

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

Abrasive Wheels Appointed Person / User Training & Certification



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

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Abrasive Wheel - (Appointed Person) Training & Certification

Abrasive Wheels

This course is designed to train delegates in methods of fitting, testing and using abrasive wheels within their working environment in respect of the PUWER regulations as applied to Abrasive Wheels machines * and the industry lead bodies in the safe and correct mounting of wheels on differing machines. This will encompass working with clients machines relevant to the working environment and to which delegate hold operator certification.



Successful candidates will be able to change, test and use Abrasive Wheels and machines under Abrasive Wheels regulations and Provision and Use of Work Equipment Regulations

**This course is part of a major review of guidance by the Health and Safety Executive and follows the introduction of the Supply of Machinery (Safety) Regulations 1992 as amended and the Provision and Use of Work Equipment Regulations.*

Course Overview

Availability	On Client site	Duration	Usually 1 day Dependant on machine types & delegate numbers
Examinations	Knowledge & skills Assessments	Course Style	Knowledge & Practical Application
Certification	HSE Regulatory	Additional Information	This course will require access to your Abrasive Wheels machine/s and a supply of materials for training.
Notes		Typical Course Contents	
<p>Standard course delivery covers Hand Held (Angle) Grinders, Bench Mounted & Petrol Cutting Off machines.</p> <p>In Company courses will be tailored to the working environment & machine type.</p> <p>A Training room suitable for the number of delegates will be required as well as a practical area.</p> <p>Reduced rates are available for multi-site or multi-course bookings.</p> <p>No prior knowledge of topic required.</p> <p>Delegates should attend a refresher course every 3-5 years</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Regulations and Legal Obligations. <input type="checkbox"/> Accidents and prevention <input type="checkbox"/> HSE Acop & Lead Body Guidelines <input type="checkbox"/> Machine selection & use <input type="checkbox"/> Examination Of Abrasive Wheels <input type="checkbox"/> Correct Practices <input type="checkbox"/> Handling & Storage of abrasive wheels <input type="checkbox"/> Selecting correct wheels <input type="checkbox"/> Removal of wheels <input type="checkbox"/> Fitting wheels <input type="checkbox"/> Testing of wheels <input type="checkbox"/> Record keeping <input type="checkbox"/> Knowledge & Practical Examination 	
Other Information	<p>This is not an attendance course, delegates must pass assessments to qualify as appointed person</p> <p>A room or office suitable for the number of delegates will be required for knowledge training</p> <p>A practical area, machines and wheels will be required</p> <p>Delegates will require PPE - Hard Hat, Ear Defenders, Safety Footwear & Eye protection</p>		

What's Included

All course quotations include, as appropriate, delegates course materials, examination fees, delegate registrations, certification, ID Cards, delegate reports, course reports, examination results and full course documentation. Training and certification courses carried out at your designated mainland UK site/s always include all the above as well as all travel and expenses. **There are no hidden extras!**



COURSE DOCUMENTATION

All Abrasive Wheels appointed person 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, Basic Maintenance, Daily Operational Checks, 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, 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 observed and noted. An operator must be able to complete the practical examination 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 undertake Abrasive Wheels operations 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 Abrasive Wheels. If a client company have their own check sheet and system in place then we will use that rather than our own. This is incorporated in the practical examination sheet.

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 as a means of ensuring national, uniform standards for the examination of winch 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 and Accredited HSCS trainers, instructor/examiner and in accordance with the Health & Safety Commission/Executive.

Candidates must attain pass levels in all three examinations (Practical, Safety 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 wheel and machine type, 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 machines the candidate has been certificated on, and again carries relevant details of training etc.



Front

Rear

This particular ID is open for a maximum five years (HSE recommend 3 - 5year refresher). Or can be 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 carry a maximum 5 year validity.

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 with a 13amp 3 pin 230v power supply, the Abrasive Wheels, Machines, Removal Tools and associated equipment (as appropriate) 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 portable DVD player/ 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 (If supplied).**
- 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 the Standard Abrasive Wheels operator training, these include:

- Industrial Abrasive Wheels Training
- Employee Health & Safety Awareness
- First Aid (Appointed Person)
- Manual Handling (Including Instructor)
- PUWER & LOLER Management & Supervisory Awareness
- Abrasive Wheels 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

