



## Joining Instructions

**Thank you for choosing Backline Logistics for your training requirements. Please read the below information carefully as it contains important information regarding your course.**

**Please ensure that all delegates receive a copy of these joining instructions.**

**Where training is to take place at a premises not operated by Backline Logistics, please ensure that it is suitable for the training that has been booked.**

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## COVID 19

Backline are taking various measures to protect against the spread of COVID 19 and request that all delegates and employers comply both with government guidance and Backline policy/procedure at all times in order to support these measures.

- Hand sanitising stations and hand washing facilities will be available at all locations for delegates to use.
- Course attendance will be limited to allow for appropriate social distancing.
- Delegates will be asked to complete a declaration form prior to the commencement of the training.
- Training will take place remotely/online where possible.
- Where facilities dictate, rotation systems will be in place to prevent crowding.
- Delegates are requested to wear face coverings whilst not seated in the training room, or where training dictates a proximity of less than 2m from others who are not in the same household, unless they are exempted from doing so.

If delegates are or have recently experienced any symptoms of COVID 19 (including but not limited to sore throat, continuous cough, breathing difficulties etc.), they will not be permitted to attend training until they have completed the recommended period of self-isolation.



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## Start Time, Date(s) & Location of Training

Unless otherwise agreed in advance between Backline and the delegate(s) or customer who has made the booking on the delegate(s) behalf, **training will commence at 08:30 daily.**

**We request that delegates arrive at least 15 minutes prior to the start of training** in order to register with the instructor and avoid any delays.

Delegates who arrive more than 15 minutes **after** the published start time of the training will be refused entry other than in exceptional circumstances and at the trainer's discretion.

For details of where your training is to be held, and the dates that you have booked, please refer to the tickets that you received when making your booking. If you have not received these, please check your email spam folder.

Unless otherwise specified, all training will be held at a venue operated by Backline Logistics. A list of Backline venues can be found below.



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## Refreshments & Meals

Refreshments (water, tea, coffee etc.) are included in course fees and will be provided where possible when training takes place at a site operated by Backline.

## Dress Code

There is no dress code for any of our courses. However, practical (non-classroom) training, or where the site requires it, all necessary PPE should be worn. The minimum PPE for practical training is safety footwear and hi-visibility vest.

Most practical training takes place outside. Therefore, delegates should ensure that they wear clothing appropriate to the weather and ground conditions.

## Special Requirements & Allergies

Delegates should advise of any special requirements (e.g. dyslexia) or allergies at the time of booking or at the earliest possible opportunity. Any appropriate provisions can then be made. Information provided by or on behalf of the delegate will be treated in the strictest of confidence.

## Proof of Identity

For most courses, proof of identity and/or driving licence number is required. As such, delegates should bring a driving licence photocard, driver qualification card or digital tachograph with them for each day they are attending a course.

## Suitability of Training

Whilst we will take steps to ensure the suitability of training for the delegates, **it is the responsibility of the delegate/customer to ensure that the type of training booked is appropriate for the delegate(s) in attendance.** Where training is not suitable, the delegate(s) may be required to attend additional training or be turned away.



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## Terms & Conditions

Terms & Conditions apply to all bookings, a copy of which is available on our website (<https://backlinelogistics.co.uk/training/>) or can be provided upon request.

## Payment

Payment in full should be made no later than the Friday before the week in which training takes place, except for business customers with a credit account.

Bookings will not be treated as confirmed until the request has been either made or confirmed by either party in writing (business customers) or a deposit or full payment has been made (individuals or business customers without a credit account).

## Course Specific Requirements

### Driver CPC

Delegates must produce their **photo card driving licence or driver qualification card or digital tachograph card** on each day of the course. Only original documents can be accepted and failure to provide these may result in you being turned away.

**Please note:** in order to be eligible to complete periodic training (35hrs) in the UK, the driver **must** have a UK driving licence. An EU driving licence with UK counterpart number is not acceptable. You can check that you are eligible to attend periodic training by visiting <https://backlinelogistics.co.uk/cpc-checker/>.

### ADR

Delegates should bring official photographic ID to the first day of the course (e.g. passport, driving licence photocard etc.). If CPC hours are required, the above requirements for Driver CPC also apply. Delegates will have a passport-style photograph taken for use on the ADR card. **Delegates that wear glasses should bring these glasses with them to the course.**



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**Note:** ADR courses vary in length depending on the content being covered. Novice courses will be a minimum of two days, up to five. If you are not sure of the duration of the course that you have booked, please contact us on:

**03333 201 221** or [training@backlinelogistics.co.uk](mailto:training@backlinelogistics.co.uk)

## Materials Handling Equipment

Minimum PPE for Materials Handling Equipment is safety footwear, hi-vis vest/outer layer and gloves. Delegates will require suitable clothing for training in an outdoor environment. Additional PPE requirements are detailed below.

## Lorry Mounted Crane (HIAB) & Slinger/Signaller

Delegates will require a hard hat. For training at Backline's premises, these can be provided if required but delegates are encouraged to bring their own.

## Excavator

Delegates will require a hard hat. Waterproof safety footwear (e.g. safety wellingtons) are recommended.

## First Aid

Where CPC hours are required, the above requirements for Driver CPC apply. First Aid training will involve some practical exercises/assessments including administering CPR on a manikin which can be physically demanding.



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## Training at the Buyer's Premises

Where training is to take place at the Buyer's premises, or at a site arranged by the Buyer, the Buyer shall ensure that suitable equipment is made available for the training to take place, except where it has been agreed in writing prior to the course taking place that Backline will provide this equipment. Details of what is required for each course can be found below. Where the requirements cannot be met in full, training may still be able to take place but with restrictions applied to the certificates.

The Buyer must ensure that an appropriate area (for both the Theory and Practical elements) is made available for duration of the training. Equipment used for training must be in a serviceable condition with all appropriate certification(s) and check(s) in place as required by any applicable regulation(s) or legislation in force at the time. The trainer will also require written authorisation from a company representative in order to use the equipment to deliver the training.

### FLT (all types) inc. Telehandler

- A serviceable machine, attachment(s) and lifting accessories (where required) appropriate for the load(s) to be lifted
- Ideally two or more loads of different size/weight, preferably palletised (other than for specialist applications).
- Space to set up a chicane, where the distance between corners is at least 1.5 times the length of the machine to be used.
- Appropriate area to stack/de-stack loads at various heights (e.g. racking).
  - Note: For J3/J5 (telehandler over 9m reach), a raised area at least 9m high should be available on which to deposit a load.

### Slinger/Signaller

- A suitable and serviceable piece of lifting equipment, with suitable and serviceable lifting accessories for the loads to be lifted.
- A variety (min. two) of loads to be lifted, ideally using different methods (e.g. single leg and two-leg lift) and with one or more unbalanced load.





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## Lorry Mounter Crane (HIAB)

- A serviceable machine, attachment(s) and lifting accessories, appropriate for the load(s) to be lifted.
- Load(s) to lift.
- A clear, ideally level, area equivalent to at least the size of the vehicle and the swing area of the crane at maximum extension.

## MEWP

- A serviceable machine and safety equipment (harness, lanyard etc.) for all delegates.
- Level area, preferably indoors (high wind can prevent training taking place) with overhead clearance to at least 50% of the machine's maximum reach.

## Plant/Vehicle Marshal

- A driver-operated vehicle or plant, which delegates and/or the trainer are qualified to operate.
- A suitable area for manoeuvring the relevant piece of equipment, allowing for travelling and carrying out full-lock turns in both a forward and reverse direction.

## Excavator

- A serviceable machine and appropriate area for excavating (up to 15m trench) and travelling with the machine, clear of all underground services and utilities and free of overhead obstructions such as power lines.
- Permit to dig.
- Vehicle/plant for loading which should have a capacity equivalent to at least three (ideally six) bucket loads of the excavator being used.
- Minimum of two excavator buckets (ideally of different sizes), with at least one bucket suitable for trench digging.



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## Training Venues

### Avonmouth: 0117 982 7235

Unit 16, West Town Rd, Avonbank Industrial Estate, Avonmouth, BS11 9DE

### Andover: 01264 883911

23 & 24 North Way, Walworth Industrial Estate, Andover, SP10 5LH

### Bodmin: 01208 811200

17 Callywith Gate Ind. Est., Launceston Road, Bodmin, PL31 2RQ

### Bridgwater: 01278 433833

Unit 7 Crossways Road, Thistle Park, Bridgwater, TA6 6LS

### Christchurch: 01202 402550

Oakland House, Building 420, Aviation Park West, Christchurch, BH23 6NX

### Exeter Outbase: 01395 239305

Mushroom Road, Hill Barton Business Park, Clyst St Mary, Exeter, EX5 1DR

### Plymouth: 01752 337800

Backline Logistics, Unit 1 Alder Court, Bell Close, Plympton, PL7 4JH

### Yeovil: 01935 478866

Unit 2 Plot 13, Brympton Way, Lynx West Trading Estate, Yeovil, BA20 2HP

## Queries

Please direct any queries to Backline Logistics, Unit 1 Alder Court, Bell Close, Plympton, PL7 4JH or [training@backlinelogistics.co.uk](mailto:training@backlinelogistics.co.uk) or 01752 348835.



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## Data Protection

The company is registered under the data protection act with the Information Commissioner. By attending the course, **the delegate consents, where applicable, to the company passing the delegate's details to the competent authority** for the purposes of registering the training provided.

Data provided by the candidate will be kept on record for the period required by the competent authority.

## Drivers' Hours & Working Time

Delegates should be aware that where they have been given instruction from their employer to attend training, this should be recorded as working time and, where applicable, a manual entry should be made to reflect this.

Where delegates are attending of their own volition, there is not a requirement to record it as working time.

The manner in which the course is funded does not affect whether or not the training should be recorded as working time. I.e. an employer funding training does not automatically mean that it should be recorded as working time.