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Davis Access Ltd.
 Unit 4 Baker Parker
 Cater Road
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 BS13 7TT

IPAF SITE REQUIREMENTS

Parking	Is there parking on site for the Instructor.
Training Room	240 Volt Power Supply, table for Instructor to set up projector, laptop and screen or wall suitable for projection. Adequate ventilation/heating, adequate seating and desk space for each candidate. Pens and Paper. Toilet Facilities. Have refreshments been arranged for candidates and Instructor.
Equipment	You will need to supply suitable and sufficient equipment/machines with a current 6 monthly LOLER certificate for the MEWP. Has the MEWP been checked by a competent person to ensure it is physically sound and operates correctly. Has the MEWP been checked to ensure the Platform is free of debris, controls panels checked to ensure that they are legible. Make sure MEWP is fully charged/fuelled and keys available. Manufacturer's instruction manual present with the MEWP, are there suitable harness anchor points on the MEWP.
Practical Training Area	Do you have an area to do the practical training (this should be adequate for training on most MEWPs). Must be cordoned off from pedestrian/vehicular traffic, plus a suitable workface target at a minimum of 75% of MEWP max platform height. Area must be free of debris and overhead hazards such as craneage. Must be available for the whole afternoon without interruption and be quiet so the instructor can be heard.
Trainees Require	Home Address, Date Of Birth, any previous PAL Card.
PPE required by Trainees	Warm Clothing, Hard Hat, Safety Boots, Full Body Restraint Harness and Lanyard (<i>Course Dependant</i>).
Risk Assessment	A Risk Assessment will need to be carried out with particular reference to the ground for the practical training area against; Maximum Working Mass/ Maximum Point Pressure/Distributed Load (whichever is relevant) of the MEWP to be used. Nearest First Aid.

DECLARATION

We confirm that all the facilities and or equipment as requested are available. If it is necessary to cancel any training course as a result of the above requirements not being met, for example any trainees that have a problem working at height, literacy, medical conditions or are unable to bring the correct PPE items, we accept that there will be a cancellation fee payable, which could be up to the full cost of running the course.

NAME:	POSITION:
SIGNATURE:	DATE:

Yours faithfully

Davis Access Ltd



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VAT Registration Number: GB 709 7122 35

