

Tel: 0330 390 0822**Email: Services@arcoservices.co.uk****RPE Face Fit Testing (Quantitative) Booking Form**

Make and Model of Masks <i>**Note own masks must be provided on the day of testing** any problems please contact us.</i>	
Date of Face Fit Testing	
Frequency of Retest	Two Years as per INDG479 guidance unless written request given differently.
*Number of Face Fit Tests	
Venue Address	
Company Name	
Contact Name	
Contact Telephone	
Contact e-mail	
Invoice Address	
PO Number	

FIT TEST REQUIREMENTS

Please note that all delegates being face fit tested tested **MUST be *CLEAN SHAVEN at the time of their test** (*failure to be clean shaven will result in being unable to carry out the test which will still be chargeable), any smokers **MUST** refrain from smoking for at least 1.5 hours before their test. If the above requirements are not adhered to the individuals will **NOT** be tested but you **WILL** still be charged.

CANCELLATION POLICY

Cancellations must be made in writing 10 working days before the event date. Thereafter we regret that the full course fee will be due. However substitutes are welcome at no extra cost, with details of name, title and address required. By completing this form, you are agreeing to this cancellation policy.

Signed _____ Date _____

Position in Company _____

*Example schedule attached on following page:

Face Fit Test Schedule – 1 day of testing

Please note that all delegates being face fit tested **MUST** be ***CLEAN SHAVEN at the time of their test** (*failure to be clean shaven will result in being unable to carry out the test which will still be chargeable) - and any smokers **MUST** refrain from smoking for at least 1.5 hours before their test. If the above requirements are not adhered to the individuals will **NOT** be tested but you **WILL** still be charged.

Company name:			
Date of Testing:			
Test No	Start Time	Finish Time	Delegate Name
1	09:00	09:20	
2	09:20	09:40	
3	09:40	10:00	
4	10:00	10:20	
break			
5	10:40	11:00	
6	11:00	11:20	
7	11:20	11:40	
8	11:40	12:00	
lunch			
9	12:40	13:00	
10	13:00	13:20	
11	13:20	13:40	
12	13:40	14:00	
break			
13	14:20	14:40	
14	14:40	15:00	
15	15:00	15:20	
16	15:20	15:40	