

**AITT OFFICE USE ONLY**

RTP Namer:

RTP Number:



**Association of Industrial  
Truck Trainers**

**AF070 | 2023 V3**



# APPLICATION TO BECOME AN AITT ACCREDITED TRAINING PROVIDER

📞 **01530 810 867** | 🌐 **www.aitt.co.uk** | ✉️ **enquiries@aitt.co.uk**

Unit 4, Grange Farm Business Park, Grange Road, Hugglescote, Leicestershire LE67 2BT  
Registered Company Number: 4131410



## About AITT

**AITT are the only membership ran accrediting body in our industry, and proudly operate solely as a non-profit making organisation.**

**Our purpose is to provide and maintain the highest training standards for operators, instructors, tutors and examiners, delivering training on all types of workplace transport and material handling equipment.**

**Using the guidance set out in the HSE Approved Code of Practice (ACoP L117), AITT publishes guidance for the training of operators and instructors. We also ensure that our training providers are adequately audited, and their courses are externally verified, ensuring that training is being provided correctly to our standards.**

**The AITT council, to who help steer AITT into the future, consist of elected members who have been successfully nominated to represent their voice and opinion to AITT's network. They consist of industry experts, from lift truck manufacturers, H&S representatives, training organisations, and instructors.**

## Content

**Page 3 - Company Details**

**Page 4 - Membership Application**

**Page 5 - Instructors**

**Page 6-7 - Accreditation Application**

**Page 8-20 - Logo Agreement**

**Page 21 - Electronic Data Agreement**

**Page 22-23 - Declaration**



**Your company details**

Company Name:			
Company Address:			
City/Town:		Postcode:	
Region/County:			
Country:			
Telephone:		Mobile:	
Email address:			
Website:			
Company status:	<input type="checkbox"/> Limited <input type="checkbox"/> Sole trader <input type="checkbox"/> Other		
Registration number (if Limited):			

Applicants name:	
Applicant role at Business:	
Applicant contact details:	
Applicants email address:	



**Application for Membership\***

The Association of Industrial Truck Trainers (AITT) will consider applications for membership from companies, instructors of lift trucks, Lift truck manufactures, dealers and others who have an interest in improving the standards of safety and training for operators.

Company membership of AITT falls into the categories below.

**Please select the one that you require:**

<input type="checkbox"/> <p><b>Corporate</b> <b>£495</b> (no V.A.T)</p>	<input type="checkbox"/> <p><b>Business</b> <b>£360</b> (no V.A.T)</p>	<input type="checkbox"/> <p><b>Small Business</b> <b>£185</b> (no V.A.T)</p>
<p>Organisations who are classified as a Limited Company and employ more than one employee. Providing Operator training may not be their sole purpose, but they may have a keen interest in the subject. If they do provide training, they may have multiple training centres and also deliver training on customer premises. They may be involved in the training of instructors and operators of workplace transport and related training.</p>	<p>Training organisations who are classified as a Limited Company with at least one employee. They have a training centre and also work on customer premises. They may be involved in the training of instructors and operators of workplace transport and related training.</p>	<p>Training Organisations who are either a Limited Company and employ only 1 employee, or they are a sole trader. They do not have a training centre and work solely on customer premises. They may be involved in the training of instructors and operators of workplace transport and related training.</p>

*\*Any company that wishes to offer AITT Accredited training must first obtain company membership.*

All company memberships are provided with various benefits. Companies who wish to increase their membership level to receive these additional benefits are free to do so.

Membership fees will be invoiced upon an application for membership being accepted by Council.

**Have you ever been refused/suspended/removed accreditation with any of the Accrediting Bodies?**

**YES**  **NO** (Please note that if a suspension/removal from another Accredited Body within the ABA has not been disclosed, we may remove your membership without notice or refund.).

Members are expected to follow our association Constitution and Code of Conduct which can be found here:  
<https://aitt.co.uk/assets/Documents/AF015-AITT-Constitution-2022-V7.pdf>

Please list all Instructors you plan to use for your company (*Please note category 1 instructors can work for any AITT training provider*)

If they are currently not AITT registered, you will need to complete a transfer application per instructor as detailed below

Instructor Name	AITT Reg No	Other/alternative accreditation? (Please list)	Registration Expiry Date	Transfer Application Required:
			/ /	<input type="checkbox"/>
			/ /	<input type="checkbox"/>
			/ /	<input type="checkbox"/>
			/ /	<input type="checkbox"/>
			/ /	<input type="checkbox"/>
			/ /	<input type="checkbox"/>
			/ /	<input type="checkbox"/>
			/ /	<input type="checkbox"/>

### Instructor Transfer

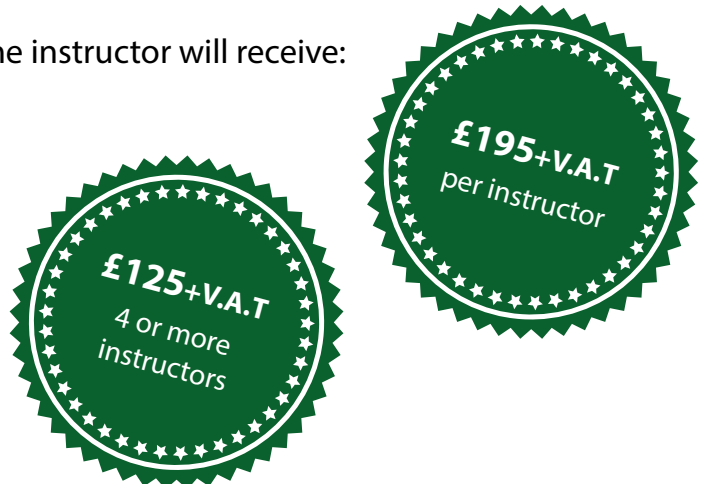
If you have an instructor who is not currently registered in AITT, we are able to transfer their registration to AITT (*this does not affect their current registration*) without the need of a direct entry course.

Please note, this will not extend their re-registration expiry date.

As part of the agreement to transfer over to AITT the instructor will receive:

1. ID Card and Certificate
2. Instructor Manual

When their re-registration is due, they will need to attend an AITT Instructor re-registration course to maintain their registration.



Thank you for deciding to renew your AITT accreditation for a further 12 months. During an accreditation visit, AITT will send our TSA (*Training Standards Advisor*) to check you have the correct items in place to meet AITT standards for accreditation.

A typical physical audit lasts approx. 6 hours. (*Durations can be shortened depending on facilities available. Online audits take approximately 2 hours and performed via video conferencing. They are permitted once every 24 months, provided there are no outstanding sanctions.*)

For full requirements and expectations of the visit, please download our Accreditation and Monitoring standards form from the members area of our website.

**Please tick which accreditation category you require;**

**Online Accreditation Visit  
for Training Provider**

**£330** + V.A.T

**Operator Training  
Provider**

**£395** + V.A.T

**Operator & Instructor  
Training Provider**

**£425** + V.A.T

**Company status:**

Do you have a training centre?  **YES**  **NO**

Do you have any other training centres? *Any training centre that provides commercial training requires additional auditing.*  **YES**  **NO**

Address:		
	Postcode:	

Is this training centre facilitated via a head office location listed within this application?  **YES**  **NO**

**Audit Booking.** Please confirm a suitable date for your accreditation visit:

**Location**

- Training Centre
- AITT Office – applicable to initial application only
- Customer site – application only if training work provider, does not have a training centre
- Online (*Permitted once every 24 months*)

Dates requested: *(Please provide approx. 5 separate dates)*

--

*\*Customer address if required*

Customer name:			
Address:			
		Post Code:	

Telephone No:		Mobile No:	
Customer Contact:			
On Site Telephone No:		Contact On Site:	

**Invoice:**

Invoices will be issued at time of booking. The fees quoted are exclusive of V.A.T.

Settlement terms: 28 days prior to day of visit.

**Cancellations:**

Cancellation of a booking received more than **28 days** prior to visit will **NOT** be subject to a cancellation fee. This does not include any out of pocket expenses incurred by the Training Standards Adviser which will be charged in all cases.

Cancellation of a booking received **between 14 and 28 working days** prior to visit will be subject to a cancellation fee of half of the cost of the monitoring visit.

Cancellation of a booking received **less than 14 days** prior to visit will be subject to a cancellation fee of the full cost of the visit.

If a Training Standards Adviser attends your site and is unable to monitor then the cost of the course will be payable in full.



# Association of Industrial Truck Trainers

## **1.0 Introduction**

### **1.1 Corporate Logo & Colours**

### **1.2 Clearance**

### **1.3 Sizing & Effects**

### **1.4 Alternative AITT Logos**

---

## **2.0 AITT Acorns Logo & Colours**

### **2.1 Clearance**

### **2.2 Sizing & Effects**

---

## **3.0 ABA Logo & Colours**

### **3.1 Clearance**

### **3.2 Sizing & Effects**

---

## **4.0 AITT Accreditation Badge (*Standard and Excellence*)**

### **4.1 Incorrect Logo Usage**

---



**1.0 Introduction**

As part of your membership and/or accreditation to AITT, we have produced brand guideline and logo usage rules which must be followed if you are to use any of our logos.

These guidelines extend to any use of our logos including all printed and electronic documentation presentations, website, social media, clothing and vehicle use.

In order to help assist you with the use of the correct logos we have provided user friendly guidelines.

Hi-resolution version of all images are available on the AITT website within the members area.

**1.1 Corporate Logo & Colours**



**Association of Industrial  
Truck Trainers**

	<b>CMYK</b> C90% M35% Y100% K30%
	<b>HEX</b> #396134
	<b>RGB</b> R57 G97 B52
	<b>CMYK</b> C86% M70% Y55% K70%
	<b>HEX</b> #24292f
	<b>RGB</b> R36 G41 B47

**Unauthorised use of AITT brand guidelines is taken seriously and can put at risk your membership to AITT.**

**1.2 Clearance**

The logo should not be placed on top of an disruptive/confusing pattern or image.



**Correct clearance**



**Neutral portion of image**



**Disruptive pattern/image obscuring strapline**

### 1.3 Sizing & Effects

Below are examples of correct and incorrect logo usage. The aspect ratios of the logos must be maintained. Use of effects such as embossing or drop shadows is not permitted.

A request to colour change of logo must be approved by AITT.



**Correct**



**Strapline moved**



**Logo is squashed**



**Incorrect colours**



**Effects applied to logo**

### 1.4 Alternative AITT Logos

Below are a list of alternative AITT logos that may be used.

The “truck” graphic can move from the right hand side, or to above the AITT wording only.



Colour



Colour & White



Greyscale



Black & White



Colour



Colour & White



Greyscale



Black & White



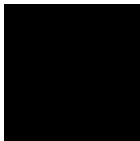
## 2.0 AITT Acorns Logo & Colours

The **Colour** logo is available in CMYK for use in print and in RGB for screen-based media. The vector file (EPS) is the preferred version for all printed material.

The J-PEG file contains a vector outline for use as a clipping path where required.

The PNG file has a transparent background.



	<b>CMYK</b> C90% M35% Y100% K30%
	<b>HEX</b> #396134
	<b>RGB</b> R57 G97 B52
	<b>CMYK</b> C0% M0% Y0% K30%
	<b>HEX</b> #c5c5c5
	<b>RGB</b> R197 G197 B197
	<b>CMYK</b> C0% M0% Y0% K100%
	<b>HEX</b> #222221
	<b>RGB</b> R34 G34 B33

## 2.1 Clearance

The logo should not be placed on top of an disruptive/confusing pattern or image. If placing the logo on top of an image.



Colour



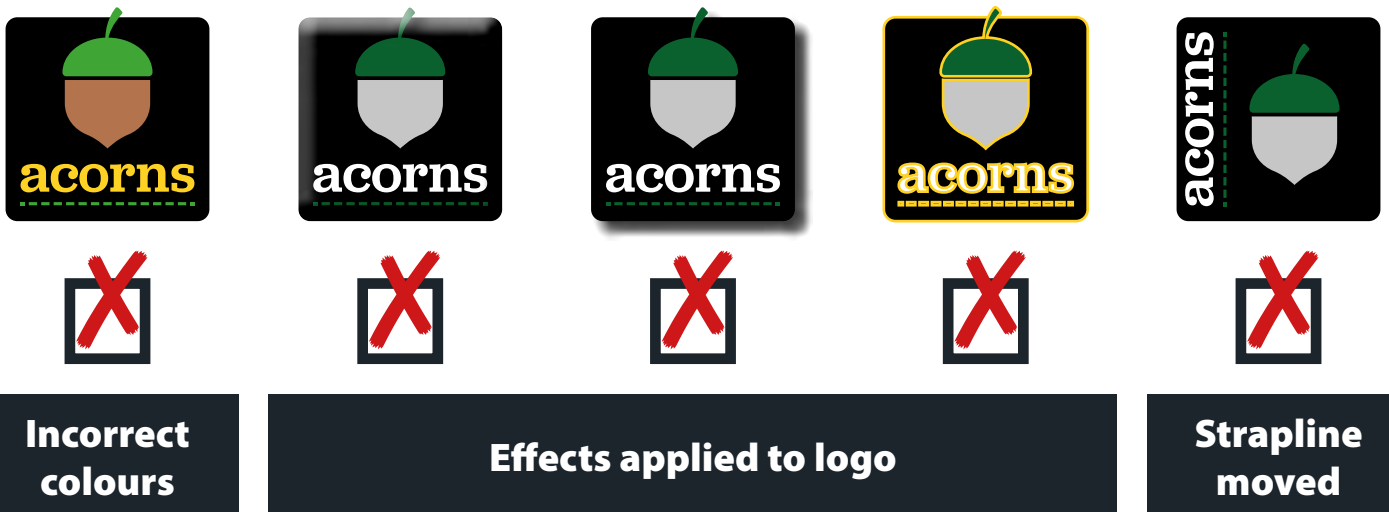
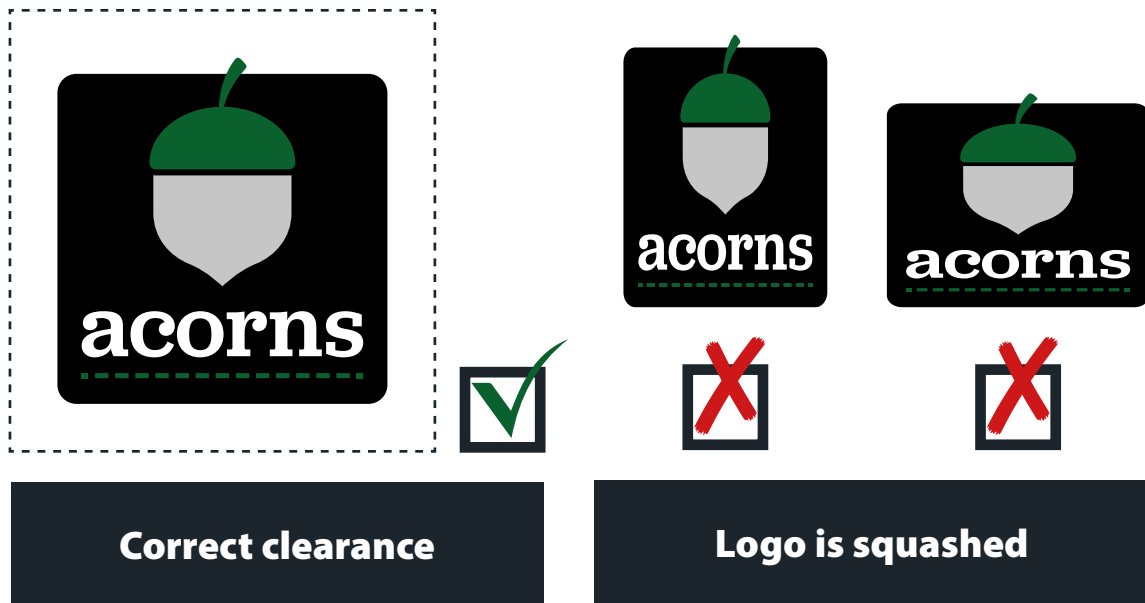
Black & White



Greyscale

## 2.2 Sizing & Effects

Below are examples of correct and incorrect logo usage. The aspect ratios of the logos must be maintained. Use of effects such as embossing or drop shadows is not permitted.





### 3.0 ABA Logo & Colours

The **Colour** logo is available in CMYK for use in print and in RGB for screen-based media. The vector file (EPS) is the preferred version for all printed material.

The J-PEG file contains a vector outline for use as a clipping path where required.

The PNG file has a transparent background.



	<b>CMYK</b> C87% M36% Y100% K32%
	<b>HEX</b> #3c6032
	<b>RGB</b> R60 G96 B50
	<b>CMYK</b> C99% M88% Y28% K14%
	<b>HEX</b> #2f3768
	<b>RGB</b> R47 G55 B104



**3.1 Clearance**

The logo should not be placed on top of an disruptive/confusing pattern or image.



**Correct clearance**



**Disruptive pattern/image obscuring strapline**



**Neutral portion of image**

### 3.2 Sizing & Effects

Below are examples of correct and incorrect logo usage. The aspect ratios of the logos must be maintained. Use of effects such as embossing or drop shadows is not permitted.



**Correct**



**Strapline moved**



**Logo is squashed**



**Incorrect colours**



**Effects applied to logo**

#### 4.0 AITT Accreditation Badge (Standard and Excellence)

The **Colour** logo is available in CMYK for use in print and in RGB for screen-based media. The vector file (EPS) is the preferred version for all printed material.

The J-PEG file contains a vector outline for use as a clipping path where required.

The PNG file has a transparent background.



**CMYK** C90% M35% Y100% K30%

**HEX** #396134

**RGB** R57 G97 B52



**CMYK** C86% M70% Y55% K70%

**HEX** #24292f

**RGB** R36 G41 B47



**CMYK** C90% M35% Y100% K30%

**HEX** #396134

**RGB** R57 G97 B52



**CMYK** C20% M30% Y70% K15%

**HEX** #b49d5b

**RGB** R180 G157 B91

### 4.1 Incorrect Logo Usage

The logo should not be placed on top of an disruptive/confusing pattern or image.

Below are examples of correct and incorrect logo usage. The aspect ratios of the logos must be maintained and the colour scheme may not be altered in any way. Use of effects such as embossing or drop shadows is also not permitted.



**Correct clearance**



**Logo is squashed**



**Incorrect colours**

**Effects applied to logo**

**Strapline moved**



## Purpose of the agreement

The purpose of this agreement is that AITT will be allowed to store electronic data relating to the above member/training provider.

## Scope

During the period covered by the Agreement, the AITT will:

- Hold details for companies address electronically for invoicing and audit purposes.
- Hold details of employees who are providing AITT accredited training on behalf of the training company, which will include names, dates of birth.
- Hold details of sub-contractors associated to the training provider, who are providing AITT accredited training on behalf of the training company, which will include names, dates of birth, home address.
- Hold records of operator registrations on a secure database.
- List the accredited company on the AITT website explaining the training that the provider can cover.
- Post the accredited company on AITT social media sites, welcoming them to AITT and any other cross promotional activities (*i.e retweets, shares of training providers news stories*).

## Responsibilities of AITT

During the period covered by the Agreement the AITT will:

- Ensure all data is held safe and secure.
- No personal company information including employees or sub-contracts information will be passed to any 3rd party.
- Any social media activity will not in any way damage the reputation of the mentioned training company.

A copy of AITT GDPR statement can be made available to any provider on request.

---

### Sign below to agree to the acceptance of the logo rules:

- I agree I am the person responsible to represent the names above company to approve the use of the logo agreement. I also agree that we will follow the guidelines and not use any of the logos on documentation that is not applicable.

### Company Membership

- I hereby apply for membership of the AITT and agree to abide by the Association's Constitution, rules and regulations.
- I understand that this application for membership will be considered by the Council of the AITT and, if it accepted, I will be notified of the grade and the membership subscription due.

### Accredited Training Provider

- I will ensure that all training takes place at a suitable location that meets the requirements detailed in the relevant standard.
- I will provide appropriate insurance cover for training activities for the whole period of accreditation.
- I will ensure that all AITT accredited training is registered on the ACORNS database.
- I will only use AITT registered instructors to deliver AITT accredited training.
- I understand that non-accredited training certification will not reference AITT in any way and I will make it clear to my customers that the training is not recognised or endorsed by AITT.
- I will ensure that all trainees have given permission to pass their personal details for the purpose of registration on the ACORNS database.
- I understand that failure to adhere to the terms and conditions of accreditation may lead to withdrawal of accreditation.
- I understand that during the period of accreditation, training which I provide will be monitored at a venue agreed by AITT and I will provide information and necessary access for this to take place. I accept that these visits may be unannounced.

- I understand that re-accreditation is subject to a satisfactory monitoring visit.
- I understand that failure to maintain my account with AITT may result in loss of accreditation.
- I understand that if the accreditation visit is cancelled with 14 days or less notice I will be subject to the full charge for the visit.
- I confirm that I have read the AITT Accreditation and Monitoring Standard Publication.
- Optional:** I am happy to be added to AITT mailing list for membership news and update.
- I agree to comply with the terms and conditions specified above.**

**Data Agreement**

- I agree to the terms set out in the AITT data agreement.  
Please tick if you wish to **opt out** of the following optional requests:
- Inclusion on the AITT website listing training providers location and training offered.*
- Social Media (LinkedIn / Twitter / Facebook) pro-active posts.*

Name:

Signature:

Date:    /    /

**Approved by AITT Managing Director (Office use only)**

Name:

Signature:

Date:    /    /

AITT OFFICE USE ONLY

<input type="checkbox"/> Joining Document Completed			
<input type="checkbox"/> Membership approved by council			
<input type="checkbox"/> Account Set up and invoices	Number		Paid <input type="checkbox"/>
<input type="checkbox"/> Membership Created on CRD	Number		
<input type="checkbox"/> Training Organisation Created on CRD	Number		
<input type="checkbox"/> Training Provider File Created ( <i>onedrive</i> )			
<input type="checkbox"/> TSA Booked for Audit	Date	/ /	TSA Name
<input type="checkbox"/> Accreditation Audit received	Approved <input type="checkbox"/>		Filed <input type="checkbox"/>
<input type="checkbox"/> Sanctions completed			
<input type="checkbox"/> Welcome pack sent			
<input type="checkbox"/> Instructors Allocated on CRD			
<input type="checkbox"/> Website listed			
<input type="checkbox"/> Members area access			
<input type="checkbox"/> Mailchimp added			