



ARCA ARMI Skills Card Application Form

For the Asbestos Removal Supervisor occupation

SECTION A - Your Details - please complete this section

A1 Your details:

| | | | | |
|---------------------------------------|----------------------|---|----------------------------------|----------------------|
| Title | <input type="text"/> | PHOTO ATTACH OR EMAIL A PASSPORT STYLE PHOTOGRAPH | CSCS Registration No. (if known) | <input type="text"/> |
| Surname <small>FAMILY NAME</small> | <input type="text"/> | | Date of Birth | <input type="text"/> |
| Forename <small>GIVEN NAME</small> | <input type="text"/> | | National Insurance No. | <input type="text"/> |
| Home Address | <input type="text"/> | | Home/Work Telephone No. | <input type="text"/> |
| | <input type="text"/> | | Mobile Telephone No.* | <input type="text"/> |
| | <input type="text"/> | | | |
| Postcode | <input type="text"/> | | | |
| Email* | <input type="text"/> | | | |

*Required for a virtual card

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. A virtual card is available at no additional cost when applying for a physical card*

1 Card Type: New Physical New Virtual Renewal

2 Skills Card (Gold Card): Asbestos Removal Supervisor

3 Temporary Cards (Red Card): Asbestos Removal Supervisor (Trained) Asbestos Removal Supervisor (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)

| | | | |
|---|----------------------|--|----------------------|
| Employer Name <small>IF APPLICABLE</small> | <input type="text"/> | | |
| Address | <input type="text"/> | Signature | <input type="text"/> |
| | <input type="text"/> | | |
| | <input type="text"/> | Print Name | <input type="text"/> |
| | <input type="text"/> | Tel No. | <input type="text"/> |
| Date | <input type="text"/> | CSCS Card Registration No. <small>IF APPLICABLE</small> | <input type="text"/> |

SECTION D - Card requirements

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

► Red Temporary Cards

Asbestos Removal Supervisor (Trained) – Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA New Asbestos Supervisor/Asbestos Supervisor Refresher certificate. Evidence of completion of a CITB HS&E test (supervisory test) or CCNSG Safety Passport within the last 2 years.

Asbestos Removal Supervisor (Experienced Worker) – Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA New Asbestos Supervisor/Asbestos Supervisor Refresher certificate. Registration on Level 3 NVQ Diploma in Supervising Licensed Asbestos Removal (Construction). Evidence of completion of a CITB HS&E test (supervisory test) or CCNSG Safety Passport within the last 2 years.

► Gold Skills Card

Asbestos Removal Supervisor – Level 3 NVQ Diploma in Supervising Licensed Asbestos Removal (Construction) certificate. Evidence of completion of a CITB HS&E test (supervisory test) or CCNSG Safety Passport within the last 2 years.

► **Renewals** – Valid (i.e. issued within the last 12 months) ARCA/ACAD/IATP/UKATA Asbestos Supervisor Refresher certificate. Evidence of completion of a CITB HS&E test (supervisory 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 Supervisor cards the Supervisory 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 (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.

AM026-V0819