

PASMA Mobile Access Tower Training – On Site

Training Check List

Please ensure that your site meets the below requirements by ticking the boxes provided then sign and return the document to us.

Please remember, these are the **MINIMUM STANDARDS REQUIRED BY PASMA** to allow us to conduct this training on your premises. If you have any questions or doubts about your facilities or equipment, please contact us as soon as possible on 0845 601 7738 – option 5.

TRAINING ROOM

You will need to provide us with a suitable training room for the theory presentation and course review/critique. Please confirm that the room has;	
	A 240 Volt power supply?
	Enough space for the instructor to set up a projector, laptop and screen (along with a desk/table to set this up on)?
	Adequate ventilation/heating?
	Adequate seating and desk space for each candidate to allow notes to be taken and the theory test to be taken?
	Pens and blank paper for note taking provided?
	Adequate toilet facilities nearby?
	A fully equipped first aid kit and certified first aider on site?
	Please also confirm that the instructor and candidates will have uninterrupted use of the room for the duration of the course? Please note this will be from approximately 8:00am until 5:00pm

REFRESHMENTS

	Have refreshments been arranged nearby for the candidates and the instructor?
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TOWER EQUIPMENT

You will need to supply suitable and sufficient aluminium tower equipment along with the current instruction sets to allow the practical session to be completed.

	Is the tower equipment manufactured to BS EN 1004 (or BS1139) standards?
	Are all components in good condition and working order?
	Are there sufficient components to build a tower to a minimum platform height of 4m (using BOTH the 3T/through the trap and AGR methods of assembly)? If you are unsure of the required components, these will be listed in the manufacturer's instruction manual for your tower.
	Do you have copies of your tower's current instruction manual (using BOTH the 3T and AGR methods of assembly) for the instructor and all candidates (each person will require their own copy)? If you do not have this, the current version of most instruction manuals can be downloaded free of charge from the PASMA web site at www.pasma.co.uk – click on "Instruction Manual Downloads."

PRACTICAL TRAINING AREA

	Is there an indoor practical training area of at least 6m by 6m square with a ceiling height of at least 6m to allow the tower to be built to PASMA's minimum required platform height of 4m?
	Will the area be available for the whole afternoon without interruption?
	Is the area free of traffic?
	Is the area quiet enough to ensure that the instructor can be heard?

Please note; The training can take place outside but, at the sole discretion of the instructor, may be cancelled or postponed if weather conditions are judged to be unsafe or unsuitable.

PPE

	Have you instructed all candidates to bring suitable safety footwear, gloves, hard hat, high visibility vest/jacket and warm clothing (if required)?
	Have you checked to make sure that the candidates' safety equipment will provide adequate protection during the practical training session? (Please note, some sites have specific requirements for PPE)

CAR PARKING

	Have you arranged parking for the instructor close to the point of training?
	If not, have you arranged safe and secure loading/off loading facilities along with details of a nearby public car park?

If a public car park is to be used, please provide details of this when e-mailing this for over. Please note that any parking charges may be added, at cost, to the final invoice for the training.

COURSE TIMINGS

	Have you informed all candidates that this is a full day's course and that they will be unable to perform their normal work from approximately 8:00am until 5:00pm on the day of the training? Please also inform them that prompt arrival is essential.
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INFORMATION WE WILL REQUIRE FROM YOU TO BE GIVEN WHEN E-MAILING THIS FORM OVER

Full address of the training venue, including the post code
A contact name and phone number to allow our instructor to make contact prior to his/her arrival
Parking plus pick up/drop off details if not on site
If our instructor will need to undergo a site induction before commencing the course, what time it will start and how long it will take
Details of any ID or documents the instructor will need to bring

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, or if any trainees have problems working at height, insufficient literacy or any medical conditions that would lead to them being unable to participate in the course, 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	

Please send this completed document to Adam Smith via e-mail to adam@jpshire.co.uk

If you have any questions, please call Adam Smith

on 0845 601 7738 – Option 5