

CISRS

CONSTRUCTION
INDUSTRY
SCAFFOLDERS
RECORD SCHEME

TRAINING MANUAL

Version 3.0

CSCS Alliance

Version 3.0

Date January 2026

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Description of Change First version issued under formal version control. Updates include new centre specification, removal of core scheme name, and introduction of Train the Trainer programme.

This document has been prepared to set minimum criteria for the approval and management of all CISRS training / competence tests.

The contents of this document are correct at the date of publication referred to below. The CISRS rules are subject to change. Any such changes will be incorporated into an updated document available from CISRS Ltd.

This document shall adopt the interpretations and definitions set out in the CISRS Contract.

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FOREWORD

Since 1978, the Construction Industry Scaffolders Record Scheme (CISRS) has been the cornerstone of scaffolding and access safety and competence in the UK, shaping careers and elevating industry standards. Since its inception in the late 1960s, CISRS has grown into the gold standard for vocational training, qualifications, and recognition within the scaffolding and access sector. Established by the union Unite and the National Access & Scaffolding Confederation (NASC), today CISRS is run by and owned by NASC for the entire sector.

CISRS set the stage for modern scaffolding training by introducing structured Part 1, Part 2, and Advanced courses in 1979. In 1996, it played a pivotal role in developing National Vocational Qualifications (S/NVQs) for Access and Rigging Operations, ensuring that operatives not only undergo practical training but also achieve an S/NVQ before earning their competency card.

In 1999, CISRS became the first trade skills card scheme to align with the Construction Skills Certification Scheme (CSCS), cementing its reputation as an industry leader. Today, CISRS represents a comprehensive framework, offering training and assessment for delegates, supervisors, managers, and inspectors, supported by over 50 approved providers and more than 70,000 cardholders globally.

CISRS is more than a qualification — it is a commitment. Its focus on formal offsite training, hands-on site experience, and continuing professional development ensures that operatives meet and exceed industry benchmarks. By adapting to legislative, technical, and health, safety and welfare advancements, CISRS has stayed relevant and respected, helping to reduce accidents and save lives.

For operatives, CISRS represents recognition — proof that they have met the highest standards of skill and safety. For the industry, it is the assurance of a safer, more competent workforce, woven deeply into the fabric of UK construction.



Clive Dickin
Group CEO

1. SCOPE OF THE CISRS SCHEME CRITERIA

Only organisations with CISRS-accredited and audited training centres can deliver CISRS training courses.

This handbook gives clear guidance on how CISRS training must be delivered.

It covers:

- The accreditation process,
- Course content and assessment methods,
- Centre specification,
- Required vocational qualification standards,
- Prices for centres.

It also outlines the qualifications and standards expected of delegates, including managers, supervisors and inspectors taking part in CISRS training.



2. ORGANISATION REQUIREMENTS

a) Pre-accreditation

I. General

Organisations wanting to run a CISRS Accredited Centre should first get advice from CISRS, as the scheme criteria are strictly enforced.

Accreditation is:

- Granted to the organisation,
- Linked to the specific training centre named in the application,
- Not transferable under any circumstances.

If a partnership applies, only the organisation that is fully responsible for delivering CISRS training will receive the accreditation.

This organisation must:

- Be financially independent,
- Clearly outline employment arrangements for trainers and admin staff,
- Explain the ownership and commercial setup of the training centre.

For help or more details, contact: **enquiries@cisrs.org.uk**

II. Centre Approval Procedure

To get approval to run a CISRS Accredited Centre or add new courses after accreditation, please see the flowchart in Figure 1 below.

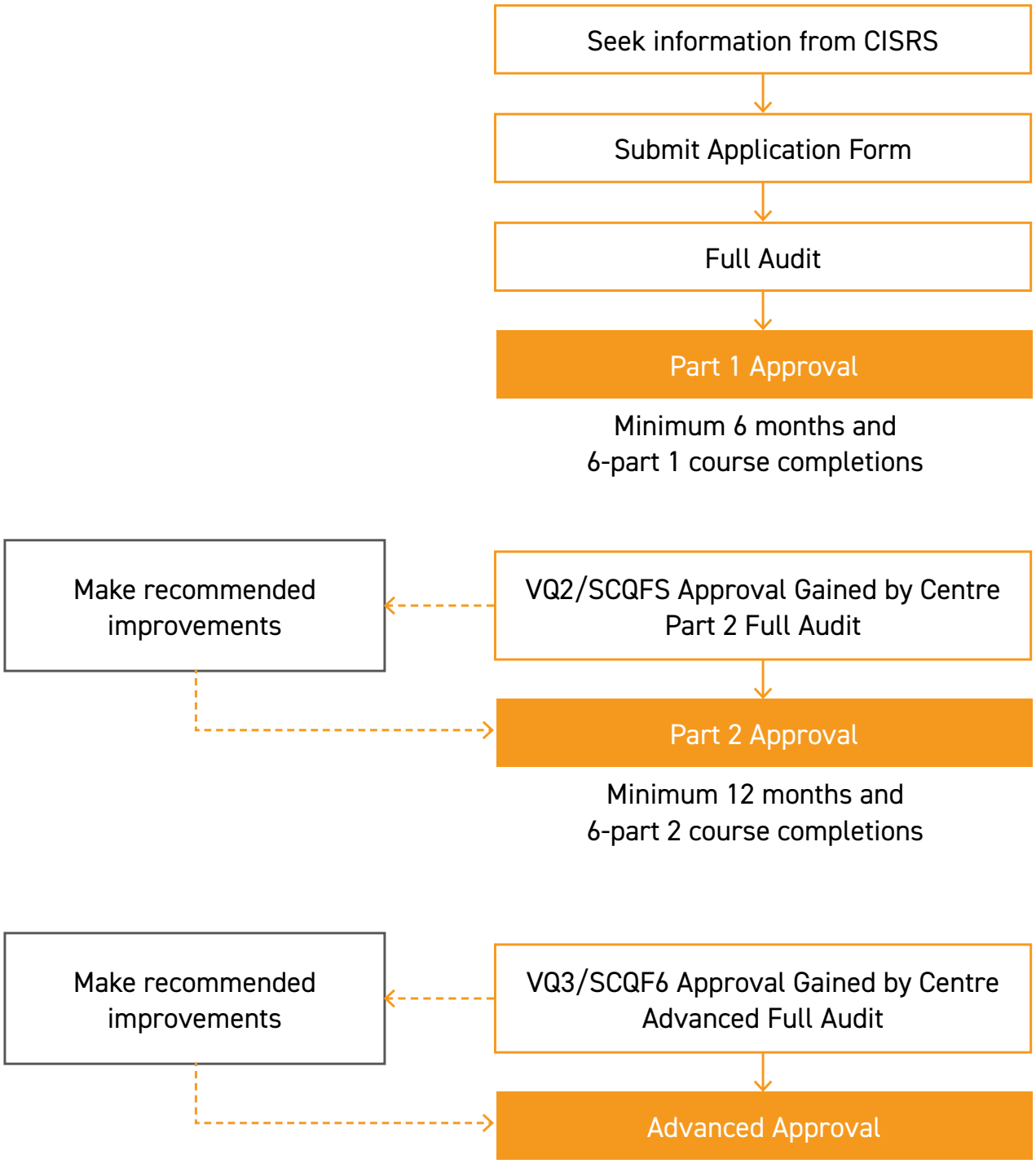


Figure 1. Centre Approval Process.

Construction Industry Scaffolders Record Scheme (CISRS)

Centre Approval Process

III. Application Procedure

Organisations must complete and submit the application form found in **Appendix A1**.

If the application doesn't meet the criteria, it will be returned with feedback on what needs to be improved. If the application meets the criteria, CISRS will contact the organisation to arrange an audit of the training centre.

New applicants can initially apply to deliver the following courses:

- COTS for Labourers,
- Part 1 and 2 Training,
- Basic Access System Erector (BASE),
- Scaffolder (Tube & Fitting),
- Scaffolder (System),
- Basic Scaffold Inspection,
- Advanced Scaffolding Inspection
- Scaffold Awareness.

IV. Full Audit

To be approved as an Accredited Centre, the organisation must fully meet all Scheme requirements during the Full Audit, which will be carried out by an auditor appointed by CISRS. These requirements are listed in the Appendix, as well as an example Audit report.

Once approved:

- The organisation can start delivering the approved courses,
- CISRS must be informed in advance of the first Part 1 course dates,
- A Scheme Auditor may visit during the first course to check the quality of training and operations.

After passing the Full Audit, the organisation will receive an Accreditation Certificate listing the approved courses.

This certificate:

- Is valid for 12 months,
- Must be clearly displayed at the centre (e.g. in reception),
- Remains the property of CISRS and must be returned if approval ends.

V. Random Audit

Organisations may be subject to random audits, which can be announced or unannounced. If such audits are required to investigate an unresolved complaint, they may be charged at the Intermediate Audit rate. A Scheme Auditor will conduct an Intermediate Audit to verify that the organisation meets the necessary operational and structural requirements, including compliance with any updated drawings or documentation.

If any Non-Conformance is identified, additional Intermediate Audits may be required at the affected centre or at other centres operated by the organisation to confirm that corrective actions have been implemented within the agreed timeframe. Following any audit, a formal Audit Report is issued specifying the corrective actions required, deadlines, and any applicable sanctions. Failure to address Non-Conformance satisfactorily may result in escalation, including suspension. The same procedures apply to organisations delivering the OST programme, with all findings and recommendations formally recorded in accordance with CISRS procedures.

b) Post-accreditation

I. Part 2 training

Organisations must have in place the facility for awarding Vocational Qualification (VQ) Level 2 by a recognised awarding body.

II. Advanced Scaffolder training

To offer Advanced Scaffolder training, an organisation must:

- Have been approved to run Part 2 Tube & Fitting training for at least 12 months,
- Have delivered at least 9 Part 2 Tube & Fitting courses,
- Be able to award VQ Level 3 through a recognised awarding body, such as NOCN.

Before approval for additional courses, a Scheme Auditor must visit the centre to check that the necessary structures are in place and match any updated drawings submitted. This Intermediate Audit is chargeable.

III. SSPTS/BASE

Organisations with existing Accredited Centres that want to offer SSPTS or BASE courses outside their current approvals must:

- Submit an application form with all required documents,
- CISRS will review the application.

IV. Scaffold Materials Requirements

Centres must ensure that there are sufficient scaffold materials to support the number of delegates approved for each course, and a materials list must be provided for every course. All materials used for training must meet the minimum standards listed in **Appendix D** and may be new or used, provided they are in good condition and suitable for training.

For Tube & Fitting courses, centres must maintain a dedicated stock of scaffold materials, including tubes in suitable lengths so they do not overhang more than 150mm from the scaffold structure.

For System Scaffold courses, only CISRS-recognised products may be used, and a dedicated stock must be available for training. All materials must include different types of system scaffold; e.g. ring, rosette, cup, wedge, frame, to enable the centre to train to a specific system type.

3. TRAINING CENTRE REQUIREMENTS

Organisations must ensure that all facilities conform to the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR 1992) and other such legislation relating to workplaces as may be in force, as a minimum standard. In addition to the minimum statutory requirements, the facilities must conform to the requirements stated below.

a) Practical Facilities

The practical training area must be located within a fully enclosed, weather-protected structure (e.g. an industrial unit or purpose-built steel-framed structure). The structure must be capable of full enclosure, including a roof, walls, doors, and windows.

Regardless of construction type, the structure must meet the standards expected of a permanent building and must not reduce the required training or assessment standards. Detailed plans and a written specification, including maintenance arrangements, must be submitted to the Scheme Auditor for approval prior to construction.

The practical area must have adequate lighting and ventilation. Lighting is considered adequate where it complies with the principles set out in HSE guidance HSG38 (Lighting at Work) and:

- Provides sufficient illumination to allow training and assessment activities to be carried out safely, accurately, and without visual strain,
- Enables clear visibility of:
    1. Scaffold components,
    2. Tools and equipment,
    3. Trainer demonstrations and learner activities,
- Is evenly distributed across the training area, avoiding excessive glare, shadowing, flicker, or sharp contrasts in light levels,
- Is appropriate to the nature of the work being undertaken.

Ventilation is considered adequate where it complies with the Workplace (Health, Safety and Welfare) Regulations 1992 and relevant HSE guidance, and:

- Provides a sufficient supply of fresh or purified air to all occupied areas,
- Effectively removes or dilutes stale air, heat, moisture, dust, fumes, or airborne contaminants arising from training activities,
- Maintains a working environment that is safe and comfortable for learners and trainers,
- Is appropriate to the size, layout, occupancy, and use of the training area,
- May be achieved through natural ventilation, mechanical ventilation, or a combination of both, provided effectiveness is maintained during normal use
- Prevents the build-up of excessive heat, cold, condensation, or poor air quality.

Floor surfaces must be of hard standing, nominally level, and constructed so as not to deteriorate under normal training use (e.g. finished concrete, paving, or tarmacadam). Floors and surfaces must be maintained in good order, kept clean, and free from debris or other materials that may present a hazard.

Floor surfaces must be suitable for their intended use and provide sufficient slip resistance to reduce the risk of slips, trips, and falls, in accordance with relevant HSE legislation and guidance. Where surfaces may become wet or contaminated during training activities, suitable control measures must be in place to maintain adequate slip resistance.

In circumstances where the organisation intends to conduct an Advanced course, there must be a minimum clear height of 10 metres where proscribed within the practical area.

There must be a minimum surface area of 70m² (10m x 7m) per each gang of delegates. The practical training area must be delineated to identify each work area, depending on the centre and identified at the initial audit stage. A minimum safety zone of 1 metre must be provided between adjacent training areas. This distance is a minimum only and must be increased where the nature of the training activity, scaffold height, materials handling, number of learners, or layout of the Training Centre indicates that a greater separation is required. The Scheme Auditor may require increased separation following review of the Training Centre.



Figure 2. An example of delineated training bays.

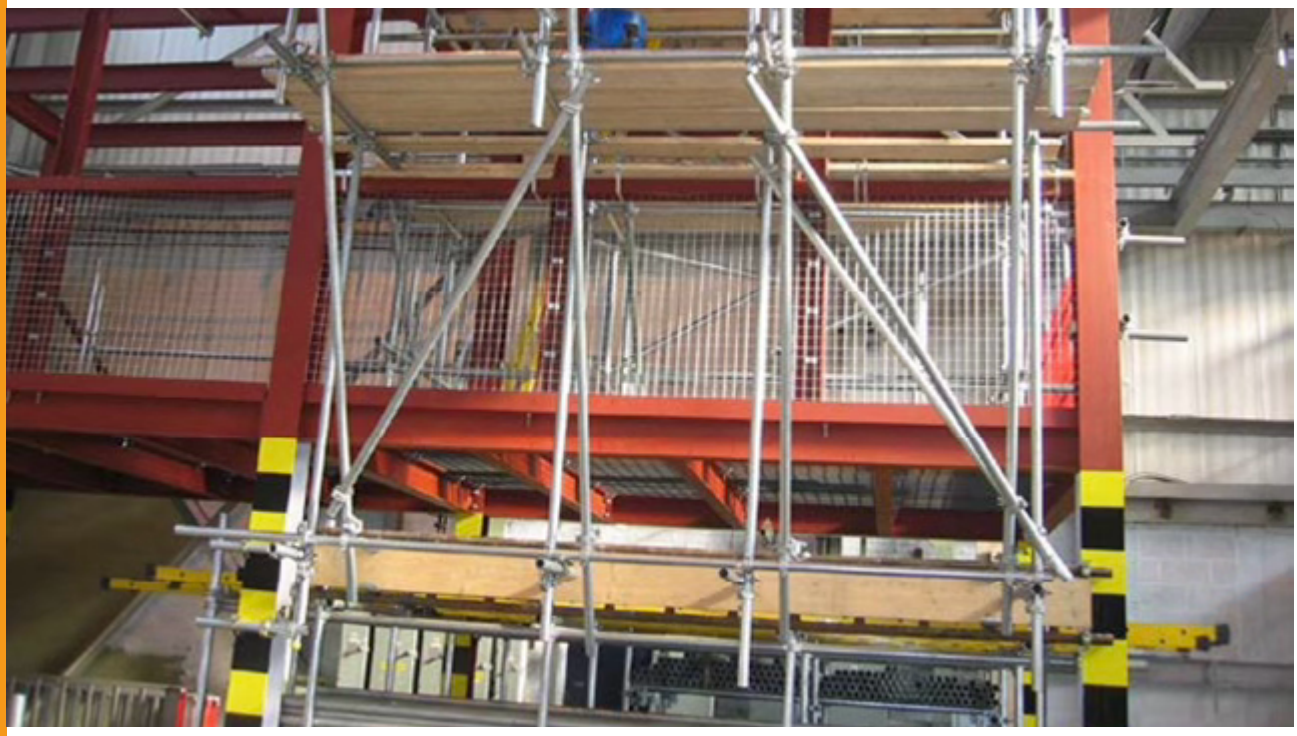


Figure 3. An example of a training structure.

I. Training structures and jigs

To carry out practical training, centres must use suitable structures or jigs that are strong and stable enough to safely support all loads during exercises. All scaffolds must be erected to a bespoke design with calculations, unless they have been erected to a recognised configuration e.g. TG20 / TG30. If a centre plans to use custom-built structures, it must submit bespoke design drawings with calculations and a written specification to the Scheme Auditor for approval before any training begins.

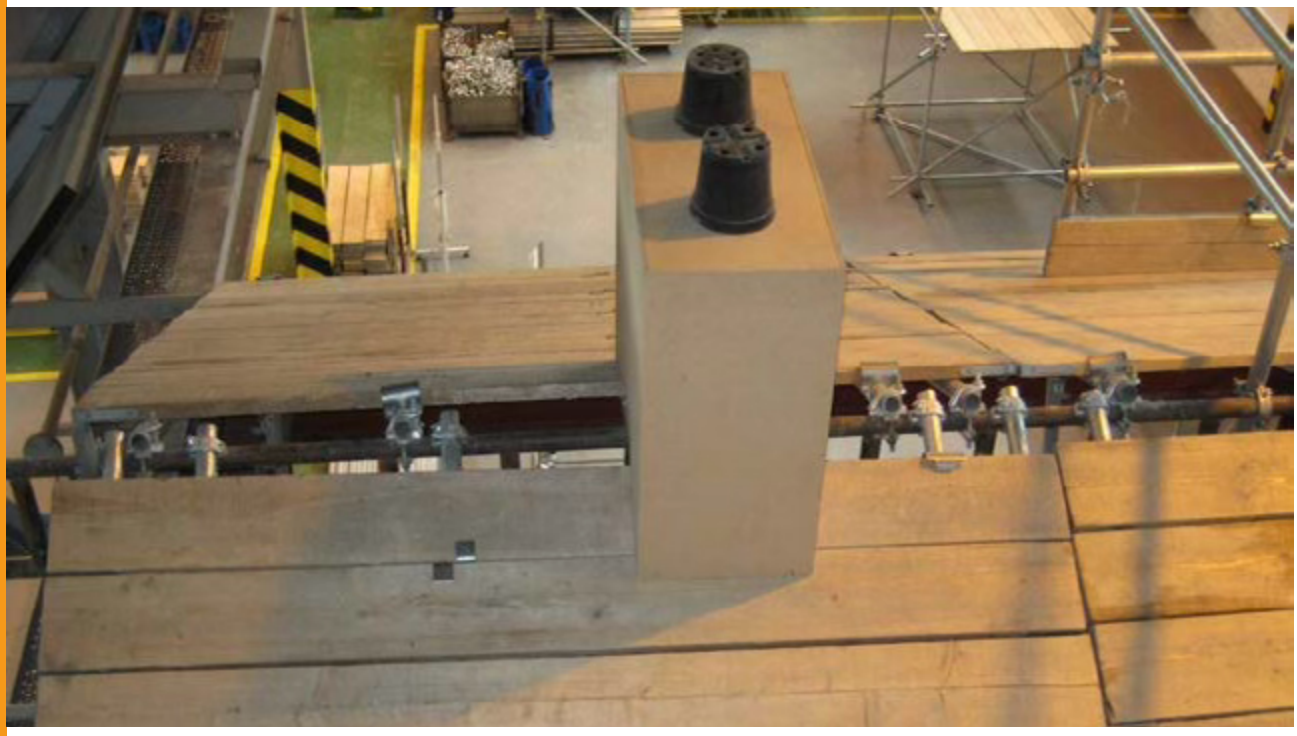


Figure 4. An example of a training structure.

II. Sourcing and use of materials

Please see section 2b iv.

III. Storage of materials

The layout of the practical training area should be designed to reduce the need for carrying materials through other work zones, without also exposing trainees to unnecessary additional manual handling. Scaffold materials must be stored safely in racks, stillages, or bins and kept easily accessible to trainees, following the guidance in SG40 – Scaffolding Yard Operations.

Frequently used materials should ideally be stored in small racks next to each training bay, while larger or less commonly used items can be stored centrally. Long items like tubes, boards, and ladders should be kept in purpose-built bulk racks.



Figure 5. An example of a material storage rack.

IV. Maintenance and servicing of scaffolding materials

All scaffold materials must be kept in good condition. Centres must have a clear system for identifying damaged or faulty items, segregating them from usable stock, and arranging for their repair, disposal, or destruction in line with NASC guidance (SG36, SG41, TG20:21). Regular inspections should ensure that boards, fittings, ties, bracing, and other components remain fit for purpose, and any defects are reported and addressed immediately to maintain safety and compliance.

Damaged materials must be stored in a clearly marked and segregated quarantine area that is large enough to hold all items safely and allows clear access for inspection. The area should be physically separated from usable stock, with barriers or markings, and materials should be stacked securely and tagged until repaired, replaced, or disposed of in line with NASC guidance (SG36, SG41, TG20:21).

b) Classroom facilities

Centres must provide a suitable classroom for training that is dry, well-lit, and maintains a comfortable temperature. Light and temperature should be controllable via adjustable blinds, curtains, dimmable lighting, air conditioning, or operable windows. The room must accommodate all approved delegates and the trainer, with desks arranged to ensure a clear view of the trainer and any teaching aids, including screens or flipcharts.

During the course, the classroom must be used only for training and kept separate from other business activities. Ideally, the room should be lockable during practical sessions, unless secure lockers or similar storage are available for delegates' personal items.



Figure 6. An example of a typical classroom.

Classrooms must be quiet and free from distractions caused by other activities at the centre. Spaces like open-plan offices or canteens are not suitable.

c) Training Centre Specifications (2027 onwards)

From the **1st January 2027**, all training centres will be classed in three categories, as per the training centre specification. There is a moratorium on new mainland UK centres operating until this time.

All-Year Weatherproof Craft Centre

- Minimum Height: 8 metres (to the lowest roof point)
- Location: Fully enclosed building with external areas
- Courses Allowed: Full CISRS range
- Monitoring: CCTV required in all training areas, accessible online
- Audit: Standard CISRS audit fees

Open-Air Craft Centre

- Minimum Height: No height requirement
- Location: Outdoor facility with classroom and welfare areas
- Courses Allowed: Full CISRS range
- Monitoring: CCTV required in all training areas, accessible online
- Audit: Enhanced fees (£15,000/year), 6-monthly and random inspections

Classroom Centre

- Minimum Height: Not applicable
- Location: Indoor, theory-based
- Courses Allowed: Basic courses only (COTS, Basic Inspection, Scaffolding Awareness, Supervisor)
- Monitoring: No CCTV required
- Audit: Standard CISRS audit fees

d) CCTV

Training centres must ensure that CCTV systems are installed and operated in line with UK data protection legislation (as in section s), and relevant guidance issued by the Information Commissioner's Office (ICO).

CCTV may be used to promote the safety and security of learners, staff, and visitors, to protect property, and to support the integrity of training and assessment activities. Cameras must not be positioned in areas where privacy is expected (such as toilets or changing areas), and footage must only be viewed by authorised personnel.

All recorded material must be stored securely for a defined retention period and then deleted or overwritten in accordance with the centre's data management policy. Centres must display clear signage informing individuals that CCTV is in operation.

e) Health, safety and welfare management

Organisations must follow the Health and Safety at Work Act 1974 and all related regulations. They must have clear health, safety, and welfare procedures in place.

If the organisation has five or more employees, it must have a written health and safety policy available for the Scheme Auditor. If there are fewer than five employees, the organisation must provide a statement explaining how it will ensure the safety of staff, trainers, and trainees during training.

A full risk assessment must be carried out and recorded for all CISRS courses. This should identify any hazards and explain how risks will be controlled. Based on this, the organisation must prepare a risk assessment/method statement (RAMS), sometimes called a scaffolding plan, for each practical exercise (see SG7 for fuller details). These must be shared with delegates during theory sessions before any practical work begins and made available to the Scheme Auditor.

All practical training must be delivered safely and professionally. Failure to meet these standards will be treated as a major Non-Conformance.

I. Personal Protective Equipment (PPE), clothing and equipment

Organisations must give clear joining instructions to delegates or their sponsors, explaining what PPE, clothing, and tools they need to bring for training. Before use, the organisation must check that all PPE and personal tools are safe and suitable—this can be done during course registration. If a delegate's equipment isn't suitable, the centre must provide replacements.

If a delegate chooses to use only their own equipment, it must be checked and approved by the centre before use. A record of this must be kept for six years.



Figure 7. An example of suitable storage of tools and PPE.

f) Toilets and Sanitary Facilities

Suitable and sufficient washroom and toilet facilities must be provided and maintained for the maximum number of delegates permitted by CISRS, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 and the guidance in HSE Approved Code of Practice L24. Facilities must be kept clean, hygienic, and serviceable, and be readily accessible to all delegates throughout training and assessment activities.

g) Catering and Refreshments

Providing meals and refreshments is not a required part of CISRS training. However, centres must offer clean and well-maintained facilities where delegates can eat, make hot drinks, and access drinking water.

If there are no nearby places for delegates to buy food or drinks, this must be clearly stated in the joining instructions, so delegates know to bring their own.



Figure 8. An example of suitable storage of tools and PPE.

h) First Aid, Fire and Emergency Arrangements

Organisations must follow the Health and Safety at Work (First Aid) Regulations 1981 and HSE guidance (L74). At a minimum, each trainer must be trained in emergency first aid, and there must be at least one fully qualified first aider and suitable first aid equipment available at the centre during operating hours.

Training centres must carry out a fire and emergency risk assessment and comply with all relevant fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005. This includes providing appropriate fire-fighting equipment, maintaining clear escape routes and assembly points, appointing and training fire wardens, and keeping records of fire drills and procedures. New centres must have these arrangements in place before opening. Centres should follow the UK government guidance "Fire safety: guidance for those with legal duties" (GOV.UK) to ensure compliance and best practice.

All first aid, fire, and emergency procedures must be explained to delegates during their induction.

i) Course records

Training records must be kept for at least 5 years after the course ends. These records should be easy to access and protected from damage or loss. They can be stored electronically but must follow data protection laws (see section s).

Accredited Centres must keep records of the following for each delegate:

- Full name,
- Course attended,
- Course date,
- Trainer's name and registration number,
- Pass or fail result (with evidence if failed),
- Training venue,
- If applicable, certificate number.

Centres are also required by CISRS to provide NOCN with the full dataset to ensure proper processing of cards.

j) Annual Full Audits/Audit Reports

To keep Accredited Centre status, organisations must pass a Full Audit every year. The audit will confirm how many courses can run at once and how many delegates are allowed per course. A report will be issued with any required actions and deadlines.

If the audit is successful, the organisation will receive a new Accreditation Certificate valid for 12 months, listing all approved courses.

Any issues found during the audit – whether major or minor - will be noted in the report and shared with CISRS. Major issues may lead to immediate suspension of training, and CISRS will inform the organisation of what needs to be done to fix the problem and whether any penalties apply.

Organisations that do not fully cooperate with Scheme Auditors during audits may face sanctions as per section 3n.

k) Immediate Suspension

An Immediate Suspension Notice may be issued by CISRS when a Major Non-Conformance is discovered at a centre, as listed in Section 3p. The notice is a formal action to immediately suspend a centre's approval to deliver CISRS training and can only be issued by CISRS Scheme Owners or authorised officers. It will be issued in writing, usually by email, and will specify the reason for suspension, the Major Non-Conformance(s) involved, and any required corrective actions. Upon receipt of an Immediate Suspension Notice, centres must cease all affected CISRS training activities, notify delegates as appropriate, and implement any immediate corrective actions. Centres may appeal by submitting a written justification with supporting evidence to **enquiries@cisrs.org.uk**, after which CISRS will review the appeal and confirm the decision in writing. A centre may be reinstated once CISRS is satisfied that all Major Non-Conformances have been addressed, and reinstatement will be confirmed in writing, at which point training activities may resume. The Immediate Suspension Notice is a temporary measure designed to protect training quality and safety, and all actions and correspondence are recorded for governance and audit purposes.

l) Additional Training Centre approval

If an organisation wants to open a new training centre, it must go through the full accreditation process. The new centre will be treated as separate from any existing Accredited Centre, and all standard fees will apply. Please see 2biii for more information on SSPTS.

m) Responsibilities of Organisations

Organisations must always act in the best interests of CISRS and avoid anything that could damage its reputation. Any changes to facilities that affect approved training must be reported to CISRS in advance. If a centre modifies training structure drawings, these must be approved by the Scheme Auditor before use.

Each centre must have a dedicated person managing CISRS training who understands the Scheme requirements. It's preferred that centres directly employ at least one trainer and aim to directly employ all CISRS trainers.

Centres must hold valid insurance covering:

- £10 million for employer liability
- £5 million for public liability
- £2 million for professional indemnity

This must cover both employed and self-employed staff.

Any trainer who breaks CISRS rules must be reported to CISRS. Trainers must be registered to the centre at least seven days before training and must follow CISRS course plans and drawings. They must supervise delegates properly, especially regarding health and safety.

Centres must submit all required delegate information to NOCN Jobcards and keep a good stock of scaffold materials in safe condition.

Policies must be in place to track delegate attendance, allow make-up time (if permitted), check eligibility for training, inspect PPE, and remove unsuitable delegates from courses. Trainer assessments must be fair, consistent, and properly recorded.

Any changes to VQ status must be reported to CISRS. Delegates must receive a Training Folder and sign the Acceptance Form (**Appendix A10**). At the end of the course, delegates must receive a report. If they fail, they must be told why and what to improve. For Part 1 courses, the report must state that at least six months of site experience is needed before attending Part 2.

Trainer CPD logs must be kept up to date and available to Scheme Auditors.

n) Material Changes to Centre Accreditation

I. Change of Premises

If an organisation wants to move to a new location, it must go through the full accreditation process again. The current accreditation will end as soon as training starts at the new site. No refund will be given for the existing accreditation, and no training can take place at the new location until the new accreditation is complete.

II. Change of Ownership

If a training centre changes ownership, a Full Audit must be carried out. The new owner must attend the audit to confirm they are suitable to run an Accredited Centre. No training can take place until the application process is complete. Existing accreditation will not be refunded unless CISRS has agreed to it in advance.

III. Changes to Existing Premises

If a centre makes major changes to its premises that could affect its ability to deliver approved training, it must get approval from CISRS before continuing any training. If an extra audit is needed, a fee will apply as listed in **Appendix B**.

Failing to get approval before training starts may lead to partial or full suspension of CISRS approval and cancellation of any certificates issued. Approval will only be reinstated once CISRS has reviewed and accepted the changes. Any required audit will also be charged as per **Appendix B**.

IV. General Note

CISRS may allow exceptions to the usual time restrictions for new training centres. For example, if an organisation already runs an Accredited Centre, it may apply for the same course approvals (such as Part 1, Part 2, and Advanced) at the new site, provided the same staff and management systems are in place.

o) Random Audits

Organisations may be subject to random audits, which can be announced or unannounced.

Whether a fee is charged is up to CISRS. However, if the audit is needed to investigate an unresolved complaint, it will be charged at the Intermediate Audit rate.

If any Non-Conformance is found during a random audit, the Scheme Auditor may recommend further Intermediate Audits at the affected centre and any other centres the organisation operates. For example, if an issue is found, an additional audit may be required to confirm that corrective actions have been completed within the agreed timeframe.

p) Non-Conformance Issues and Corrective Action

After any audit, the Scheme Auditor and/or CISRS may act if Non-Conformance issues are found.

1. Observations

- General suggestions for improvement,
- No formal action required.

2. Minor Non-Conformance

- Corrective actions and deadlines are set,
- If not resolved in time, it becomes a **Major Non-Conformance**.

3. Major Non-Conformance

A formal Audit Report is issued. The issue is referred to CISRS, who will:

- Specify corrective actions,
- Set deadlines,
- Possibly apply further sanctions.

A follow-up Intermediate Audit is required (additional charges apply). If corrective actions are not completed satisfactorily, an Immediate Suspension Notice is issued as per section 3k.

Examples of Major Non-Conformance:

- Running CISRS courses outside approved scope,
- Using unregistered trainers,
- Inadequate or non-compliant practical facilities,
- Training outside the accredited centre without approval,
- Exceeding maximum course numbers,
- Using incorrect or non-standard training materials,
- Lack of valid insurance,
- Insufficient or unsafe scaffolding materials,
- Unsafe training environments.

Note: This list is not exhaustive. A serious breach of a minor issue may be escalated to a Major Non-Conformance.

4. Repeated or Serious Issues

CISRS may terminate training approval. A minimum waiting period will apply before reapplying.

I. Sanctions Against Organisations and Trainers for Major Non-Conformance issues

CISRS may apply the following penalties to organisations or trainers:

Immediate Withdrawal of Approval to Train / Removal of CISRS Accreditation

- Organisation loses CISRS training approval. CISRS will inform them how long they must wait before reapplying.

Suspension of Approval to Train

- Temporary ban on training activities and/or certain courses.

Withdrawal of Approval for Specific Courses

- Organisation or trainer may be banned from delivering certain courses immediately.

Suspension of all CISRS Courses at the Centre

- No CISRS training allowed at the Accredited Centre until further notice.

q) Notification of CISRS Training Courses/Certification

Organisations must:

- Issue certificates - Give successful delegates a certificate with a unique number linked to the organisation and Accredited Centre,
- Notify NOCN - Submit a NOCN Notification Form for each Part 1, Part 2, and Advanced course within 14 days of course completion,
- No need to apply for cards at this stage.
- Apply for CISRS Cards, only after:
  1. All training/assessment is completed,
  2. Skills Test or EPA (apprenticeship route) is passed.
- Submit all supporting documents with the Carding Without Application (CWA0
- Notification Form.

Required Information for Submissions

Ensure all details are accurate and complete:

- Delegate's full name,
- Date of birth,
- National Insurance number,
- HS&E Test exemption evidence (if applicable),
- Photograph (if applicable),
- Course and trainer details,
- Delegate's home address,
- Mobile number,
- Email address.

Important Notes

Repeated errors or missing information in CWA submissions will be treated as a Major Non-Conformance. These issues will be flagged during the annual Full Audit and may lead to sanctions. Organisations must comply with Data Protection Laws (as in section s) when handling delegate information.

Certification

Organisations must issue successful delegates with a CISRS Certificate. The certificate may be sent to the delegate, their employer or sponsor, as appropriate.

All CISRS Certificates must contain the following information:

- Delegate's name,
- Title of the course,
- Name and/or trading mark of the organisation,
- The start and finish dates of the training,
- Signature on behalf of organisation.

CISRS Certificates can be purchased through CISRS by emailing **enquiries@cisrs.org.uk**. The cost of each CISRS Certificate is shown in **Appendix B**.

r) Managing Absence and Statutory Holidays

Organisations must have a clear policy in place for managing absences of both delegates and trainers. Delegates are expected to attend the full course, and absences are only allowed in exceptional and unavoidable circumstances, such as a hospital appointment, with prior approval and supporting evidence.

For ten-day courses, delegates may make up one full day through additional hours but missing more than one day means they lose their place and must retake the course later. For shorter courses, any absence results in forfeiting the place. Organisations should consider individual circumstances when deciding on refunds or reduced fees, and if there's a dispute, CISRS can act as an adjudicator, with their decision being final.

Any missed content or assessments must be covered and documented, such as through extra tuition hours. Courses may include one Bank Holiday, but organisations must adjust the schedule to make up the time and provide a revised programme for audit inspection. Courses should run over two consecutive weeks but can be split across a statutory holiday period, such as a festive break, with training resuming afterward.

s) Equal Opportunities Policy

Organisations must have an equal opportunities policy for all delegates seeking qualification. The policy should ensure that no delegate receives less favourable treatment than any other on the grounds of any protected characteristic. This includes race, nationality, ethnic origin, gender, marital status, religion, sexuality, political belief, disability or any other protected characteristic.

t) Delegates Requiring Additional Support

If a delegate has additional needs, the organisation running the Accredited Centre must have policies and procedures in place to support them. This could include assistive software, a reader for test papers, extra one-to-one support, access to a quiet space for testing, or tools like coloured overlays and audio aids to help with visual or auditory stress.

Delegates must have a good understanding of spoken and written English, approximately equivalent to CEFR level B1 minimum. This ensures they can follow training, understand instructions, complete assessments, and work safely. Where there is any doubt about a delegate's English level, the training provider must take steps to verify their competence before course enrolment.

If an interpreter is needed, the organisation must provide an independent one. If multiple delegates require interpreters, the organisation must assess whether this would affect the learning experience for others. In such cases, a separate course may need to be arranged.

u) Data Protection Policy

Organisations must have arrangements in place to ensure full compliance with the Data Protection Laws, namely the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).

v) Appeals and Complaints Procedure

Organisations must have clear procedures for delegates to raise complaints or appeal assessment decisions. These procedures should explain that any initial complaint or appeal must be made directly to the organisation. All related correspondence should be recorded, as CISRS may request access to these records if they become involved in resolving the issue.

4. LEARNING MANAGEMENT SYSTEM (LMS)

CISRS is introducing a new Learning Management System (LMS) to modernise how training is delivered across accredited centres. The LMS will host online courses, blended learning modules, and essential training resources, providing a consistent and accessible teaching and learning experience for trainers, centre staff, and delegates. It will enable centres to manage learner progress, access digital course materials, and record completion data in a single secure system.

a) Roll-Out and Implementation

The LMS will be rolled out in phases during the first half of 2026. Accredited centres will receive advance notice of their onboarding schedule and will be supported through each stage of implementation. CISRS will provide live training sessions and briefing materials to ensure that all centre administrators, trainers, and assessors are confident using the system prior to going live.

b) User Guide and Support

A comprehensive CISRS LMS User Guide will be issued to all accredited centres. This document will include step-by-step instructions for logging in, managing learner enrolments, accessing course content, tracking attendance, and generating reports. The guide will be available in both digital and printable formats, with additional resources hosted directly on the LMS. Ongoing technical support will be available through the Training and Education Team, who can provide advice, troubleshooting assistance, and guidance on integrating the LMS into existing centre procedures.

c) Token-Based Payment System

The LMS will provide a mechanism for accessing selected courses and learning resources. Each centre will be able to purchase training tokens through the online shop, which can then be redeemed against specific modules, delegate registrations, or CPD activities. This approach ensures flexibility and transparency in managing training costs while maintaining full financial oversight through the CISRS system. Detailed information on token allocation, purchasing, and redemption will be included in the LMS User Guide and in the next Training Manual update.

5. TRAINER REQUIREMENTS

CISRS training must only be conducted by trainers who are registered on the CISRS Trainer database. Please note, a new Train the Trainer programme will be in operation from June 2026, see section 5a. All applicant trainers must meet the following criteria:

- Hold a CISRS Advanced Card for more than 5 years *
- Hold a CISRS Scaffolder Card for more than 10 years **
- Have been employed, for a minimum of five years, as a charge-hand, foreman or supervisor in the scaffolding industry
- Hold or working towards a recognised training award or instructional qualification deemed suitable by CISRS ***
- Trainers must complete a shadowing process across 3 full scheme courses at any CISRS Accredited Centre, as below:

  1. Shadow Session 1 – Observation
  2. Shadow Session 2 – Delivered in collaboration with trainer
  3. Shadow Session 3 – Delivered under assessment by trainer

Shadowing certificates and final session assessment observation report to be submitted with application.

- To deliver Part 1 courses, trainers may begin whilst working towards their teaching qualification but must complete it within 6 months of registration. If not, their approval will be withdrawn until the qualification is gained.
- To be able to supervise shadowing of Pt 1 courses the trainer must be qualified to a minimum of Pt 2 Instructor level.
- To be able to supervise shadowing of Pt 2 courses the trainer must be qualified to a minimum of Pt 2 Instructor level.
- To be able to supervise shadowing of Advanced courses the trainer must be qualified to a minimum of Advanced Instructor level.
- To deliver CISRS 1-Day Skills Test the trainer must be approved to deliver Part 2 and hold the appropriate assessor qualification.
- To deliver CISRS 2-Day Skills Test the trainer must hold an Advanced CISRS card and hold the appropriate assessor qualification.
- Trainers wishing to deliver System Scaffold training must be able to demonstrate evidence of product training in the specific CISRS Recognised Product they are seeking to be registered. Their CISRS card must be endorsed with the relevant system type. The trainer must ensure that they have kept up to date with any changes in the manufacturer's instructions in relation to the product.
- Trainers wishing to deliver Part 2 and Advanced Courses must hold a CISRS (As listed in **Appendix C**) recognised assessor qualification. During the 18-month period following part 2 registration, CISRS will allow the individual to deliver Part 2 courses, whilst they are working towards the achievement of the assessor qualification. If achievement is not gained during this period, permission to deliver Part 2 will be withdrawn and will not be re-instated until CISRS have been advised that achievement has been gained. Trainers are not permitted to commence the shadowing process for the delivery of Advance Courses until they have achieved their Assessor qualification.

All trainers must be trained to a Level 2 Emergency First Aid at Work' and hold a current certificate. Any trainer who is to be working with vulnerable groups e.g., young persons under the age of 18, must be Disclosure and Barring Service (DBS), or equivalent.

All CISRS trainers must be registered at the Accredited Centre where the training is undertaken (whether directly employed, freelance, seconded from another Centre, agency or otherwise). No training can take place until CISRS confirms that the application has been successful, and the new trainer has been issued with an Trainer Registration Number.

CISRS and Scheme Auditors reserve the right to monitor any registered trainer and organisations as part of the audit and our quality assurance process.

If an trainer has not delivered a specific CISRS course in five years or more, they must shadow one course and deliver one under assessment by a CISRS qualified trainer, who will compile a written observation report to be sent to CISRS. This is required before resuming delivery of that course and for each level that the trainer wishes to be registered to deliver thereafter.

* If the Advanced card has not been held for 5 years, the individual can be employed but will not be able to progress to Advanced shadowing and delivery until the card has been held for 5 years.

** Hold a CISRS Scaffolder Card for more than 10 years. If a CISRS Scaffolder card has been held for 10 years, the individual can be employed but will not be able to progress to Advanced shadowing and delivery until the advanced card has been gained and held for 5 years. Any advancement of this trainer in achieving the advanced card would be agreed between the training provider and the individual. To meet the level 3 S/NVQ and the individuals onsite experience requirements, any such arrangement must be proposed onto the CISRS Compliance Manager for approval.

*** Working towards a recognised teaching award/qualification: During the period following initial registration, CISRS will allow the individual to shadow and deliver Part 1 courses whilst they are working towards the achievement of the teaching award/ qualification. If achievement is not gained after a 6-month period from the registration date, permission to deliver Part 1 will be withdrawn and will not be re-instated until CISRS have been advised that achievement has been gained. Trainers are not permitted to commence the shadowing process for progression past part 1 delivery of CISRS courses until they have achieved the qualification.

COTS

Requirements	Evidence
5 years scaffolding experience	CV
Hold CISRS Scaffolder, Advanced, Inspection or Supervisor card	CISRS card number
Teaching qualification	Certificate
1 x shadowing session and deliver 1 under observation	Certificate and observation report
First aid qualification	Certificate

PART 1

Requirements	Evidence
10 years' scaffolding experience	CV
Have held CISRS Sca older card for at least 10 years	CISRS card number
Teaching qualification	Certificate
2 x shadowing sessions and deliver 1 under observation	Certificate and observation report
First aid qualification	Certificate

PART 2

Requirements	Evidence
Have delivered at least 6 x Part 1 courses	CISRS can check on application
Have held CISRS Scaffolder card for at least 10 years	CISRS card number
Teaching qualification	Certificate
2 x shadowing sessions and deliver 1 under observation	Certificate and observation report
First aid qualification	Certificate

Advanced

Requirements	Evidence
Have delivered at least 6 x Part 2 courses	CISRS can check on application
Have held a CISRS Scaffolder card for 10 years and at least 5 of those years being at Advanced Level.	CISRS card number
Teaching qualification	Certificate
2 x shadowing sessions and deliver 1 under observation	Certificate and observation report
First aid qualification	Certificate

CPD

Requirements	Evidence
Must be approved for at least Part 2 delivery If Advanced approval is not achieved, Advanced Scaffold Inspection element must be delivered by an Advanced trainer	CISRS can check on application
1 x shadowing session and deliver 1 under observation	Certificate

SSPTS/BASE

Requirements	Evidence
Hold CISRS Scaffolder or Advanced endorsed with specific system product	CISRS card number
Teaching qualification	Certificate
First aid qualification	Certificate
1 x shadow and 1 delivery under observation	Certificate and observation report

BASIC SCAFFOLD INSPECTION

Requirements	Evidence
10 years scaffolding experience	CV
Hold a Basic SITS card or a CISRS Sca older card endorsed with Inspection gained via CPD.	CISRS card number
For scheme centres, must be approved to deliver Part 2 courses	CISRS can check on application
Teaching qualification	Certificate
1 x shadowing session and deliver 1 under observation	Certificate and observation report

ADVANCED SCAFFOLD INSPECTION

Requirements	Evidence
Have delivered at least 6 x BSITS courses	CISRS can check on application
Hold an Advanced SITS card or a CISRS Advanced card endorsed with Inspection gained via CPD.	CISRS card number
Teaching qualification	Certificate
1 x shadowing session and deliver 1 under observation	Certificate and observation report
If trainer is not approved to deliver part 2 courses, then 2 x shadows and 1 under observation	Certificates and observation report

SUPERVISOR/MANAGER

Requirements	Evidence
10 years' scaffolding experience	CISRS can check on application
Hold CISRS Supervisor card	CISRS card number
Teaching qualification	Certificate
1 x shadowing session and deliver 1 under observation	Certificate and observation report
Health and Safety qualification – NEBOSH, NVQ Level 3 in H, S & E or higher	Certificate

SCAFFOLD AWARENESS

Requirements	Evidence
5 years' scaffolding experience	CV
Hold CISRS Scaffolder, Advanced, Inspection or Supervisor card	CISRS card number
Teaching qualification	Certificate
1 x shadowing session	Certificate

a) New Train the Trainer (TTT) Card

From the **1st June 2026**, there will be a **Train the Trainer Card**, a three-week programme which will be the new method of trainer training. This intensive programme will incorporate assessor and trainer qualifications, whilst maintaining course integrity.

The CISRS Train the Trainer programme has been developed to enhance the quality, consistency, and professionalism of training delivery across all approved centres. The course aligns with UK CISRS standards and is mapped to recognised teaching and assessing qualifications, including the Award in Education and Training (AET) and CAVA outcomes. It is designed to strengthen trainers' teaching competence, ensuring that instruction at Part 1, Part 2, and Advanced levels reflects both current industry practice and educational best practice. Successful completion of the course leads to CISRS trainer accreditation and registration, confirming that trainers meet the required standard to deliver and assess CISRS courses.

The programme will be delivered through a blended approach combining classroom teaching, practical scaffolding sessions, and digital learning elements. Participants engage in lesson planning, micro-teaching, reflective practice, and peer feedback, with assessment based on both teaching performance and technical competence. Following pilot delivery and evaluation in early 2026, the programme will be rolled out nationally to all Accredited Centres. A cohort of Instructors will oversee quality assurance and mentor new trainers, embedding a consistent approach to instructional delivery across the CISRS network.

b) Trainer Progression

Once a new trainer is registered and meets the required criteria, they are only allowed to deliver Part 1 courses initially. They must complete at least six Part 1 courses before they can begin shadowing Part 2 courses. This step-by-step process applies to each stage of trainer development: Part 1, Part 2, and Advanced.

Progression is at the organisation's discretion. If an trainer isn't ready to move on after six courses, they should continue delivering at their current level until the organisation feels they are prepared. Organisations must have a formal system in place to monitor, supervise, and assess new trainers' performance before allowing them to progress. CISRS may request written evidence of these appraisals.

c) Register of Trainers

CISRS keeps a register of approved trainers who are authorised to deliver specific CISRS courses at specific Accredited Centres. Each trainer must be registered to a particular centre and can only deliver the courses they are approved for.

Trainer registration must be completed at least seven days before the course starts. Failing to register in time is considered a Major Non-Conformance and may result in sanctions against both the organisation and the trainer.

Only organisations that operate Accredited Centres can submit instructor registration applications — individual instructors cannot apply themselves. Registrations are not transferable between centres, so each organisation must register its own instructors. The Instructor Application Form is available in **Appendix A11**.

It is the organisation's responsibility to inform CISRS if an instructor stops working at their centre or if there are any changes to their details, such as a new address.

d) Trainer Monitoring

It is the responsibility of both the organisation and instructors to ensure thatinstructors always work to the CISRS course programmes, session plans and drawings, unless the organisation is in receipt of written approval from the Scheme Auditor to change them. Failure to do so will be considered a major Non-Conformance.

e) Trainer to Trainee Ratio

The maximum permitted number of delegates for Part 1, Part 2 and Advanced courses per instructor is nine. However, the Scheme Auditor may limit the maximum number of delegates to less than nine depending upon the physical capacity of the Accredited Centre.

f) Continuing Professional Development (CPD)

Trainers and the organisations running Accredited Centres are responsible for keeping up to date with industry best practices, including changes to legislation, guidance, and manufacturer instructions for the products they're approved to teach. Each trainer must complete at least 30 hours of recognised Continuing Professional Development (CPD) every calendar year and keep a log of this activity.

This log must be available to Scheme Auditors on request and kept by the organisation.

CISRS may require trainers to attend specific CPD events, such as seminars, conferences, or refresher training from manufacturers. Trainers may also be formally assessed on their teaching methods and how well they follow CISRS course content.

Organisations must also ensure trainers meet CPD requirements set by relevant accreditation bodies, such as the Education and Training Foundation, or CAVA, to maintain their qualifications.

g) Revocation of Trainers

If a trainer fails to meet the required standards of teaching, does not follow CISRS rules, or behaves in a way that damages the reputation of the scheme, they may be asked to re-shadow courses or have their status downgraded. In serious cases, CISRS may remove the trainer from the Register entirely.

If an trainer is removed, the organisation can appeal the decision through the official CISRS appeals process.

h) Course support staff

Organisations using two or more approved CISRS trainers should provide a general worker to help with setting up training areas, maintaining equipment, and ensuring materials are available. This support role can be full-time or part-time, depending on the organisation's needs.

If an organisation only employs one trainer, they must show the Scheme Auditor that they have suitable arrangements in place to manage and maintain course equipment.

Additionally, every organisation must have a dedicated person responsible for the administration of CISRS training. This person must fully understand the organisation's responsibilities under the CISRS scheme.

i) Vocational Qualifications

The Vocational Qualifications (VQs) for scaffolding are Levels 2 and 3 in England and Wales, and Levels 5 and 6 in Scotland. There is no Level 1 VQ for the CISRS Scheme.

Organisations don't need VQ approval until they apply to deliver Part 2 Scaffolder training. To deliver Part 2 courses, they must first be approved as a Level 2 VQ Accredited Centre by a recognised awarding body (e.g., NOCN or City & Guilds). To deliver Advanced Scaffolder training, they must be approved to VQ Level 3. VQ registration is not a requirement to deliver Apprenticeships 2a & 2b.

If an organisation's VQ approval is suspended, sanctioned, or withdrawn, CISRS must be informed immediately. Failure to do so is considered a major non-conformance and may lead to suspension of CISRS approval and revocation of the Accreditation Certificate until VQ status is restored.

The recognised VQs are:

NVQ Diploma in Accessing Operations & Rigging (Construction) – Scaffolding

600/8244/6 (NOCN) - Level 2

610/2075/8 (GQA) - Level 2

NVQ Diploma in Accessing Operations & Rigging (Construction) – Scaffolding & Offshore

610/2167/2 (GQA) – Level 3

These can be downloaded for free from
https://find-a-qualification.services.ofqual.gov.uk/find-regulated-qualifications

The preferred method of VQ assessment is through a portfolio of work-based evidence. For Level 2, the Experienced Worker Practical Assessment (EWPA) route is available, but delegates must have at least 12 months of site experience after completing their Part 2 course.

j) Experienced Worker Practical Assessment (EWPA)

The Experienced Worker Practical Assessment (EWPA) is a practical competence assessment for experienced scaffolders who can demonstrate that they already possess the required skills and knowledge but do not yet hold the relevant NVQ qualification. The EWPA is not a training course; it is an assessment carried out at an accredited centre against CISRS standards.

k) Onsite Assessment and Training (OSAT)

OSAT (Onsite Assessment and Training) is a method of assessing a scaffolder's competence in the workplace, allowing them to achieve a recognised NVQ while continuing to work on site.

Even if a delegate has completed their VQ via the OSAT route, they must still pass the CISRS Skills Test. Delegates must hold the correct VQ for the training they've completed and the CISRS card they're applying for. If someone already holds a Level 3 VQ via OSAT but is doing Part 1 and Part 2 training, they must still complete Level 2 to apply for a CISRS Scaffolder Card.

Skills Tests are mandatory unless the delegate has achieved Level 2 through the EWPA or formal apprenticeship route.

6. SCHEME TRAINING PROGRAMMES AND COURSE REQUIREMENTS

This section outlines the requirements and content for each course within the CISRS Scheme. Full training objectives are available from CISRS upon request.

The flowchart below shows the step-by-step journey delegates take to achieve full qualification under the Scheme.

Construction Industry Scaffolders' Record Scheme (CISRS) Scaffolding progression

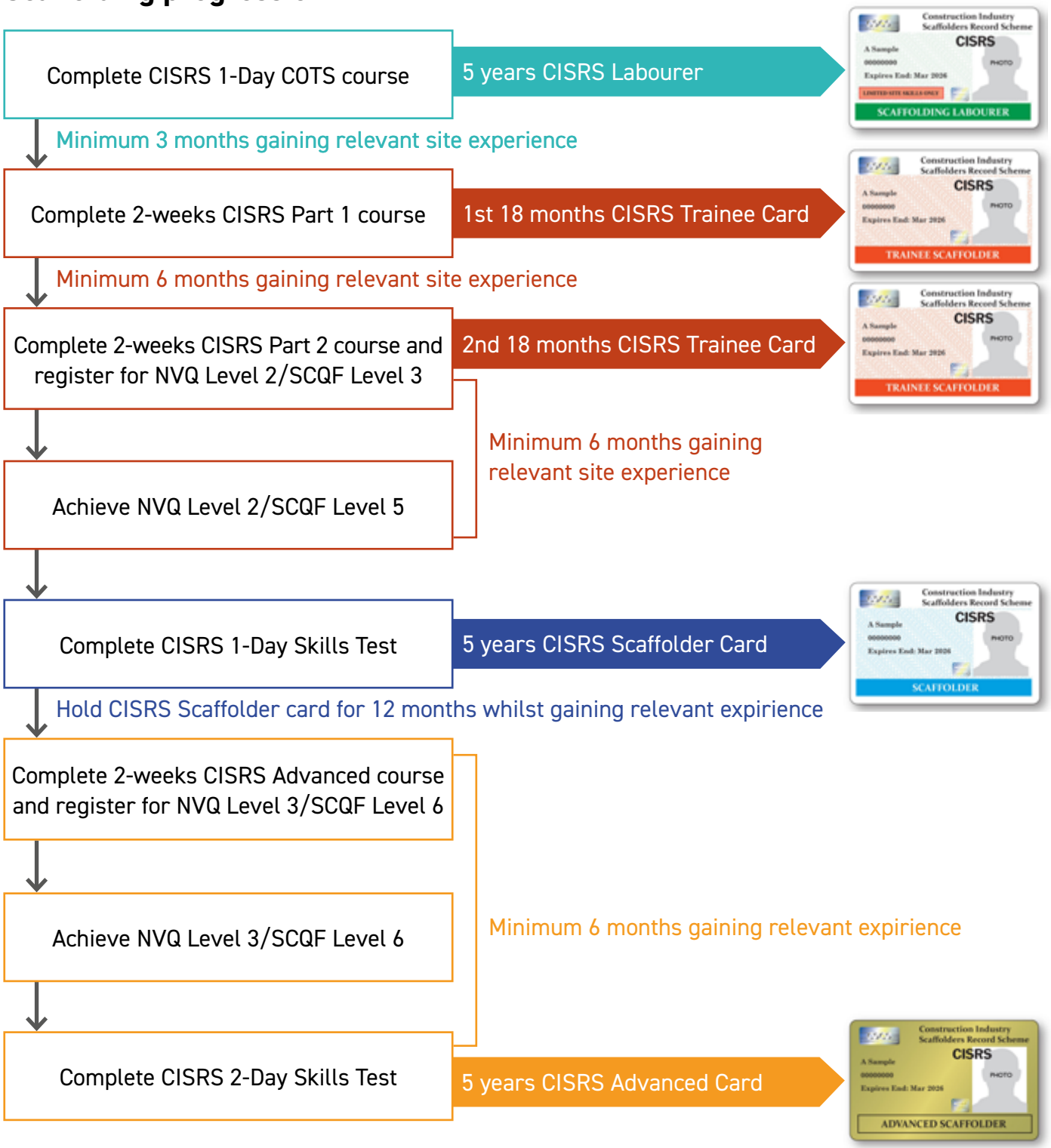


Figure 9. Scaffolding progression flow chart.

a) Part 1

I. Entry Requirements

Delegates must hold a valid CISRS Labourer Card for at least three months and have a minimum of three months' hands-on experience in scaffolding work, such as labouring or assisting under supervision. It's the organisation's responsibility to check that each Part 1 delegate meets these requirements by confirming card validity and making reasonable enquiries about their experience.

Allowing a delegate to attend without meeting these criteria, or failing to verify them properly, is considered a Major Non-Conformance. Such cases will be flagged during the annual audit and may lead to sanctions against the organisation.

II. Course Material

Each Part 1 Delegate must be provided with a Trainee Folder or Digital Training Pack and sign the Delegate Acceptance Form provided in the folder, a copy of which is set out at **Appendix A10**.

III. Duration

The Part 1 course must run for ten consecutive working days, Monday to Friday, excluding weekends. Each day must start no earlier than 8:00am and finish no later than 5:00pm.

The course includes 65 hours of tuition (or 60 hours for apprenticeships split into Part 1a and 1b), and a detailed course programme with session plans will be provided to all organisations.

While start and finish times and break lengths can be adjusted to suit each Accredited Centre, the sessions on both final day afternoons must end no earlier than 2:00pm (or 12:00 noon for apprenticeships). Not following the course programme as outlined is considered a Major Non-Conformance and may lead to sanctions.

IV. Part 1 Course Content

- Health, safety and welfare awareness,
- Half-day fall prevention training (SG4),
- Performance standards (BS EN 12810 and BS EN 12811) and TG20 for Tube & Fittings courses,
- Performance standards (BS EN 12810 and BS EN 12811, TG30 and manufacturers' instructions) for System Scaffold courses,
- General scaffolding awareness,
- Stability, Ties and Anchors (including TG4),
- Manual handling techniques (SG6 Manual Handling),
- Foundations and ground conditions,
- Methods of access,
- Gin wheels, ropes, knots and hitches (SG9 Use and Maintenance of Lifting Equipment),
- Interpretation of drawings,
- Independent tied scaffold (theory and practical),

- Putlog scaffold (theory and practical) for Tube & Fitting courses,
- Static tower scaffolds (theory and practical),
- Birdcage scaffolds (theory and practical),
- Tube and fitting appreciation (theory and practical stability measures e.g. raking tubes, ties),
- Alterations to scaffolds (e.g. hop-up bracket movement) for system scaffold courses,
- Alterations to scaffolds (e.g. changing a lift height),
- TG20 Stair Access (theory and practical),
- Mobile Aluminium Tower Training for Scaffolders (MATS),
- Scaffold Inspection (theory),
- 50 Question Test Paper (plus a 25-question mock at the end of the first week),
- Practical Test.

b) Part 2

I. Entry Requirements

Delegates must have at least six months of hands-on scaffolding experience after completing their Part 1 training. Some organisations may require even more onsite experience before allowing delegates to join a Part 2 course. It's the organisation's responsibility to confirm that Part 1 training has been completed and that the delegate has the necessary experience before enrolling them.

Failing to check this properly or knowingly allowing a delegate to attend without meeting these requirements is a Major Non-Conformance. Such cases will be flagged during the annual audit and may lead to sanctions.

II. Course Material

Each Part 2 delegate must be in possession of a Practical Scaffolding module 2 and sign the Delegate Acceptance Form provided in the folder.

III. Duration

The Part 2 Scaffolder course must run for ten consecutive working days, Monday to Friday, excluding weekends. Each day should start no earlier than 8:00am and finish no later than 5:00pm. The course includes 65 hours of tuition (or 60 hours for apprenticeships in Part 2a and 2b, and 30 hours for Part 2c), and a detailed course programme with session plans will be provided to each Accredited Centre.

Centres can adjust start and finish times and break lengths to suit their needs, as long as they stay within the overall schedule. However, sessions on both Friday afternoons must end no earlier than 2:00pm (or 12:00 noon for apprenticeships). Not following the course programme is considered a Major Non-Conformance and may lead to sanctions as per section 3n.

IV. Part 2 Course Content

- Half day fall prevention and rescue training (SG4), health, safety and welfare awareness,
- Performance standards (BS EN 12811 and TG20) for Tube & Fittings courses,
- Performance standards (BS EN 2811, TG30 and manufacturer's instructions) for System Scaffold courses,
- Basic independent tied scaffold (theory and practical),
- Bridging with prefabricated beams (theory and practical),
- Protection fans (theory and practical),
- Truss-out scaffold (theory and practical),
- Pavement gantry (theory and practical),
- Loading bay (theory and practical),
- Roof saddle scaffold (theory and practical),
- Splay scaffold (circular or radial) (theory and practical)
- Edge protection (theory and practical),
- TG4 tie testing (theory and practical),
- Tube & Fittings used to stabilise scaffolds, i.e., ties and raking tubes (theory and practical) for System Scaffold courses
- Basic SITS (theory and practical),
- Mobile aluminium tower training (MATS) for Scaffolders,
- Fifty question test paper (plus a twenty-five-question mock at the end of the first week),
- Practical Test.

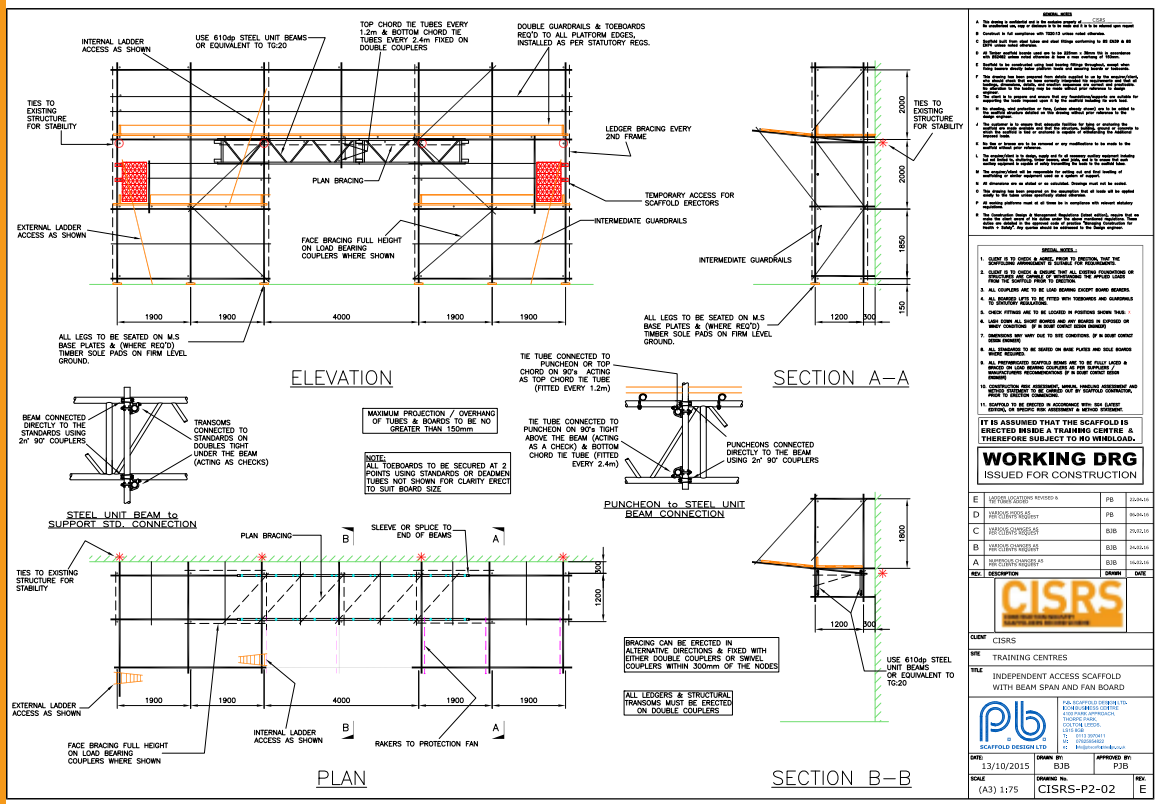


Figure 10. Example of a drawing for a Part 2 structure.

c) Advanced Scaffolder

I. Entry requirements

Delegates must have held a valid CISRS Scaffolder Card for at least 12 months and gained practical experience during that time. It's the organisation's responsibility to confirm the card issue date and ensure the delegate meets the experience requirement before enrolling them on a course.

Failing to check this or knowingly allowing a delegate to attend without the required experience is a Major Non-Conformance. These cases will be reviewed during the annual audit and may lead to sanctions.

II. Course material

Each Advanced Delegate must be in possession of a Trainee Folder and sign the Delegate Acceptance Form provided in the Trainee Folder.

III. Duration

The Advanced Scaffolder course must run for ten consecutive working days, Monday to Friday, excluding weekends. Each day should start no earlier than 8:00am and finish no later than 5:00pm. The course includes 65 hours of tuition, and a detailed programme with session plans will be provided to all Accredited Centres.

Centres can adjust daily start and finish times and break lengths to suit their needs, if they stay within the overall schedule. However, sessions on both Friday afternoons must end no earlier than 2:00pm. Not following the course programme is considered a Major Non-Conformance and may lead to sanctions.

IV. Advanced Scaffolder Course content

- Half day fall prevention and rescue training (SG4), health, safety and welfare awareness,
- Tubular drop scaffold from steelwork (theory and practical); cantilever drop scaffold (theory and practical),
- Two chord raking shore (theory and practical),
- Three chord raking shore (theory and practical),
- Dead shore (theory and practical),
- Flying shore (theory only),
- Temporary roof scaffold (theory and practical),
- Stairways (theory and practical),
- Ramps (theory and practical),
- Advanced Scaffold inspection (theory and practical)
- Mobile aluminium tower training for scaffolders,
- Risk assessment (theory and practical).
- Method statements (theory and practical),

- Testing of ties (TG4),
- Fifty question test paper (include intermediate test at the end of the first week),
- Practical Test.

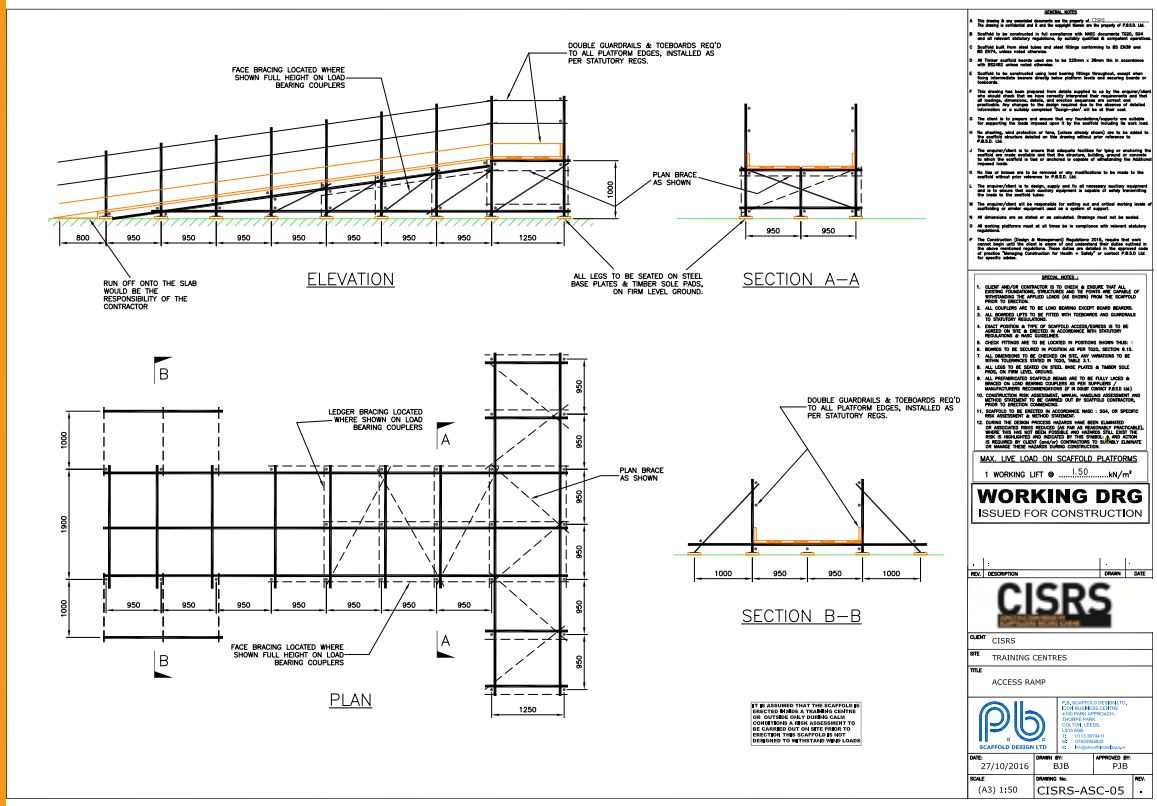


Figure 11. Example of a drawing for an Advanced course structure.



Figure 12. Example of a 3-chord raking shore.



Figure 13. Example of typical radial access scaffold (splay) using floor markings to simulate a circular vessel.

GENERAL NOTE ON COURSE DURATIONS

Where a course includes a Bank Holiday, organisations must provide the Scheme Auditor with an alternative programme showing how the lost time is to be made up during the remainder of the course. It should be noted that no Scheme courses are to be scheduled to include more than one Bank Holiday.

d) Session plans

CISRS provides all organisations with detailed session plans for each course, along with the full Course Programme, PowerPoint slides, drawings, and test papers. These materials must be always used during training.

If an Accredited Centre's layout doesn't allow for the use of CISRS-issued drawings, the organisation must supply its own. These alternative drawings must be approved by CISRS before use.

I. Scaffolder/Advanced Scaffolder CPD

The scheme rules pertaining to the above is available by request at **enquiries@cisrs.org.uk**.

e) Handouts, Notes and Reference Material

Organisations must give each delegate a Training Folder that matches the course they're attending. Delegates are expected to bring this folder to every session and will keep it after the course for future reference.

Organisations also need to show they have access to up-to-date reference materials relevant to the training, such as NASC Guidance and British or European Standards.

f) Methods of assessment

I. Practical skills assessments (in training)

Organisations must assess each delegate continuously during practical exercises. Trainers must complete a practical assessment report for each delegate, which contributes to their overall course result.

In addition to ongoing assessment, every delegate must complete a practical Skills Test as part of the Part 1, Part 2, and Advanced courses:

- Part 1 Skills Test: Build a 2.1m x 2.1m x 1 lift tower with a kicker lift, fully-boarded, with a top handrail and safe access.
- Part 2 Skills Test: Build a 3.6m x 1 lift independent scaffold with a 0.9m cantilever, including a kicker lift.

Trainers must complete an observation report for each exercise and test. These reports must be given to delegates and kept on file by the organisation. Trainers also need to take a photo of each delegate with their completed Skills Test structure, which must be stored with their records.

Delegates who fail the Skills Test will not pass the course and must retake the full course later.

II. Part 2 Scaffolder 1-Day CISRS Skills Test

To apply for a CISRS Scaffolder Card, delegates must first pass the 1-Day Skills Test, even if they've already completed their S/NVQ through another route.

Passing the test is based on the trainer's professional judgement as well as criteria set in a marking sheet for the end of course skills check. If a delegate doesn't show the required practical skills and safe working practices, they will fail. Trainers must assess consistently and keep clear records, including photos of each delegate with their completed structure.

Delegates are allowed one retake of the Skills Test, which must be done at the same Accredited Centre between 3 and 6 months after the original test. If they fail the retake, they must attend another full Part 2 course.

III. Advanced Scaffolder CISRS 2-Day Skill Test and Assessment

To apply for an Advanced CISRS Card, delegates must successfully complete the 2-Day Skills Test, even if they've already earned their S/NVQ through other methods.

Before taking the test, scaffolders must have at least six months of practical work experience after finishing their Advanced Scaffolder training. Passing the test is based on the trainer's professional judgement. If a delegate doesn't show the required skills and safe practices, they will fail. Trainers must assess fairly and consistently, keeping clear records of each assessment.

Delegates are allowed one retake of the Skills Test, which must be done at the same Accredited Centre between 3 and 6 months after the original test. If they fail the retake, they must complete another full Advanced course.

IV. Test papers

CISRS provides four different sets of test papers for each course. Organisations must use all sets across their courses to prevent delegates from seeing the same questions repeatedly.

Test papers must be kept for inspection during audits. No reference materials are allowed in the exam room during mock or final theory tests. Trainers are responsible for marking the papers and must supervise the entire exam.

Each test includes 50 multiple-choice questions, with a recommended time of 1 hour. The pass mark is 76% (38 out of 50 or 19 out of 25).

Delegates who fail the test can retake it once, after a period of three weeks. If they fail again, they must attend the full course again later.

g) The Scaffolder Apprenticeship Programme

The Scaffolder Apprenticeship Programme (SAP) runs for at least 18 months at approved Accredited Centres. It provides the full training route to become a qualified scaffolder, using either Tube & Fitting or System Scaffold. The programme is designed to give delegates more time to complete all required elements.

Once a delegate has completed all practical training, knowledge, skills, behavioural safety, English, and maths requirements, known as reaching the "Gateway", they can take a two-day End Point Assessment (EPA). Passing the EPA, along with completing the CITB Health, Safety & Environment Test (or having an exemption), allows them to receive their CISRS Scaffolder Card.

h) System Scaffold Product Training Scheme (SSPTS) and BASE

CISRS offers training for three types of delegates:

a) Scheme Delegates – Those using system scaffold products and aiming to qualify as a CISRS Scaffolder. They follow the standard Part 1 and Part 2 Scheme training course.

b) Experienced Scaffolders – Those who have completed Part 1, Part 2, or Advanced training and want specific training in system scaffold products. These delegates take part in the System Scaffold Product Training Scheme (SSPTS), which teaches them how to safely erect, alter, and dismantle system scaffolds according to manufacturer instructions and industry standards.

Originally, CISRS required separate SSPTS courses for each product type (e.g., Cuplok, Genlok), but after feedback from NASC and HSE, this changed. Now, system scaffold products are grouped by type (e.g., Cup, Wedge, Ring/Rosette). Once a delegate completes SSPTS training for one type, their CISRS card is endorsed, and they don't need to repeat training for similar products. However, before using a different product within the same type, the organisation must provide full product information and highlight any differences.

If a delegate needs to use a product from a different system type, they must complete a separate SSPTS course for that product. This rule also applies to those who completed Part 1, Part 2, or BASE training in system scaffolding.

c) Non-Scaffolders who use System Scaffold products in restricted site environments and wish to receive limited skills training.

CISRS has introduced the Basic Access System Erector (BASE) course to provide accredited training for non-scaffolders who erect, alter, and dismantle simple system scaffold structures in restricted environments.

Important note: BASE card holders are not considered trained scaffolders for the purposes of NASC's training matrix. Only individuals who have successfully completed Part 1, Part 2, and Advanced scaffolder courses are recognised as competent to work on scaffolds under NASC standards. BASE cards do not confer this status, and holders must not be deployed as scaffolders on NASC projects.

I. SSPTS Delegate entry criteria

The SSPTS course is open to delegates who hold one of the following valid CISRS cards:

- Advanced Scaffolder Card,
- Scaffolder Card,
- Trainee Scaffolder Card (with Part 1 or Part 2 training endorsed),
- BASE Card – for renewal only.

Delegates must also have passed the CITB Health, Safety & Environment Test (HSET) within the last two years or hold an accepted exemption. If a delegate has a Trainee CISRS Card that isn't yet endorsed with Part 1 or Part 2 but can show a valid CISRS certificate confirming completion of those courses, they are still eligible to attend the SSPTS course.

II. BASE Delegate entry criteria

To attend a BASE course, delegates must have successfully completed a Health, Safety & Environment Test (HSET) within the past two years or hold a valid exemption covering health, safety, and welfare.

CISRS maintains a list of recognised system scaffold products. For a new product to gain recognition, the manufacturer, supplier, or importer must ensure it complies with the NASC Approved Products scheme and submit detailed documentation to CISRS, including product information, proof of testing to European standards, user guides, erection and dismantling manuals, and scaffold structure drawings.

CISRS will then provide a course template that includes health, safety, welfare, manual handling, legal content, and industry standards. The manufacturer must complete the remaining session plans in the template and submit them for approval.

III. Manufacturers' Instructions

The main goal of SSPTS/BASE is to make sure delegates understand and can apply both the theory and practical steps from the manufacturer's instructions for safely erecting, using, altering, and dismantling the specific recognised scaffold system. Accredited Centres must base all training on the latest version of these instructions and give each delegate a copy. They also need to show the Scheme Auditor that they have policies in place to ensure this is done consistently.

IV. Trainers

SSPTS/BASE courses can only be taught by trainers who are officially registered with CISRS to deliver training for the specific system scaffold product.

To qualify, trainers must meet several requirements: they must have held a valid CISRS Scaffolder or Advanced Scaffolder card for at least ten years (or a combination of Scaffolder and Advanced), with SSPTS/BASE training endorsed on it; have up-to-date knowledge of the product's manufacturer instructions; have successfully delivered one SSPTS/BASE course observed by a registered trainer who confirms it met the required standard; and hold a recognised instructional qualification approved by CISRS (see **Appendix C** for the list).

Additionally, trainers must have a current Level 2 Emergency First Aid at Work certificate. If they work with vulnerable groups, such as individuals under 18, they must also hold a valid DBS certificate or equivalent.

V. Trainer to Trainee Ratio

The maximum permitted number of delegates per trainer for the practical sessions is 9. Organisations may be permitted to accommodate more than 9 delegates per course; however, they must provide additional trainers to supervise the practical sessions. The minimum number of delegates permitted per course is 2.

VI. Continuing Professional Development (CPD)

Please see section 4.e

VII. Revocation of Trainers

See section 4.f

VIII. Training Programme and Materials

CISRS can provide a SSPTS/BASE course for several system products.

Where system products do not have a CISRS standardised course available, CISRS will provide a course template. This will provide the health, safety and welfare and manual handling elements, together with a legal overview and material, scaffold and industry standards. Session plans for the remainder of the course will also be included in the course template, which will need to be populated by the manufacturer and submitted for approval.

Other items provided include:

- Lesson plans,
- Presentation materials,
- Drawings of practical structures,
- Material list for each practical structure,
- Current manufacturers' instructions,
- Test papers and delegate assessment records,
- Course evaluation forms,
- Course summary reports,
- Copies of CISRS certificates and a register of certificate numbers issued.

IX. Practical Sessions

Each SSPTS/BASE course must include specific practical scaffold structures built according to the manufacturer's instructions, the Work at Height Regulations 2005, and other relevant safety laws and industry standards. Organisations must provide designs for the following:

- **Static Tower Scaffold**: A fixed access tower at least 1.8m x 1.8m with a working platform 4m high, using the manufacturer's access method,
- **Independent Tied Access Scaffold**: A scaffold at least 3 bays long by 1.8m, 1m wide, with a 4m high working lift. It must include manufacturer-approved returns (e.g., box or fly-past) and cantilevered side platforms (hop-ups), with the correct access method,
- **Birdcage Access Scaffold**: A freestanding scaffold at least 3 bays long by 2 bays wide (each bay 1.8m), with a 4m high working lift and manufacturer-prescribed access,
- **Loading Tower**: A tower at least 2 bays long by 1.8m wide with a 4m high loading platform, including a gate system as specified by the manufacturer.
- **Stairway**: A stair system with at least two flights reaching 4m high, which be freestanding or connected to other scaffold structures,
- **BASE Course Additional Requirement**: An independent scaffold with return must also be included.

X. Course duration – SSPTS

Each course must be held over two consecutive days and include a minimum of 12 ¾ hours of tuition and practical exercises, excluding breaks. Delegates will be expected to attend both full days of the course. Any delegate who is absent from any part of the course will be required to leave the course and attend another full course later.

XI. Course duration – BASE

Each course must be held over five consecutive days from Monday-Friday and include 33½ hours of

tuition and practical exercises, excluding breaks. Course programme must be designed to finish no earlier than 1400hrs on the Friday. Delegates will be expected to attend every day of the course. Any delegate who is absent from any part of the course will be required to leave the course and attend another full course later.

XII. Delegate assessments

Organisations must have a system to continuously assess each delegate during practical exercises. Trainers must complete a practical assessment report for every delegate, and these results count toward the final course outcome.

For the theory part of the SSPTS/BASE course, organisations must provide a 50-question multiple-choice test based on the latest manufacturer instructions and course content. These test papers must be updated regularly and submitted during the application process. They will also be reviewed during audits.

To pass the theory test, delegates must score at least 76%. They are allowed one re-sit. If they fail both attempts, they must retake the entire course.

XIII. Course records

See section 3.k

XIV. Certification

See section 3r

XV. Notification of CISRS Training Courses / Card Application / Endorsement

See section 3qii.

Organisations must apply for all SSPTS card endorsement updates and BASE cards using the CISRS/NOCN process.

XVI. Sanctions Against Organisations and Trainers for Major Non-Conformance issues

See section 3qi

XVII. Additional Scheme Criteria (BASE)

The five-day BASE training course is designed for non-scaffolders who need to safely erect, alter, and dismantle simple scaffold structures using CISRS-recognised System Scaffold products. It teaches limited skills and knowledge for using the specific product safely, following the manufacturer's instructions and within controlled environments.

If an operative wants to use a different System Scaffold product, they must complete a separate two-day SSPTS course and apply to have that system added to their BASE CISRS Card. These cards are valid for five years and must be renewed by completing another two-day SSPTS course in the same product and passing the CITB HS&E Test (or holding a valid exemption).

BASE courses can only be delivered at Accredited Centres. Trainers must meet all standard requirements and have shadowed the BASE course process.

After completing the course, BASE card holders are only allowed to build simple structures using the product they trained with. These must not exceed six metres in height or be located where the public could interact with them. More complex work must be done by qualified Scaffolders or Advanced Scaffolders. BASE cardholders are not permitted to inspect scaffolds, only to hand them over.

Offering the BASE course to trained scaffolders is considered a serious breach of compliance.

i) CISRS Operative Training Scheme (COTS)

I. Introduction

The one-day training course is designed for individuals applying for their first CISRS Labourer Card. It meets Build UK's requirement that all operatives must receive at least one day of training, including health, safety, and welfare, before working on site. It also aligns with CSCS rules, which require approved induction training for Labourer Card applicants.

CISRS provides a full training and assessment package, including a PowerPoint presentation, guidance notes, test questions, practical exercises, and certificates. This course can be delivered at an Accredited Centre or in-house by scaffolding companies that have received CISRS approval. In-house training is only allowed for the company's own employees.

II. Delegate entry criteria

The course can be delivered by organisations with Accredited Centres or by scaffolding contractors who meet CISRS requirements. It's intended for anyone applying for a CISRS Labourer Card for the first time or renewing it.

To attend, delegates must have completed a Health, Safety & Environment Test (HSET) within the last two years or hold a recognised exemption.

Labourers must retake the course as refresher training before renewing their CISRS Card. However, please note that the COTS course cannot be used to renew a Trainee CISRS Card.

III. Application process for contractors

To apply for course delivery approval:

- Fill out and submit the Application Form (**Appendix A3**) with supporting trainer documentation,
- CISRS will carry out a desktop review,
- If approved, you can buy the training package. If not, you'll be advised and may need to reapply with updated documents,
- The fee must be paid in advance in accordance with the Schedule of Fees shown in **Appendix B**.
- The training package is issued for an initial 12-month period,
- Applications are reviewed annually.

Organisations planning to use existing registered trainers will only have to provide a list of those trainers they wish to deliver this course as proof of training and qualifications will have previously been registered.

Following a successful application for delivery of COTS training, CISRS will keep a record of the organisation's details, the application submission and date of issue of the CISRS training pack. This information will only be used for CISRS-related purposes.

IV. Trainer requirements

CISRS training can only be carried out by competent and qualified trainers. Those who are already registered as trainers with the Scheme training criteria, SSPTS or SITS-approved organisations will be eligible to deliver this course.

Others wishing to be deemed competent to deliver the course must meet the following criteria:

- Have a minimum of five years' scaffolding industry experience,
- Provide their curriculum vitae, to be forwarded with the application,
- Hold a valid Scaffolder, Advanced Scaffolder, Supervisor or Inspection CISRS Card,
- Hold a supervisory / managerial / training / health and safety role within the Company,
- Demonstrate knowledge of current scaffolding industry practices; relevant legislation; industry best practice, relevant NASC Safety and technical guidance notes,
- Hold a recognised training award or instructional qualification deemed suitable by CISRS. A list of recognised instructional qualifications can be found in **Appendix C.**
- All new trainers must shadow (sit in and observe) an approved trainer carrying out the CISRS course prior to delivering the course under direct supervision by a qualified CISRS accredited trainer who will complete an observation report confirming that the course has been delivered to an acceptable standard. Copy of shadowing certificate and observation report to be provided with Application.
- Hold a current industry recognised health, safety and welfare qualification.
- CISRS accepts IOSH, NEBOSH, and SMSTS. Trainers who hold current
- Scaffolders and Advanced CISRS Cards will be deemed to meet this requirement.
- Must have proficient skills to carry out practical exercises (knots, manual handling, lifting of materials, etc.).
- Trainers who are working for scaffolding contractors must have achieved the teaching qualification at the point of application.

The trainer's details must be included within the application for delivery (**Appendix A3**). Copies of all relevant certification for the trainer must be submitted with the application.

V. Trainer to Trainee Ratio

The maximum permitted number of delegates per trainer for COTS sessions is twelve. CISRS may reduce the maximum number of delegates permitted based on the classroom space.

Organisations who operate Accredited Centres may be permitted to run more than one course at a time if they have additional registered trainers, classrooms and practical facilities to meet the course criteria as laid out in this document.

VI. COTS Centres

Please note that being granted permission to deliver COTS training does not in any way imply that

the company has gained CISRS full accredited training provider status. Being eligible to deliver this programme does not entitle the company to use the CISRS logo.

VII. Training Programme

The course includes the following:

- Relevant Regulations and Codes of Practice,
- General Responsibilities,
- Basic Scaffold Terminology (Components & Application),
- Servicing of Equipment, Tube, Fittings etc.,
- Boards & Stock – Quality Control,
- Health, Welfare, Hygiene & Housekeeping,
- Electrical Safety,
- Fire Prevention & Control,
- Noise & Vibration,
- Work at Height,
- Accident Prevention & Reporting,
- Personal Protective Equipment,
- Site Transport Safety (Including Loading & Unloading),
- Equipment & Tools,
- Manual Handling (Including a practical element),
- Lifting Equipment Using a Rope & Wheel,
- Questions/Test Paper.

VIII. Annual Application

For organisations operating Accredited Centres, the COTS course will become part of their Scheme annual fee (see **Appendix B** for applicable Fees).

Organisations delivering this programme will be required to undergo an annual audit for all centres and be subject to random inspection.

They will be required to provide details of all COTS courses undertaken in the previous year together with delegates' names and certificate numbers. The information may be used to check the employment status of the individual involved. If it is found that the course is being offered on a commercial basis to non-employees, accreditation will be withdrawn.

IX. Random Audits and Intermediate Audits

Those delivering the programme may be subject to an Audit by a Scheme Auditor.
Any Non-Conformance issues may result in immediate suspension. An example of the COTS Audit Form can be found in **Appendix A4**.

The Scheme Auditor will issue an Audit Report to the organisation following an audit.

The Audit Report will state whether those audited fulfil the Scheme Criteria or not and make appropriate recommendations to CISRS.

Following any audit, the Scheme Auditor and/or CISRS can apply the following measures as per section 3q.

X. Training Programme and Materials

Those delivering CISRS courses must use only CISRS-approved documentation and scheme literature. Upon a successful application they will be eligible to purchase the CISRS training pack or digital learning resource, this will include:

- Lesson plan,
- PowerPoint presentation materials,
- Test Paper and question bank,
- List of additional useful resource,
- COTS certificate template, and
- A register of certificate numbers issued.

The course programme must be delivered as per the lesson and PowerPoint presentation (if through digital blended learning in line with the course programme). All COTS delegates must be issued with a COTS Folder or access to the digital learning resource (cost listed in Section 13).

XI. Course duration

Each course is one day (eight hours) in duration and will include a minimum of six hours of tuition, practical exercises and examinations, excluding breaks.

XII. Course records

See section 3.k

XIII. Delegate assessments

Trainers must make sure each delegate actively takes part in all practical sessions. These sessions may highlight areas where more training is needed, and a record of each delegate's performance must be kept.

All equipment used—such as tubes, fittings, boards, ladders, and ropes—must be in good condition and meet EN/BS standards. Enough materials must be available for up to 12 delegates.

During the rope and wheel session, all delegates must participate fully, including tying knots and using the wheel.

The manual handling session must include:

- Standing up a 4m (13ft) tube,
- Lifting two 1.5m (5ft) tubes onto the shoulder,
- Lifting and carrying boards,
- Using a barrow or truck,

- Lifting and carrying a ladder.

CISRS provides three different theory tests, so delegates don't all take the same one at the same time. To pass, delegates must score over 76%. Only one re-take is allowed during the test. If they fail again, they must retake the entire course.

XIV. Certification

See section 3r

XV. COTS Card Application

The COTS course is required for anyone applying for a CISRS Labourer Card for the first time or renewing it. Please note that COTS cannot be used to renew a CISRS Trainee Card.

At the end of the course:

- Accredited Centres must complete a CWA notification and send it to NOCN Jobcards so the delegate's achievement can be recorded, and the card issued,
- Approved Scaffolding Contractors must complete a paper card application and submit it to NOCN Jobcards. Application forms are available at **www.cisrs.org.uk**.

Applications must include:

- Proof of a current CITB HS&E Test or a recognised exemption,
- A photo if using an exemption,
- A copy of the COTS certificate,
- Payment of the card fee (call NOCN Jobcards Helpline: **0300 9991177**, option 1 then option 2).

All organisations must follow Data Protection Laws (see section s) when handling delegate information.

j) Scaffolder Refresher/CPD

Since 1 July 2017, Scaffolder and Advanced CISRS Card holders must complete a two-day Refresher/CPD course to renew their CISRS cards every five years.

I. Location

Courses can only be delivered by organisations with Accredited Centres that are approved to run training under the Part 1, Part 2 and Advanced courses. Refresher/CPD courses for Scaffolder card holders can be held at centres approved for at least Part 2 training.

If a Part 2 centre wants to run Refresher/CPD courses for Advanced card holders, they must first get approval from CISRS. This includes submitting photos of Advanced SITS structures and ensuring that the Advanced part of the course is taught by an Advanced level trainer.

For mixed courses (Scaffolder and Advanced), the organisation must provide an extra staff member - ideally another trainer – to supervise one part of the split practical inspection module.

II. Eligibility

The Scaffolder Refresher/CPD course is only for Scaffolder and Advanced CISRS cardholders.

Delegates can take the course up to six months before their card expires. If they do, the new card will expire five years after the old card's expiry date.

If they take the course after their card has expired, the new card will be valid for five years from the date the new card is processed.

III. Duration

The course must be run over two consecutive days; this can include weekends. The course must follow the programme and timings provided and must use the CISRS course materials, PowerPoints and test question papers.

IV. Absenteeism

Delegates who miss either day's training, will be deemed to have failed the course and will have to attend a further full two-day course.

V. Trainer requirements

All trainers must be registered with CISRS at Part 2 level or higher and be working towards or already have assessor status.

If an trainer is only approved up to Part 2, the Advanced SITS part of the course must be supervised by an Advanced-level trainer during the practical fault-finding session.

Trainers must have shadowed both the CISRS Inspection Course and the Scaffolder Refresher/CPD course. Shadowing certificates must be sent to CISRS, and approval must be granted by the CISRS Scheme Manager before trainers can deliver the course.

VI. Course Materials

All delegates must receive a printed copy of the CISRS Health, Safety and Behavioural Test Revision Booklet with their course joining instructions. They should be told to read it carefully and bring it to the course. If a delegate arrives without it, the organisation must provide a free copy.

At the start of the course, each delegate will be given an official CISRS Scaffolder Refresher/CPD folder.

Delegates must also read and sign a Delegate Acceptance Form, which is included in the training folder (**Appendix A10**).

VII. Test Criteria

All written tests must be strictly invigilated. All delegates must receive a different HS&B Test Paper. Only test papers provided by CISRS can be used.

VIII. Certification and Card Application

Organisations must give each delegate a certificate after completing the course, confirming attendance and showing whether they passed or failed the Alloy Tower, Inspection, and Health, Safety & Behavioural (HS&B) test modules. No re-sits are allowed for these tests. If a delegate fails the HS&B test, the organisation is still responsible for submitting the card application and must clearly explain what extra information is needed to complete it.

IX. Record Keeping

The Accredited Centre must keep a record of all test results and Delegate Acceptance forms and ensure compliance with the requirements of the Data Protection Laws (see section 2s).

k) Scaffold Awareness Training

This course is for anyone who uses scaffolding in their job or is responsible for managing scaffolding on site.

It helps delegates understand the risks of working at height and teaches them how to recognise the key features of a safe scaffold.

The course also covers best practices and what to expect from scaffold contractors.

Note: This course does not include scaffold inspection training.

This course can be carried out at any Accredited Centre, providing the Accredited Centre applies to deliver the course. The course must be delivered in classroom facilities previously audited and approved by CISRS.

I. Trainer requirements

Those who are already registered as COTS, Scaffolder scheme (Part 1, Part 2 and Advanced), SSPTS or SITS trainers will be eligible to deliver this course. Others wishing to be deemed competent to deliver the course must meet the following criteria, see section L4.

II. Trainer to Trainee Ratio

The maximum permitted number of delegates per trainer for CISRS Scaffold Awareness Training course is twelve. Organisations may be permitted to run more than one course at a time, providing they have the additional registered trainers and approved classrooms to meet the course criteria.

III. Course Materials

Organisations delivering the Scaffolding Awareness course must use only CISRS-approved documentation and scheme literature. Organisations must ensure that each delegate reads and signs the Delegate Acceptance Form. This must be retained by the organisation for five years.

All delegates must be provided with a genuine Scaffolding Awareness module and CISRS Certificate (See **Appendix B** for prices).

IV. Course duration

Each Course is one day (eight hours) in duration and will include a minimum of six hours of tuition, excluding breaks.

V. Course records

See section 3.k

CISRS will supply the organisation with a Certificate Record Template which will need to be submitted to CISRS within ten days of each course. An example of the Certificate Record Template is contained at **Appendix A9**.

VI. Annual Accreditation

Scaffolding Awareness accreditation will form part of the annual Full Audit process. Refer to section 3.l for more details.

VII. Onsite Training

The Scaffolding Awareness course may be delivered in venues other than the Accredited Centre, providing the organisation holds Onsite Scaffolding Awareness Training and each venue meets the full Scheme Criteria. The onsite Centre Registration Form, onsite Facilities Assessment Record, onsite Facilities Confirmation and onsite Notification Form can be found in Appendices A5-A8. The onsite Notification Form and payment of the applicable fees (**Appendix B**) must be provided to CISRS at least five working days before the start date of the course.

7. INSPECTOR TRAINING

I. Scaffold Inspection Training Scheme (SITS)

Scaffold inspections by a competent person are legally required. Inspectors must have the right knowledge, experience, and specific training. While many scaffold inspection courses exist, their quality and content can vary.

CISRS offers a consistent and high-quality approach to training scaffold inspectors through its SITS courses. These courses are designed to be thorough in both training and assessment, ensuring inspectors are properly qualified. CISRS regularly reviews the courses to keep them up to date with changes in legislation and industry practices.

II. Basic SITS

This course is for people responsible for checking and approving basic scaffolds for safe use, including signing inspection certificates and registers as required by law.

The main goal is to help delegates understand scaffold components, how basic scaffolds are built, and how to carry out proper inspections, all in line with current regulations and industry standards.

The course will give delegates an understanding of:

- HSWA 1974,
- WAHR 2005
- Regulations and Approved Codes of Practice ("ACoPs"),
- Scaffold terminology,
- Scaffold materials,
- Means of access and egress scaffold ties,
- Industry performance standards design appreciation,
- TG20 erection tolerances,
- TG20 compliance sheets,
- Role of an Inspector – practical inspection reports.

At the end of the course, delegates will have learned to:

- Identify and inspect tubes, boards, ladders and fittings correctly,
- State the main requirements of HSWA 1974, WAHR 2005 and codes of practice relating to scaffolding,
- Identify the construction requirements common to all scaffolds to include:
    - Foundations,
    - Scaffold framework,
    - TG20 compliant scaffolds and permissible additions,
    - Working platforms, handrails and toeboards,
    - Safe access and egress,

- Carry out inspections and fault identification on access scaffolds,
- Complete and maintain reports in accordance with current statutory provision.

III. Basic SITS – Delegate entry criteria

To attend this course, delegates must have scaffolding awareness and experience, gained through work in industries like construction, engineering, manufacturing, petrochemical, or oil and gas.

Delegates meet the entry requirements if they hold one of the following:

- A current Scaffolder CISRS Card,
- A current Advanced Scaffolder CISRS Card,
- A current Scaffolding Supervisor CISRS Card,
- A current or expired Basic Inspection CISRS Card (if renewing).

If a delegate doesn't hold one of these cards, they must submit a Delegate Acceptance Form (**Appendix A10**) with references or certificates as well as a copy of their CV. This must include a declaration from their employer confirming they have at least two years of scaffolding experience in their role.

Examples of acceptable roles are:

- Scaffold designer,
- Contracts manager,
- Engineer,
- Site agent/manager,
- Health, safety and welfare manager/executive Inspector,
- Scaffolding Inspector who has previously attended a non-CISRS scaffold inspection/awareness course at least two years before the start of the Basic SITS course.

Delegates without prior scaffolding knowledge or experience cannot attend this course. They should first complete a general scaffold awareness course and gain the required experience or qualifications before moving on to inspection training.

To attend the Basic SITS course, delegates must have passed a Health, Safety & Environment Test (HSET) within the last two years or hold a recognised exemption.

This course gives delegates the knowledge needed to inspect basic scaffolding structures. However, it is the delegate's employer who must ensure the delegate gains the practical experience needed to be considered competent after the course.

IV. Advanced SITS

The Advanced SITS course can only be delivered by CISRS providers approved to deliver Advanced SITS training.

Advanced SITS courses cover both basic and more complex scaffolding structures. It is aimed at inspectors, supervisors and managers and others who would be responsible for the inspection of complex Tube & Fitting scaffolds and the completion of an inspection report in accordance with the WHR 2005.

The overall aim is for delegates to gain an understanding of the appropriate safety and statutory regulations and the ability to interpret design drawings and specifications when inspecting complex/ design scaffolding structures for faults.

At the end of the training, the delegate will have learned to:

- State the relevant legislative requirements for scaffold inspection,
- Interpret scaffold design drawings for inspection purposes.

Delegates will also be able to inspect, and record the findings of such an inspection for:

- A basic design scaffold,
- Two-way shore,
- Raking shore,
- Dead shore,
- Slung scaffold,
- Staircase scaffold,
- Temporary roof,
- Truss-out,
- Temporary ramps,
- Cantilever drop.

This list is not exhaustive.

V. Advanced SITS - delegate entry criteria

Industry experience alone does not make a delegate eligible to attend an Advanced SITS course. They must meet at least one of the following criteria before being eligible to attend the course:

- Hold a Basic SITS card for a minimum of two years,
- Hold a Scaffolder card for a minimum of two years,
- Hold an Advanced Scaffolder card.

Delegates must have successfully completed a HSET within two years prior to attending the Advanced SITS course or alternatively hold an accepted health, safety and welfare exemption.

VI. Course duration

a. Basic SITS

Each course must be held over three consecutive days and include a minimum of eighteen hours tuition, practical exercises, and examinations, excluding breaks.

b. Advanced SITS

Each course must be held over two consecutive days and include a minimum of twelve hours tuition, practical exercises, and examinations, excluding breaks.

VII. Training Centre Requirements

In addition to the minimum statutory requirements and the main Accredited Centre requirements as in section 3, the facilities must conform to the requirements below.

a. Basic Inspection

The practical training elements should be carried out in an internal covered area which is well lit and ventilated and with a minimum height of five metres.

The practical area must have sufficient space for a minimum of two scaffold structures allowing adequate room for inspection, which includes:

- One 3.9m long by five boards wide independent scaffold with kicker lift and one boarded lift at two metres which includes ten faults, to be used during the initial "icebreaker" session,
- One 3.9m long with 3.9m return by five boards wide independent scaffold with kicker lift and one boarded lift at two metres which includes twelve faults to be used during the practical examination. Faults included in the two structures must vary.

The practical area must also be cordoned off for the exclusive use of delegates.

An appropriate RAMS must be carried out in relation to the erection of the scaffold structures. These documents must be held on site and be available for inspection by the Scheme Auditor. These structures must be erected by a qualified Scaffolder.

b. Advanced Inspection

The practical facilities must conform to those required for Advanced Scaffolder accreditation. This is to ensure that advanced structures can be safely erected and used for training purposes during the Advanced Inspection course.

The practical area must have adequate lighting and ventilation and a sufficient area and structures on which to erect. The structures must include:

- One 3.9m long by five boards wide independent scaffold with kicker lift and one boarded lift at two metres which includes ten faults, to be used during the initial "icebreaker" session,
- One 3.9m long suspended scaffold which includes twelve faults, or
- One cantilever drop scaffold which includes twelve faults.

An appropriate RAMS must be prepared in relation to the erection of the scaffold structures. These documents must be held on site and be available for inspection by the scheme auditor.

The structures must be erected by a qualified Advanced Scaffolder.

Any other advanced structures which could be used for practical demonstration purposes would be welcomed (e.g., temporary roof, shoring jobs). However, drawings for such structures must have been approved in advance by the CISRS Compliance Manager before being incorporated into the course programme.

The area must be cordoned off for exclusive use of delegates during the Advanced Inspection course.

VIII. Trainer Requirements

Only trainers who are registered with CISRS and approved to deliver SITS courses can teach them.

To qualify for SITS registration, trainers must meet the following:

- Basic SITS: Must hold a current Basic SITS CISRS Card or a Scaffolder CISRS Card with Inspection endorsed via CPD,
- Advanced SITS: Must hold a current Advanced SITS CISRS Card or an Advanced Card with Inspection endorsed via CPD,
- Have at least 10 years of scaffolding or scaffold inspection experience,
- Show knowledge of current scaffolding practices, laws, best practices, and NASC guidance,
- Hold a CISRS-approved teaching qualification (see **Appendix C**).

And must have:

- Shadowed one course (observed),
- Delivered one course under supervision by a CISRS trainer,
- Submitted a shadowing certificate and observation report to CISRS for approval.

If an trainer hasn't delivered a CISRS inspection course in five years or more, they must re-shadow the course.

To teach Advanced Scaffold Inspection, trainers must first deliver six Basic Inspection courses and meet the Advanced SITS criteria.

IX. Register of Trainers

Those wishing to register as trainers who are not already registered with a centre as a Scheme trainer, will be required to submit a CV with contactable references and certification to verify their experience and knowledge. If the applicant is acceptable, they will be required to shadow 2 inspection courses and 1 under observation for the Basic Scaffold Inspection (BSI). Consideration for the Advanced Scaffold Inspection (ASI) would follow the same process.

Where an trainer fails to meet the standards of instruction or does not comply with the requirements of the scheme, CISRS has the right to remove any trainer from the register.

X. Trainer to Trainee Ratio

The maximum permitted number of delegates per trainer for either Basic or Advanced SITS sessions is twelve. Organisations may be permitted to run more than one course at a time providing it has additional registered trainers, classrooms, and practical facilities to meet the course criteria as laid out in this document.

XI. Training Programme and Materials

Organisations must only use documentation and scheme literature approved by CISRS. They must provide and maintain the following documents and records:

- A course programme, *
- Lesson plans, *
- PowerPoint presentation, *
- Drawings of practical structures,
- Bank of test questions, *
- Training course evaluation forms,

- Delegate Acceptance Form, *
- List of additional useful resources
- Current SITS Training Folders / Certificates, **
- A register of certificate numbers issued, and
- Inspection report form. *

Items marked with * above are provided by CISRS within the cost of the organisation's annual Full Audit.

Items marked ** are supplied by CISRS at an additional cost and are obtainable by contacting enquiries@cisrs.org.uk.

Each delegate must be issued with an original (no photocopies) current SITS Folder. Each SITS Training Folder will contain a uniquely numbered delegate certificate.

XII. Practical sessions

a. Basic Inspection course

Each course must include the following practical elements. Organisations must provide designs and RAMS for these structures:

Independent Scaffold

Each course must include a fifteen-minute ice breaker exercise immediately following the course induction and emergency procedures. The aim is to get the group working individually to identify as many faults as possible in the scaffold. They will return to the classroom to discuss their findings.

The ice breaker will be an independent tied access scaffold (may be free-standing if suitable alternative stability measures are taken) with dimensions and a configuration not less than 3.9m long, by five boards wide with a kicker lift and one working lift at two metres high which includes ten faults.

Independent Scaffold with Return

An independent tied access scaffold (may be free-standing if suitable alternative stability measures are taken) with dimensions and a configuration not less than; 3.9m long with 3.9m return, by five boards wide with a kicker lift and one working lift at two metres high. It will also include ladder access. The structure will contain twelve faults. Delegates will be advised of the number of faults they need to find.

Each course must include a thirty-minute to one-hour practical inspection examination of the independent scaffold with return. The delegates must inspect the test structure, complete an inspection report, and identify at least ten out of the twelve faults following their first inspection if they wish to pass the course. The delegate will then be given a further fifteen minutes to find the rest of the faults in the scaffold. The delegate needs to identify all faults if they wish to pass the course.

b. Advanced SITS course

Independent Scaffold with Return

An independent tied access scaffold (may be free-standing if suitable alternative stability measures are taken) with dimensions and a configuration not less than 3.9m (13ft) long with 3.9m (13ft) return, by five boards wide with a kicker lift and one working lift at two metres high. It will also include ladder access. The structure will contain twelve faults. The candidates will be advised of the number of faults they need to find.

Each course must include a fifteen-minute refresher exercise immediately following the course induction and emergency procedures. The aim is to get the group working individually to identify as many faults as possible in the scaffold. They will return to the classroom to discuss their findings.

Suspended Scaffold

A suspended scaffold 3.9m long designed to fit steel work in the relevant Accredited Centre which includes twelve faults. Delegates will be advised of the number of faults they need to find.

Or

Cantilever Drop Scaffold

A cantilever drop scaffold designed to fit the exercise structure at the relevant Accredited Centre which includes twelve faults. The delegates will be advised of the number of faults they need to find.

Each course must include a thirty-minute to one-hour practical inspection examination of the suspended or cantilever drop scaffold. The delegates must inspect the test structure, complete an inspection report, and identify least ten out of the twelve faults following their first inspection if they wish to pass the course. The delegate will then be given a further fifteen minutes to find the rest of the faults in the scaffold. The delegate needs to identify all faults in to successfully complete the course.

Those who do not identify all the faults, will fail the practical session.

Possible Faults to Include in Test Structures

This is a list of suggestions and is not meant to be exhaustive. A record of the faults included in each practical examination must be kept by the organisation. The faults in the structures should be varied for each examination and should not merely be repeated.

Basic SITS suggested faults

- Sole boards missing, not central, in very poor condition cracked etc.,
- Base plates missing, standards not central,
- Floating standards, standards not plumb, bay sizes too large, tubes bent, in poor condition rusted excessively,
- Sway/ledger braces missing on wrong type of fittings,
- Ledgers not levelled,
- Fittings not secure, wrong fittings used,
- Transom spacing,
- Tubes protruding too far out from structure,
- Boards overhanging too far, not extending far enough past transom, warped, damaged boards, trap ends, missing toe boards, toe boards not secured,
- Poor access onto structure, continuous double handrail impeding access, no handrail, no gate,
- Handrails too far apart, too close together,
- Ladder defective, damaged rungs, warped, not properly secured, too short, too long,
- Missing tie tubes, anchors.

Advanced SITS suggested faults (All of the above plus):

- Elements missing from the drawing, such as check/supplementary fittings, spurs, braces, raking tubes.

XIII. Delegate assessments

a. Practical Skills Assessments

Trainers must complete a practical assessment report for each delegate based upon their inspection of the test structures and the subsequent report. The results of this assessment shall contribute to the overall results of the course.

b. Test papers

A bank of 50 multiple choice questions will be supplied by CISRS. Organisations must develop at least 4 different tests based on this bank of questions, in order that all delegates on the course will not be taking the same test at the same time, each paper will include 25 questions. The test paper(s) must be retained for inspection by the scheme auditor as part of the ongoing audits.

The delegate must achieve at least 76% in the theory test to pass the course. The delegate must achieve 100% in the practical test to pass the course.

If a delegate fails to attain the 100% pass mark in the practical test and/or 76% in the theory test they will have failed the course. They will be allowed to re-sit both test elements again providing it can be arranged within 6 weeks of the initial course.

Each delegate is only allowed 1 re-sit.

Failure to successfully complete both elements within this time scale will result in the delegate having failed the course. The Delegate will be required to re-sit the full course again.

XIV. Certification

See section 3r. Certificates come as part of the CISRS SITS Folder and cannot be bought separately.

XV. Notification of CISRS Training Courses/Card Application

See section 3q.

XVI. Course records

See section 3k

XVII. System Scaffold Product Inspection course

Organisations with Accredited Centres approved for Inspection or SSPTS (product-specific) courses can offer System Scaffold Product Inspection courses.

To add a new product inspection course, it must follow a standard course template available from CISRS. The product must already be approved for SSPTS training. Once CISRS approves the course, it can be delivered at any Accredited Centre authorised to run SITS or SSPTS training for that product.

All inspection materials must be genuine system scaffold products, and only CISRS-approved teaching materials must be used.

a. Delegates

To attend one of these courses, the Delegate must either hold:

- Basic Scaffold Inspection (BSI)/Advanced Scaffold Inspection (ASI) CISRS Card *or*
- Scaffolder or Advanced Scaffolder CISRS Card.

There will be a maximum of twelve delegates on each course.

b. Duration

Duration will be determined by the manufacturer/supplier but will normally be one day.

c. Facilities

All as per main inspection scheme, section 6vii.

d. Scaffold Materials

All materials must be the genuine system product, i.e., not alternative brands or mixed stock

e. Tests

Each manufacturer/supplier will produce a theory test of twenty questions, based on general inspection and specific system product knowledge. The delegate must achieve at least 76% in the theory test to pass the course.

The structure and faults to be used in the practical test will be determined by the manufacturer/supplier. A drawing of the structure and the faults will be provided by the manufacturer/supplier. The pass mark for the practical test will be 100%. The test and re-sit procedure will be as the main inspection scheme.

f. Course Materials

There is no requirement to give a Training Folder to the delegates. However, each delegate should receive a copy of the current user guide and be advised on how to access any updated versions of these documents.

g. Certification

All as per main inspection scheme, section 3r.

h. Maintaining Inspector status

CISRS Basic and Advanced Scaffold Inspection cards will need to be renewed every five years as per the usual CPD guidance. The cardholder will be required to re-take the current SITS Course at the relevant grade and have a HSET or accepted exemption to apply for the renewal of their card.

i. Scaffolders and Advanced Scaffolders

Scaffolders and Advanced Scaffolders can be deemed competent to inspect scaffolds if their card has an Inspection endorsement relevant to their grade of card. This endorsement is achieved on completion of Scaffolder Card training and maintained through CPD.

8. SCAFFOLD MANAGEMENT AND SUPERVISOR TRAINING SCHEME

Managing and supervising scaffolding work must be done by a competent person, as required by law. This means having the right knowledge, experience, and training.

While many general management courses exist, their quality and content can vary. CISRS offers a consistent and high-standard training programme for scaffold managers and supervisors.

CISRS believes that proper training, assessment, and experience are essential to becoming a competent scaffold manager or supervisor. Their courses are designed to meet industry standards and are regularly updated to reflect changes in legislation and working practices.

The course aims to help delegates understand how to carry out scaffold management and supervision duties safely and legally, following industry codes of practice.

The course will give delegates an understanding of:

- HSWA 1974,
- WAHR 2005,
- Construction (Design and Management) Regulations 2015 (CDM 2015),
- Regulations and Approved Codes of Practice (ACoPs),
- Industry performance standards,
- Design appreciation,
- Temporary works supervision,
- Management and supervisory skills,
- Employment basics,
- RAMS,
- Commercial essentials,
- Communication of health, safety and welfare topics (toolbox talks and safety briefings), and
- Planning, organisation and logistics of site requirements.

At the end of the course delegates should be able to:

- State the main requirements of HSWA 1974, the WAHR 2005, CDM 2015, and codes of practice relating to scaffolding construction sector,
- Ensure work under their control is carried in a safe manner to avoid injury to themselves and others,
- Have the knowledge of how to communicate with others and recognise the training needs for both themselves and others, including presentation skills, briefings and toolbox talks,
- Understand risk assessments and how to reduce the risks involved within the construction industry,
- Know the accident, first aid and emergency procedures and the reporting of accidents,
- Know about safe handling of materials and equipment including health and safety and hygiene,
- Know about employment basics, employment law and employment contracts,
- Have a knowledge of commercial essentials, including costs of overheads and materials.

I. Delegate entry criteria

This course is intended for persons responsible for providing first line management and supervision required in contract scaffolding. To be able to attend this course CISRS will require delegates to either

- Hold a current Scaffolder CISRS Card, or
- Hold a current Advanced Scaffolder CISRS Card.

(Individuals holding Labourer, Trainee and BASE CISRS Cards will not be deemed eligible to attend a CISRS Supervisor Course, unless they satisfy the criteria detailed below)

Or:

Submit a CV with contactable references and or/certificates, together with a letter from their organisation confirming their suitability for the course by outlining their awareness and experience gained via their role within the industry and confirmation that the delegate has had a minimum of two years' experience in this role.

Examples of acceptable roles are:

- Chargehand,
- On-site-supervisor (sometimes termed a foreman),
- Contracts supervisor,
- Contracts manager,
- Scaffold designer,
- Estimator.

Delegates with no prior scaffolding knowledge or experience cannot attend this course. They should first complete a general scaffold awareness course and gain the necessary experience or qualifications.

To attend the Supervisor or Supervisor Refresher course, delegates must have passed a Supervisor Health, Safety & Environment Test (HSET) within the last two years or hold an accepted supervisory-level exemption such as CCNSG Supervisor, SSSTS, SMSTS, NEBOSH, or IOSH Managing/Directing Safely (also within two years).

This CISRS course provides the knowledge needed to carry out scaffold management and supervisory duties. However, it is the delegate's employer who must ensure they gain the practical experience required to be considered competent after the course.

II. Trainer Requirements

Only trainers who are deemed competent and are registered with CISRS for delivering Management and Supervisor courses can deliver their courses.

To qualify for CISRS Manager and Supervisor registration, a trainer must completely meet the following requirements, as well as the usual requirements as per section 5.4, hold a H & S qualification to the level of NEBOSH construction, NVQ Level 3 in H, S & E or higher and also must have shadowed an approved trainer carrying out the Management and Supervisor course, and also then delivered the course with a qualified trainer observing the delivery of the full five days and the trainer to carry out an observation of a theory session/exercise and complete a written report.

Copies of the two shadowing certificates and observation report should be forwarded to CISRS with the trainer's application.

It should be noted that any trainer who has not carried out a specific CISRS course for five years or more will be required to complete the full shadowing procedure detailed in this section to maintain their trainer status.

III. Register of Trainers

See section 4b

IV. Trainer to Delegate Ratio

The maximum permitted number of delegates per trainer for the Management and Supervisor sessions is twelve.

V. Continual Professional Development (CPD)

See section 4e

VI. Training Programme and Materials

See section 6xi for generic programme and materials. Delegates will also receive the current CISRS Management and Supervisor folders / Certificates (at additional cost) and an original current CISRS management and Supervisor Folder. For the avoidance of doubt, photocopies will not be accepted.

VII. Course duration

Each course should be held over 5 consecutive days and include a minimum of thirty-two and a half hours tuition, practical exercises, and examinations, excluding breaks. This course can be carried out, one day a week for five consecutive weeks and include a minimum of thirty-two and a half hours tuition and practical exercises, excluding breaks.

Note: With the delegate's agreement to meet required hours throughout the week, the course can finish no earlier than 14.00 on the last day of course (i.e., Friday).

VIII. Course records

See section 3k. The records will also include the following elements:

- Group activities as set out in course documentation,
- Deliver toolbox talks,
- Complete risk assessment exercises,
- Complete a method statement exercise,
- Complete individual estimating exercises,
- Group discussions facilitated by the trainer.

Complete course estimating, calculating, planning organising and deliver feedback to the group on the rationale used to arrive at the conclusion of the project exercise; and group participation work as set out by trainer/course programme.

IX. Delegate assessments

a. Practical Skills/Ability Assessments

Trainers must complete a behavioural assessment for each delegate, based on their presentation skills, teamwork, communication, timekeeping, participation, and engagement with course activities. Feedback must be recorded using the official CISRS form. Practical elements are graded as E (Unsatisfactory) or D (Poor) are areas of concern. Trainers will give feedback and may factor low scores into the delegate's overall performance.

Final course results are based on:

- Behavioural assessment,
- Contribution to the course project,
- Theory test score (must be 76% or higher to pass).

Delegates who score below 76% fail the course.

b. Test papers

CISRS will supply three question papers for the end of course test.

In order that all delegates on the course will not be taking the same test at the same time, each paper will include twenty-five questions taken from a bank of forty questions relating to the course contents. The test paper(s) must be retained for inspection by the scheme auditor as part of the ongoing audits.

The Delegate must achieve at least 76% in the theory test to pass.

If a Delegate fails to meet the required standard in the practical exercises and group project and/or 76% in the theory test they will have failed the course. They will be allowed to re-sit the theory test element only, providing it can be arranged within 6 weeks of the initial course.

Each Delegate is only allowed one re-sit (theory).

Failure to successfully complete both elements within this time scale will result in the Delegate having failed the course. The delegate will be required to re-sit the full course again should they wish to apply for the relevant CISRS Supervisor card.

X. Certification

See section 3r

XI. Overseas Supervisors

A person holding a CISRS overseas Supervisor card may be required to undergo further training if they wish to carry out management and supervision within the United Kingdom. This will be dependent upon whether the experience they have obtained overseas could be deemed relevant.

XII. Maintaining Supervisor Status

The Management and Supervisor CISRS Cards will need to be renewed every five years. The cardholder will be required to attend a two-day refresher course and have an HSET, or accepted exemption to apply for the renewal of their card.



CISRS

4th Floor
12 Bridewell Place London
EC4V 6AP

Tel: 0300 9991177

Email: enquiries@cisrs.org.uk

CISRS
CONSTRUCTION INDUSTRY SCAFFOLDERS RECORD SCHEME ®



APPENDIX A – FORMS AND DOCUMENTS

Appendix A1 – Accredited Centre Application Form

SECTION A – ORGANISATION DETAILS

Organisation name	
Contact name	
Address	
Telephone no	
Email	

SECTION B – COURSES APPLIED

Please tick courses being applied for	☐ COTS ☐ Part 1 (Tube & Fitting) ☐ Part 2 (Tube & Fitting) ☐ Advanced (Tube & Fitting) ☐ Part 1 (System) ☐ Part 2 (System)
Specify system product if applicable	

SECTION C – CHECKLIST FOR SUBMISSION

Please tick courses being applied for	☐ Photos of classroom area ☐ Photos of practical area ☐ Plan drawing of practical area ☐ Insurance ☐ Health, safety and welfare policy ☐ Part 2 (System Scaffold)

Acknowledgement

I confirm that I have read and accepted the terms and conditions contained in the CISRS Training Manual.

Signed	Date

Appendix A2 – Training Centre/Course Application Form

SECTION A – ORGANISATION DETAILS

Organisation name	
Contact name	
Address	
Telephone no	
Email	

SECTION B – TRAINING FACILITIES

Training Centre address (if different from above)	

SECTION C – SPONSORING MANUFACTURER DETAILS

Recognised Product	
Manufacturer sponsor name	
Manufacturer email contact	

SECTION D – CHECKLIST FOR SUBMISSION

The following information is to be submitted with your application	☐ Health, safety and welfare policy ☐ Photos of classroom ☐ Photos of practical area ☐ Details of trainer ☐ RAMS ☐ Drawings of practical structures

Acknowledgement

I confirm that I have read and accepted the terms and conditions contained in the CISRS Training Manual.

Signed

Date

Appendix A3 – COTS Application Form

To: (One form to be completed per course)
CISRS Ltd, 4th Floor, 12 Bridewell Place,
London, EC3V 6AP Tel: 020 7822 7407

SECTION A – ORGANISATION DETAILS

Organisation name	
Contact name	
Address	
Telephone no	
Email	

SECTION B – SCHEME CRITERIA CHECKLIST

- ☐ Health, safety and welfare policy
- ☐ Risk Assessment Method Statement
- ☐ Details of Trainer
- ☐ Copies of Insurance Documents

SECTION C – SCHEME CRITERIA CHECKLIST

- ☐ Photographs of Classroom
- ☐ Photographs of practical area

SECTION B – INSTRUCTORS DETAILS

Surname	
Forename(s)	
Address	
Telephone no	
Email	
Date of birth	
N.I. number	

SECTION E – TRAINING/QUALIFICATIONS/EXPERIENCE

Affix Photo

CISRS Card grade/ number (if applicable)	
Instructional qualification	
Scaffolding experience (CV)	
HSE qualification	
First aid qualification	
Copy of COTS shadowing certificate	

SECTION F – ORGANISATION DETAILS

It is the responsibility of the Organisation to register all of their trainers. Failure to register a trainer will render any training carried out null and void.

I can confirm that the information provided in this Application is correct. I acknowledge that any false or misleading information provided will result in withdrawal of delivery of the COTS course in accordance with the terms and conditions contained in the CISRS Training Handbook.

This application form must be signed by an individual holding a management role with the company.

Trainer

Name

Signed

Date

Organisation

Name

Signed

Date

Appendix A4 – COTS Audit Form

Organisation				
Training Location				
Scheme Auditor				
Audit Date				
	Requirement	**Available?**		**Comment**
		Yes	**No**	
1.	**Suitable classroom**			
1.1	**Space**			
1.2	**Seating / tables**			
1.3	**Heating**			
1.4	**Lighting**			
1.5	**Ventilation**			
1.6	**Window blinds**			
1.7	**Availability / security**			
1.8	**Location / distractions**			
1.9	**Power supply**			
1.10	**Equipment** ☐ Screen / projector / laptop			
	☐ Flipchart / whiteboard			
2.	**Practical Facilities**			
2.1	**Undercover**			
2.2	**Suitable lighting**			
2.4	**Dedicated area / cordoned off**			
2.6	**Structures conform to COTS criteria**			
3.	**Health, safety and welfare Facilities** ☐ Toilets			
	☐ Canteen / refreshments			
3.1	**Dedicated first aider**			
3.2	**Fire exit / procedure**			

Appendix A5 – Onsite Training Accreditation Form

To: CISRS Ltd, 4th Floor, 12 Bridewell Place,
London, EC3V 6AP Tel: 020 7822 7407
enquiries@cisrs.org.uk

SECTION A – ORGANISATION DETAILS

Organisation name	
Contact name	
Address	
Telephone no	
Email	

Payment for registration £500.00+VAT must accompany this form, in order for this application to be considered.

Acknowledgement

I confirm that I have read and accepted the terms and conditions contained in the CISRS Training Manual.

Signed

Date

Appendix A6 – Onsite Training Notification Form

To: (One form to be completed per course)
Onsite Notification, CISRS Ltd, 4th Floor, 12 Bridewell Place,
London, EC3V 6AP Tel: 020 7822 7407
enquiries@cisrs.org.uk

SECTION A – ORGANISATION DETAILS

Organisation name	
Contact name	
Address	
Telephone no	
Email	

SECTION B – COURSE

- ☐ Basic SITS
- ☐ COTS
- ☐ Scaffolding Awareness
- ☐ SSPTS
- ☐ System Inspection

Product type

SECTION C – COURSE DETAILS

Training dates	
Organisation name	
Full location details	
Contact name	
Contact number	
Trainer	
Reg. number	
Special site access requirements (e.g., I.D., induction training, etc.)	
Telephone no.	
Email	

Note: The notification fee (£75 + VAT) must accompany this form for each course. Cheques to be made payable to CISRS Ltd. Credit/Debit Card payments can be made to CISRS Ltd on 0207 822 7407. A VAT invoice will be issued.

Acknowledgement

I have read and accept the terms and conditions set out in the CISRS Training Handbook.

Signed

Date

Print

Appendix A7 – Onsite Scaffolding Awareness Facilities Confirmation

Organisation			
Training Location			
Date			
Start date		**Finish date**	

I, the undersigned, confirm that the requirements for Onsite Training Facilities and Equipment have been communicated by the Organisation and acknowledge that if these are not adhered to, the course may be suspended or abandoned.

	Requirement	**Available?**		**Comment**
		Yes	**No**	
1.	**Suitable classroom**			
1.1	**Space**			
1.2	**Seating / tables**			
1.3	**Heating**			
1.4	**Lighting**			
1.5	**Ventilation**			
1.6	**Window blinds**			
1.7	**Availability / security**			
1.8	**Location / distractions**			
1.9	**Power supply**			
1.10	**Equipment** ☐ Screen / projector / laptop			
	☐ Flipchart / whiteboard			
2.	**Health, safety and welfare Facilities** ☐ Toilets			
	☐ Canteen / refreshments			

Organisation's Signature

Date

Appendix A8 – Example of Certificate Record

CISRS CONSTRUCTION INDUSTRY SCAFFOLDERS RECORD SCHEME ®

Scaffolding Awareness Certificate Record

To be emailed to **enquiries@cisrs.org.uk** within 10 working days of course date

Name of Organisation	
Date of Course	
Name of Trainer	

Delegate Name	Certificate Number

Appendix A9 – Delegate Acceptance Form

Delegate		**Course dates**	
Course title		**Organisation**	

The full terms and conditions pertaining to the CISRS Scaffolding Awareness Course are detailed in the CISRS Training Handbook. A copy of the Handbook can be requested at **enquiries@cisrs.org.uk**

The Delegate is asked to read the following statements and confirm their acceptance by signing below:

1. This course is aimed at anyone who uses scaffolding as part of their work or has responsibilities for managing site scaffolding operations.
2. It will provide attendees with a greater understanding and appreciation of the potential dangers of working at height on scaffolds and enable them to identify the core components of a safe scaffold.
3. This course will also provide the Delegate with an insight into scaffold best practice and what they should expect from their scaffold contractor.
4. I acknowledge receipt of CISRS Scaffolding Awareness module. At the end of the course, the module will remain the property of the Delegate.
5. **Completion of this course does not provide the relevant knowledge to carry out scaffold inspections.**

Signed		**Date**	

Appendix A10 – Trainer Application Form

SECTION A – TRAINER'S DETAILS

Surname	
Forename(s)	
Date of Birth	
Address	
Telephone No	
Email	
NI Number	
Employment Status	☐ Directly employed PAYE ☐ Self-employed Contractor

SECTION B – COURSES

COTS		**Supervisor**	
Part 1		**SSPTS**	
Part 2		**BASE**	
Advanced		**Basic Scaffold Inspection**	
CPD		**Advanced Scaffold Inspection**	

SECTION C – TRAINER QUALIFICATIONS

Please include copies of certificates and cards.

CISRS Card number	
Teaching qualifications	
First aid qualification	
VQ assessor qualification	
DBS check	

SECTION D – SHADOWING RECORD

Please provide copies of shadowing certificates and observation report.

Course title	Dates	Organisation	Trainer shadowing

It is the Organisation's responsibility to register all CISRS trainers prior to any training taking place.

SECTION E – ORGANISATION DETAILS

Organisation name	
Organisation address	
Contact name	
Contact address	

SECTION F – DECLARATION

I confirm that the information provided in this application is correct. I acknowledge that any false or misleading information provided may result in the removal of the trainer and sanctions being taken against the organisation.

Organisation's name		**Date**	
Organisation's signature		**Date**	
Contact name		**Date**	
Contact signature		**Date**	

Appendix A11 – Sample Scheme and Inspection Audit Report

CISRS CONSTRUCTION INDUSTRY SCAFFOLDERS RECORD SCHEME ®

CISRS Scheme and Inspection Audit Report

Name of Organisation	
Date of Course	
Name of Trainer	

Score	**Flagged Items**	**Actions**
Site conducted		
Organisation Name		
Prepared By		
Audit Date		

INSPECTION	
Organisation Details	
Organisation Name	
Organisation Number	
Contact Name	
Address	
Telephone Number	
E-mail	

AUDIT SCOPE		
Audit Type		
Audit Scope		
Part 1	**Part 2**	**Advanced**
COTS	**Basic Scaffold Inspection**	**Advanced Scaffold Inspection**
BASE	**SSPTS**	**CPD**
	Supervisor	**Onsite Training**

The Accredited Centre [is/is not] accredited to deliver CISRS Scaffold Awareness Courses.

1. SCAFFOLDING MATERIALS	
1.1 Tube, fittings and boards to BS EN Standards?	**[Yes/No]**
1.2 CISRS Recognised Product? Please state which product.	**[Yes/No]**
1.3 Current manufacturers' instructions available?	**[Yes/No]**
1.4 Genuine materials available?	**[Yes/No]**

1.5 Product conforms to BS EN 12811/12810?	**[Yes/No]**
1.6 Third party product certification? Please specify which	**[Yes/No]**
1.7 Suitable materials storage and housekeeping?	**[Yes/No]**

2. SCAFFOLDING MATERIALS	
2.1 Within a permanent building?	**[Yes/No]**
2.2 Covered and fully enclosed?	**[Yes/No]**
2.3 Adequate lighting and ventilation?	**[Yes/No]**

2.4 Suitable floor surface?	**[Yes/No]**
2.5 10m clear height throughout?	**[Yes/No]**
2.6 70m2 minimum surface area per gang? State max. no. of gangs permitted	**[Yes/No]**
2.7 Training areas kept tidy and clean?	**[Yes/No]**

3. CLASSROOM FACILITIES	
3.1 Sufficient space?	**[Yes/No]**
3.2 Suitable room dimensions and seating configuration?	**[Yes/No]**

3.3 Segregation/significant disruptions?		**[Yes/No]**
3.4 Suitable training equipment?		**[Screen]**
[Projector]	**[Flipchart]**	**[Props and training aids]**
3.5 Sufficient lighting, heating and ventilation?		**[Yes/No]**
3.6 Window blinds?		**[Yes/No]**
3.7 Security during practical sessions?		**[Yes/No]**

4. HEALTH, SAFETY AND WELFARE	
14.1 Health, safety and welfare policy?	**[Yes/No]**
4.2 Insurance policy?	**[Yes/No]**
4.3 Risk assessments and method statements?	**[Yes/No]**
4.4 Joining instructions?	**[Yes/No]**
4.5 PPE and work equipment checks?	**[Yes/No]**
4.6 PPE and work equipment stock?	**[Yes/No]**

4.7 Toilet and sanitary facilities?	**[Yes/No]**
4.8 Catering and refreshment arrangements and facilities?	**[Yes/No]**
4.9 First aid equipment?	**[Yes/No]**
4.10 Appointed first aiders?	**[Yes/No]**
4.11 Fire and emergency arrangements?	**[Yes/No]**
4.12 Rescue plan and equipment?	**[Yes/No]**

5. TRAINERS	
5.1 Registered Trainers?	**[Yes/No]**
5.2 Trainer to trainee ratio?	**[Yes/No]**
5.3 Record of Trainer CPD?	**[Yes/No]**
5.4 Practical session observed	**[Yes/No]**
5.5 Theory session observed	**[Yes/No]**
5.6 Skills assessment observed	**[Yes/No]**

5.7 Suitable materials storage and housekeeping?	**[Yes/No]**
5.5 Product conforms to BS EN 12811/12810?	**[Yes/No]**

6. TRAINING PROGRAMME	
6.1 Course duration (i.e., no. of days, hours of tuition and practical exercises)?	
6.2 Course programme and presentation material content?	**[Yes/No]**
6.3 Lesson plans?	**[Yes/No]**

7. PRACTICAL SESSIONS	
7.1 A3 scaffold design drawings for each practical exercise?	**[Yes/No]**
7.2 Scaffold dimensions and configurations?	**[Yes/No]**
7.3 Scheme – material lists?	**[Yes/No]**
7.4 Suitable material available and being used?	**[Yes/No]**
7.5 Inspection - scaffold faults for practical exercises?	**[Yes/No]**
7.6 Inspection - scaffold dimensions and configurations?	**[Yes/No]**

7.7 Inspection - materials lists?	**[Yes/No]**
7.8 System inspection - use of genuine system product?	**[Yes/No]**

8. PAPERWORK AND RECORDS	
8.1 Practical skills assessments?	**[Yes/No]**
8.2 Multiple-choice test papers?	**[Yes/No]**
8.3 Course records maintained securely?	**[Yes/No]**
8.4 Certification?	**[Yes/No]**

8.5 Delegate acceptance forms?	**[Yes/No]**
8.6 Training evaluation?	**[Yes/No]**

MINOR NON-CONFORMANCE ISSUES
Summary of Minor Non-Conformance issues
Reference
Details of required corrective actions, evidence to be provided and timescales
Date signed off as complete

MAJOR NON-CONFORMANCE ISSUES
Summary of Major Non-Conformance issues
Reference
Details of required corrective actions, evidence to be provided and timescales
Date signed off as complete

SUPPORTING PHOTOGRAPHIC EVIDENCE

Photos

SUPPORTING PHOTOGRAPHIC EVIDENCE

Media summary

General Comments

The Organisation [comments].

[The Organisation retains its accreditation to deliver the CISRS courses listed within this report for a further period of twelve months. Accreditation is granted upon the condition that all courses are delivered in strict accordance with the conditions set out within the CISRS Training Handbook and the content of this Audit Report.

OR

The organisation does not retain its accreditation to deliver the CISRS courses listed within this Audit Report.]

The Scheme Auditor is to advise the organisation of the issues that have been identified. The Audit Report is to be sent immediately to CISRS Ltd who will inform the organisation of the corrective actions to be taken, timescales for completion and any sanctions that are to be imposed against them. The Scheme Auditor may deem the infringements to be of such a serious nature that immediate suspension of CISRS training is necessitated. In such circumstances, the Scheme Auditor must immediately inform CISRS Ltd of this decision. CISRS Ltd will then inform the organisation of what actions need to be taken to remedy the situation.

Signed

Name	Signature
Date	Time

Appendix B

Fees

Annual CISRS Training Centre Fee (from 2026 onwards, per annum) *

Existing Centres (All courses)

- £4,000 + VAT (2026)
- £5,500 + VAT (2027 onwards)

Centres Registered from 1st October 2025 **

- £5,500 + VAT

Classroom-only Centres (Centres can only run COTS, Basic Inspection and Scaffold Awareness courses)

- £1,500 + VAT (2026)
- £2,000 + VAT (2027)

Open-Air Craft Centres*** (All courses)

- £15,000 + VAT

Description	£ AMOUNT
Accreditation Certificates	**£1.00**
Certification/Delegate Inspection Folder	**£30.00 (no VAT)**
CISRS Card/Endorsement (Operative)	**£38.00 (no VAT)**
COTS Training Folders	**£10.00 (packs of 12)**
Delegate Supervisor Folder	**£40.00 (no VAT)**
Onsite Accreditation	**£500.00**
Onsite Training Notification	**£75.00**
Scaffolding Awareness Module	**£10.00 per pack**
Trainee Folders	**£20.00 (no VAT)**

Payment must be made in advance. All fees are subject to change.

All fees quoted are subject to VAT unless specified otherwise.

Appendix C

Trainer requirements

CISRS recognises a range of teaching and training qualifications as evidence of instructional competence. Where qualifications have been replaced by newer frameworks, previously achieved ("legacy") awards remain acceptable and valid, provided they were achieved through a recognised awarding body.

Recognised Teaching / Training Qualifications

The following qualifications are accepted by CISRS for trainers and assessors, either as current or legacy awards:

Legacy Teaching Qualifications (Still Recognised if Held)

- City & Guilds teaching qualification units and awards, including but not limited to: 7302, 7305, 7306, 7307, 7313, 7331, 7407
- PTLLS – Preparing to Teach in the Lifelong Learning Sector
- CTLLS – Certificate in Teaching in the Lifelong Learning Sector
- DTLLS – Diploma in Teaching in the Lifelong Learning Sector

Note: These qualifications are no longer available to new learners but remain recognised by CISRS where already achieved.

Current Education & Training Qualifications

- Award in Education and Training (AET)
- Certificate in Education and Training (CET)
- Diploma in Education and Training (or successor Level 5 teaching qualifications)

Teaching Qualifications – Schools and Higher Education

- Qualified Teacher Status (QTS)
- Postgraduate Certificate in Education (PGCE)
- Postgraduate Diploma in Education
- Master of Education (MEd)
- Doctorate / PhD in Education

This is not a comprehensive list, and other instructional or teaching qualifications may be considered acceptable by the CISRS Compliance Manager.

Appendix D

Scaffold Materials Specifications

Item	Standard/Guidance		
Scaffold tubes	BS 1139 Part 1.1: 1990	Metal Scaffolding – Specification for steel tubes	Withdrawn July 2001 and replaced by BS EN 39: 2001 accepted for used tubes, purchased prior to the withdrawal of this standard.
	BS EN 39: 2001	Loose steel tubes for tube and coupler scaffolds	
Scaffold couplers	BS 1139 Part 2.1: 1991 (EN 74: 1998)	Specification for steel couplers, loose spigots and baseplates for use in working scaffolds and falsework made of steel tubes	Withdrawn 2005 and replaced by BS EN 74: 2007 accepted for used couplers, purchased prior to the withdrawal of this standard.
	BS EN 74 Part 1: 2005	Couplers, spigots and baseplates for use in falsework and scaffolds	
Scaffold boards (timber)	BS 2482: 2009	Specification for timber scaffold boards	Machine stress graded BS 2482 boards are preferred to visually graded. Non-standard boards are not permitted, e.g., Alpha, Grade A or otherwise.
Scaffold boards (plastic)	No applicable standard	N/A	Proprietary plastic scaffold boards (e.g. Superdeck) must only be used they meet the requirements of TG20.
Proprietary system scaffolding and proprietary scaffolding components as part of a scaffold structure	BS EN 12811 Part 1: 2003	Scaffolds – Performance requirements and general design.	Only original CISRS recognised products may be used.
	BS EN 12810 Part 1: 2003	Façade scaffolds made of prefabricated components – Part 1 Product specifications	As above
	BS EN 12810 Part 2: 2003	Façade scaffolds made of prefabricated components – Part 2 Particular methods of structural design	As above
Ladders	BS EN 131 Part 1: 2015	Ladders – Specification for terms, types and functional sizes	
	BS EN 131 Part 2: 2010 + A2: 2017	Ladders – Specificationn for requirements, testing, marking	

CISRS

CONSTRUCTION
INDUSTRY
SCAFFOLDERS
RECORD SCHEME

