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| **Item referred by:**(please put X in box) | **Level 1** | [ ]  | **Tier 1** | [ ]  |

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| **Item referred by:**(please put X in box) | **Stations & Revenue** | [ ]  | **Trains** | [ ]  | **Service Control** | [ ]  |
| **Fleet** | [ ]  | **Track & Signals** | [ ]  | **Stations & Structural** | [ ]  |

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| **Name:**       | **Date of meeting:**       |
| **Group/area/fleet:**       | **SDU:**       |
| **Contact no:**       |  |  | **Fax no:**       |
| **Brief description (title) of issue:**       |

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| **Part 1: full details of referral / reference number of item / date of meeting**      |

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| **Part 2: comments by the Chair**      |

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| **Item referred by:****(please put X in box)** | **Staff side** | [ ]  | **Management** | [ ]  | **Joint referral** | [ ]  |

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| **Signature(s) of rep(s)** | **Acknowledgement of the Chair** |
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| **Part 3: actions by HSQEM/ER (if no action please state reasons why)**      |

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| **Signed by HSQEM/ER** |  | **Date** |       |

**The HSQEM/ER has 7 days in which to respond to a referral from Tier 1 or Level 1. Upon completion of the HSQEM/ER response, a copy of the completed referral form must be sent to the Chair, local Staff Side Secretary and the Council/Tier 2 Staff Side Secretary.**

**If after the HSQEM/ER has responded the issue is still unresolved, the local Reps Staff Side Secretary must advise the Council/Tier 2 Staff Side Secretary that they wish to pursue the matter at Council/Tier 2 level.**

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| **Part 4: additional information (where necessary)** | **Supplied by:**       |
| **Date of referral:**       | **Group/area/fleet/SDU:**       |
| **Brief description (title) of issue:** |       |
|       |