

On Site Training Arrangements Check List

Please use this check list to ensure that the on site training requirements for your IPAF MEWP Operator Training are met.

Remember, these are the **MINIMUM STANDARDS REQUIRED BY IPAF** to allow us to conduct this training on your premises - if you have any questions, or any doubts about the facilities or equipment that you have, please call us as soon as possible on 0870 3503601, thank you.:



Training Room

You will need to provide us with a suitable training room for the theory presentation and course review/critique. Does the training room have:

	A 240 volt power supply?
	Enough space for the instructor to set up a projector, laptop and screen (and a desk/table to set them 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?
	Uninterrupted use for the whole morning and for the 1/2 hour course review/critique at the end of the afternoon?

Refreshments

	Have refreshments been arranged nearby for the candidates and instructor?
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PPE

	Have you instructed all candidates to bring suitable safety footwear?
	Have you checked to make sure that the candidate's own safety footwear, plus the items supplied by us in the MEWP Operator's Safety Kit will provide adequate protection during the practical training session (some sites have specific requirements for PPE)? <i>The MEWP Operator's Safety Kit comprises a hard hat with chin strap, hi-visibility vest, safety glasses, and a full body harness with adjustable restraint lanyard</i>

Car parking

	Have you arranged parking for the instructor close to the point of training?
	If not, have you arranged safe and secure off-loading/loading facilities along with details of a nearby public car park (please phone 0870 350 360 1 with details)

Car parking charges will be added, at cost, to the cost of your training, as will congestion charges etc

Course timings

	Have you informed all candidates that this is a full day's course (normally 8.30 to 4.30), and that prompt arrival is essential?
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Equipment

You will need to supply suitable and sufficient equipment along with current certification and instruction(s) to allow the practical session to be completed:

	Do you have a current 6 monthly LOLER certificate for the MEWP(s)?
	Has the MEWP been checked by a competent person to ensure that it is physically sound and that it operates correctly?
	Has the MEWP been checked to ensure that the platform/cage is free of debris?
	Have the control panels been checked to ensure that they are legible?
	Fully charged/fuelled and keys available?
	Do you have a manufacturer's instruction manual for the MEWP(s)?
	If using a boom type machine (or a scissor lift if the site requires harnesses to be worn on these), is there a suitable harness anchor point on the MEWP(s)?

Practical Training Area

	Is there a practical training area of approximately 20m x 20m square? <i>This will be adequate space for training on most MEWPs, but if you have a particularly large machine, please inform us when completing the booking form</i>
	Is the surface of the training area firm, level, free of debris, and capable of supporting the machine safely when elevated?
	Is the training area free of overhead hazards, such as craneage?
	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?

The 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

Information we need from you

	Full address of the training venue, including post code if possible (for satnav)
	A contact name and phone number in case our instructor needs to make contact prior to, or on the day
	Parking, plus drop-off/pick-up 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 documents or ID the instructor needs to bring (for security clearance etc)