



ACCREDITATION APPLICATION

Part A I/We wish to apply for RTITB accreditation (Please tick as applicable)

First Application (A first RTITB accreditation visit is required prior to granting accreditation - see Part C)

Renewal

RTITB accredited training is required for:

In Centre (Operator Training) **£336 + VAT**

On Customer Premises (Operator Training) **£336 + VAT**

In Centre and On Customer Premises (Operator Training) **£562 + VAT**
(Above accreditations renewable annually at listed cost)

In Centre (Instructor Training) **See note A & B** **£336 +VAT**
(Above accreditation cost is payable only on first application)

On Customer Premises (Instructor Training) **£336 +VAT**
(Above accreditation cost is payable only on first application)

On the following basis: Non-Commercial Commercial Commercial and Non-Commercial

Our details are as follows: (Please complete in block capitals, all fields are mandatory)

Company Name:

Address:

Town: County:

Postcode: Website Address:

Telephone: Fax:

(Please enter this as you wish it to appear on the RTITB website organisation search)

Mobile: Ltd Company Reg No:

Email:

Senior Business Contact Name: Senior Business Contact Position:

NORS Contact Name: NORS Contact Position:

NORS Contact Email:

Data Protection Registration Number:

If you have a training centre please provide the following information: (If different from above)

Address:

Town: County: Postcode:

Telephone: Fax:

Contact Name: Position:

Accounts contact information: (Please complete in all cases)

Address:

Town: County: Postcode:

Telephone: Fax:

Contact Name: Position:

If your application is for multiple site accreditation please contact us on +44(0)1952 520200 (option 1, option 1) prior to completing this form.

Part B RTITB registered lift truck instructors: If you are applying for instructor training Accreditation you will need to include CV's for each instructor who you wish to use to deliver instructor training (minimum of two instructors)

(RTITB Registered instructors must also be registered on the National Operator Registration Scheme, if this is not the case please complete page 18 or 24-26 of the NORS Guide, whichever is relevant to the circumstances)

Instructors Name	RTITB Registration Number	NORS Registered	Instructor Registration Expiry Date	Using a tick indicate below those providing instructor training.

Please continue on a separate sheet if necessary.

Part C (By ticking a box below you are accepting the described charge and no discussion will be entered into regarding the fees once the service has been provided)

Lift truck training accreditation - other services: (Please tick any which you require)

First RTITB Accreditation visit (Necessarily incurred subsistence motor mileage @ 45 pence per mile and applicable VAT will be charged)	£226 + VAT	<input type="checkbox"/>
New Instructor Training Centre Inspection & Instructor Trainer Briefing and Assessment (Necessarily incurred subsistence motor mileage @ 45 pence per mile and applicable VAT will be charged)	£426 + VAT	<input type="checkbox"/>
Instructor Trainer Briefing and Assessment (Necessarily incurred subsistence motor mileage @ 45 pence per mile and applicable VAT will be charged)	£376 + VAT	<input type="checkbox"/>
Pre-accreditation advisory visit for those organisations who wish to ensure that they are fully prepared to meet RTITB's accreditation criteria. (Necessarily incurred subsistence motor mileage @ 45 pence per mile and applicable VAT will be charged)	£113 + VAT	<input type="checkbox"/>
New Centre/Instructor Centre Inspection (Necessarily incurred subsistence motor mileage @ 45 pence per mile and applicable VAT will be charged)	£226 + VAT	<input type="checkbox"/>

Part D Course accreditation

2 courses are granted as standard within the accreditation fee. A one-off additional fee of £25 + applicable VAT for any additional courses you request at the time of accreditation. (£25 admin fee is not per course but covers the addition of as many courses as you wish at the time of renewal)

Please indicate which you require using a tick (*If you do not own the relevant trainers guide please complete an RTITB Assist order form online at www.rtitb.co.uk/assist or call +44(0)1952 520200 (option 3, option 6) to order by telephone)

Title	LTG. No.	Max. Ratio	Required?	Tick to confirm ownership
Counterbalance	LTG 1	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Reach	LTG 2	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Back to back conversion between reach & counterbalance	N/A	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian operated pallet transporter/stacker truck	LTG 4	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Rough terrain masted lift truck	LTG 5	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Rough terrain telescopic handler	LTG 6	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Pivot steer	LTG 8	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle mounted lift truck	LTG 10	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Very narrow aisle lateral stacking lift truck	LTG 12	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Sideloader	LTG 14	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic lorry loader crane	LTG 1701	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Lift truck safety awareness - managers and supervisors	LTG 31	12:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Mobile elevating work platform	LTG 16	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Instructor trainers guide (mandatory for lift truck instructors training accreditation)	LTG 27	6:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Industrial telescopic handler	LTG 7	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Multi directional lift truck	LTG 11	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>
Order picker - low, medium, high level	LTG 13	3:1:1	<input type="checkbox"/>	<input type="checkbox"/>

(Part E)

Conditions of accreditation

Please read the following conditions of RTITB accreditation carefully as accreditation may be withdrawn if they are not adhered to.

- 1.0 Lift truck operator and instructor training and testing will be arranged and conducted strictly in accordance with the requirements of RTITB accredited course documentation and :-

HSE publications

- 1.1 Approved code of practice and supplementary guidance rider operated lift trucks operator training. (ISBN 0-7176-2455-2)–L117
- 1.2 Safety in working with lift trucks. (ISBN 0-11-886395-9)–HSG 6
- 1.3 Safe use of lifting equipment. Lifting operations and lifting equipment regulations. LOLER 1998 (ISBN 0-7176-1628-2)–L113
- 1.4 Safe use of work equipment. Provision and use of work equipment regulations. PUWER 1998 (ISBN 0-7176-1626-2) L22
- 1.5 Workplace Transport Safety: An Employers Guide. (ISBN 0-7176-6154-7) HSG136

RTITB publications

- 1.6 Lift Truck Operator and Instructor Training Recommendations
- 1.7 Lift Truck Training Accreditation
- 1.8 Appropriate Trainers Guide(s)
- 1.9 Test Marking Sheets
- 1.10 Lift Truck Operator's Basic Operating Skills Test – LTG 3
- 1.11 Nors Guide
- 1.12 Lift Truck Instructor Registration, Examining Arrangements, Requirements and Standards (also known as the blue book) – Only required for those wishing to apply for RTITB instructor centre status.
- 1.13 I confirm I will comply with all criteria and conditions as laid out in the blue book - Only required for those wishing to apply for RTITB instructor training accreditation.
- 2.0 I confirm that all RTITB accredited training will be registered and certificated via one of the four NORS options.
- 3.0 I will ensure that only RTITB registered instructors who appear on the NORS will be used for the provision of RTITB accredited training.
- 4.0 I agree to provide and maintain appropriate insurance cover for training activities throughout the period of accreditation.
- 5.0 I agree to maintain appropriate registration with the information commissioners office throughout the period of accreditation.
- 6.0 I understand that failure to adhere to the conditions of accreditation may lead to withdrawal of accreditation and the forfeit of fees.
- 7.0 I accept that, in the provision of accredited training, it is my responsibility, to ensure a safe training environment is maintained.
- 8.0 I accept that, during the period of accreditation, my training arrangements will be monitored at a venue selected by RTITB and I will provide the information and access necessary for this to be carried out.
- 9.0 Renewal of accreditation is dependent upon satisfactory monitoring of training arrangements.
- 10.0 Necessarily incurred subsistence, motor mileage @ 45 pence per mile and applicable vat will be charged.
- 11.0 Failure to maintain your billing account appropriately with RTITB may result in suspension of accreditation/certification arrangements
- 12.0 I confirm that i have read the contents of the RTITB publication 'lift truck training accreditation' and agree to adhere to the conditions of accreditation specified above.

IMPORTANT NOTES

- A** A new instructor centre inspection, exam briefing day and purchase of the instructor trainers guide are required in order to obtain this accreditation. Necessarily incurred substance, motor mileage @ 45 pence per mile and applicable VAT will be charged.
- B** The instructor must have submitted their CV to RTITB for approval and have attended an examiner briefing to be able to run instructor courses.
- C** The RTITB accreditation scheme and course approval can be applied to training carried out in any commercial or industrial environment. For more information please contact us.

(Part F) Application Checklist

Please ensure the documents listed are forwarded to:

RTITB, Access House, Halesfield 17, Telford, Shropshire, TF7 4PW

Tel: +44(0)1952 520200 (option 1, option 1)

E-mail: accreditation_team@rtitb.co.uk

- Fully completed and signed application form
- A specimen copy of the operators certificate issued to successful candidates **OR**
- Tick the box opposite to indicate only option 1 or 2 of NORS will be used
- The appropriate fee via credit card details, cheque, postal order, or purchase order no.
- A copy of professional indemnity and public liability insurance certificate **OR**
- A letter confirming the provision of cover **OR**
- That insurance is not appropriate to your circumstance
- A CV for each instructor you wish to use to deliver instructor training (minimum of two instructors) -Only required for those wishing to apply for RTITB instructor training accreditation.

Please note: To ensure continuity of accreditation, renewal applications must be received two weeks before the expiry date.

To be signed by the senior executive or principal officer as confirmation of agreement to be bound by all notes, terms and conditions of accreditation.

Signature: Name:
 Position: Date:

Office use only:

Acc no: Date entered on s/sheet:
 Date processed: Administrators name:
 Date accred letter sent: Date Certificate Sent:

I Enclose

Payment as detailed below (applications must include a valid form of payment)

Payment Information

- I enclose a cheque made payable to RTITB
- I enclose a postal order made payable to RTITB
- I wish to pay by credit/debit card (please write a contact telephone number for us to contact you on to take payment)

Complete and return to: RTITB, Access House, Halesfield 17, Telford, TF7 4PW

RTITB would like to keep customers informed of their products and services by email and post and/or telephone. Please write to RTITB at the address above if you specifically do not want to receive this information. RTITB will not pass your email address to third parties for marketing purposes, but may from time to time make your name, postal address, and/or telephone number available to carefully screened companies whose products we believe may be of interest to you. However, if you specifically do not want your details passed to third parties please tick here.