



Training Booking Form: fax back: 0845 230 0904/or email: info@trackedaccess.com

Booking Reference Number (Office use only)		Ref: _____		
1. CUSTOMER DETAILS:				
Contact Name:		Tel No:		
Company Name:		Fax No:		
Web address:		Email:		
Company Address:				
2. COURSE DETAILS:				
Course Title/Code:				
Course Location:		Course Date(s):		
Site Contact/Tel No:		Course Timings:		
3. TRAINEE DETAILS:				
Level of Experience Y/N				
Name	DOB	N.I Number	Novice	Experience Yrs
1				
2				
3				
4				
5				
6				
4. TRAINEE REQUIREMENTS:				
All trainees <u>must</u> be a minimum of 18 years old and are to be in possession of the following: Personal Information/Documentation: Home Address, Date of Birth, National Insurance Number & Driving Licence Number (if applicable). Copies of Certificates for Operator Renewals and Safety Awareness (Demonstrator courses only) Personal Protective Equipment/Clothing: Suitable work clothing (including cold/wet weather protective clothing), Hard Hat, Safety Boots/Shoes, Gloves, Safety Harness and Lanyard.				
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/PASS TRAINING TERMS AND CONDITIONS				
Signed:		Name:		Date:

For more information call: 0845 603 5360/0845 230 0903 or e-mail: info@trackedaccess.com

www.trackedaccess.com



Terms & Conditions:

1. All Training to be conducted by TA/PASS or TA/PASS approved peripatetic instructors.
2. All TA/PASS delivered IPAF Powered Access Training shall comply with the requirements laid down in the International Powered Access Federation (TA/PASS/IPAF) Training Scheme Operations Manual.
3. TA/PASS 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 TA/PASS/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.
1. Bookings will only be accepted and confirmed by receipt of a completed TA/PASS Training Booking Form.
2. 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/PASS accounts department. No Certification of Training will be issued until full course payment has been received.
3. All fees quoted are exclusive of VAT.
4. The Customer is responsible for ensuring that all trainees are both physically and mentally fit to attend training. Trainees must be capable of recognising potential hazards and of understanding the limitations of both personnel and equipment.
5. The Customer is responsible for ensuring that all trainees are equipped with the necessary Personal Protective Equipment (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.
6. All trainees must be a minimum of 18 years old at the commencement of training.
7. All machines used for the delivery of training and assessments must have a valid Certificate of Thorough Examination.
8. 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.
9. All trainees are required to achieve the TA/PASS marks laid down in the TA/PASS/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.
10. 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.
11. TA/PASS reserves the right to cancel or alter the dates of provision of service, the charges and the individual(s) providing the service.
12. Force Majeure. TA/PASS 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/PASS.
13. All Terms and Conditions are subject to change without prior notice or warning.

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