

Access Training Solutions

For all your training needs
Tel: 07725 134284 Fax: 0121 530 6763
www.accesstrainingsolutions.com



Training Course Booking Form

COMPANY DETAILS

Company Name: _____

Address: _____

_____ Post Code: _____

Telephone No: _____ Fax: _____

Contact Name: _____ Mob: _____

<u>Name</u>	<u>Experience 1-5</u> 1= no experience 5= advanced		<u>Experience 1-5</u> 1= no experience 5= advanced
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

BOOKING DETAILS

Order Number (if applicable): _____

Categories (delete as appropriate): PASMA / TLA / Harness / IPAF:

IPAF Categories: Static Vertical (1a) / Static Boom (1b) / Mobile Vertical (3a) / Mobile Boom (3b)

Course Date: _____ **IPAF HEALTH & FITNESS STATEMENT (Please note)**

Since the safe use of Mobile Elevating Work Platforms (MEWP) requires that you consult safety notices and read and thoroughly understand the manufacturer's instruction manual, literacy and language comprehension are important requirements for any MEWP user. Similarly, since the assembly and use of MEWPs can be physically demanding, users should be physically fit and in good health and should, generally, not have problems with eyesight or hearing, heart disease, high blood pressure, epilepsy, fear of heights/vertigo, giddiness / difficulty with balance, impaired limb function, alcohol or drug dependence or psychiatric illness. If you have any problems with literacy or language comprehension, or have any doubts about your fitness to use a MEWP, you **must** bring them to the attention of your employer. This need not preclude you from using MEWPs, provided your employer conducts an assessment and is able to put into place adequate measures, to take account of any difficulties you may have. **Any MEWP's supplied must have current LOLER certification**

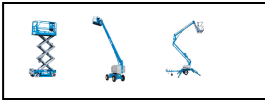
(All courses start promptly at 9.00a.m. unless otherwise advised.) Venue: **Unit 27M GWS Industrial Estate, Leabrook Road, Wednesbury, West Midlands WS10 7NB**

Customer Signature

➤ **Please complete, sign and fax back your Booking Form to 0121 530 6763.**

This confirms acceptance of Terms and Conditions Cards & Certificates cannot be issued until full payment is received.





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DELEGATE INFORMATION SHEET

1. You **MUST** attend on time.
2. You **MUST** bring Safety Boots/Shoes (not required for Harness Course)
3. You **MUST** bring your hard hat and gloves (not required for Harness Course)
4. You **MUST** bring High Viz Vest (not required for Harness Course)

YOU WILL NOT BE ADMITTED ON TO THE COURSE IF ALL OF THE ABOVE ARE NOT ADHERED TO

MANDATORY ITEMS

1. Bring foul weather protective clothing
2. Bring National Insurance Number for PASMA and TLA courses
Failure to bring National Insurance Number will increase the process time of certificates and I.D. cards

COURSE ITINERARY

08:45/09:00 am Course Start & Registration

Morning Session

Introduction
Health and Safety Theory
Theory
Theory Test

Afternoon Session

Practical
. Practical Test
Course Evaluation
Question & Answer Session

Please note that the relevant pass mark in the theory test must be achieved to allow the delegate to participate in the afternoon session.

IT IS OF VITAL IMPORTANCE THAT EVERY DELEGATE DUE TO PARTICIPATE ON THE COURSE HAS A COPY OF THIS SHEET BEFORE THE COURSE DATE AND COMPLIES WITH ALL OF THE ABOVE





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TERMS & CONDITIONS.

1. **Medical**
All delegates attending our courses must be medically fit and have a reasonable degree of physical fitness.
2. **N.I. No. National Insurance number must be supplied by all delegates**
3. **Clothing**
All delegates require correct P.P.E and enough warm/wet weather clothing, (i.e. Hard hat, Hi – viz, Waterproofs, safety boots gloves & goggles etc).
4. **Certification**
If trainees booked in to do Scissor/Boom/Forklifts prove to have had no experience on the machinery, it will be at the discretion of the trainer whether to continue on both categories or, rather than risk a fail to only train on one category on the day.
5. **The venue must meet the necessary criteria: (On site training only)**
 - ◆ Provision of room for Theory Training, suitable for number of delegates and c/w tables, chairs & power-points for OHP/Laptop.
 - ◆ Provision of area for Practical Training/Testing (This must be a suitable size for full operation of all equipment).
6. **All Towers to be used must meet the necessary criteria: (On site training only)**
 - ◆ It must be provided with all the relevant certification and a copy of the manufacturers operator manual. Minimum 4.2m platform height
 - ◆ These must be available to the instructor. If this is not the case, the instructor will not carry out any training and a cost will be incurred.
. Any MEWP's supplied must have current LOLER certification
7. **Cancellation**
Please note: There will be a charge on all cancellations made without:-
 - ◆ 3 days notice – 50% of course fee
 - ◆ 1 days notice – 100% of course fee
8. In the unlikely event of a course being cancelled by Access Training Solutions the company will refund the course in full (if paid up front) but disclaim any further responsibility.
 - The instructor's verdict is final; any appeals must be submitted in writing within 30 days.
 - **Terms: Payment is due before or on day of Course.**
 - **Cheque/s payable to Access Training Solutions**
 - **Cards & Certificates cannot be issued until full payment is received.**
 - If you have any further questions contact Michael Haslam 07725 134284

