

# **FORM A**

## **ACCREDITED TRAINING CENTRE (ATC)**

### **APPLICATION FORM**

#### **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). If a question is not applicable, please provide an explanation in the relevant dialogue box or write N/A.

#### **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:		
<b>ACCREDITATIONS:</b>	<b>Awarding Body</b>	<b>Renewal date</b>
ISO 9001 - Quality Management Systems		
ISO 14001 - Environmental Management Systems		
ISO 45001 - Occupational Health and Safety Management Systems		
Please list any other relevant accreditations.		
<p><b>INSURANCE [TQS 1.3]</b></p> <p><b>Note:</b> It is essential that insurance cover complies with TQS 1.3. Copies of insurance certificates will need to be submitted either with application or at audit.</p> <p>Please confirm limit for the following insurance cover and consider attaching insurance certificates.</p>		
Employers' Liability Insurance		
Public Liability Insurance		
Professional Indemnity Insurance		
Cyber Security Insurance		



**SECTION 2: APPLICABLE REGULATIONS**

**APPLICABLE REGULATIONS [TQS 2]**

Please ensure the appropriate regulations are ticked based on your activities. For example, if you do not hold or use explosives, ER2014 only applies during instruction because what you are teaching should be compliant with ER 2014. Similarly, if you do not conduct hazardous activities under DSEAR but include DSEAR in your syllabus, this should be noted as relevant only during teaching.

If a question is not applicable, please provide an explanation in the relevant dialogue box or write N/A.

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

<b>EXPLOSIVES</b>	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		

<b>HEALTH AND SAFETY</b>		
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		
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

<b>TRAINING GOVERNANCE</b>	
Training governance policies are mandatory. If any are not applicable (e.g. whistleblowing policy for a one-person business), please explain this in the relevant dialogue box rather than leaving the field blank.	
Please confirm last issue date:	
Health and Safety Policy	
Equal Opportunities Policy	
Complaints and Appeals Policy	
Safeguarding 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

<b>COURSES AND LEARNERS</b>
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:

[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.

**Note:** If a question is not applicable, please provide an explanation in the relevant dialogue box or write N/A.

### 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?  
If yes, please provide details.

Do you use a range?  
If yes, please provide details.

<p>Does the range belong to (owned or leased) the Training centre?</p> <p>Please provide details.</p>	
<p><b>TRAINING EQUIPMENT SAFETY AND MAINTENANCE [TQS 5.2]</b></p>	
<p>Do you use equipment that requires calibration or safety critical maintenance that is integral to the training? Please provide details.</p>	
<p>Please confirm if risk assessments are performed on hazardous substances.</p> <p>If yes, please provide copies</p>	
<p>Are records kept of inspection dates, calibration records and maintenance records kept?</p> <p>If yes, please provide copies</p>	
<p><b>TRANSPORTING EXPLOSIVES [TQS 3.2] AND/OR STUDENTS [TQS 5.3]</b></p>	
<p>Does the training centre transport students in company vehicles?</p>	
<p>If yes, are the vehicles insured for this purpose and are tax and MOT in place?</p>	

Do you transport explosives to deliver training?	
If so, are vehicles for transporting explosives compliant with relevant regulations? [TQS 5.3]	
<b>LEARNER ACCOMMODATION [TQS 5.4]</b>	
Does the training centre run residential courses where accommodation is booked by the centre?	
If yes, please provide details. [TQS 5.4 refers]	
<b>IT INFRASTRUCTURE [TQS 5.5]</b>	
<b>Delivery.</b> Is training delivered using company IT assets?	
If yes, are the assets secure and sufficient?  Please provide details.	
<b>Learner Access.</b> Do learners use company IT assets?	
If so, are the assets secure and sufficient?	
<b>ADMINISTRATION AND RECORD KEEPING [TQS 5.6 / 5.7 / 5.8]</b>	

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



## SECTION 6: TRAINING STAFF

<p>IExpE Accredited Training Manager:</p> <p>Please provide:</p> <p>Name/s</p> <p>IExpE Membership Number/s</p> <p>CV</p>	
<p>IExpE Accredited Instructors:</p> <p>Please provide:</p> <p>Name/s</p> <p>IExpE Membership Number/s</p> <p>CV</p>	
<p>IExpE Accredited Assistant Instructors:</p> <p>Please provide:</p> <p>Name/s</p> <p>IExpE Membership Number/s</p> <p>CV</p>	
<p><b>Subcontractors.</b></p> <p>Do you use subcontracted instructors? Please provide details.</p> <p><b>Note:</b> Subcontracted instructors are subject to the same requirements as permanent instructors IAW Section 6 of the TQS; specifically, accredited with IExpE as Trainers, Assistant Trainers or Training Managers.</p>	



**SECTION 7: EXPLOSIVES GOVERNANCE**

<b>Explosives and Firearms Certificates and Licenses:</b>			
Attach supporting evidence and confirm limit for:			
	Details (acquire / acquire and keep)	Issuing Authority	Expiry Date
Explosives Certificate			
Explosives Licence			
Firearms Certificate			
Firearms Licence			

<b>Explosives Plans, Logs, Risk Assessments and Procedures</b>	
Please confirm whether you hold the following, or explain why they are not required in your context:	
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	

**SECTION 8: DECLARATION**

I declare that the information provided is accurate and complete to the best of my knowledge.

**Note:** This section **MUST** be signed. Please also submit in Form D (Terms and Conditions) with this form.

Signature:	
Name:	
Position:	
Date:	



**OFFICE USE ONLY:**

Reviewer name	
Date reviewed:	
Approval Status	<input type="checkbox"/> Approved
	<input type="checkbox"/> Approved with conditions (Specify conditions):
	<input type="checkbox"/> Not approved (Specify reasons):