L2/OHS/003, NR/GN/INI/001 and - Guidance on the Management of Door-to-Door Work & Travel Time. These are set out below:

1. No-one shall work more than 13 consecutive turns of duty in any 14-day period.
2. No more than 72 hours to be worked per calendar week (00:00hrs Sunday to 23:59 hrs Saturday).
3. No more than 12 hours to be worked per turn of duty/shift.
4. A minimum rest period of 12 hours between shifts including any travelling time. This may be reduced to 8 hours at the weekly shift changeover, in the case of staff working a shift pattern which rotates or alternates on a weekly basis.

Note 1. The maximum permitted travelling time is limited such that the total time of travel plus planned shift length does not exceed 14 hours.

Note 2. Hours Worked includes any overtime, any rest days worked, travelling time and meal/rest breaks.

Note 3. Wash up time incurred by staff must be included.

Note 4. Work, which is not classified as safety critical, but which is undertaken by staff during the same shift as safety critical work, is considered as safety critical work for the purposes of calculating hours of work (see NR/L2/OHS/003).

Note 5. Changes to "working time patterns" which introduce a need to work outside the limits stated must be subjected to formal risk assessment and recorded on Working Hours exceedance Form – AQD044.

Note 6. Subcontractors staff shall come under their company line Manager and there working hours shall not exceed the above.

The Final decision to extend the working hours above shall lie with the General Manager or his representative after review of the fatigue risk assessment and discussions with the employee. All Fatigue Risk assessments shall be held on record and analysed for trends.

Working Time Regulations (1998)

At the request of the company or a client, you may be required to work more than an average of 48 hours per week. Under the Working Time Regulations 1998, this requests your agreement to opt out of the 48-hour limit. You will need to sign the Working Time Regulations Declaration to confirm your agreement to working in excess of 48 hours per week, when requested to do so.

Procedure

- i. This policy is briefed to all employees and subcontractors.
- ii. Records of all briefings are kept. (see iii).
- iii. All employees sign the Working Time Regulations declaration and records are kept (for subcontractors see Note 6 above).
- iv. Working Hours records are reviewed regularly at Management Review.
- v. The General Manager compiles summary exceedance document.
- vi. The General Manager investigates the reason for any exceedance and ensures that written approval for the dispensation has been given in accordance with the laid down arrangements.

This Policy Statement and associated procedures will be formally reviewed at least annually or earlier if change demands and any alterations brought to the attention of all employees.

Joe Morgan
Managing Director

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Head Office
Applied Inspection Ltd
Applied House
Old Colliery Lane
Holmewood, Chesterfield
Derbyshire, S42 5RB
Tel: 01246 851864

Northern Office
Applied Inspection Ltd
Unit 8, Longlands Ind. Estate
Milner Way
Ossett, West Yorkshire
WF5 9JE
Tel: 01924 270006

Midlands Office
Applied Inspection Ltd
Mosley Business Park
Mosley Street
Burton-on-Trent
Staffordshire, DE14 1DW
Tel: 01283 515163

Scotland Office
Applied Inspection Ltd
C/O E. G. Steele & Co.
25 Dalziel Street
Hamilton
ML3 9AU
Tel: 0141 5770186