



Affiliated

# APPLICATION FOR A SCAFFOLDING 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

E-mail address:

**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

Type of application being made: 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](http://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:  -  -  Please send VAT receipt

DD MM YYYY

## SECTION B - Scaffolding Courses completed

Course Type	Please tick	Training Centre Name	Course Type	Please tick	Training Centre Name
Part 1	<input type="checkbox"/>	<input type="text"/>	Advanced	<input type="checkbox"/>	<input type="text"/>
Part 2	<input type="checkbox"/>	<input type="text"/>	NVQ/SVQ Level 3 or SCQF Level 6	<input type="checkbox"/>	<input type="text"/>
NVQ/SVQ Level 2 or SCQF Level 5	<input type="checkbox"/>	<input type="text"/>	CISRS 2-Day Skills Test	<input type="checkbox"/>	<input type="text"/>
CISRS 1-Day Skills Test	<input type="checkbox"/>	<input type="text"/>	Supervisor/Supervisor Refresher	<input type="checkbox"/>	<input type="text"/>
2-day CPD	<input type="checkbox"/>	<input type="text"/>	5-Day BASE	<input type="checkbox"/>	<input type="text"/>

If you have previously carried out CISRS approved training via another route of entry please contact the CISRS Heldesk to confirm the eligibility to apply for a CISRS card before submitting an application.

Other:

**Copies of training certificates must be attached, failure to do so will result in your form being returned. A copy of your Health, safety and environment test or exemption is required with the application, for a full list of Health and Safety requirements see page 2.**

Card Type: (Please tick) Scaffolder  Advanced  Supervisor  BASE

## SECTION C - Declaration - (Only to be completed if employer or Training Provider is applying for card)

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](http://www.cisrs.org.uk)

Employer name:

Address:

Postcode

Date

Email Address:

Signature:

Print name:

Telephone number:

Please send VAT receipt  email address required for receipt

Authorisation code  
(See reverse of form for use)

## CHECKLIST BEFORE RETURNING THIS APPLICATION

### Section A - Applicant's Details

Please complete all parts of this section.

**MAILING ADDRESS** - 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. If an alternative address is entered correspondence will be sent as follows:

- Notification of Registration - Individual's Home Address
- Scaffolding Record Card - Mailing Address specified in Section A2.

### Section B - Scaffolding Courses completed

- This section must provide details of courses undertaken and training certificates for these courses must be attached to the form for New and Endorsement applications or the form will be returned.  
For first time Scaffolder and Advanced Scaffolder applications it is a mandatory requirement for an NVQ/SVQ and CISRS Skills Test to have been completed;
  - NVQ/SVQ Level 2 and CISRS 1-Day Skills Test for a Scaffolding Card and
  - NVQ/SVQ Level 3 and 2-Day Skills Test for Advanced Card.Failure to complete the NVQ/SVQ will result in your form being returned.  
**NOTE:** CISRS do not issue a card solely upon the completion of the NVQ/SVQ in Accessing Operations and Rigging and applicants must have completed all other requisite training.  
For renewals the applicant will be issued a card showing the same categories recorded on the Record Scheme database unless evidence of further training meeting scheme criteria is attached to this application form.  
**From 1st July 2017 applicants must have completed the 2-day CPD course to renew the Scaffolder and Advanced Scaffolder card.**
- 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)Please note that for CISRS Supervisors cards only the CITB Supervisor Health, safety and environment test, CCNSG Leading a Team Safely, SSSTS, SMSTS, NEBOSH, IOSH Managing/Directing Safely are acceptable.

### 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.

#### BEFORE POSTING PLEASE CHECK THE APPLICATION AND ENSURE THE FOLLOWING ARE ENCLOSED:

**POST TO:** CISRS  
PO BOX 1055  
Bircham Newton  
King's Lynn  
Norfolk  
PE31 6XQ

**CHECKLIST:** Please tick

**BASE**

• 5-day BASE Certificate

**Scaffolder**

• Part 1 and Part 2 unless Assessed Route Certificate held  
• NVQ/SVQ Level 2  
• CISRS 1-Day Skills Test Certificate or EWPA Assessment  
• 2-Day CPD Course (Renewals Only)

**Advanced**

• Part 1 and Part 2 and Advanced Certificate (unless Advanced Assessed Route Certificate held)  
• NVQ/SVQ Level 3  
• CISRS 2-Day Skills Test Certificate  
• 2-Day CPD Course (Renewals Only)

**Supervisor**

• Supervisors Certificate or Supervisors Refresher Certificate (Renewals only)

**All cards**

If using an exemption to the Health, safety and environment test a Glossy Passport sized photograph must be attached with glue to the Box in Section A. Please do not use staples.

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.

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](http://www.cisrs.org.uk).