



## ALLMI Operators' Forum Membership Application

Your membership of the ALLMI Operators' Forum is extremely valued and we thank you for taking the time to complete this form. Please complete all sections below and provide additional information where requested, as this will assist with the processing of your application. To allow us to deal with your application efficiently, please be open with your answers and provide as much detail as possible.

Company Name					Application Date		
Head Office Address & Postcode							
Operating Site/s							
O Licence Number				In which Traffic Area?			
O Licence Number				In which Traffic Area?			
O Licence Number				In which Traffic Area?			
O Licence Number				In which Traffic Area?			
Contact Name							
Telephone			Fax			Mobile	
Email Address (for the company contact)							
Website						A link to your site will be created on ALLMI's website.	
Where did you hear about ALLMI and the Operators' Forum?							
Please attach details of your Professional Indemnity, Employer's Liability and Public Liability Insurance cover.							
How many Artic Lorry Loaders?			How many Rigid Lorry Loaders?				
Loader Crane Sizes	From	T/M		To	T/M		
Main Operations / Work							
How do you keep up to date with health and safety matters?							
For businesses with five employees or more - do you have a Health & Safety advisor?	Full-time employee	YES / NO / NA	External, hired in advice?	YES / NO / NA			
Company / Individual name							
Qualifications / Competence							
Has your Company been issued with any Health & Safety Executive (HSE) Prohibitions or Improvements in the last five years?						YES / NO	
Has your Company been prosecuted by the HSE in the last five years and / or is it currently under HSE investigation?						YES / NO	
If yes, please attach details to this application.							
If you have five or more employees, <b><i>please attach a copy of your Health and Safety Policy.</i></b>							
<p>The following sections relate to training and maintenance. The Provision and Use of Work Equipment Regulations (PUWER) 1998 place requirements on employers to ensure that all work equipment is suitable and safe for use; maintained in a safe condition; inspected at regular intervals; used only by people that have received adequate information, instruction and training; and has suitable safety measures, markings and warnings to ensure its safe use. Additionally, the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 require that lifting equipment is strong and stable for the particular use; marked to indicate working load limits / safe working loads; is installed and positioned to minimise risks; is used safely, i.e. the work is planned, organised and performed by competent people; and the equipment is subject to appropriate examination and inspection by competent people. BS7121 Code of Practice for the Safe Use of Cranes - Part 4: Lorry Loaders, provides guidance that assists conformity to the above. We therefore need to know what arrangements you have in place to meet these requirements.</p>							



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Do you have a qualified Appointed Person/s within your company?		YES / NO
If yes, please give their name and qualifications.		Qualification/s
Name:		
If there is no Appointed Person with certification, who in your business is deemed competent to control all of your lifting operations, as required by LOLER 1998?		Qualification/s or experience
Name:		
What safety awareness qualifications do your employees have or what safety training do you provide?		
How do you keep your employees informed about health and safety, and protect them from harm?		
What do you do to protect your employees whilst they're working at height?		
What lorry loader qualifications / competencies do your employees hold?		
What slinger signaller qualifications / competencies do your employees hold?		
What job-specific training do you provide your employees with?		
What arrangements do you have for lone-working?		
Do you carry out and document pre-operational checks? <b>Please attach a sample.</b>		YES / NO
Do you have documented generic risk assessments for your main operations? <b>Please attach a sample.</b>		YES / NO
Do you have documented generic method statements for your main operations? <b>Please attach a sample.</b>		YES / NO
Do you compile site specific risk assessments / method statements where appropriate? <b>Please attach a sample.</b>		YES / NO
Who conducts the examination and maintenance of your lifting equipment? <b>Please attach a sample Report of Thorough Examination.</b>		
Contact details		
Who conducts the examination and maintenance of your lifting accessories? <b>Please attach a sample Report of Thorough Examination.</b>		
Contact details		
Do you comply with the requirements of the Road Transport Working Time Directive, and Driver's Hours and Tachograph Regulations, including monitoring and recording?		YES / NO
Do you comply with the Road Traffic Act and Construction and Use Regulations in the servicing, defect reporting, maintenance (including planned maintenance) and testing of your lorries?		YES / NO
Have you had any near misses, dangerous occurrences or incidents involving lorry loaders?		YES / NO
We would appreciate any details you wish to provide as they may assist us in compiling procedures to avoid a recurrence. Please use a separate sheet if this is applicable.		
We reserve the right to check records with Traffic Area Offices, HSE and other sources for any breaches of legislation, and to request additional documentary evidence for all aspects of this application. Your form will initially be reviewed by the ALLMI office to ensure that sufficient documentation and information has been provided. Your form will then be forwarded to the Operators' Forum Executive Committee for comment, further to which a decision will be made as to whether an audit visit will be required. Should an audit not be required then full membership will be awarded. Should an audit be required then the decision on membership will be postponed until the audit has taken place. Further to the audit, a decision will be made as to whether to grant full or provisional membership. Should provisional membership be awarded then a list of objectives to be achieved and a timescale within which to achieve them will be agreed between your company and ALLMI. Subject to the objectives being achieved within the agreed timescale, full membership will be awarded.		



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### **“Working Together in the Pursuance of Safety and Professionalism within the Lorry Loader Industry”**

Members Statement of Commitment to the above:

- *I / we the undersigned hereby agree to adhere to the membership requirements of the ALLMI Operators' Forum; to strive to improve the reputation of the lorry loader industry by working within PUWER, LOLER and BS7121 Part 4.*
- *I / we also confirm that we conform to the best of our ability and knowledge to all transport-related Acts and Regulations. I / we accept that failure to comply with any of the foregoing may result in cancellation of membership of the Forum, without refund of fees.*
- *I / we agree to work together with other members in the pursuance of safety and professionalism within the lorry loader industry, and to promote ALLMI wherever possible as an organisation that aims to raise standards and improve safety.*
- *I / we agree to inform ALLMI of any accidents or incidents that my / our company is involved in, to provide an opportunity for investigation with a view to preventing recurrences.*
- *I / we agree to notify ALLMI of any breach of legislation and that in so doing it may be viewed more favourably than were breaches to be discovered or notified by third parties.*
- *I / we accept that my / our company may be contacted at any time regarding an audit visit to be made by an ALLMI representative. I / we further accept that failure to implement any of the recommendations given following such visits may jeopardise the company's membership of the ALLMI Operators' Forum.*
- *I / we understand and accept that cancellation of membership will be upon investigation by the Forum Executive and will stand for a minimum of one full calendar year, which may be extended subject to consideration of the Executive.*
- *I / we accept that Appeals may be made to the Executive, but that upon consideration of the Appeal the decision of the Executive is final (this process may also result in restriction from membership either being extended or reduced).*
- *I / we accept that no refunds of membership fees will be made for cancellation, howsoever arising, once membership has been accepted.*

Signed, this            date            day of            Month            2year

Print Name

Company Stamp

Signature

Position

Would you like your company information to be promoted on the ALLMI website?

Yes / No

If you have any further queries please do not hesitate to contact ALLMI on 0844 858 4334. Your application will be assessed and you will be notified of the outcome as soon as possible. Please enclose a cheque made payable to ALLMI Ltd for the sum of £550.00 + VAT (£660.00)

*Please note: The above-mentioned charge for the first year of membership includes a registration fee, which covers administrative costs and an audit visit, should it be required. On-going membership is charged at £450.00 + VAT per annum.*

**Personal Information:** ALLMI collects personal data from individuals. ALLMI respects the privacy of each individual and is committed to ensuring that any personal data it holds is utilised in a fair and lawful way in accordance with UK data protection legislation. Further details regarding ALLMI's commitment to data protection can be found in ALLMI's Data Protection Policy, which is available at [www.allmi.com/dataprotectionpolicy](http://www.allmi.com/dataprotectionpolicy), or in hard copy upon request.

**Email Address - Terms of Use:** The company contact email address supplied above will facilitate the creation of a user account for the ALLMI website, which will provide the individual with access to the password-protected members' area. This email address will also be displayed against the company's profile on the ALLMI website, and added to the ALLMI membership mailing list, which is used to keep members abreast of the latest guidance and standards, as well as other ALLMI related issues (e.g. invitations to ALLMI meetings, etc).

ALLMI also releases a quarterly E-Newsletter, which keeps individuals up to date with industry issues and ALLMI related activities. Please tick the following box to confirm that you wish to receive the ALLMI E-Newsletter.

Individuals can change their preferences at any time by contacting ALLMI.