

CHECKLIST BEFORE RETURNING THIS APPLICATION

SECTION A - APPLICANT'S DETAILS

Please complete all parts of this section.

MAILING ADDRESS - All correspondence relating to this Records Scheme will be sent to the Home Address specified in Section A unless an alternative address is entered in Section A2. If an alternative address is entered correspondence will be sent as follows:

SECTION B - TRAINING COMPLETED

This section must provide details of courses undertaken and copies of training certificates for these courses must be attached to the form. Please do **NOT** send originals. Courses must have been taken with a CISRS Approved Centre. Any courses taken with non-CISRS Approved Centres are not acceptable.

Renewal - The Basic or Advanced Inspection course must be retaken prior renewal.

SECTION C - DECLARATION

This section must be completed if you are an employer or Training Provider applying for the card and/or if you require a receipt.

HEALTH AND SAFETY EXEMPTIONS

There are other industry recognised Health and Safety qualifications that can be accepted as an alternative to passing the CITB Health Safety and Environment test. These include the NOCN Operative Health and Safety Environment Test HSE . To find out more information or to book the NOCN HSE Test please visit [copy link here once on ebsite](#) .

An up to date list and criteria of the accepted qualifications can be found by visiting the CISRS website or by clicking on this link: <https://cisrs.org.uk/cisrs-cards/citb-health-safety-and-environment-test-and-recognised-exemptions>.

Please ensure when using an exemption that you attach a passport style photo with your application.

A COPY OF CERTIFICATE AND/OR CARD MUST BE ATTACHED TO THIS APPLICATION. PLEASE DO NOT SEND ORIGINALS.

Notes:

All applicants applying for the card must have taken a CISRS Basic or Advanced Scaffold Inspection Course with a CISRS approved provider. Please note the CISRS Inspection card will be valid for 5 years from the date the Inspection course was completed.

Payment - please call 0300 999 1177 (option 1, option 2) and make a payment via credit/debit card for £33.00, you will then be given an authorisation code to write on the front of the application. Or, if you hold an account with NOCN Group, please attach an official Purchase Order requesting an invoice.

The application can be emailed or posted, with copies of certificates (where applicable), to:

Please sign the form and return by either email or post, attaching **copies** of any certificates or other evidence and a passport style photo as required.

EMAIL TO: cisrs@jobcards.org

or

POST TO: CISRS
NOCN Job Cards
P O Box 1242
Kings Lynn
Norfolk
PE30 9FQ

If you have any queries of a general nature or require assistance in completing this application please call the CISRS Helpline on **0300 999 1177 (option 1, option 2)** or for further information on the CISRS Scheme rules visit www.cisrs.org.uk