

SANTIA ASBESTOS MANAGEMENT LIMITED REGISTERED NO. 07511557 AND FIRST ORDER RED LIMITED REGISTERED NO. 05289555 (TOGETHER OR SEPARATELY KNOWN AS "SANTIA") SPECIAL CONDITIONS – FOR THE PROVISION OF TRAINING, BOTH CLASSROOM BASED AND ELEARNING COURSES

1. These Special Conditions are subject to Santia's Conditions and capitalised terms in these Special Conditions shall have the meaning set out in Santia's Conditions unless expressly stated otherwise.
2. The training works shall form part of the Services to be provided by Santia to the Client in accordance with the terms of the Contract. Santia shall undertake the training works in accordance with the following legislation and/or guidance.
 - 2.1 The Control of Asbestos Regulations 2012
 - 2.2 The Approved Code of Practice, "Work with materials containing asbestos" L143
 - 2.3 HSG264 "Asbestos: The analyst's guide for sampling, analysis and clearance inspections"
 - 2.4 HSG 210 "Asbestos Essentials task manual: Task guidance sheets for the building maintenance and allied trades"
 - 2.5 HSG 189/2 "Working with asbestos cement"
 - 2.6 HSG 247 "Asbestos: The Licensed Contractors' guide"
 - 2.7 ISO/IEC 17025:2005 "General requirements for the competence of testing and calibration laboratories"
 - 2.8 ISO/IEC 17020 "General criteria for the operation of various types of bodies performing inspection"
 - 2.9 HSG248 "Asbestos: The analyst's guide for sampling, analysis and clearance inspections"
3. In addition, Santia shall act in accordance with the Santia documented in-house procedures for training works, as requested by the United Kingdom Asbestos Training Association (UKATA) or the British Occupational Hygiene Society (BOHS), according to the course supplied.
4. Santia reserve the right to postpone or cancel open courses in case of insufficient delegate numbers. Every effort will be made to transfer delegates to an alternative course where possible. In the event that a booking is cancelled by the client, course postponed by the client or delegates request a transfer to an alternative course the following charges will apply to reflect the time and resources committed by Santia:

8 -12 weeks before the course - 25% of the course fee

4-8 weeks before the course - 50% of the course fee

Less than 4 weeks before the course - 100% of the course fee

For any cancellation outside the above terms there will be a £50 admin charge, plus expenses already incurred by Santia will be payable by the Client.