



SIMIAN RISK MANAGEMENT  
LIMITED

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## Simian Operating Procedures for Training

***This document is to be read in conjunction with the booking form.***

1. A booking constitutes the completion and return of the booking form either by post, fax or email.
2. Once a booking is received a confirmation letter, a map and a pro-forma invoice to assist payment will be sent out - VAT invoices will follow.
3. Payment should be by cheque, cash, credit card or BACS made payable to **Simian Risk Management Limited** and sent to the address above to be received at the latest in the post on the day of the course. A small charge will be added for credit card payment.
4. Simian Risk Management reserves the right to withhold delegate's cards or certificates when they have successfully completed the course where payment has not been received by the last day of the course.
5. Simian Risk Management reserves the right to cancel the course or change the venue at short notice if numbers are insufficient.
6. Simian Risk Management reserves the right to invoice for booked delegates who have not paid and do not attend the course.
7. Operatives attending the course must submit their National Insurance Number (CCNSG and CISRS) prior to attending the course or you may be refused access to the training. PASMA joining instructions will include a delegate form. A facilities form will be included for training on your own premises.
- 8. All course attendees must be able to speak and write in English otherwise they may be asked to come off the course. **Simian do not employ any interpreters. Please consider this prior to booking and paying.****
9. If any attendee has learning difficulties or difficulty writing then they must let us know prior to attending the course or on first day of arrival.
10. Please let us know prior to the course any physical difficulty you or your candidate may have undertaking this course. CISRS courses and PASMA require a degree of physical fitness.
11. Any grant or funding information is given in good faith however Simian Risk Management is not responsible for the eligibility. It is the responsibility of you or your company.

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**SAFETY + TRAINING + ACCESS CONSULTANTS**



Centre number 7084

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