



# Training Centre Accreditation Notes

Where a Training Provider uses their own Training Centre to deliver NPORS training, the centre must be accredited by NPORS

A separate Training Centre Application Form must be completed for each centre you intend use

A Training Centre Accreditation Audit will take place (at each centre if applicable) at a mutually agreed date to determine what type of accreditation can be applied to your centre, i.e. Classroom, Industrial, Construction and Confined Space

## **Notes for completing the Training Centre Application Form**

### **Address, Telephone and Email of centre:**

Please provide the full address including postcode of the centre you are requesting to be accredited, even if the same as Training Provider details. Please be aware these details will show on the Training Centre search on our website

### **Centre Contact:**

Please complete, even if the same as the main contact of the Training Provider

### **Does the Training Centre have any of the following:**

Please tick all that apply. To become an accredited centre, you must have all of these items or a valid reason if not. These items will all be assessed by the NPORS Auditor during the Training Centre Accreditation Audit

### **What category of courses can the Training Centre provide:**

When applying for an accredited centre, please tick which you think you qualify for. Again, this will be assessed by the NPORS Auditor during the Training Centre Accreditation Audit

## **Next stage**

Once we have received your Training Provider / Training Centre Application and the relevant fees have been paid, we will confirm that all details received are correct and a member of our team will contact you to arrange a date for the Training Centre Accreditation Audit

The list below has been designed to give you an idea of things the Auditor will be expecting to see and assess during the audit. This is not the entire list

### **Welfare Facilities:**

Toilets, Wash area • Soiled clothing area • Rest area • Refreshments • Centre cleanliness • First Aid

### **Classroom Facilities:**

Emergency Access routes • Lighting, Heating and ventilation • Safe power supply • Teaching equipment • Candidate education resources • Adequate size classroom(s)

### **Outdoor Training Area:**

Safe training environment • Appropriate course size • Designated training area

### **Charging and Fuelling:**

Designated area • Appropriate signage • Fire, first aid and emergency procedures • Test equipment available • Correct chargers • Fuel stored correctly and securely



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**Indoor Training Area:**

Safe training environment • Appropriate course size for training undertaken • Lighting, heating and ventilation  
• Designated training area • Distractions to minimum

**Personal Protective Equipment:**

Suitable PPE for courses undertaken • Appropriate storage facilities • Safety harness certification

**Work Equipment:**

Service reports (if own equipment copies required • original must be seen) • Certification (copies required, original must be seen) • Identification/Capacity plates – legible • Marked with correct SWL • Fitted with appropriate safety controls and devices

**Loads:**

Condition • Security • Weight clearly identified • Adequate number of loads to lift and manoeuvre • Appropriate types and sizes of loads to lift and manoeuvre • Facilities to load/unload vehicles

**Racking:**

Good Condition • Security Marked with SWL (SEMA) • Correct aisle width for equipment • Top beam 3 metres or over

**Scaffolding:**

Scaffold tagged • Good Condition • Security • Marked with SWL • Height: 9 Metres or above

You will be informed on the day if the centre has been accredited or not. Any anomalies found will be discussed. If any action is required by you, another chargeable visit MAY be required