

# TCA Lifting • Training Booking Form



1. CUSTOMER DETAILS										
Contact Name					Tel No					
Company Name					Fax No					
Email Address										
Company										
2. COURSE DETAILS										
Training type	IPAF	<input type="checkbox"/>	CPCS	<input type="checkbox"/>	PASMA	<input type="checkbox"/>	OTHER	<input type="checkbox"/>		
Machine type					Endorsement code					
Course Location					Course Date(s)					
Site Contact/Tel No					Course Timings					
3. TRAINEE DETAILS										
Name				DOB			Experience	Machine Types	Yrs	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
4. PAYMENT DETAILS:										
Payment Method:				Purchase Order No:						
Training Cost:	£			VAT No:						
Registration:	£			Invoice Address: (if different from Company Address above)						
Additional Expenses:	£									
VAT (17.5%):	£									
TOTAL:	£			Post Code:						
5. DECLARATION:										
I HAVE READ AND ACCEPT THE ATTACHED TRAINING TERMS & CONDITIONS										
Signed:				Name:				Date:		



TCA Lifting Ltd  
 Unit 4, Derby Dell Buildings  
 Lasham, Hants GU34 5RX  
 t: 0845 603 5360  
 info@tcalifting.com  
 www.tcalifting.com

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Item	Description	OK	NO	N/A
<b>1</b>	<b>Documents</b>			
1a	Training Booking Form completed & returned to TCA Lifting (TCA).			
1b	Suitable insurance in place to allow the training to take place.			
1c	Course fees will be settled prior to training commencement or within 30 days of training completion if account terms have been agreed with TCA. NB: No Certification of Training will be issued until payment has been received in full.			
<b>2</b>	<b>Theory training</b>			
2a	Suitable room available for theory training; with heating, lighting, tables, chairs, and electricity supply.			
2b	Welfare facilities available – toilets & washing facilities, refreshments etc.			
<b>3</b>	<b>Practical training</b>			
3a	Practical training area is large enough to allow the machine to be operated safely.			
3b	Practical training can be carried out in an area free from interruption.			
3c	Practical training area is safe (firm and level ground)			
3d	Machines used for training are well maintained and safe to use.			
3e	Machines must have a Certificate of Thorough Examination and this must be faxed or emailed to TA, prior to the training course commencing.			
3f	Suitable practical training area large enough to allow the machine to be driven and extended (crane) or elevated (MEWP) to maximum lift height and radius.			
3g	Practical training can be carried out in an area free from interruption.			
<b>4</b>	<b>Trainees</b>			
4a	You have read and understood the PASMA/IPAF/CPCS/ Health & Fitness Statement			
4b	Trainees are physically & mentally fit to attend training.			
4c	Trainees are capable of recognising potential hazards & the limitations of both personnel and equipment.			
4d	Trainees have suitable PPE, including suitable clothing, hard-hat, safety footwear, hi-vis, safety harness with restraint lanyard. (Items can be supplied if TCA notified in advance).			
4e	Failure of a trainee(s) to attend will be considered as a cancellation without notice and as such the Customer will be charged with the full course fee.			



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## Terms & Conditions

1. All Training to be conducted by TCA Lifting (TCA) or TCA approved peripatetic CPCS or IPAF instructors.
2. All TCA delivered IPAF training shall comply with the requirements laid down in the IPAF Training Scheme Manual.
3. TCA reserves the right to cancel training in the event that the Customers personnel, site and/or equipment do not meet the necessary requirements laid down in the IPAF Training Scheme Operations Manual and/or the HSAWA '74 and or other relevant legislation. In event of such a cancellation the Customer will be charged with the full course fee.
4. Bookings will only be accepted and confirmed by receipt of a completed TCA Training Booking Form.
5. All course fees are to be settled prior to training commencement or within 30 days of training completion if account terms have been agreed. No Certificates will be issued until payment has been received in full.
6. All fees quoted are exclusive of VAT.
7. The Customer is responsible for ensuring that trainees are physically & mentally fit to attend training. Trainees must be capable of recognising potential hazards & the limitations of both personnel and equipment.
8. The Customer is responsible for ensuring that all trainees are equipped with the necessary PPE prior to training and that they have been properly trained in its use, limitations and maintenance requirements. All safety harnesses must be the 'full-body' type with a 'fall-restraint' adjustable lanyard (TCA can supply these if advised in advance of training).
9. All machines supplied by TCA will have a valid Certificate of Thorough Examination. If the customer is supplying the machine/s a Thorough Examination Certificates should be faxed/emailed through in advance.
10. Where training conducted at the Customer's premises, the Customer is responsible for ensuring that all on-site resources meet the required standard (e.g. training room, equipment, welfare facilities, and practical training area).
11. All trainees are required to achieve the TCA marks laid down in the TCA/IPAF Training Scheme Operations Manual. Failure to pass a theory test will prevent a trainee from progressing to the practical element of the course. In the event of a trainee failing to pass or complete the course the Customer will be charged with the full course fee.
12. Failure of a trainee(s) to attend will be considered as a cancellation without notice and as such the Customer will be charged with the full course fee.
13. TCA reserves the right to cancel or alter the dates of training, charges and the instructors.
14. Force Majeure. TCA is not liable for any failure to perform any obligation hereunder when prevented from doing so by an act of God, war, fire, riot or civil disturbance, snow or flood, strikes or any other conditions beyond TCA's control.

*All Terms and Conditions are subject to change without prior notice or warning.*



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