

## PRE-COURSE REQUIREMENTS

### FIRST TIME CANDIDATES

Require no previous experience but must be a minimum of 18 years old physically fit and have an aptitude for working at height.

### DOCUMENTATION

Please bring with you, Official Photographic ID in the form of a passport or Drivers' License.

### EXISTING IRATA PERSONNEL

For recertification or upgrade please bring, your IRATA Logbook\* and ID card as well as a form of Official Photographic ID.

\*All revalidating or upgrading technicians (this also includes previously qualified individuals regardless of time or the fact they may have not worked on the ropes) will **have to produce a logbook on the Monday morning or be excluded from the training course.**

Replacement Logbooks or other certification can be ordered from the IRATA web site [www.irata.org](http://www.irata.org)

### UPGRADING PERSONNEL

If upgrading, please ensure you have 1000 logged hours of work experience at your current level and a minimum of 1 years' experience at that level. Please ensure that the hours are verified by being countersigned by a Rope Access supervisor (level 3) or by a member of the employing company management team as per TACS 4.13.1. Hours that are not countersigned may not be included and may result in the assessor denying you an assessment.

Hours accrued while being training in rope access do not count towards the working hours required for upgrade and therefore should not be included as part of the 1000hrs. Doing so will result in the assessor denying you an upgrade assessment if the hours fall short of 1000.

Upgrades can only be completed if your certification has not expired on the day of the assessment.

First Aid certificates are not required to be assessed at Level 3.


### REFRESHER TRAINING

Please bring your Logbook and ID card and ensure that your certification has not expired.

### MEDICAL

You should have a reasonable fitness as all our training activities are of a physical nature. You will be asked to sign a medical self-certification form on site prior to training commencing.

If you have any of the following contra-indications, please contact us prior to attending the course.

- |  |   |
|--|---|
|  Prescribed medication that may impair physical/mental function |  Vertigo, Giddiness or difficulty with balance |
|  Alcohol or drug dependence                                     |  Fear of heights                               |
|  Diabetes, high or low blood sugar                              |  Impaired limb function                        |
|  High or low blood pressure                                     |  Musculoskeletal issues e.g. back pain         |
|  Epilepsy, fits, blackouts                                      |  Psychiatric illness                           |
|  Heart disease / chest pain                                     |  Sensory impairment e.g. blind, deaf           |

### COURSE ASSEMBLY

Your training course will take place at our main office in Kinross. Please report to reception and sign in. All courses begin at 9.00am. If you are delayed or have difficulty finding the training facility, please call; 0845 474 5562

### EQUIPMENT

All Rope Access PPE equipment required throughout the course will be provided by HAKI Access Solutions Ltd

### CLOTHING

Safety footwear, coveralls and gloves are not mandatory. We recommend comfortable clothing that allows mobility, a top that can easily be removed/replaced without taking off the harness. In the cooler months a jacket is recommended as the training area is all open plan. Footwear should have a fairly stiff sole with decent grip e.g. trainers

### FOOD AND REFRESHMENT

Tea, coffee and a light lunch is included in with the course. We do recommend bringing a sports bottle for water to keep yourself hydrated.

### PARKING

Onsite parking is available.

### DIRECTIONS

HAKI Access Solutions Ltd, The Hub, Clashburn Close, Kinross KY13 8GF



Leave M90 at junction 6, If South bound take 1<sup>st</sup> exit at roundabout, if north bound take 3<sup>rd</sup> exit, onto Station Road. At mini roundabout take second exit to go straight on. Take first right at Sainsbury's onto Junction Road. Follow road to roundabout and take 1<sup>st</sup> exit Continue straight along road passing mini roundabout. When you reach industrial estate, take first left into Clashburn Close then Left again, you will see HAKI.

### ACCOMMODATION

Kinross has a variety of local accommodation to suit all budgets, including a campsite.

## TERMS AND CONDITIONS

### GENERAL

The terms and conditions of trade of HAKI Access Solutions Ltd (hereafter called the Company) are contained herein. Quotations are made and orders accepted subject to the Terms and Conditions. If any document placing an order on the Company includes or refers to other terms and conditions of contract then these shall not apply unless agreed in writing by the Company. No addition to or variation of these conditions will bind the Company unless it is specifically agreed in writing signed by a Director or authorised Manager of the Company.

These terms and conditions will form the basis of all contracts with the Company, unless otherwise specified by the Company.

All bookings made will be finalised by receipt of a letter of confirmation from the Company by either post or email.

These terms and conditions are correct **at the date shown on the relevant course booking form** but the Company reserves the right to vary them without notice. An updated copy will be supplied to the client if applicable.

### TRAINING COURSES – DELEGATES REQUIREMENTS

Where the training being provided is other than theoretical, delegates must provide, unless previously agreed by the Company, their own overalls, safety gloves and safety footwear.

Delegates must be physically capable of withstanding the rigours of training. If there are any doubts relating to this, the Company may refer the delegate to a GP at no cost to the Company. The onus is entirely with the delegate to ensure his or her fitness to undergo training and the Company does not accept any responsibility in this regard.

Equipment owned by or leased/lent to the Company must not be removed from the training environment. Any damage to Company equipment or property caused by delegates will be invoiced to the relevant client.

Certificates are awarded at the discretion of the Company, and only to those who successfully complete the training satisfactorily. Certificates are not issued purely for attendance unless otherwise agreed prior to course commencement in which case appropriate wording will be used on the certificate

Delegates are required to be punctual at all courses and sessions.

Consumption of alcohol or non-prescription drugs is not permitted during training nor should they be consumed immediately prior to training. The Company will refuse to train any delegates who infringe this condition and will require them to leave Company premises. Where a delegate is undergoing a course of prescribed drugs they should inform the Company of the nature of the drug and any side effects. The Company may then seek assurance that training can be carried out without risk. The decision of the Company in relation to this is final.

### INFORMATION SUPPLIED BY CLIENT /SITE VISIT ARRANGEMENTS

Should any information, in any form, supplied to the Company for the purposes of quote preparation prove to be insufficient or inaccurate, the Company reserves the right to amend the quotation to cover any cost differential. Should a mutually pre-arranged site visit be unsuccessful due to circumstances on site which are beyond our control then a call out charge of £100.00 + vat will be invoiced to the company on each and every unsuccessful pre-arranged site visit made.

## PRICES

Unless otherwise indicated written quotations remain valid for a period of 30 days from receipt. The Company reserves the right to vary prices, products and services supplied in accordance with changes in circumstances, which may prevail, at any time.

Unless otherwise stated, all prices quoted are inclusive of VAT, which will be charged at the rate current at the time of due payment.

## SETTLEMENT TERMS

Payment for all training booked and confirmed by the client **must be made prior** to the training course booked taking place either by **BACS, Credit Card, or Cheque**. When paying by cheque, 5 working days must be allowed for cheque to clear. All training courses booked will include the relevant registration, administration and certification fees within the costs quoted.

## HEALTH AND SAFETY

Where training is carried out on the Company's premises, all delegates must conform to and comply with the Health and Safety Policy as laid down by the Company from time to time. Breaches of this policy may result in the delegate being suspended or excluded from the course and premises.

Where training takes place on premises or areas specified by the client then the client shall use his best endeavours to ensure that such premises or areas are safe and without risk for employees of the Company. All risk areas must be clearly identified and marked by the client.

## CANCELLATION AND POSTPONEMENT

The Company reserve the right to charge a cancellation/postponement fee in respect of courses previously confirmed and subsequently cancelled or postponed. The following refunds will be made in the event of cancellations/postponements prior to course start date:

- **More than 7 Days** - Full refund
- **Between 7 and 3 days** - 25% refund
- **3 days or less** - no refund (*This time period does not include any weekends*)

In the event that the Company are required to carry out work on a client's site or premises and on arrival, are unable to comply with the requirements because the client has failed to supply the necessary resources or personnel then the work will be deemed to have been cancelled by the client and cancellation conditions shall be enforced.

Should it become necessary for the Company to postpone all or any part of a course or other work due to circumstances beyond their control, a mutually agreeable date will be selected on which to complete the work. The Company will not be liable for any costs incurred by the client for such actions.

## APPLICABLE LAW

Scottish law shall apply and Scottish Courts shall settle any disputes. These terms and conditions do not affect any statutory rights available to the client