



HELLO FUTURE



COURSE HANDBOOK

“Job training empowers people to realise their dreams and improve their lives.”

Sylvia Mathews Burwell

15

COURSE AREAS

2

TRAINING CENTRES

20

QUALIFIED INSTRUCTORS

20

APPROVED NATIONAL TRAINING CENTRES

DESIGNED JUST FOR YOU

THE NATIONAL DEMOLITION TRAINING GROUP



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COURSES

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WHY TRAIN WITH US?



NDTG's courses are a benchmark for quality. Our courses cover the breadth of the demolition industry with levels from operative to manager, whilst our highly experienced trainers are there to guide candidates through the technicalities and practical application from course to site. Customer service at the NDTG is second to none, with our skilled operatives available to lead students through the application process, and deal with queries.

The NDTG offers open courses from our specialist training centre in Hemel Hempstead, plus bespoke courses which can be delivered directly from your premises, saving you time and money.

Training with the NDTG gives you the confidence that safety standards are being upheld on your demolition sites. Don't delay, book your courses today.



You can be assured that demolition operatives have had the appropriate training for their role



Maintain a fully qualified workforce exceeding the minimum required standards



CCDO Smartcards for all, from Labourers to Managers



WELCOME TO NDTG

Welcome to the NDTG Course Handbook. The National Demolition Training Group has played a prominent role in the demolition industry since its inception in 1978. Since then over 50,000 certifications have been awarded, reflecting the breadth of NDTG's programmes and courses and its long tradition of involvement in the demolition industry.

The demolition industry continues to evolve - and the NFDC, in conjunction with the NDTG, are pivotal in moulding its future. With the launch of the CCDO smart card scheme, and now the first to launch the virtual smart card option, the NFDC and NDTG are at the forefront of technology offering courses to support all levels of the scheme.

I encourage you to explore the information in this handbook, further details including how to book, course structure and support can be found on our website www.ndtg.training.

Thank you for your interest in the NDTG. Please contact us for further information email: **hello@ndtg.training** or phone: **01442 217144** Option **2** to discuss your requirements with our customer service team.

A handwritten signature in black ink, which appears to read "M Wilson".

Martin Wilson,
NDTG Chairman

OUR TRAINING CENTRES



NDTG BRADFORD

Inspire Bradford, Newlands Way,
Bradford, BD10 0JE

Tel: 01442 217144 (option 2)
Email: info@ndtg.training

NDTG Ltd

Vitalia House
Paradise
Hemel Hempstead
Herts HP2 4TF

Tel: 01442 217144 (option 2)
Email: info@ndtg.training

CCDO COURSES

The NDTG is offering CCDO Card Holders the option of a virtual smart card as well as a physical card.

For more information on the CCDO virtual card scheme contact the NDTG on 01442 217144, Option 2 or visit the website: www.ndtg.training



CCDO APPRENTICE



ABOUT

Card issued at the start of an approved training course programme, valid for 2 years with the Demolition and Refurbishment operative card issued on successful completion. A level 2 NVQ is included within the course.

VALIDITY

2 years

HOW TO OBTAIN THIS CARD

1. Must have held a Demolition Labourer Card for a minimum of 3 months
2. Current Demolition Specialist or above Health, Safety and Environment Touch Screen Test Pass. For bookings call 0344 9944488
3. Registered for the approved Apprenticeship Course
4. This card is NON-RENEWABLE all apprentice 'RED' cards require a level 2 NVQ

CCDO DEMOLITION SITE VISITOR



ABOUT

The Demolition Site Visitor card is intended for those individuals with no specific demolition skills or functions, but nonetheless need to visit demolition sites e.g. Plant Fitters and Safety Auditors

VALIDITY

5 years

HOW TO OBTAIN THIS CARD

1. Current Operative or above Health, Safety and Environment Touch Screen Test Pass.
For bookings call: 0344 9944488
2. Current Emergency First Aid Certificate (recommended, not mandatory option)
3. Attended the Demolition Site Visitors Course
4. For card renewal please refer to www.ndtg.training

CCDO LABOURER AND LEVEL 1 TEST



ABOUT

General labouring duties under supervision as directed by chargehand or above. Inexperienced or new entrants into the demolition industry

VALIDITY

5 years

HOW TO OBTAIN THIS CARD

1. Current Operative or above Health, Safety and Environment Touch Screen Test Pass.
For bookings call 0344 9944488
2. Current approved Asbestos Awareness certificate - NOT E-Learning and passed Demolition Labourer Level 1 Course
3. For card renewal please refer to www.ndtg.training

CCDO DEMOLITION REFURBISHMENT OPERATIVE



ABOUT

- Non-structural demolition
- Mobile work tools
- Non-structural hot works
- Segregate materials for recycling

VALIDITY

5 years

HOW TO OBTAIN THIS CARD

1. Must have held a Demolition Labourer Card and have 2 years demolition industry experience
2. Current Demolition Specialist or above, Health, Safety and Environmental Touch Screen Test Pass. For bookings call 0344 9944488
3. Current approved Asbestos Awareness certificate - NOT E-Learning
4. Attended and passed the Demolition and Refurbishment Operative Course
5. Achieved the NVQ Level 2 Operatives*



Refresher Course

*If the appropriate NVQ level 2 Operatives has not been achieved, candidates will be issued with a red 3 year Trained Operative Demolition and Refurbishment card. The NVQ must then be completed within this 3 year timeframe.

CCDO DEMOLITION TOPMAN



ABOUT

- Demolition including structural elements
- Operation of work tools
- Implementation of work in accordance with RAMS
- Interpretation of drawings/instructions
- Reporting variations to RAMS
- Structural hot works

VALIDITY

5 years

HOW TO OBTAIN THIS CARD

1. Must hold a full Demolition and Refurbishment Operative Card
2. Current Demolition Specialist or above Health, Safety and Environment Touch Screen Test Pass
For bookings call 0344 9944488
3. Current approved Asbestos Awareness certificate - NOT E-Learning
4. Attended and passed the Topman Course
5. Achieved the NVQ Level 2 for Topman*
6. For card renewal please refer to www.ndtg.training



Refresher Course

*If the appropriate NVQ level 2 Topman has not been achieved, candidates will be issued with a 3 year Trained Operative Demolition Topman card. The NVQ must then be completed within this 3 year timeframe.

CCDO CHARGEHAND COURSE



ABOUT

- Ensuring work is carried out in accordance with RAMS
- Reporting to site supervisor
- Delivering Tool Box Talks
- Team Leader directing and working alongside operatives
- Preparation and delivery of site inductions

VALIDITY

5 years

HOW TO OBTAIN THIS CARD

1. Must hold full Topman Card (NVQ achieved)
2. Current Demolition Specialist or above Health, Safety and Environment Touch Screen Test Pass
For bookings call 0344 9944488
3. Current approved Asbestos Awareness certificate - NOT E-Learning
4. Attended and passed the 2 day Chargehand Course
5. Achieved the NVQ level 3 for Chargehand*



Refresher Course

*If the appropriate NVQ level 3 Chargehand has not been achieved, candidates will be issued with a 3 year Trained Operative Demolition Chargehand card. The NVQ must then be completed within this 3 year time frame.

CCDO SUPERVISOR COURSE



ABOUT

- Responsible for demolition operations on site
- Regular communication and liaison with work team
- Implementation and revision of RAMS
- Resident liaison
- Preparation and delivery of site induction and task briefings
- Reporting to management
- Implementation of HSQU systems
- Tool Box Talk preparation and delivery

VALIDITY

5 years

HOW TO OBTAIN THIS CARD

1. Must hold a full Chargehand Card (NVQ achieved). Direct entry if operative has a minimum of 5 years verified demolition industry experience
2. Current Supervisor Health, Safety and Environment Touch Screen Test Pass.
For bookings call 0344 9944488
3. Current approved Asbestos Awareness certificate - NOT E-Learning
4. Attended and passed the 5 day Supervisor Course
5. Achieved the Level 3+/4 Supervisor NVQ*



Refresher Course

*If the appropriate NVQ level 3+/4 for Supervisors has not been achieved, candidates will be issued with a 3 year Trained Demolition Supervisor card. The NVQ must then be completed within this 3 year time frame.

CCDO MANAGER COURSE



ABOUT

- Liaison with clients' team
- Liaison with work team
- Preparation, review and implementation of RAMS
- Liaise with surveyors, engineers, other trades and third party stakeholders
- Regular communication with supervisors
- Implementation of HSQE systems

VALIDITY

5 years

HOW TO OBTAIN THIS CARD

1. Must hold a Full Supervisor Card (NVQ achieved) Direct entry if operative has a minimum of 5 years verified demolition industry experience
2. Current MAP Health, Safety and Environment Touch Screen Test Pass
For bookings call 0344 9944488
3. Current approved Asbestos Awareness certificate - optional. NOT E-Learning
4. Attended and passed the 5 day Demolition Manager course
5. Achieved the level 6 Manager NVQ*



Refresher Course

*If the appropriate NVQ level 6 for Managers has not been achieved, candidates will be issued with a 3 year Trained Operative Demolition Manager card. The NVQ must then be completed within this 3 year time frame.

A photograph of two men wearing yellow hard hats and checkered shirts, smiling and talking to each other on a construction site. The background is a blurred construction site with buildings under construction. A white speech bubble with a red border is overlaid on the image, containing the text 'OPEN COURSES'.

**OPEN
COURSES**

ASBESTOS AWARENESS



AIMS AND OBJECTIVES

This course has been developed and designed to give instruction on the hazards and dangers involved with asbestos and is intended for all persons working in areas where asbestos materials may be located.

This course will provide operatives and employers with a general understanding of asbestos containing materials. Delegates will also have an understanding of the correct reporting and management systems to be in place when working in areas where asbestos may be present.

DURATION

1/2 day

COURSE STRUCTURE

- Health and safety legislation
- Asbestos its uses and locations etc where it may be found
- Asbestos products
- Types of asbestos
- Nature of asbestos and its biological effects
- Risk to health from asbestos
- Identification of asbestos products and reporting procedures
- Emergency procedures
- Use of PPE, training and instruction requirements



Open Courses



Bespoke Courses - Full Duration



Bespoke Courses - Short Duration

DEMOLITION SAFETY AWARENESS

AIMS AND OBJECTIVES

This course is designed for candidates who have had no demolition training, and for those candidates who require refresher training. It is also for any operative/manager involved in Demolition Procedures.

To enable Demolition operatives to be kept updated on changes to legislation and health and safety practices in line with CCDO Scheme and health and safety requirements.

DURATION

1/2 day

COURSE STRUCTURE

- Use of PPE, training and instruction requirements
- Health and safety legislation including PPE requirements
- Hand Arm Vibration
- Safe working practices in demolition
- Risk assessment and Method statement requirements
- Noise at work requirements
- Manual Handling
- Electricity and Fire On-Site procedures

✓ **Open Courses**

✓ **Bespoke Courses - Full Duration**

✓ **Bespoke Courses - Short Duration**

ABRASIVE WHEELS

AIMS AND OBJECTIVES

This course has been developed and designed for candidates who change and mount a bonded abrasive wheel or disc. Training is given on all aspects of safety in relation to abrasive wheels.

The course is for those who use portable grinding and cutting equipment, and bench grinders. Candidates are taught the safe use of abrasive wheels and discs, including the correct selection and mounting skills. Candidates are given a partial face fit test on the RPE issued for use by their employers who are later informed of the results.

DURATION

1/2 day

COURSE STRUCTURE

- Health and Safety Legislation/Accidents
- RPE requirements
- Requirements of the PUWER regulations
- Storage, selection and mounting of abrasive wheels and discs
- Hand-arm vibration issues
- Safe working practices in the correct use of cutting and grinding tools
- Practical test on selection and mounting of discs
- Practical instruction on the use of cutting and grinding tools



Open Courses



Bespoke Courses - Full Duration



Bespoke Courses - Short Duration

NON-LICENSED ASBESTOS REMOVAL

AIMS AND OBJECTIVES

This course is for people requiring training in the safe removal of Non Licensable Asbestos Materials. The course combines classroom based theory and hands on practical training.

The objectives of this course are:

- To provide candidates with the skills to identify the possible location of asbestos together with knowledge of what to do in the event of asbestos discovery
- To promote safe working practices in the removal of Non-Licensed Asbestos Products
- The course will also provide candidates with knowledge of applicable legislation

DURATION

1 day

COURSE STRUCTURE

- The history of asbestos
- Health hazards
- Legislation
- Recognition of asbestos and asbestos based materials
- Where asbestos may be found
- Action / control limits
- Personal protective equipment and respiratory protective equipment
- Methods of removal for non-licensed asbestos materials
- Types of asbestos that may be removed by a non-licensed contractor

✔ **Open Courses**

✔ **Bespoke Courses** - Full Duration

✔ **Bespoke Courses** - Short Duration

NON-LICENSED ASBESTOS REMOVAL REFRESHER

AIMS AND OBJECTIVES

This course is for people requiring refresher training in the safe removal of Non-Licensable Asbestos Materials. The course combines classroom based theory and hands on practical training. Candidates must have previously undergone the Full Non-Licensed Training to undertake this course.

The objectives of this course are:

- To refresh candidates with the skills to identify the possible location of asbestos together with knowledge of what to do in the event of asbestos discovery
- To promote safe working practices in the removal of Non-Licensed Asbestos Products. The course will also refresh candidates with knowledge of applicable legislation

DURATION

1/2 day

COURSE STRUCTURE

- The history of asbestos
- Health hazards
- Legislation
- Recognition of asbestos and asbestos based materials
- Where asbestos may be found
- Action / control limits
- Personal protective equipment and respiratory protective equipment
- Methods of removal for non-licensed asbestos materials
- Types of asbestos that may be removed by a non-licensed contractor

✔ **Open Courses**

✔ **Bespoke Courses - Full Duration**

✔ **Bespoke Courses - Short Duration**

OXYGEN FUEL CUTTING SAFETY TRAINING

AIMS AND OBJECTIVES

All experienced operatives involved in the use of Oxygen/Fuel Cutting Equipment within the demolition industry. Those with little or no experience will require assessment by the trainer to identify the extent of the training required.

The objectives of this course includes:

- Awareness of safety issues regarding Oxygen/Fuel cutting equipment
- Understanding the risks and reducing or eliminating them
- Be aware of safe systems of work and control measures

DURATION

1 day

COURSE STRUCTURE

- Health and Safety legislation
- Equipment
- Accidents
- Simple risk assessment
- Hazards
- Safe working
- Confined spaces
- Precautions



Open Courses



Bespoke Courses - Full Duration



Bespoke Courses - Short Duration

WORKING AT HEIGHT

AIMS AND OBJECTIVES

Anyone who is involved in Work at Height, to enable an individual to effectively comply with their duties under the Work at Height Regulations.

DURATION

1/2 day

COURSE STRUCTURE

Current legislations, regulations and guidance affecting work at height.



Open Courses



Bespoke Courses - Short Duration

MANUAL HANDLING

AIMS AND OBJECTIVES

The course has been developed and designed for candidates who have no previous experience and training in Manual Handling.

The objective is to understand the importance of relevant health conditions and to be able to summarise practical issues of manual handling.

DURATION

1/2 day

COURSE STRUCTURE

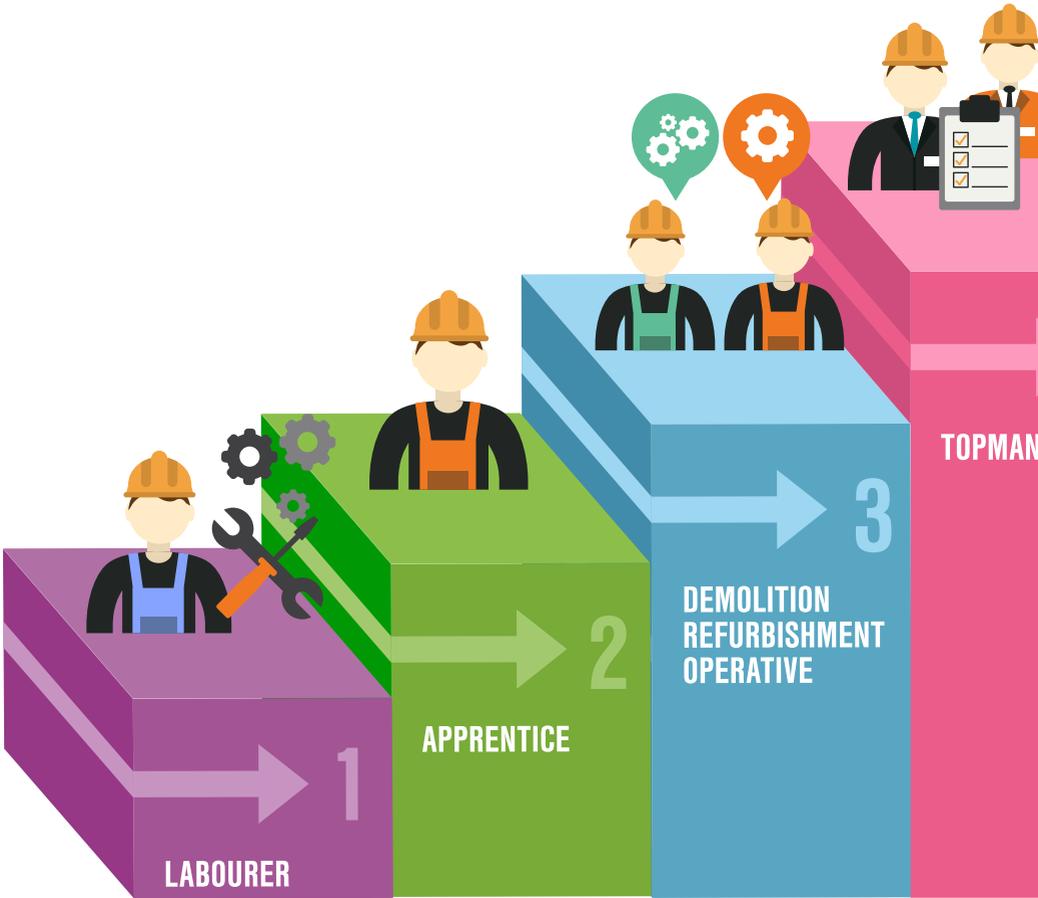
- Facts and figures
- Health and safety law
- Health Implications
- Safe lifting methods inc. kinetic lifting method.

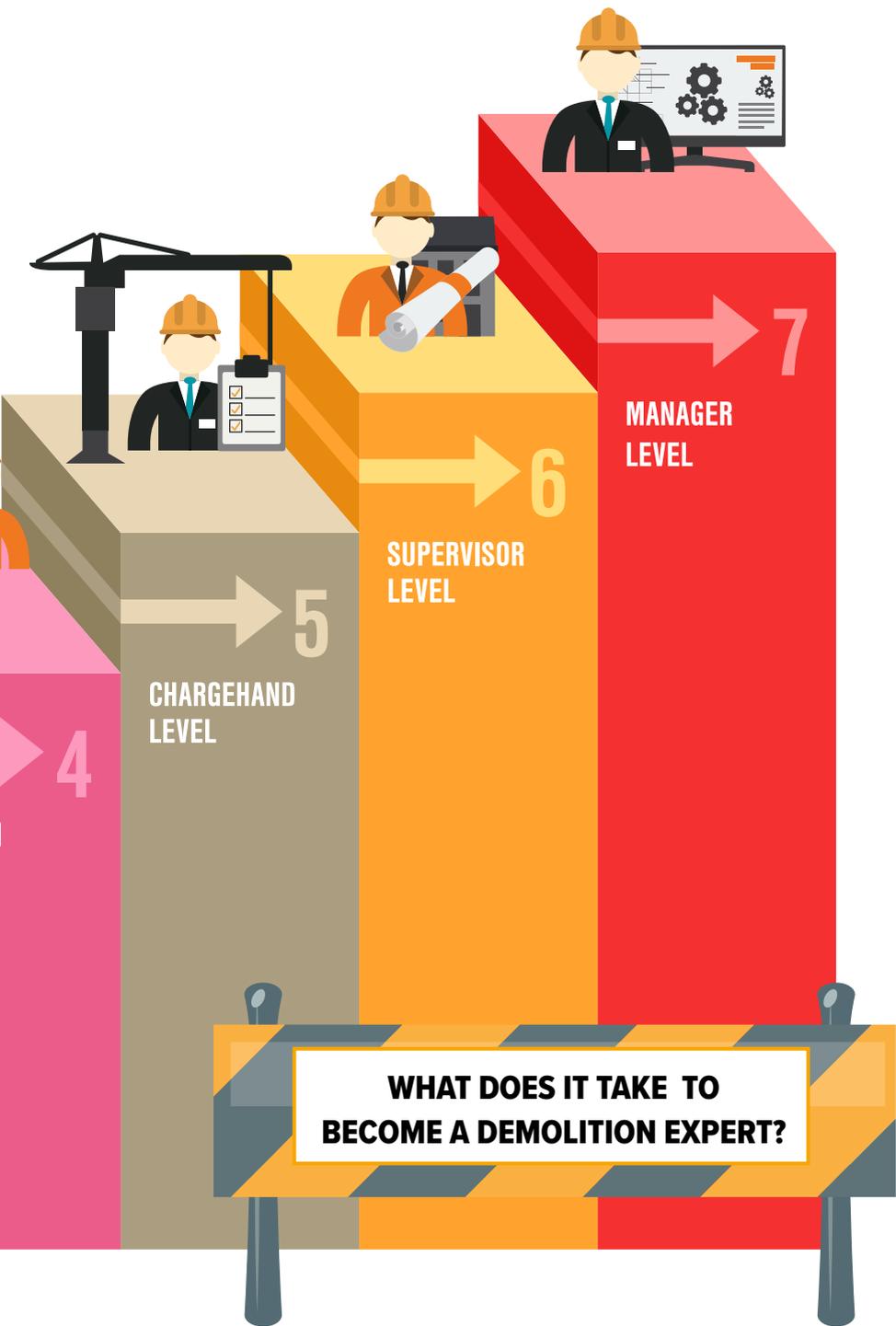


Open Courses



Bespoke Courses - Short Duration





TESTIMONIALS

“

The level of skills and expertise offered by NDTG's trainers is second to none. They bring a wealth of demolition specific knowledge, skills and training that can't be found elsewhere. I have the confidence that KDC's NFDC-trained demolition workers are fully equipped, safe and confident to do the job.

Martin O'Donnell
KDC's Health and Safety Director
NFDC Vice President

”

“

I use the NDTG regularly and have always found their employees extremely helpful and knowledgeable. The website clearly shows where and when the courses are available and the booking process is very simple. Always happy to help with a problem and readily available at the end of the phone I find the Training Advisors and Administrators a pleasure to deal with.

Lori Noble
Health & Safety Co-ordinator
Hughes & Salvidge

”

“

With more than 300 people trained so far we can say that we have a close relationship with NDTG. The personnel work ethos and approach towards clients is excellent. Easy and accessible route into the paperwork and assistance all the way if needed. Trainers are excellent in explaining and mentoring our workforce of real life challenges that they would be meet on site. Overall a 5* to NDTG from us all at MGM Construction Ltd.

Sorin Moisa
Manager
MGM

”

Completed booking forms will need to be returned to: NDTG Ltd,
Resurgam House, Paradise, Hemel Hempstead, Hertfordshire, HP2 4TF



COURSE BOOKING FORM

Booked by (Name):

Company:

Address:

.....

Phone No: Fax No:

Email Address:

Preferred Communication Method: Email Post

Please put an (x) in the box for the course you wish to book:

COURSE TITLE	(X)	COURSE TITLE	(X)
Asbestos and Demolition Safety Awareness (Full Day)		Manual Handling Awareness (Half Day)	
Demolition Safety Awareness (Half Day)		Oxy-Fuel Cutting Appreciation (Full Day)	
Asbestos Awareness Category 3 (Half Day)		Working @ Height (Half Day)	
Non-Licensable Category 2 Asbestos Training (Full Day)		Working @ Low Levels (Half Day)	
Non-Licensable Category 2 Asbestos Refresher (Half Day)		Fire Marshall/Warden Safety Training (Half Day)	
Abrasive Wheels Awareness (Half Day)		Vehicle/Machine Banksman (Half Day)	
Emergency First Aid Course (Full Day)		Quick –Hitch (Half Day)	
PASMA (Full Day)		Specify if not listed:	

A bespoke course can be arranged at a venue and a date to suit you. Alternatively you can book your operative(s) onto one of our Open Courses which are held at a specific venue on a specific date.

Indicate booking type below:

Bespoke Course (Group bookings) (Site address must be completed below)

Full Site Address:

** Open Course (single bookings) Date: ___/___/___

Visit us on www.ndtg.training for our course prices and dates.

PAYMENT MUST BE MADE IN ADVANCE OF COURSE ATTENDANCE.

Payment Details for Members: Please attach a cheque. If you would like to pay by card tick the box and we will contact you on receipt of your booking. Purchase Order number: _____

Payment Details for Non Members: Please attach a cheque. If you would like to pay by card tick the box and we will contact you on receipt of your booking.

Delegates will not be permitted to attend the course if FULL payment has not been received in advance. Please forward payment with your booking form.

**We reserve the right to cancel the above course if interested numbers are insufficient at which stage a full refund will be given or candidates will be transferred to the next available course date.

Please sign to confirm that you have read and understand the NDTG Terms and Conditions for Course Booking

.....
Signatures

____/____/____
Date

CANDIDATE DETAILS

COMPLETE IN BLOCK CAPITALS

Individuals are required to provide their full birth name. Any nicknames supplied will be at risk of not receiving certification

PERSONAL DATA:

In line of the Data Protection Act the NDTG will only use your personal information to record your training history on the NDTG online records system. The system will enable your employer or future employers to view full records of any NDTG approved course, CCDO History and NVQ History that you have completed with the NDTG. They will only be able to access your data if they have obtained 3 items of personal data from yourself. If you wish for these records to be recorded online, please complete the below information. Please note: if you do not provide this data, your employer will not be able to validate your training records through this system. All data will be secure and data protected.

No	FULL FIRST NAME and SURNAME (IN CAPS)	DATE OF BIRTH	NATIONAL INSURANCE NO.	FULL PERSONAL ADDRESS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				



CERTIFICATE OF COMPETENCE OF DEMOLITION OPERATIVES (CCDO) APPLICATION FORM



All fields must be completed in full to avoid any unnecessary delays

SECTION A1 - CANDIDATE		
Title:	First Name:	Surname:
Home Address:		
Post Code:		
CSCS/CCDO/HandS Reg No:		DOB:
National Insurance No:		
Telephone Number:		

Attach a Passport Photograph of Applicant with Glue
Do not staple

A2 Category applied for (Please refer to the Practical Guide for the appropriate level):

CARD TYPE	NEW	RENEWAL	DUPLICATE	UPGRADE AFTER NVQ
Demolition Labourer				
Trained Operative Demolition & Refurbishment				
Demolition and Refurbishment Operative				
Trained Operative Demolition Topman				
Demolition Topman				
Trained Operative Demolition Chargehand				
Demolition Chargehand				
Trained Operative Demolition Supervisor				
Demolition Supervisor				
Trained Operative Demolition Manager				
Demolition Manager				
Demolition Training Scheme				
Demolition Site Visitor				

- A3**
- I request the card be sent to my home address
 - I request the card be sent to my employer/main contractors address
 - Vircarda Virtual Electronic Card Option +£3*

**If a virtual card is requested, applicant Email Address and Mobile Number must be provided*

A4 I understand and agree that the information on this form will be used by NDTG / CITB for the purposes of administering the CCDO scheme. This may include passing on information to employers or training providers and for this purpose, your data may be entered onto a secure database accessible via a website. All payments are non-refundable and non-transferable.

SECTION B – INDEPENDENT DECLARATION

A5 I certify that I am the above named person Applicant Email Address:

Signature: Date: Applicant Mobile No:

By signing this declaration, you as the employer/main contractor are confirming that the details are correct to the best of your knowledge for the applicant detailed above.

Company Name:	Contact Name:
Company Address:	Position:
Email Address:	Signature:

SECTION C – TO BE COMPLETED BY ASSESSOR

Completion of Assessment

I confirm that the person named above was successful / unsuccessful with the Assessment for the category stated.

Level Achieved:	
Assessor Name:	Reg No:
Signature:	Date:

NOTES FOR APPLICANTS

Prior to applying for an assessment/course, applicants must have received training and instruction based on the 24 activities as outlined in the CCDO Guidance Notes. Training in accordance with the contents of the specification will prepare an operative for the attainment of a qualification in Demolition via the CCDO and NVQ assessed routes. By signing Section B, the employer, previous employer or main contractor is certifying that the applicant has met this requirement prior to assessment. Please visit www.ndtg.training to download a copy of the CCDO Guidance Notes and Demolition Do's and Don'ts booklet for your operatives. Alternatively contact the NDTG on 01442 217144 option 2 for further assistance. Applicants will be required to undergo an Industry Assessment, by an approved assessor, for the appropriate category or attend the relevant course. Arrangements for carrying out assessments and course, locations, costs etc. must be made with the National Demolition Training Group (NDTG) and are the responsibility of the Employer. Applicants undertaking the NVQ route should contact a local approved NVQ centre that can offer the appropriate Level Demolition NVQ (appropriate units are outlined in the CCDO Scheme Booklet) or contact the National Demolition Training Group (NDTG) on 01442 217144 option 2 where advice on registration and the assessment process is available if required.

IMPORTANT

PLEASE ENSURE THE FOLLOWING IS ATTACHED TO THIS FORM:

PHOTOGRAPH

One passport size photograph of the Operative, preferably with a light background. Please ensure that the photograph is secured in the space indicated. Do not use staples or cover the face in the photograph.

APPROPRIATE FEES

For further information, please visit www.ndtg.training or call the NDTG on 01442 217144 option 2.

COPY OF THE RELEVANT CITB HEALTH, SAFETY AND ENVIRONMENT TEST PASS (VALID WITHIN THE LAST 2 YEARS)

The appropriate level of test is listed below;
Demolition Labourer / Training Scheme / Site Visitor – CSCS / Operative or above
Demolition Operative / Topman / Chargehand – Demolition Specialist or above
Demolition Supervisor – Supervisor Specialist or above
Demolition Manager – Managerial and Professional

COPIES OF YOUR RELEVANT CERTIFICATION / DOCUMENTATION

All certification must be valid UKATA, ARCA or NDTG approved - excluding e-learning certificates
Demolition Labourer / Training Scheme Card – Asbestos Awareness Certificate and CCDO Labourer Course Pass Certificate
Demolition Site Visitor Demolition Operative / Topman / Chargehand – Asbestos Awareness Certificate and Demolition Safety Awareness Certificate
Demolition Supervisor – Asbestos Awareness
Demolition Manager – Up to date CV

For CCDO Card Renewal document requirements please contact the NDTG on 01442 217144 option 2.

PLEASE NOTE: Application forms are subject to audit checks in accordance with CCDO requirements, application forms, which are incorrect or not found to meet the scheme requirements will result in your application being rejected and returned. Should you require any assistance in completing this form please contact the NDTG on 01442 217144 option 2. The card issued will be sent to the applicant's home address as provided in section A1 unless otherwise directed by the applicant at section A3.

About Your Smartcard

The virtual and/or physical smartcard we will issue you with has information about you shown on the exterior and stored electronically. These details may be updated or removed and further information about qualifications you hold may be electronically added after your card has been issued at our discretion. Your card can be checked using software called Go Smart. Go Smart can check cards online and offline. When your card is checked online, Go Smart connects to our database to see if the card has been cancelled or updated before displaying data. When your card is checked, a copy of your card is recorded by Go Smart along with the time and location, where available. This provides a log of the cards that have been read for the person reading your card. Go Smart enables the person who has checked your card to forward a copy of your data to someone else - someone at head-office for example. Before doing this, the card checker must inform you who the data will be sent to and what it will be used for. Your card can also be checked by some other software systems. Data protection laws require that, before reading your card, the users of these systems should tell you if they are going to keep a copy of your data and what it will be used for. Some details of card transactions will be retained by us for statistical and monitoring purposes.

PLEASE SEND THIS FORM TO:

National Demolition Training Group, Resurgam House, Paradise, Hemel Hempstead, Herts, HP2 4TF
Tel: 01442 217144 option 2

“The best way to
predict the future
is to create it.”

Abraham Lincoln

