



APPLICATION FOR A SCAFFOLDING INSPECTION CARD



Please note your application will take up to 12 working days to process from the date we receive it, see notes on page 2 of application for further guidance on the application process

SECTION A - You, the applicant, must fill in this section. Fill any blank areas and tick the correct boxes.

A1 Your details:

Title

Surname

Forename

Home Address

Postcode

PHOTO

You must attach a passport style photograph if you have not passed the CITB Health, safety and environment test within the last 2 years

Registration No.

National Insurance No.

Telephone Number

Date of Birth - -

DD MM YYYY

E-mail address:

Type of application being applied for: New Card Duplicate Renewal Please note cards can only be renewed a maximum of 6 months prior to the expiry

A2 Send my card to: my home address The company address in section C a different address, which is:

Postcode

A3 I confirm to the best of my knowledge the information above is correct and I agree to comply with the CISRS criteria as laid out in the CISRS CAP609 General Information Booklet (available from www.cisrs.org.uk). I understand and agree that the information on this form will be used by CITB and CISRS for the purposes of administering the CISRS Scheme, this may include passing on information to Employers or Training Providers and for this purpose, your data and image (photo) may be entered onto a secure database accessible via a website.

Please note that all application fees are non-refundable. If your application is incomplete you will be given 180 days to resolve any issues. Any applications returned after 180 days will be subject to an additional £26.50 non-refundable application fee.

We may contact you by mail, telephone or e-mail to let you know about other goods or services or promotions which may be of interest to you. Please tick this box if you wish to receive such information from us.

Applicant Signature Date: - -

DD MM YYYY

SECTION B - Scaffold Inspection Course completed - you the applicant, employer or sponsor may complete this section

Course Type	Please tick	Training Centre Name
Basic Scaffold Inspection	<input type="checkbox"/>	<input type="text"/>
Advanced Scaffold Inspection	<input type="checkbox"/>	<input type="text"/>

Copies of training certificates must be attached, failure to do so will result in your form being returned. Courses must have been completed with a CISRS Approved Training Provider and must be retaken at renewal. A copy of your Health, safety and environment test or exemption is also required with the application, for a full list of Health and Safety requirements see page 2.

SECTION C - Declaration - (Only to be completed if employer or Training Provider applying for card) IF A VAT RECEIPT IS REQUIRED PLEASE COMPLETE EMAIL ADDRESS

I have read and understood the scheme rules relating to this CISRS card and agree to adhere to them. A copy of the CISRS CAP609 General Information Booklet is available from www.cisrs.org.uk

Employer name:

Address:

Signature:

Print name:

Postcode

Telephone number:

Date

Please send VAT receipt email address required for receipt

Email Address:

Authorisation code
(See reverse of form for use)

CHECKLIST BEFORE RETURNING THIS APPLICATION

THE FOLLOWING IS A GUIDE TO THE REQUIREMENTS TO APPLY FOR A SCAFFOLDING LABOURER CARD

All applicants applying for the card must have taken a CISRS Basic or Advanced Scaffold Inspection Course with a CISRS approved provider. **Please note the CISRS Inspection card will be valid for 5 years from the date the Inspection course was completed.**

Non-scaffolders who are unable to provide evidence of attending a Scaffold Inspection course with a CISRS approved provider are required to hold the CISRS Basic Inspection Card for a minimum of 2 years prior to attending an Advanced Course.

Non-Scaffolders who attended a Scaffold Inspection course with a CISRS approved provider prior to 4th May 2002 must pass the Basic Scaffold Inspection course first, but there is no time limit before moving onto the Advanced Scaffold Inspection course.

Completion of Application

Section A - Applicants details

- All correspondence relating to this records scheme will be sent to the Home Address specified in Section A unless an alternative address is entered in Section A2.
- Photograph - this should be glossy and passport sized with a light coloured background and attached with glue to the Box in Section A.
- **Health and Safety - for ALL New cards & Supervisor/Base Renewals - The CITB Health, safety and environment test must of been achieved within 2 years.** The following are all deemed as acceptable alternatives to passing the CITB Health, safety and environment test (A COPY OF THE CERTIFICATE MUST BE ATTACHED TO THIS APPLICATION):
 - Current CCNSG Safety Passport (SCATS Card)
 - NEBOSH Construction Certificates (Taken within 2 years of application)• Current Offshore Survival Certificates (OPITO Approved)
 - Site Safety Plus HSA, SSSTS or SMSTS (Taken within 2 years of application)
 - SOLAS Safe Pass
 - IOSH Working Safely/IOSH Managing Safely/IOSH Directing Safely (Taken within 2 years of application)

Section B - Declaration

This section must provide details of courses undertaken and training certificates for these courses must be attached to the form. Courses must have been taken with a CISRS Approved Centre. Any courses taken with non-CISRS Approved Centres are not acceptable.

Renewal - The Basic or Advanced Inspection course must be retaken prior renewal.

Section C - Declaration

This section must be completed if you are an employer or Training Provider applying for the card and/or if you require a receipt.

Payment - please call **0844 815 7223** and make a payment via credit/debit card for £26.50 (includes VAT) and enter the authorisation code on the front of the application. Or, if you hold an account with CITB, please attach an official Purchase Order requesting an invoice.

Send this form with copies of certificates (where applicable), to:

CISRS, PO Box 1055, Bircham Newton, Kings Lynn, Norfolk, PE31 6XQ

If you wish to pay £26.50 by cheque please make this payable to CITB, however, please note that payments made my cheque may incur a longer turnaround time for the processing of the card - **DO NOT SEND CASH**

Please note that all application fees are non-refundable. If your application is incomplete you will be given 180 days to resolve any issues. Any applications returned after 180 days will be subject to an additional £26.50 non-refundable application fee.

If you have any queries of a general nature or require assistance in completing this application please call the CISRS Helpline on **0844 815 7223** or for further information on the CISRS Scheme rules visit www.cisrs.org.uk