

IPAF MEWP Operator Training may be carried out at your own premises provided that suitable facilities and equipment are available.

The on site training requirements set out below are the **MINIMUM STANDARDS REQUIRED BY IPAF** to allow us to conduct training on your premises:



Training Room

- The training room should have a 240 volt power supply and sufficient space for the instructor to set up a projector, laptop and screen (a desk/table will be needed for the laptop/projector)
- The training room should be adequately ventilated/heated
- Each candidate should have adequate seating and desk space to allow notes to be taken and the theory test to be taken
- The instructor and candidates will require uninterrupted use of this area for the whole morning and for the 1/2 hour course critique at the end of the afternoon

Refreshments

Refreshments should be made available reasonably nearby for the candidates and instructor.

Equipment

You will need to supply suitable and sufficient equipment to allow the practical session to be completed. The MEWP(s) must:

- Have a current 6 monthly LOLER certificate
- Be checked to ensure full functionality
- Platforms/cages should be free of accumulated debris
- Control panels should be legible, and keys available
- Be fully charged/fuelled
- Have a manufacturer's instruction manual

Practical Training Area

- An area of approximately 20m x 20m should be adequate for most equipment. However, if you are operating a particularly large machine, please inform us when completing the booking form
- The surface of the training area should be firm and level and capable of supporting the machine safely when elevated
- The training area must be free of overhead hazards such as craneage, and free of debris
- Training may need to take place outside (e.g. if using diesel machines), but, at the sole discretion of the instructor may be cancelled or postponed if weather conditions are judged to be unsafe or unsuitable
- The area should be free from traffic and excessive noise to ensure that the instructor can be heard

PPE

- **All candidates must bring suitable safety footwear**
- We will provide a MEWP Operator's Safety Kit for each candidate which will be sufficient PPE in most cases, but please confirm by risk assessment
- The MEWP Operator's Safety Kit comprises a hard hat with chin strap, hi-vis vest, safety glasses, and a full body harness with adjustable restraint lanyard

Car parking

Because of the amount of equipment needed (laptop, projector, camera, course paperwork and books, MEWP Operator's Safety Kits etc) the instructor will need to come by car.

- Please arrange for parking for the instructor close to the point of training
- Failing that, safe and secure off-loading/loading facilities must be provided along with details of a nearby public car park
- Car parking charges will be added, at cost, to the cost of your training, as will congestion charges etc

Course timings etc

Please ensure that candidates are made aware that this is a full day's course, and that prompt arrival is essential:

- **Start Time:** The instructor will aim to arrive at approximately 8am, with a view to starting the course at 8.30am
- **Breaks:** A 15 minute break is taken mid morning, with a half hour break for lunch. Within reason, we can arrange these breaks at times to suit you
- **Finish Time:** We will aim for a finish time of 4.30pm

Instructor induction

Please advise us if our instructor will need to undergo a site induction before commencing the course. If so:

- What time will the induction start, and how long will it take
- Details of any documents or ID the instructor needs to bring

Questions?

If you have any questions, or doubts about the facilities or equipment that you have, please call us as soon as possible on 0870 3503601, thank you.