



Request for Additional Site Audit

To be submitted to ARCA at least ONE WEEK BEFORE the requested audit date
Duration of Works to be at least 3 DAYS unless by prior agreement

This form is to request an additional ARCA site audit. The audit will be in addition to the three unannounced audits per year organised by ARCA as part of the Site Audit Accreditation Scheme.

Company Name		Telephone Number	Date of Request
Contact Name		Contact Email Address	
Please complete all details in this section. Tick options, as appropriate			
Name & Address of Site for Audit		Specific Work Area	
Postcode		ACM being Removed or Encapsulated SPRAY COATING INSULATION AIB (tick if applicable)	
PPE required on site		Site Supervisor & Contact No.	ASB5 sent to enforcing authority?
Safety Boots Hard Hat Safety Glasses Hi Vis Jacket Other		CSCS Card required?	
Specific Site Requirements (e.g. parking, photo id required etc.)		By Arrangement: Preferred Date and Time for audit	
Start date	Duration of Works (at least 3 days)	or	
Working Hours	Days to be worked / weekends etc.	Unannounced: During working hours at any time other than on the first or last days of the works	
Audit Request Authorised by (Director Name)		Purchase Order Number (where applicable)	

By submitting this Request, you agree to the following Terms and Conditions

The audit is classed as a Non-Programmed Site Audit, as determined in the ARCA Rules of Membership, and will be charged at the current fee. If the audit forms part of a membership application, the cost of the audit fee is included in the application fee. It is the contractor's responsibility to inform the auditor and ARCA if circumstances require the audit to be cancelled or rescheduled. Failure to provide the auditor with at least 3 hours prior notice of a cancellation or rearrangement will result in the contractor paying for the aborted visit at the full cost of a Non-Programmed Site Audit.

ARCA will take all reasonable steps to arrange for an auditor to visit the nominated site at the preferred date and time. However, should it not be possible to arrange for an auditor as requested, ARCA will contact the contractor to discuss alternative dates and times or an alternative site for audit, which will then be agreed.

The auditor is instructed to attend site at the appointed date and time, and audit the extent of works presented at the time. The audit will be conducted in the same manner and format as audits under the ARCA Site Audit Accreditation Scheme (SAAS) and will be graded using the same criteria. However, the audit is outside of the scope of the SAAS and the grade awarded will not affect the accreditation status of the contractor under the Scheme.

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

**Return to ARCA Ltd, Unit 1 Stretton Business Park 2, Brunel Drive, Stretton, Burton upon Trent, Staffs, DE13 0BY
or Email to: audit@arca.org.uk**

For ARCA office use only

Appointed Auditor	Date & Time of Audit As per preferred date and time detailed above
Auditor Contact Number	as agreed with Company Contact detailed above
Instructions to Auditor This is an additional site audit outside the scope of the Site Audit Accreditation Scheme, to be completed on the current version of the Site Audit Form. Continue with audit regardless of what stage the works are at. Auditor not to make contact with the Site Supervisor, but to turn up unannounced unless instructed otherwise. On arriving at site, it may become necessary to contact the nominated site supervisor.	
ARCA Purchase Order Number	