

Company:	<input type="text"/>		
Course Booked:	<input type="text"/>	# of Delegates	<input type="text"/>
Start Date:	<input type="text"/>	End Date:	<input type="text"/>
Site Address:	<input type="text"/>		
Site Contact Name:	<input type="text"/>	Site Contact #	<input type="text"/>
Forklift type:	<input type="text"/>	i.e., counterbalance,	

Please tick the boxes below to confirm the required resources are available onsite:

Prior to the Course	Delegate's previous certificate (for refresher courses / testing only) provided	<input type="checkbox"/>
	Plant checked by a competent person prior to course to ensure it operates correctly and evidence of this provided to the training provider	<input type="checkbox"/>
	Client Risk Assessment for use of plant provided prior the course, (including management of overhead/underground services risks)	<input type="checkbox"/>
	Profile sheet completed by each delegate (not applicable to novice)	<input type="checkbox"/>
	Communicate parking facilities (as close to site / venue for courses with equipment)	<input type="checkbox"/>
Welfare & Facilities	Toilets with hand washing facilities	<input type="checkbox"/>
	Area for refreshments	<input type="checkbox"/>
	Fire procedure	<input type="checkbox"/>
	First aid procedures	<input type="checkbox"/>
	Traffic management plan	<input type="checkbox"/>
	Overhead/underground services survey and guidance	<input type="checkbox"/>
Training Room	Seating for the number of delegates, plus the instructor	<input type="checkbox"/>
	Table(s) for the number of delegates to complete paperwork	<input type="checkbox"/>
	Table(s) for instructor to set up a laptop and projector, and complete paperwork, 2 metre distance from instructor to candidates	<input type="checkbox"/>
	Suitable power supply for laptop and projector	<input type="checkbox"/>
	Screen or blank wall for projection	<input type="checkbox"/>
	Adequate heating and ventilation	<input type="checkbox"/>
	Quiet environment so learners can hear the instructor	<input type="checkbox"/>
Practical Training Area	Sufficient area cordoned off for exclusive use during training	<input type="checkbox"/>
	Flat surface for travelling on and for placing / stacking loads	<input type="checkbox"/>
	Rough undulated terrain with inclines	<input type="checkbox"/>
	Materials (pallets / barriers) to construct a chicane	<input type="checkbox"/>

	Area must be available for duration of training and allow the instructor to be heard clearly	
Equipment	Suitable lift truck that is fuelled / charged	<input type="checkbox"/>
	Current LOLER certificate or certificate of conformity if less than 12 months old	<input type="checkbox"/>
	Loading out tower built of scaffolding, that meets current legislation	<input type="checkbox"/>
	Plant should be fuelled	<input type="checkbox"/>
	Manufacturer's manual and key/s	<input type="checkbox"/>
	Pre-use / daily check sheets	<input type="checkbox"/>
	1x load weighing approximately 75% of lift truck rated capacity	<input type="checkbox"/>
	3x palletised or box-type loads, all same size, suitable for bulk stacking	<input type="checkbox"/>
	1x wide load at least 4 meters in length	<input type="checkbox"/>
	1 x Load weighing 30% less than the trucks lift capacity at full reach	<input type="checkbox"/>
	A lorry or trailer flat-bed equipped with a headboard for loading / unloading (can be simulated if unavailable)	<input type="checkbox"/>
	A replacement attachment (for an attaching / removal activity)	<input type="checkbox"/>
PPE – delegates shall have	Safety Footwear	<input type="checkbox"/>
	Hi-viz clothing	<input type="checkbox"/>
	Hard Hat	<input type="checkbox"/>
	Hearing protection (if required, per risk assessment)	<input type="checkbox"/>
	Eye protection (if required, per risk assessment)	<input type="checkbox"/>
General	Laptops / projectors / USB sticks / mobile phones are permitted on site	<input type="checkbox"/>
	The instructor is permitted to take photographs of training delivery that may include the client's equipment, logo etc for use in future marketing material (please note, delegates will be required to complete a separate GDPR checklist)	<input type="checkbox"/>

If you are unable to tick any of the boxes, please provide further details here:

Failure to meet these site requirements, without prior notification to us, may result in the course being cancelled on the day. Raeburn Training has no liability to issue a refund in this situation.

Further instructions

1. If any delegates have issues with literacy, medical conditions or are unable to bring the correct items, please notify us for further arrangements to be made.

2. Most courses require photographs of delegates for certification purposes which are normally taken by the instructor. However, if cameras/mobile phones are not permitted on site, the company must supply a clear head shot of each individual on a white background, saved using the delegate's full name prior to the end of the course by e-mailing them to delivery@raeburntraining.co.uk.
3. Raeburn Training has no liability to issue a refund for any delegates that do not attend on the day.

Declaration

I confirm that all the facilities and / or equipment are available as requested. If it is necessary to cancel any training course, as a result of the requirements not being met, I accept that there will be a cancellation fee payable, which could be up to the full cost of conducting the course.

*Name**Position**Date*

Please return completed form to admin@raeburntraining.co.uk