

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 Diploma 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 or Diploma 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

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| Completed section A with your details and dated the form | <input type="checkbox"/> |
| Indicated which card type (new physical or new virtual card, new physical and new virtual card, renewal) 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 by email at armicards@arca.org.uk or post 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 505765.

Note: Only original signatures will be accepted, photocopy or per pro (pp) signatures will NOT be accepted.

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