



### Plantworx 2017

We are pleased to announce that we will again be exhibiting at the Plantworx 2017 construction show. The show takes place at Bruntingthorpe Proving Ground, Bath Lane, Bruntingthorpe, Leicestershire LE17 5QS. If you are attending the show please come along and visit us in Pavilion A on stand PAVA T4.

### NPORS / CSCS Instructor Card

As stated in the last technical bulletin we have spoken with CSCS as to the process for displaying the CSCS logo on the NPORS Instructor card. This process has now been agreed with CSCS as follows:

1. Must be an NPORS accredited instructor
2. Must hold relevant experience in the industry i.e. 2 years in the last 5.
3. Must hold an NVQ assessor award i.e. D32/D33, A1 etc.
4. Must have passed the Managers and Professionals online safety test within the last 2 years.

Any instructor who wishes to have the CSCS logo displayed on their instructor cards must meet the requirements above.

### ABA Workplace Transport

As previously stated in bulletin number 13 the ABA over recent months after having received feedback from a range of industry stakeholder's have revised the basic operating skills test for industrial counterbalance (B1) and reach (D1&D2) trucks.

The finalised version of the test has now been agreed and NPORS will be issuing the new test criteria during mid-June to allow our TP's and instructors adequate time to familiarise themselves with the new requirements prior to it becoming mandatory from 1<sup>st</sup> September 2017.

### Paperwork Audits (Policy section 5.2)

Our audit team has now had the opportunity to conduct several paperwork audits as part of our updated accreditation renewal process and some trends have become apparent during the audits. They are mainly, signatures missing, information entered onto the operator registration document not appearing on test paperwork etc. It is vital that all signatures are in place on the paperwork and that the information on the operator registration document accurately reflects the information on the test paperwork. In some instances, the operator registration document has been made available but not the test paperwork. This is unacceptable as we regard the test paperwork as the proof that the training and testing has actually taken place. With this in mind there have been

occasions where the auditors have issued advisory notices to TP's in order to help and advise going forward but in some instances sanctions have been issued and some paperwork audits have been failed. Please note that the paperwork audit is an important part of your accreditation renewal, therefore if you fail your paperwork audit your accreditation will not be renewed until such time that you have rectified any shortfalls.

### **Ratios Document**

An updated version of the NPORS ratios document is now available in the forms area of [npors.com](http://npors.com), it shows as issue 17.

### **Out of Hours Amendments to Notifications**

If you need to amend or cancel a notification out of normal office hours, a telephone answer service is now available to you so that you may leave a brief message stating NRN number and any amendments or cancellations.

The number is 01656 767612.

**This number will only accept amendments or cancellations and will not accept bookings. It will only be available out of hours.**

**Do not call the main office number for out of hours' amendments as the messages will not reach the monitors and you may be charged if a monitor turns up.**