

## Equipment Room Awareness (QAF 54) Joining Instructions

**Please ensure you have all of the course pre-requisites with you as you will be unable to start the course without them**

<b>Course Specific Pre-Requisite Checklist</b>
<b><u>1 NEW</u></b> recent Colour Passport Sized Photograph on <i>Photographic Paper</i> .
Current Legally Recognised Photo Identification - <b>Contractors only</b> (Passport, Photo Driving Licence, CIS Card, or PTS Sentinel Card). Note: Tube Lines Employees will need their staff pass, or other proof of identification
Proof of National Insurance Number (NI Card, P45, P60, P46, Payslip or CIS Card) or Evidence of Entitlement to Work in the UK e.g.: Original Visa, Work Permit or Letter from the Home Office. <b>Note: Tube Lines Employees will need their employee number instead</b>
Proof of Current Address – (Recent Utility Bill, etc) - <b>Contractors only</b>
Proof of Date of Birth – (Passport, Driving Licence, Birth Certificate, etc) - <b>Contractors only</b>
<b><u>COMPLETED</u></b> and Signed Original Contractor Declaration Form - <b>Contractors only</b> Section 1 and Section 3 of the <b>QAF</b> (form) to be completed by delegate and section 1 is to be endorsed by the approved endorsing Manager. This must be filled in prior to attending the course. Prior to attending the course (see attached list of approved Endorsing Managers).
<b><u>Current Entry Permit – Note: Must still be valid on the course date.</u></b>
<b><u>PPE Requirements</u></b> – Orange Hi-Viz vest (BS EN 471) Safety Glasses (BS EN 166) <b><u>Safety Footwear</u></b> – Mid Sole Protected (BS EN ISO 20345)

**Failure to produce any of the above documents WILL result in delegate turn away**

Beverages, snacks and hot meals are available for purchase on site using a cash free system. Delegates will need to purchase £2 Pre-pay Card which is refundable after the event. Please ask our staff if you have any queries