

# Health & Safety Certification & Services Ltd

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HSE/ITSSAR National Training Provider No 3:10005

Registered in England No 06991213

Certification, Training & Consultancy Services - Industrial - Construction - Warehousing - Timber - Staff - Supervisory - Management - Policy Formulation

## Mobile Loading Ramp

### TRAINING, CERTIFICATION & SERVICES



**A NATIONAL SERVICE with LOCAL TRAINERS  
and INDIVIDUAL CARE**

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## Mobile Loading Ramp Training & Certification Courses

Safe Use Of Mobile Loading Ramps											
<b>Description</b>	<p>Mobile ramps for the loading and off loading of containers or tilt type vehicles are becoming a cost effective and popular way of facilitating unloading where no loading bays are present, or where there is no set loading area. Courses meet PUWER MHASAWA HASAWA ACOP and L118.</p> <p>This Operators course covers the safe location, connection and use of the Mobile Ramp (And fixed) Courses are also available for, Warehouse/ Materials Handling Assistants, Supervisors &amp; Managers. Instructor Training Also Available for In House Trainer, National &amp; Self Employed</p>										
<b>Brief Content</b>	<p>Duties and responsibilities Operational Safety Code Safe working loads Positioning The Ramp Fitting &amp; Removing the mobile ramp Securing to vehicle Additional safeguards</p>	<p>Daily Safety Checks &amp; Maintenance Risk Assessment Safe operating on loading ramps Operating Approaches Moving the Ramp Practical Examinations Knowledge Examination</p>	<table border="1"> <tr> <td><b>Availability</b></td> <td>UK &amp; European Sites</td> </tr> <tr> <td><b>Examinations</b></td> <td>Knowledge &amp; Skills</td> </tr> <tr> <td><b>Certification</b></td> <td>HSE Standard</td> </tr> <tr> <td><b>Course Style</b></td> <td>Knowledge &amp; Skills</td> </tr> </table>	<b>Availability</b>	UK & European Sites	<b>Examinations</b>	Knowledge & Skills	<b>Certification</b>	HSE Standard	<b>Course Style</b>	Knowledge & Skills
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<b>Course Style</b>	Knowledge & Skills										
<b>Notes</b>	<p>Attendees must hold recognised certificate of Lift Truck operating In Company courses tailored to the working environment A Training room and operating area suitable for the number of delegates will be required. Reduced rates are available for multi-site or multi-course bookings. Access to the Loading Ramp, Suitable Lift Trucks, Loads and a Vehicle are required</p>		<p><b>Duration</b> Usually 1 Day Dependant upon numbers, equipment type &amp; experience</p>								

### Aim

To give the Lift truck Operator sufficient training to bring the candidate to the required standards of safety knowledge, and practical skills, for the safe use and operations utilising a Mobile Loading Ramp.

### Duration

This will be dependant upon the number of delegates attending, the Operating Environment, Vehicle, Loads Used and type of Ramp. In the majority of cases this will be of 1 day duration for either 2 or 3 delegates

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9
<b>Day 1</b>	Intro to Course  Basic Admin	Operators responsibilities HASAWA L114 PUWER Etc	Ramp Types, Basic Components Operating principles & Safe Operation	Introduction to the Training Ramp Pre Use Checks	Positioning, Fitting & Securing The Ramp	Safe operating Practices & Stability	Practical Operation on the Ramp	Safe Ramp/ Vehicle Removal Techniques	Safety Knowledge & Practical Examinations Course Cloe & Feedback

The 1 day programme is constructed from a basic 9 periods. The duration of each period is not fixed, as each candidates ability to assimilate information and acquire of skills will vary. Therefore the amount of time needed for each period will be dictated by the Instructor as the course progresses, without compromising the course content.

This is not an attendance course, delegates must pass the HSE Accredited examinations of safety knowledge and practical operating skills

The information sheet is not an exhaustive account of our Ramp Training services, nor does it cover the entire range of Operator or Instructor courses. This document is offered only as an example of the way in which we operate as a professional and fully accredited provider



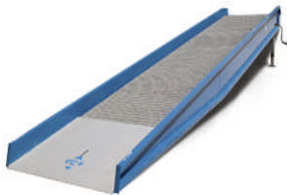
# Materials Handling Training Division

HSCS has over 25 years experience of offering Materials Handling, and plant, operator and instructor training with associated services. Our staff have been instrumental in developing recognised, and adopted, training programmes, safe systems of work, Risk Assessments, manuals for managers, supervisors, operators and trainers. Our lift truck instructors and trainers are at the forefront of creating and developing National Qualifications and training courses.



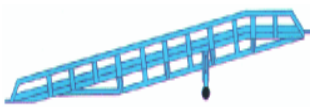
We are a fully Accredited Training Provider (no 3:10005) for both operators and instructors, all HSCS staff delivering plant training and associated services are fully qualified Tutors, Trainers and Instructors to the recognised standards across all HSE accreditation providers. In addition to delivering cost effective quality training and services, HSCS specialists staff work closely with the HSE, and accrediting bodies, to design and develop Health & Safety standards and courses, by being part of standards committees, lead bodies and advising HSE inspectors and EHO's.

Our **National Coverage**, is exactly that, from the South of England to the North of Scotland and from the East Coast to the West of Wales. With instructors, tutors and trainers based around the UK we offer a **Local Service** based on HSE accredited staff, trainers and instructors, we can therefore ensure clients receive the best possible quality service with quick response times. The approach of a consistent quality service also gives us the flexibility needed to react to our clients differing requirements.



Our clients range from Multinationals to single users and each client is viewed and treated as a unique entity. We believe that each client should receive individual attention and that the services we offer should be aimed at both the legal requirements expected of the client, and the clients need for services that are pertinent and advantageous to their operation. Furthermore that these services should be flexible and available at a time to suit the clients operations and requirements, and above all be cost effective.

Clients have individual needs, for example requiring services out of 'normal' hours, HSCS offer a level of **Individual Care** that means if our clients require services to encompass shift work, nights or weekends, we provide it! We also offer bespoke training to a clients particular operating environment, this not only ensures compliance with statutory requirements but also contributes to an overall cost effect service.



Whether you have a single site or a nation wide company our service fees are clear and precise, there are **no hidden extra's**, quotations are fully inclusive of all course materials, travel, expenses, certification, licensing, registrations - in fact everything except vat. **Why not put us to the test**, just call our head office and experience the difference.

The content of this document is not exhaustive and we would welcome the opportunity of discussing your individual requirements with you.

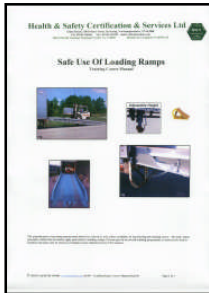
Finally I would thank you for this opportunity of introducing ourselves to you, and assure you of our best attention at all times.

  
**John Steel**  
National Manager



## COURSE DOCUMENTATION

All Loading Ramp operator training courses will carry with them the following documentation **as a minimum**. Copies of the candidate & course report and pre op check sheet are sent to our clients as a matter of course. These will carry all the information required by HSE, EHO's insurance companies etc, however If clients wish we can send copies of all course documentation.

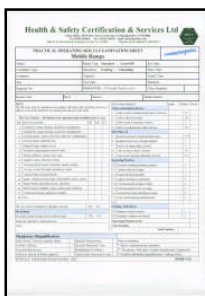


**Operators Manual**, this will give the operator an insight into the safe operating practices for the type of equipment candidates are being trained on. Typically this will include chapters on Aims of The course, Operators Responsibilities, PPE, Accident causation, Basic Components, Capacities, Stability, SWL, WLL, Basic Maintenance, Daily Operational Checks, Signals, Safe Operating Practices, etc etc

For larger users this operators manual can incorporate the client companies own logos, policies, safe systems of work, risk assessments, example company documentation etc.

**Candidate And Course Assessment Sheet**, this key document records the training undertaken, the machine used, the candidates details, the companies details, the skills and knowledge examinations outcome, the level of certification, the instructors registration number, specialist applications and the candidates register number.

The details on this document meet (and exceed) the requirements for clients to correctly record the training as per the MHASAWA, PUWER, LOLER etc. This documentation will form an integral part of your authorisation process for successful candidates.

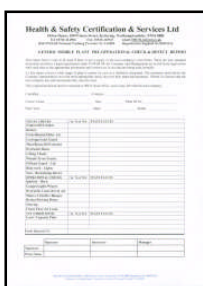


**Practical Skills Test Sheet**, this records the candidates performance of the practical examination. This examination is as set out by the accrediting bodies recognised by the Health & Safety Commission as competent to accredit and monitor organisations which train instructors and/or train, test and certificate operators. Any poor operating practices are recorded on a scale of 1 to 5 points for each infringement. An operator must be able to complete the practical examination with 40 'penalty points' or less to achieve certification.

**Theoretical Examination Test Sheet**, this records the candidates answers to the knowledge questions associated with the safe operating practices and working knowledge required to safely operate the Loading Ramp for which training has been administered. Again this knowledge test is as laid down by accrediting bodies. This document and the practical skills test sheet can be used to confirm an operators knowledge and ability, and can be instrumental in any litigation or accident investigation situations throughout the operators working life.



### **Plant Pre Operational Check Sheet,**



This is the record of the third examination element relating to Loading Ramp's. If a client company have their own check sheet and system in place then we will use that rather than our own.

Whilst accredited training has always included the pre operational safety checks, it is only recently that this element of training has been a required examination.

Where a client company do not have a set system in place, our trainers will advise as to the most appropriate check sheet and the applied system of recording.

## EXAMINATION STANDARDS



These standards have been developed over a number of years to meet and exceed the training requirements as laid down by HSE regulatory requirements, and have been adopted by HSCS as a means of ensuring national, uniform standards for the examination of an overhead crane operators skills and safety knowledge. Continuous assessment of an operators' progression will naturally be undertaken during training by instructors.

The test will only be administered by approved HSCS trainers, instructor/examiner and in accordance with the Health & Safety Commission/Executive Approved guidance MHASAWA, PUWER, LOLER and Industry Standards etc.

Candidates must attain pass levels in all three examinations (Practical, Knowledge & Pre Operational Checks) to receive Certification.

By applying these standards and utilising the course documentation and issuing compliant training records, HSCS assist you in meeting HSE, and Insurance requirements whilst minimising litigation opportunities.

## CERTIFICATION

Certification will be issued to candidates who can demonstrate the required levels of skill, safety and knowledge. The certification issued is that referred to in the HSE Acop.



**Operators Certificate**, (A4) this gives the required details of the operators training dates, the venue, the Ramp type, Operating Environment, the client company, the operators registered number, the registered trainer / instructor / examiner name and registered number, the training provider (HSCS) their address and contact details.

As can be seen this is a positive identification document that carries the registered operators photograph. This certificate is also signed by the training providers authorised signatory and then laminated to avoid tampering and / or fraudulent use.

**Positive ID Card**, this is issued in addition to the certificate. Where certification will be held in the personnel department, or training record files, the ID card is credit card sized and is designed for the operator to carry at all times. The card details the Ramp Type the candidate has been certificated on, and again carries relevant details of training etc.



This particular ID is open for up to five years. Optional as per the clients requirements, the ID can also double as the ATO for the host company and can be limited to that company if required. Standard issue certification and ID cards do not have an expiry date.



**Temporary Pass Notification**, due to the accreditation process, quality systems and the registration process of operators, it can take up to two weeks for certification to be forwarded to clients, HSCS recognise that clients and operators often need to be able to operate the plant as soon as they have achieved certification (subject to the client issuing an authorisation), we have therefore introduced the temporary pass notification, this demonstrates achievement and also lists contact numbers for HSE or EHO's should they visit sites / premises between achievement and certification being in place. We can include a clients authority to operate within this document if required. The temporary pass notification is duration limited to 14 days from issue.



## What's Included

Training and certification courses are carried out at your designated mainland UK site/s and include all the above as well as all travel and expenses. **Why pay a mileage fee just because your location does not coincide with your training providers?** As long as the course / service is held on the UK mainland, all travel and expenses are included in course fees, any expenses incurred for non mainland training are charged at cost.

## What Facilities Do We Require

A suitable room/office/area to administer course documentation, knowledge sessions and safety test with a 13amp 3 pin 230v power supply, the Loading ramp, representative loads, Lift truck, Loading Vehicle all in a safe condition and compliant to regulatory requirements. Finally a practical area for the training and practicing of operational techniques and practical examination. HSCS will supply all course documentation, training DVD's course manuals and even a portable DVD player or laptop/projector as appropriate.

## Post Course

HSCS believe in offering a full and complete service that does not stop once we have issued certification. We offer full telephone, fax and email support that backs up the training courses and acts as an advisory service for clients with queries regarding any aspect of materials handling. We also offer free support in relation to our training and standards should you have any incidents with operators or queries from EHO's or HSE inspectors

**ADDITIONAL BENEFITS** Subject to usage levels we offer the following 'added value' elements

## All Clients

- Certification incorporating company logos.**
- Issuing pass notifications until certification is received.**
- Single contact training request placement**
- Certificate validation / advisory service**
- Telephone / email advisory service**
- Creation of bespoke training courses**

## Larger Users

- Materials Handling Equipment Specification Service**
- Dedicated client email address**
- Inclusion of clients procedures and policies in operator manuals & training**
- Issue of clients permits to operate**

## ASSOCIATED COURSES

HSCS offer a wide range of Health & Safety training, certification and consultancy services, many of which compliment LOADING RAMP operator training, these include:

- Lift Truck Operator & Trainer/Instructor Training
- Materials Handling Awareness (Managers & Supervisors)
- Employee Health & Safety Awareness
- First Aid (Appointed Person)
- Manual Handling (Including Instructor)
- Materials Handling Risk Assessment
- Racking & Storage Systems Inspection & Care
- PUWER & LOLER Management & Supervisory Awareness
- Loading Ramp Instructor / Examiner (National & In House)

The above is a small selection of the courses and services we offer, for details regarding any aspect of Health & Safety training or consultancy services please contact our Head Office (01536 414966)

We thank you for allowing us this opportunity of introducing ourselves to you, and would very much like to prove to you that we can offer a service that not only meets legislative requirements, but also offers a genuine way forward to cost effective quality training and services that contribute to the overall benefit of your company, employees and clients.

**John Steel**  
National Manager

