



Application for Certification as a Competent Person

As the person applying for certification as a Competent Person, you should complete section 1. With this application you should include the following information –

- One good quality passport photograph,
- Your current Curriculum Vitae (CV),
- Copies of all relevant certificates and course achievement documents (do not enclose originals). This may consist of academic qualifications, vocational training such as relevant technical and product training including manufacturer’s training courses.
- Course payment including VAT.

If you do not include this information, then IPAF will be unable to undertake a full assessment of the applicant and subsequently could result in a delay in issuing Competent Person certification.

Please enclose (i) one good quality photograph, (ii) your Curriculum Vitae, (iii) copies of all certificates and Course Achievement Documents with this application.

1. Applicants details (please use block capitals)			
Surname		Forename	
Home address		Date of Birth	
		Contact Telephone no.	
		e.mail address	
PAL no. (or other appropriate operator training licence no.)		Existing CAP no.	
CAP categories required			(See table below for reference)

I confirm that I have reasonable medical fitness for the task to be undertaken (tick as appropriate)		Yes	No
I believe that to the best of my knowledge all of the information above is true and understand and agree that the information submitted on this form will be entered on IPAF's database and will be used for the purposes entered on its Data Protection Registration, and agree that my card details can be passed to sites/employers on request.			
Applicants signature:		Date:	

Categories & Endorsements	
1a	Static Vertical (Vertical personnel platforms (static))
1b	Static Boom (Self propelled booms (outriggers), trailers/pusharounds, vehicle mounted platforms)
3a	Mobile Vertical (Scissor-lifts, vertical personnel platforms (mobile))
3b	Mobile Boom (Self-propelled booms)
	Special (describe the machine)
	Planning and Management of Examination Schemes and Thorough Examinations
	Vehicle-mounted includes mounting on road-going and off-road chassis, trailers and industrial trolleys (manual or powered propulsion)
a	Micro-processor/Programmable Logic Control (PLC) b Electronic Position Control (EPC)



As the employer of the person applying for certification as a Competent Person, you should complete section 2, bearing in mind that the competent person

- May be required to draw up and authenticate an examination scheme and subsequently modify it in the light of changes.
- Must carry out an ongoing review of the periods between thorough examinations.
- Must, following a thorough examination, notify the employer forthwith of any defect in the lifting equipment which in his/her opinion is or could become a danger to persons.
- Must make an authenticated report in writing as soon as is practicable after the thorough examination (normally within 28 days)

You should be satisfied that the applicant can be recommended to receive IPAF Competent Person certification.

2. Employer details <i>(please use block capitals)</i>			
Name of organisation			
Employer Address	Telephone no.		
	Fax no.		
Applicant's position within organisation	Date of joining organisation		
Total number of years experience of MEWP engineering:			
Brief description of applicants duties within organisation			

'I have examined the requirements of the CAP scheme and have satisfied myself as to the experience of the applicant. I recommend that he/she should be issued with a CAP licence for the categories indicated.'

Employers signature		Date	
Name		Position within organisation	

The completed CAP APPLICATION FORM and supporting information as described above should be submitted to the relevant CAP Assessment Centre, along with the current fee +VAT.

FOR OFFICE USE ONLY

Name		Competent Person Number	
Date certification issued		Expiry date	
Payment received		Payment date	