



trackedaccess

IPAF Training: Booking Form

Booking Reference Number (Office use only)		Ref _____	
1. CUSTOMER DETAILS			
Contact Name		Tel No	
Company Name		Fax No	
Email Address			
Company Address			
2. COURSE DETAILS			
Course Title/Code			
Course Location		Course Date(s)	
Site Contact/Tel No		Course Timings	
3. TRAINEE DETAILS			
Name	DOB	Novice	Experience Yrs
1			
2			
3			
4			
5			
6			
7			
8			
4. IPAF HEALTH & FITNESS STATEMENT			
<p>Since the safe use of Mobile Elevating Work Platforms (MEWP) requires that you consult safety notices and be able to 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.</p>			
5. PAYMENT DETAILS:			
Payment Method:		Purchase Order No:	
Training Cost:	£	VAT No:	
Registration:	£	Invoice Address: (if different from Company Address above)	
Additional Expenses:	£		
VAT (17.5%):	£		
TOTAL:	£	Post Code:	
6. DECLARATION:			
I HAVE READ AND ACCEPT ALL TA/IPAF TRAINING TERMS AND CONDITIONS			
Signed:		Name:	
		Date:	

FAX BACK NUMBER: 0845 603 5361



Tracked Access Limited
 Cliff Corner, Old Salts Farm Road
 Lancing, West Sussex BN15 8JE
 Company No. 05608683

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Terms & Conditions

1. All Training to be conducted by Tracked Access (TA) or TA approved peripatetic IPAF instructors.
2. All TA delivered IPAF Powered Access Training shall comply with the requirements laid down in the International Powered Access Federation (IPAF) Training Scheme Operations Manual.
3. TA reserves the right to cancel training in the event that the Customers personnel, site and/or equipment do not meet the necessary requirements laid down in the IPAF Training Scheme Operations Manual and/or the Health and Safety at Work etc. Act 1974 (HSAW Act 1974) and or other relevant legislation. In the event of such a cancellation the Customer will be charged with the full course fee.
4. Bookings will only be accepted and confirmed by receipt of a completed TA Training Booking Form.
5. All course fees are to be settled prior to training commencement or within 30 days of training completion if account terms have been agreed with TA accounts department. No Certification of Training will be issued until full course payment has been received in full.
6. All fees quoted are exclusive of VAT.
7. The Customer is responsible for ensuring that trainees are physically & mentally fit to attend training. Trainees must be capable of recognising potential hazards & the limitations of both personnel and equipment.
8. The Customer is responsible for ensuring that all trainees are equipped with the necessary PPE prior to training commencement and that they have been properly trained in its use, limitations and maintenance requirements. All safety harnesses must be the 'full-body' type with a 'fall-restraint' adjustable lanyard (TA can supply these if advised in advance of training).
9. All machines supplied by Tracked Access will have a valid Certificate of Thorough Examination. If the customer is supplying the machine/s a Certificate/s of Thorough Examination should be faxed/emailed through, prior to the training course commencing.
10. Where training is to be conducted at the Customer's premises, the Customer is responsible for ensuring that all on-site resources (training room, equipment and environment, refreshment arrangements, toilet facilities, practical training area and machines) meet the required standard.
11. All trainees are required to achieve the TA marks laid down in the TA/IPAF Training Scheme Operations Manual. Failure to pass a theory test will prevent a trainee from progressing to the practical element of the course. In the event of a trainee failing to pass or complete the course the Customer will be charged with the full course fee.
12. Failure of a trainee(s) to attend will be considered as a cancellation without notice and as such the Customer will be charged with the full course fee.
13. TA reserves the right to cancel or alter the dates of training, charges and the instructors.
14. Force Majeure. TA shall not be liable for any failure to perform any obligation hereunder when prevented from doing so by an act of God, war, fire, riot or civil disturbance, snow or flood, strikes or other labour trouble, or any other conditions beyond the control of TA.
15. All Terms and Conditions are subject to change without prior notice or warning.

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