

## CISRS Appeal Form

This form can be used to lodge an appeal to the CISRS Scheme Manager in the following instances:-

- a. You have already held two CISRS Trainee Cards and are appealing for a final 12 month extension.
- b. You hold an 'old style' CITB card and are appealing to have this transferred to a CISRS card.
- c. You hold a Health and Safety qualification which isn't on the accepted list for a CISRS card and wish to appeal to have it considered.
- d. You have an expired CISRS Trainee/Labourers Card and want to attend a CISRS Part 1 Course.

Please complete the relevant section of this Appeal Form, include all requested documents and sign Section E. An appeal request for a CISRS card based upon industry experience alone, membership to an alternative card scheme or the achievement of a VQ in isolation, would not constitute valid grounds for an appeal and as such would not be considered.

### Section A. Trainee Card Extensions

CISRS Trainee Scaffolders are issued with two 18 month CISRS Trainee Cards and it is expected that all training be completed within this period. Trainees need to successfully complete Part 1 before a second CISRS Trainee Card can be issued. Appeals can be considered for a final 12 month extension for individuals who have completed Part 2 but not all other required training in time. Appeals can only be considered for individuals who have not completed all training in time due to reasons beyond their control. The following Appeal Form must be completed and sent/emailed in with supporting evidence from a third party, written confirmation of VQ registration from a CISRS Approved Training Provider and copies of training certificates.

Evidence can be in the form of –

- Letter/email from GP (to support claims of an injury/ill health)
- Letter/email from job centre (to support claims of periods of unemployment)
- Letter/email from employer (to support claims of employment issues/history)
- Proof of residence outside of the UK (to support claims of working/living abroad)
- Letter/email from Training provider to confirm VQ Registration or VQ Registration documents.

Other evidence will be considered for reasons outside of these areas.

1. Name	<input type="text"/>	2. CISRS Reg. No.	<input type="text"/>
3. NI Number	<input type="text"/>	4. Date of Birth	<input type="text"/>

5. Telephone Number

6. Email Address

7. Date and Place of Part 1 Achievement

8. Date of and Place of Part 2 Achievement

9. Please state the reason why you have not completed all required training within the period of your 2 x 18 month CISRS Trainee cards.

10. Please list the evidence you have included to support your appeal.

11. At which CISRS Training Provider have you registered for VQ Level 2 Access and Rigging Operations?

12. Have you included written confirmation of VQ Level 2 Access and Rigging Operations registration? (an email from the training provider is acceptable).

**Section B. 'Old CITB Style Card' Appeal**

Please note that as of 1st April 2015 those wishing to make an appeal based upon holding an old style card will be required to successfully complete the appropriate CISRS skills test based upon the card they previously held e.g. 1 Day Skills test for Scaffolder or 2 day Skills test for Advanced Scaffolder prior to a card being issued.

Those who have since moved into a Management or Supervisory role and are no longer actively engaged in the erection/dismantling of scaffold will be advised to undertake the CISRS 5 day Scaffolding Supervisory/Management, or appropriate CISRS Scaffold inspection Training Scheme (SITS) course, complete the relevant H&S test or recognised exemption and apply for a CISRS Supervisor or Inspection card.

If we are able to verify that training was completed and a CITB Scaffolder or Advanced card was held, it may be possible to issue an equivalent CISRS card. The following Appeal Form must be completed and sent/emailed in with the information listed below. If your appeal is successful you will then be required to undertake a Skills Test and include this certificate with your application.

- The reason why the card has not been updated before now
- A copy of a CV
- An email/letter from a third party to confirm the applicant is actively working within the industry

1. Name	<input type="text"/>	2. CITB Reg. No.	<input type="text"/>
3. NI Number	<input type="text"/>	4. Date of Birth	<input type="text"/>
5. Telephone Number	<input type="text"/>	6. Email Address	<input type="text"/>

7. Please state the reasons why you have not tried to renew your 'old style' CITB Card before now.

8. Have you included a copy of your CV?

9. Have you included written confirmation that you are working within the scaffolding industry?

10. Have you included a copy of your CISRS Skills Test Certificate?

**Section C. Health and Safety Qualification Appeal**

If you hold a health and safety qualification which is not listed as a recognised exemption to the CITB Health, Safety & Environment Test, you may appeal to have it considered for the issuance of a CISRS Card. The qualification must be industry recognised and delivered by an approved 3<sup>rd</sup> party, in-house training will not be accepted. The qualification must have been taken within the last two years and all appeals must be submitted with the following information:-

- The title of the qualification.
- The name of the awarding body.
- Details of course content and duration.
- A copy of the certificate, if the qualification has already been achieved.

1. Name

2. CISRS Reg. No.

3. NI Number

4. Date of Birth

5. Telephone Number

6. Email Address

7. Please state the name of the Awarding Body and the title of the health and safety qualification.

8. Please give details about the course duration and content, i.e a list of subjects covered.

9. Have you achieved this qualification? If so attach a copy of the certificate.

**Section D. Expired CISRS Card for Part 1 Course Appeal**

If you have previously held a CISRS Trainee or Labourers card which has now expired, you can appeal to the CISRS Scheme Manager to have your case reviewed. The following appeal form must be completed and sent/emailed back with a reference from your current employer. If you are not currently working, you must submit a reference from a previous employer –

- The reference from your employer can be in the form of a letter or email and must include the dates of employment and a list of all duties undertaken by the appellant.

1. Name	<input type="text"/>	2. CISRS Registration	<input type="text"/>
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3. NI Number	<input type="text"/>	4. Date of Birth	<input type="text"/>
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5. Telephone Number	<input type="text"/>	6. Email address	<input type="text"/>
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7. Have you completed COTS? If yes, please state where and when this was completed and include a copy of your COTS Certificate.

8. Please list the companies you have worked for over the last 3 years below. Please include telephone contacts for each company and a list of duties undertaken at each workplace. Please also explain why you have failed to maintain your CISRS status or progressed further through the CISRS training programme.

**Section E.**

This appeal form and supporting evidence can be emailed to [enquiries@cisrs.org.uk](mailto:enquiries@cisrs.org.uk) or sent to:-

CISRS,  
Scheme Manager  
4th Floor  
12 Bridewell Place  
London, EC4V 6AP

In the first instance, appeals will be considered by the CISRS Scheme Manager. Any further appeal may be reviewed by an Appeals Panel, made up of relevant industry parties with an employer/or a union representative. Their decision will be final.

If any information is missing we will contact you with the telephone number or email address you have provided.

The appeal cannot be considered until all requested information/documentation is received.

It is the responsibility of the appellant to gather and supply all supporting evidence. CISRS Staff will support and advise an appellant of what information we have on record and what further information is required. They will not contact training providers, employers, G.Ps, solicitors etc. on your behalf.

We aim to deal with appeals within 10 working days.

**Declaration**

**I CONFIRM TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION ABOVE IS CORRECT**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_