



COMPETENCE PROFESSIONAL APPLICATION FORM

Tick appropriate box :

- This is a new application
- I have previously applied for the Competence Professional Certification
Registration number if known _____

Candidate Information

Surname:	First names:
Home address:	
Post code:	Mobile:
Telephone:	Email:
I agree to abide by the conditions and rules of the scheme	
Candidate signature:	Date:
Registration No. (To be completed by Sira)	Date application received. (To be completed by Sira)

Company Information and authorisation

Company representative	Position held
Company name:	
Company address:	
Post code:	Telephone:
Fax:	Email:
I confirm that the details supplied by the applicant are correct and that payment of the fees is authorised.	
Signature	Date::

Please indicate to which address all correspondence should be sent, including invoices:
 Home Company



Competence Assessments Required

The assessment consists of a number of mandatory and optional units. Please select the appropriate units from the list which are suitable and related to your role and responsibilities. From the selected units an examination paper will be produced with suitable questions which will be marked and assessed to identify the individual competence level of each candidate.

Mandatory Units

The following units are Mandatory and must be achieved in order to gain a Competence Certificate.

Select the units you want to take. Units 3 and 7 must be taken with a choice of either 1 or 13.

Unit	Unit Description	Tick to select	State if already passed	Trained by a Sira recommended organisation Y/N
3	Properties of flammable materials and ignition sources			
7	Overview of all protection methods, apparatus grouping and temperature classification			

Choose either one of these two:

1	ATEX 94/9/EC 100a Introduction Guidance and Application			
13	A basic understanding of ATEX 137 & DSEAR (Dangerous Substances & Explosive Atmosphere Regulations)			



Optional Knowledge Units

The following units are Optional and will only be shown on a certificate once you have passed all the mandatory units.

Complete in the same way as above :

Unit	Unit Description	Tick to select	State if already passed	Trained by a Sira recommended organisation Y/N
8	Increased Safety Ex e protection concept, installation and inspection			
9	Flameproof Ex d protection concept, installation and inspection			
10	Intrinsic Safety Ex ia / Ex ib protection concept, installation and inspection			
11	Pressurised Ex p protection concept, installation and inspection			
12	Non-incendive Ex n protection concept, installation and inspection			
17	Handling combustible dusts and fibres			
18	Area Classification Overview			
20	Theory for inspection and maintenance against IEC 60079-17			
22	Hazardous Area electrical Installations against IEC 60079-14			

Please check the web site www.competencepro.com for a full description of all the course units.

Experience record

To fully meet the criteria for the Competence Pro scheme and qualify for a competence certificate it is requirement that work records detailing relevant experience are assessed by Sira. Once your registration is accepted you will be sent the necessary guidance and documentation to complete.



Fees (all prices quoted are exclusive of VAT)

Initial application, assessment & certification fee

- includes 3 mandatory assessment units, initial experience review and two annual experience reviews (covers the full 3 year certification period) **£550**
- each additional unit **£90**

Recertification fee (every 3 years)

£120 per unit

- includes 3 annual experience reviews (covers a further 3 year certification period)

HOW TO BOOK

<p>POST</p> <p>12 Acorn Industrial Park Crayford Road, Crayford, Dartford, Kent DA1 4AL</p> <p><i>Cheque & registration form</i></p>	<p>FAX</p> <p>01322 520501</p> <p><i>Confirmation by official order & registration form</i></p>	<p>email</p> <p>info@competencepro.com</p> <p><i>For more information and/or provisional booking</i></p>
---	--	---

Sira reserves the right to cancel any assessment that does not reach the minimum enrolment two weeks prior to the assessment date. In this event you will be notified immediately and fees will be credited or you may re-schedule for the next available date.

HOW TO REGISTER FOR THE ASSESSMENT

Please send the completed application form to us with an official order and your payment

Cheques should be made payable to **Sira Environmental Ltd**

Banking details are available on request

All payments from overseas must be in sterling and free of bank charges and commission

A VAT invoice will then be issued

Credit card bookings

Mastercard, Visa or American Express

Fax us on 01322 520501 or telephone on **01322 520500** or email **info@competencepro.com**

Please ensure you have the card number, expiry date and the correct name of the cardholder.

Terms

Full payment should be received before the assessment date

Cancellations will be subject to the following charges:

- 10% administration charge up to four weeks prior to the event
- 50% of the assessment fee between four and two weeks prior to the event
- Full assessment fee if cancelling within two weeks of the event



Commitment to the scheme

In signing the candidate and the company agree:

- I have read and understood the Scheme Rules and Syllabus and agree to abide by the said scheme rules throughout the period of my registration.
- I agree to comply with the “Regulations Applicable to Holders of Sira Certificates”.
- I have completed the application form accurately and truthfully.
- I will maintain detailed records of work carried out, as required by the Scheme Rules, and supply a copy, verified by my employer, to Sira when requested.
- I agree to only make claims regarding the scope and status of my Competence Pro certification in accordance with the scope for which certification has been awarded.
- I agree not to use my certification in a misleading manner or make any misleading or unauthorised statement regarding my certification.
- I agree not to use my Competence Pro certification in such a manner as to bring the Scheme or Sira into disrepute.