

SECTION A - Your Details - please complete this section

A1 Your details:

| | | |
|--|--|--|
| <p>Title <input style="width: 100%;" type="text"/></p> <p>Surname <small>FAMILY NAME</small> <input style="width: 100%;" type="text"/></p> <p>Forename <small>GIVEN NAME</small> <input style="width: 100%;" type="text"/></p> <p>Home Address <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/></p> <p>Postcode <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/></p> <p>Email <input style="width: 100%;" type="text"/></p> | <div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>PHOTO</p> <p>ATTACH OR EMAIL A PASSPORT STYLE PHOTOGRAPH</p> </div> | <p>CSCS Registration No. (if known) <input style="width: 100%;" type="text"/></p> <p>Date of Birth <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/></p> <p>National Insurance No. <input style="width: 100%;" type="text"/></p> <p>Home/Work Telephone No. <input style="width: 100%;" type="text"/></p> <p>Mobile Telephone No. <input style="width: 100%;" type="text"/></p> <p style="font-size: small;">We may contact you using these contact details if there is a query with your application.</p> |
|--|--|--|

A2 I confirm that I meet current Health and Safety requirements YES We do not require a copy of your Health, Safety & Environment test pass letter, see reverse for information

A3 Send my card to: My Home Address The company address in Section C

A4 I confirm to the best of my knowledge the information I am providing is true, correct and accurate in all respects. I agree to comply with the Terms and Conditions of the scheme and all applicable rules relating to the ARCA ARMI Skills Card Scheme as laid out in the ARCA ARMI Skills Card Scheme Information document and as may be amended from time to time. For a copy of the ARCA ARMI Skills Card Scheme Information document please go to www.arca.org.uk

All application fees are non-refundable and non-transferable. If your application is incomplete or unacceptable you will be given 90 days to resolve any issues. Any applications returned after 90 days will be subject to an additional £30.00 including VAT non-refundable fee.

All personal data that you provide on this form will be processed and stored in accordance with the Association's GDPR Privacy and Cookies Policy which is available at www.arca.org.uk

Your Signature Date Please send a VAT Invoice

SECTION B - Occupation & Card Details - please complete this section

Please tick **one** box from section 1 and **one** box in section 2. *N.B. Don't forget to attach any necessary evidence - see overleaf*

1 Card Type: New Renewal

2 Skills Card (Black Card): Asbestos Removal Manager

3 Temporary Cards (Red Card): Asbestos Removal Manager (Trained) Asbestos Removal Manager (Experienced Worker)

SECTION C - Declaration - a current/previous employer or CSCS card holder must complete this section (see reverse for guidance)

By completing and signing the declaration below, I certify that:

- The applicant meets the requirements for the ARMI Skills Card they are applying for
- The photo is a true likeness of the applicant

PLEASE ENSURE THIS BOX IS FULLY COMPLETED (The applicant cannot complete this section)

| | |
|--|--|
| <p>Employer Name <small>IF APPLICABLE</small> <input style="width: 100%;" type="text"/></p> <p>Address <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/></p> <p>Postcode <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/></p> <p>Date <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/></p> | <p>Signature <input style="width: 100%; height: 60px;" type="text"/></p> <p>Print Name <input style="width: 100%;" type="text"/></p> <p>Tel No. <input style="width: 100%;" type="text"/></p> <p>CSCS Card Registration No. <small>IF APPLICABLE</small> <input style="width: 100%;" type="text"/></p> |
|--|--|

SECTION D - Card requirements

Details of evidence required for the Asbestos Removal Manager occupation ARCA ARMI Skills Card

► Red Temporary Cards

Asbestos Removal Manager (Trained) – Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Licensed Contract Manager/ Licensed Contract Manager Update certificate. Completed a CITB HS&E test (managerial and professional test) or CCNSG Safety Passport within the last 2 years.

Asbestos Removal Manager (Experienced Worker) – Registered on RSPH Level 4 Certificate in Asbestos Removal for Contract Managers. Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Licensed Contract Manager/ Licensed Contract Manager Update Certificate. Evidence of completion of a CITB HS&E test (managerial and professional test) or CCNSG Safety Passport within the last 2 years.

► Black Skills Card

Asbestos Removal Manager - RSPH Level 4 Certificate in Asbestos Removal for Contract Managers. Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Licensed Contract Manager/ Licensed Contract Manager Update Certificate. Evidence of completion of a CITB HS&E test (managerial and professional test) or CCNSG Safety Passport within the last 2 years.

► **Renewals** - Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Licensed Contract Manager/ Licensed Contract Manager Update certificate. Evidence of completion of a CITB HS&E test (managerial and professional test) or CCNSG Safety Passport within the last 2 years.

Important Notes

The CITB Health, Safety and Environment test or the CCNSG Safety Passport must have been passed at the appropriate level within 2 years of making your application. Confirmation of this test will be stored on the CITB database.

For Asbestos Removal Manager cards the Managerial and Professional Test needs to be taken. Details of the test and how to book are available at: <http://www.citb.co.uk/cards-testing/health-safety-environment-test/>

Declaration

Section C of the application form must not be completed by the applicant. This can either be completed by a current/previous employer or Main Contractor or by another CSCS or Partner Scheme card holder who holds either a Gold, PQP, Platinum or Black CSCS card.

SECTION E - Check list for returning application forms

Before returning your application please ensure you have

| | |
|---|--------------------------|
| Completed section A with your details and dated the form | <input type="checkbox"/> |
| Indicated which card type you require in section B and attached photograph | <input type="checkbox"/> |
| Ensured your employer has completed section C where applicable | <input type="checkbox"/> |
| Included any extra information required to complete your application | <input type="checkbox"/> |
| Payment - either | <input type="checkbox"/> |
| • Enclosed payment of £30 including VAT by cheque (cheques should be made payable to ARCA Ltd) | <input type="checkbox"/> |
| • Paid by phone using a credit or debit card | <input type="checkbox"/> |
| • Paid by BACS: ARCA Ltd. Sort Code: 60-05-13 Account No: 55400221 | <input type="checkbox"/> |
| Send form to ARCA Ltd, Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent, DE13 0BY | <input type="checkbox"/> |

For further information visit www.arca.org.uk Helpdesk 01283 505778.