# FORM A
# ACCREDITED TRAINING CENTRE (ATC) APPLICATION FORM

**Institute of Explosives Engineers**

VOICE OF THE EXPLOSIVES INDUSTRIES

**Instructions for use:**

To assess eligibility and gather information for recognising a training centre under the IExpE Accredited Training Centre (ATC) Scheme, aligned with the IExpE Training Quality Specification (TQS).

## SECTION 1: CENTRE INFORMATION

| | |
|---|---|
| Name of Training Centre: | |
| Business Structure: (Ltd, Partnership, Sole Trader) | |
| Contact Name: | |
| Company Trading address: | |
| County/State: | |
| Country: | |
| Postcode: | |
| Telephone Number: | |
| Email Address: | |
| Website: | |
| IExpE Company / Corporate Membership Number: | |
| Company Registration Number: | |
| VAT Registration Number: | |

| Please describe the primary focus/business activity: | | |
|---|---|---|
| **ACCREDITATIONS:** | **Awarding Body** | **Renewal date** |
| ISO 9001 - Quality Management Systems | | |
| ISO 14001 - Environmental Management Systems | | |
| ISO 45001 - Occupational Health and Safety Management Systems | | |
| Please list any other relevant accreditations. | | |

**LEADERSHIP:**

Provide a schedule of key decision-makers and attach an organisational chart.

**INSURANCE [TQS 1.3]**

Attach supporting evidence and confirm limit for:

| | |
|---|---|
| Employers' Liability Insurance | |
| Public Liability Insurance | |
| Professional Indemnity Insurance | |
| Cyber Security Insurance | |

**APPLICABLE REGULATIONS [TQS 2]**

Please tick all that apply adding any additional regulations or notes as required:

| EXPLOSIVES | Applicable to the centre at all times | Applicable to the centre whilst training or being taught. [Please specify] |
|---|---|---|
| Explosives Regulations 2014 (ER2014) | | |
| Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) | | |
| Control of Explosives Precursors Regulations 2023 | | |
| Control of Major Accident Hazards Regulations 2015 (COMAH) | | |
| Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 | | |
| Pyrotechnic Articles (Safety) Regulations 2015 | | |
| The Explosives Act 1875 (as amended) | | |
| The Classification and Labelling of Explosives Regulations 1983 | | |
| **HEALTH AND SAFETY** | | |
| Health and Safety at Work. Act 1974 (HSWA) | | |
| Management of Health and Safety at Work Regulations 1999 (MHSWR) | | |
| Control of Substances Hazardous to Health (COSHH) Regulations 2002 | | |

| EXPLOSIVES (Cont..) | Applicable to the centre at all times | Applicable to the centre whilst training or being taught. [Please specify] |
|---|---|---|
| Provision and Use of Work Equipment Regulations 1998 (PUWER) | | |
| Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) | | |
| The Environmental Protection Act 1990 | | |
| The Civil Aviation (Dangerous Goods) Regulations 2002 | | |

# SECTION 3: TRAINING GOVERNANCE

| TRAINING GOVERNANCE These policies are mandatory. Please attach copies: | |
|---|---|
| Health and Safety Policy | |
| Equal Opportunities Policy | |
| Complaints and Appeals Policy | |
| Safeguarding Policy | |
| Health and Safety Policy | |
| Data Protection Policy | |
| Quality Assurance Policy | |
| Malpractice and Maladministration Policy | |
| Assessment and Feedback Policy | |
| Learner Support Policy | |
| Whistleblowing Policy | |
| Environmental Policy | |
| Diversity and Inclusion Policy | |
| Incident Reporting Policy | |

# SECTION 4: COURSE INFORMATION

**COURSES AND LEARNERS**

All courses must be registered with IExpE to enable learner certificates to be issued.

Courses that have certificates issued by IExpE must be REGISTERED. This is not accreditation or endorsement of the course content but signifying that the course design process has been followed. The Registration details allow the IExpE to advertise and recommend the course.

This section is an overview only, to register a course please submit the 'Course Registration' form for every course being registered.

| | |
|---|---|
| Current Course/s delivered:<br><br>Please list courses to be register with IExpE.<br><br>For each course, indicate if live explosives are used. | |
| Primary training audiences: | |

# SECTION 5: TRAINING INFRASTRUCTURE

**TRAINING INFRASTRUCTURE**

This section is designed to ensure that your organisation meets the Training Infrastructure Specification is outlined in section 5 of the TQS.

Please provide detailed information (avoiding yes / no answers) and attach supporting documents where required.

**BUILDINGS [TQS 5.1] AND RANGES [TQS SECTION 3]**

| | |
|---|---|
| How many classrooms do you use? | |

| | |
|---|---|
| Do the classrooms belong to (owned or leased) the Training centre? | |
| Do you deliver training off site?<br><br>If yes, please provide details. | |
| Do you use a range?<br><br>If yes, please provide details. | |
| Does the range belong to (owned or leased) the Training centre?<br><br>Please provide details. | |

**TRAINING EQUIPMENT SAFETY AND MAINTENANCE [TQS 5.2]**

| | |
|---|---|
| Do you use equipment that requires calibration or safety critical maintenance that is integral to the training?  Please provide details. | |
| Please confirm if risk assessments are performed on hazardous substances.<br><br>If yes, please provide copies | |
| Are records kept of inspection dates, calibration records and maintenance records kept?<br><br>If yes, please provide copies | |

**TRANSPORTING EXPLOSIVES [TQS 3.2] AND/OR STUDENTS [TQS 5.3]**

| | |
|---|---|
| Does the training centre transport students in company vehicles? | |

| | |
|---|---|
| If yes, are the vehicles insured for this purpose and are tax and MOT in place?<br><br>Please provide copies. | |
| Do you transport explosives to deliver training? | |
| If so, are vehicles for transporting explosives compliant with relevant regulations? [TQS 5.3]<br><br>Please attach proof. | |

**LEARNER ACCOMMODATION [TQS 5.4]**

| | |
|---|---|
| Does the training centre run residential courses where accommodation is booked by the centre? | |
| If yes, please provide details. [TQS 5.4 refers] | |

**IT INFRASTRUCTURE [TQS 5.5]**

| | |
|---|---|
| **Delivery**. Is training delivered using company IT assets?<br><br>If yes, are the assets secure and sufficient?<br><br>Please provide details. | |
| Learner Access. Do learners use company IT assets? | |
| If so, are the assets secure and sufficient? | |

**ADMINISTRATION AND RECORD KEEPING [TQS 5.6 / 5.7 / 5.8]**

| | |
|---|---|
| **Training Materials [TQS 5.6.1]**. Are training materials version controlled, secure, updated and available?<br><br>Please provide details and / or evidence. | |
| **Learner Records [TQS 5.6.1]**. Are learner records kept including identification details, assessment results, and feedback. Are they secure?<br><br>Please provide details and / or evidence. | |
| **Exams and Assessments [TQS 5.6.3 / TQS 8].** Are multiple exam banks kept and are they secure and up to date?<br><br>Please provide details and / or evidence. | |

## SECTION 6:  TRAINING STAFF

| | |
|---|---|
| IExpE Accredited Training Manager:<br><br>Please provide:<br><br>Name/s<br><br>IExpE Membership Number/s<br><br>CV | |
| IExpE Accredited Instructors:<br><br>Please provide:<br><br>Name/s | |

| | |
|---|---|
| IExpE Membership Number/s<br><br>CV | |
| IExpE Accredited Assistant Instructors:<br><br>Please provide:<br><br>Name/s<br><br>IExpE Membership Number/s<br><br>CV | |
| List of unaccredited instruction staff:<br><br>Please provide:<br><br>Name/s<br><br>IExpE Membership Number/s<br><br>CV | |
| **Subcontractors.** Do you use subcontracted instructors? Please provide details. | |

## SECTION 7: EXPLOSIVES GOVERNANCE

**Explosives and Firearms Certificates and Licenses:**
Attach supporting evidence and confirm limit for:

| | Details (acquire / acquire and keep | Issuing Authority | Expiry Date |
|---|---|---|---|
| Explosives Certificate | | | |
| Explosives Licence | | | |
| Firearms Certificate | | | |
| Firearms Licence | | | |

**Explosives Plans, Logs, Risk Assessments and Procedures**

Please attach all that apply adding any additional regulations or notes as required:

| | |
|---|---|
| Safety Management Plan | |
| Risk Assessment and Emergency Response Plan | |
| Incident Reporting and Investigation Logs | |
| Range Procedures (if applicable) | |
| Explosives Transport Procedures, including: | |
| Compliant vehicles and responsible persons | |
| Packaging and Labelling procedures | |
| Route Planning Guidance and Risk Assessments | |

## SECTION 8:  DECLARATION

| | |
|---|---|
| I declare that the information provided is accurate and complete to the best of my knowledge. | |
| Signature: | |
| Name: | |
| Position: | |
| Date: | |

| | |
|---|---|
| Reviewer name | |
| Date reviewed: | |
| Approval Status | ☐ Approved |
| | ☐ Approved with conditions (Specify conditions): |
| | ☐ Not approved (Specify reasons): |