

Health and Safety Commission Paper		HSC/05/24	
Meeting Date:	8 March 2005	Open Gov. Status:	Fully open
Type of Paper:	Below the line	Paper File Ref:	SPDB/06/1030/1998
Exemptions:	None		

HEALTH AND SAFETY COMMISSION

Application by the Independent Training Standards Scheme and Register (ITSSAR) to become an accrediting body for lift truck training

A Paper by Tricia Anderson

Advisor(s): Carol Grainger and Colin Chatten

Cleared by Jane Willis on 11/02/05

Issue

1. The recognition of the Independent Training Standards Scheme and Register (ITSSAR) as competent to operate a voluntary accreditation scheme on behalf of HSC for operator training of rider-operated lift trucks. HSC is the body responsible for approving applications to become an accrediting body for operator training of rider-operated lift trucks, as set out in ACoP L117 *Rider-operated lift trucks: Operator training*.

Timing

2. Routine.

Recommendation

3. That ITSSAR's application to become an accrediting body for operator training of rider-operated lift trucks be agreed.

Background

4. In 1998 HSC agreed to the publication of L117, ACoP *Rider-operated lift trucks: Operator training*. This set approved standards for the first time for the training of rider operated lift trucks. HSC also recognised five bodies (see ANNEX 1) as competent to operate voluntary accreditation schemes. These schemes, whilst not mandatory, are intended to help set and maintain professional training standards.
5. At this time, HSC agreed a set of criteria for recognition for any future applicants who wished to become an accrediting body (see ANNEX 2). The criteria are vague and it would be difficult to use the criteria alone as a reason to refuse an application. (As a separate exercise we are looking at revising the criteria so that they are more straightforward and will be much more transparent for any one else applying to become an accrediting body.) In the case of ITSSAR however, ITSSAR is clearly a good candidate as it is currently the administrative and accreditation arm for one of the other

accrediting bodies: Association of Truck Trainers (AITT), and as such has been heavily involved in setting standards and drawing up training programmes since the inception of the ACoP.

Argument

6. ITSSAR has demonstrated that it fully meets the requirements set by the Commission for the existing accrediting bodies, since it is already responsible for setting standards and drawing up training programmes in its current role as the administrative and accreditation arm for one of the other accrediting bodies: AITT. ITSSAR want to be recognised as an accrediting body in their own right in order to offer accreditation for other trainers who are not members of AITT, although their stated intention is to also continue to provide examination and registration services to AITT.

Costs and Benefits

7. None

Financial/Resource Implications for HSE

8. The minimal costs incurred for carrying out this work have been met from existing resource. At the next routine reprint Appendix 1 of the ACoP will be updated to include the new accrediting body. This incurs no additional cost. In the meantime, information about the new accrediting body will be issued via placed articles in trade press and on the workplace transport web pages (<http://www.hse.gov.uk/workplacetransport>).

Environmental Implications

9. None

Other Implications

10. None

Action

11. If HSC agree the recommendation at paragraph 3, then HSE officials will write to both AITT and ITSSAR informing them that they will receive recognition as an accrediting body.

CURRENT ACCREDITING BODIES

Association of Industrial Truck Trainers (AITT)

Construction Industry Training Board (CITB)

Lantra National Training Organisation Ltd

National Plant Operators Registration Scheme Ltd

RTITB Ltd

CRITERIA FOR RECOGNITION BY HSC AS AN ACCREDITING BODY

a. General

To be recognised, an accrediting body should have:

- 1) A generally acknowledged standing and expertise in the development of lift truck operator and instructor training courses and in training issues likely to arise in respect of both operator and instructor training;
- 2) Prepared and published standards for lift truck operator training which are accepted by major training bodies, employers, trade unions and other interested organisations within the sphere of the accrediting body; and
- 3) The staff and resources to administer a large-scale accreditation scheme successfully.

b. Accrediting standards and practice

An accrediting body should:

- 1) Accredite only organisations, individuals or courses that ensure training at least to the standards laid down in the Health and Safety Commission's Approved Code of Practice and associated guidance;
- 2) Monitor the performance of any organisation, individual or scheme that it accredits;
- 3) Revoke accreditation in cases where standards fall below those prescribed;
- 4) Not withhold accreditation unreasonably, give an unsuccessful applicant reasons for the rejection of the application and an opportunity to re-apply; and
- 5) Maintain strict separation and independence between its accrediting functions and its own training activities, if any.

c. Provision of information

An accrediting body should :

- 1) Make available to inquirers up-to-date lists of accredited organisations, individuals and courses and a description of its assessment criteria; and
- 2) Keep the Health and Safety Executive informed of its accrediting activities, furnishing reports as necessary.