



**Visitors to the Lavender facilities are required to act in a responsible manner and report any concerns to the Office Manager without delay.**

THE FOLLOWING NOTES ARE FOR YOUR GUIDANCE AND ASSISTANCE  
DURING YOUR STAY IN THIS CENTRE

- 1.0 Smoking is not allowed in Offices, Practical area, Meals area, Washrooms, Corridors, Entrances or Foyers. **Smoking is only allowed outside the building adjacent to the fence.**
- 2.0 Fire Alarms and Fire Extinguishers are located around the building. The fire procedures and a map showing the location of extinguishers is posted on walls around the facility. Action to be taken in the event of a fire will be brought to your attention, however you should make yourself familiar with the fire procedures, particularly the escape routes and the location of fire exits.
- 3.0 Many processes and substances used in NDT are hazardous; please use them responsibly and in accordance with the instruction and information that you are provided with. Protective clothing and equipment is available for use. Material Safety Data Sheets are stored in the training room and are also available upon request.
- 4.0 Should any spillage or accident occur, you must inform a member of staff who will deal with it in accordance with the Emergency Procedures.
- 5.0 First Aid Kit is available and is located in the Meals area. Please inform a member of staff who will access it for you.
- 6.0 Washing facilities are located under the First Aid Kit in the Meals area (a shower is in the Unisex Washroom). An Eye Wash Station is located with the First Aid Kit.
- 7.0 Many items used in NDT are heavy and dangerous if allowed to fall. For UT, please clean off all couplant residues before lifting metal sample. Couplant can make samples slippery causing a potential hazard during lifting and moving. Please also use the rat mats and wooden chocks provided to stop samples rolling on benches.
- 8.0 Please wear the appropriate protective clothing, leather gloves and safety footwear when handling. Safety shoes are mandatory when doing practical work and shall be worn at all times during the practical sessions of the course. Please make sure you provide your own appropriate safety footwear.
- 9.0 Any evidence of an inability to act in a safe and responsible manner for any reason (including alcohol or drugs) will result in immediate dismissal from the premises.
- 10.0 Candidates who are fitted with a pacemaker must not enter Magnetic Testing practical areas. Candidates are responsible for adhering to this rule.
- 11.0 If you have any medical condition that you feel we should be aware of please let us know.

**Please sign and return with your completed Application forms.**

**I have read and understood the Provision of Safety leaflet  
and agree to abide by its requirements.**

**Signed:** .....

**Dated:** .....

**Name:** .....

**Company:** .....