

**TRANSFER OF UK CPCS COMPETENT OPERATOR CARD
TO SOLAS CSCS EXPERIENCED OPERATOR CARD**

To be completed by the applicant and supported by an independent declaration. Please complete this form in BLOCK CAPITALS using a BLACK or BLUE ball point pen. Please ensure the form is completed correctly to prevent it being returned.

SECTION A Applicant Details

A Title

Surname

Forename

Home Address

Telephone Number

E-mail

**ATTACH
PASSPORT
PHOTO
HERE**

Date of Birth

D D M M Y Y Y Y

SECTION B Eligibility

B1 Tick to confirm that a **current** CPCS Competent Operator card is held in the relevant categories*

B2 Tick to confirm that the relevant SVQ or NVQ held or scheme rules met in the relevant categories at the time of entry*

B3 Tick to confirm that a **current** in date SOLAS Safe Pass registration card is held*

*A copy of the front and back of your CPCS Competent Operator card and your SOLAS Safe Pass registration card must be enclosed with your application.

SECTION C CPCS Category (ies) available

Crawler Crane	<input type="checkbox"/>	Slinger/Signaller	<input type="checkbox"/>
Tower Crane	<input type="checkbox"/>	Articulated Dumper	<input type="checkbox"/>
Site Dumper	<input type="checkbox"/>	Mini Digger	<input type="checkbox"/>
Excavator 180°	<input type="checkbox"/>	Excavator 360°	<input type="checkbox"/>
Telescopic Handler	<input type="checkbox"/>	Mobile Crane	<input type="checkbox"/>
Tractor/Dozer	<input type="checkbox"/>	Self-erecting Tower Crane	<input type="checkbox"/>

SECTION D Mailing Address

Please enter below where you would like the card to be sent: Applicant as in Section A1 Other (as below)

Company name (if applicable)

Address:

Postcode

SECTION E FOR CPCS OFFICE USE ONLY CPCS Independent Declaration

I confirm that the applicant details above correspond with the information held by CPCS and the applicant has met all of the requirements for entry to CPCS including certification. The applicant is eligible to apply for the category/categories requested.

Job Title

Surname

Forename

Signature

Date

D D M M Y Y Y Y

CPCS Notes:

CPCS Ref. No:

Date received CPCS:

Date issued to SOLAS:

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SECTION F

Participant Data Protection Notice_GDPR

1.PERSONAL DATA COLLECTED AND OBTAINED This Data Protection Notice ("**Notice**") sets out the basis on which SOLAS ("**SOLAS**", "**we**", "**our**" or "**us**") of Block 1, Castleforbes House, Castleforbes Road, Dublin 1 will use the personal details ("**Personal Data**") you will provide when completing the Transfer of UK CPCS Competent Operator Card to SOLAS CSCS Experienced Operator Card application form (the "**Form**") to be registered as a CSCS cardholder. This Notice also details how SOLAS will process your Personal Data for the purpose of assessing your Form and, if successful, issuing your CSCS card to you ("**Card**"). The Personal Data we obtain from you will be held by SOLAS as a controller. SOLAS will collect and process the Personal Data that you provide in the Form.

IMPORTANT: where you provide Personal Data about other individuals (eg. Your existing/previous employer or endorsers), you agree that you are responsible for ensuring that such individuals know that their Personal Data will be used by SOLAS in accordance with this Notice.

2.HOW AND WHY WE PROCESS YOUR PERSONAL DATA

This section details how ("**legal basis**") and why ("**purposes**") we process your Personal Data:

Legal basis: To process your Personal Data to enter into and perform our contract with you including for the following purposes: (a) to process your Form; (b) to issue you with a Card; (c) to verify your Card on an ongoing basis; (d) to renew or replace your Card where you ask us to do so; (e) to correspond with you (f) to allow your existing or potential employers to validate your card (g) to facilitate the issue of safety text alerts.

IMPORTANT: If you do not provide us with your Personal Data so that we can process it for the above purposes, we will not be able to assess or process your Form, issue you with or renew/replace your Card and/or communicate with you as necessary in relation to your Form and/or your Card.

Legal basis: To process your Personal Data for the purpose of complying with legal obligations to which we are subject including to fulfil our statutory functions

3.DISCLOSURE OF YOUR PERSONAL DATA

We may disclose some or all of your Personal Data to the following parties: SOLAS business units, SOLAS agents or service providers including the contracted card printing company, your existing or potential employers, government and state authorities including the Construction Industry Federation [CIF] and The Health and Safety Authority [HSA], All of the Education and Training Boards and Tipperary Co Co. We may also disclose your Personal Data to third parties if we are under a legal duty to disclose or share your Personal Data in order to comply with any legal or regulatory obligation or request or to perform a public function.

4.KEEPING YOUR PERSONAL DATA

We will keep your Personal Data for the period for which your Card is valid and/or renewed and for a period of 7.5 years from when your Card expires and/or is not renewed. In some cases, we will need to retain your Personal Data for longer periods for compliance with legal obligations imposed on us or where we are a party to legal proceedings with you, and to ensure you a continued client service. Such Personal Data will be securely retained in line with the SOLAS records retention and disposal Procedure.

5.YOUR RIGHTS

This subsection sets out the rights which you have to address any concerns or queries with us about our processing of your Personal Data:

Right	Further Information
Right to be Informed	<ul style="list-style-type: none"> You have the right to know whether your Personal Data is being processed by us, how we use your Personal Data and your rights in relation to your Personal Data. We comply with this by way of this Notice.
Right of Access	<ul style="list-style-type: none"> You have the right to request a copy of the Personal Data held by us about you. We will only charge you for making such an access request where we feel your request is unjustified or excessive.
Right to Rectification	<ul style="list-style-type: none"> You have the right to request that we amend any inaccurate Personal Data that we have about you.
Right to Erasure	<ul style="list-style-type: none"> You have the right to ask us to erase your Personal Data where: <ol style="list-style-type: none"> it is no longer necessary to perform your contract with us; you object to the processing and we have no overriding legitimate grounds; your Personal Data has been unlawfully processed; or it must be erased to comply with a legal obligation.
Right to Restriction of Processing	<ul style="list-style-type: none"> You have the right to ask us to restrict processing your Personal Data in the following situations: <ol style="list-style-type: none"> where you contest the accuracy of your Personal Data; where the processing is unlawful and you do not want us to delete your Personal Data; or where we no longer need your Personal Data for the purposes of processing but you require the data in relation to a legal claim. When you exercise this right we may only store your Personal Data. We may not further process the data unless you consent or the processing is necessary in relation to a legal claim or to protect the rights of another person or legal person or for reasons of important public interest. We will inform you before the processing restriction is lifted.
Right to Data Portability	<ul style="list-style-type: none"> You may request us to provide you with your Personal Data which you have given us, in a structured, commonly used and machine-readable format and you may request us to transmit your Personal Data directly to another controller, where this is technically feasible. This right only arises where: <ol style="list-style-type: none"> we process your Personal Data on the legal basis that it is necessary to perform our contract with you; and the processing is carried out by automated means.

You can exercise any of these rights by submitting a request to **the Data Protection Officer, SOLAS, Castleforbes House, Dublin 1**. We will provide you with information on any action taken upon your request in relation to any of these rights without undue delay and at the latest within one month of receiving your request. We may extend this by up to 2 months if necessary, however we will inform you if this arises.

6 CONTACT THE DATA PROTECTION OFFICER

If you have questions or concerns about this Notice, please contact the SOLAS Data Protection Officer at SOLAS Data Protection Officer, SOLAS, Castleforbes House, Dublin 1.

You have the right to lodge a complaint with the Office of the Data Protection Commissioner with regards to our processing of your Personal Data.

7 CHANGES TO THIS NOTICE

We may amend this Notice from time to time, in whole or part, at our sole discretion. Any changes to this Notice will be posted on the SOLAS website - www.solas.ie

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this Notice, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail, and you will have a choice as to whether or not we use your information in the new manner.

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SECTION G

Applicants Signature

I declare that the information contained in this application form is correct to the best of my knowledge and belief and if found to be false, inaccurate or a misrepresentation, I accept that it could lead to the withdrawal of my registration cards(s) and possible prosecution.

I have read, understand and consent to the terms of the Data Protection Notice

Applicant signature

Date

D	D	M	M	Y	Y	Y	Y
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SECTION H

Terms and Conditions of CPCS Application

1. This form is only valid when Section E is signed by an approved verifying CPCS signatory.
2. It is the responsibility of CPCS to ensure that all SOLAS requirements for the application are adhered to, including:
 - a) the applicant's stated details are correct and the photograph in Section A is a true likeness of the applicant,
 - b) the applicant holds the corresponding categories on a current CPCS Competent Operator card as detailed in Section I.
3. Application forms are subject to audit checks in accordance with SOLAS requirements. Application forms, which are incorrect or not found to meet the requirements, will be returned rejected.

SECTION I

Completion Requirements

Section A: The applicant must complete Section A, even if this form is being submitted with other paperwork, with full details, and attach a photograph that meets passport requirements, with a light background.

Section B: Tick to confirm held, and attach copies of:
CPCS Competent Operator card - front and back
SVQ or NVQ certificate including units achieved
SOLAS Safe Pass registration card - front and back

Section C: An approved CPCS representative must complete this section. Cross through categories not applicable.

Section D: The applicant must complete Section D, it must be noted that if a mailing address is not provided the card will be sent to the applicant's home address as provided in Section A1.

Section E: This section requires an independent declaration of the applicant's identity and CPCS entry requirements by an approved CPCS representative.

Section F: Participant Data Protection Notice_GDPR

Section G: Applicant signature must be included with this application. Only Postal Orders and Bank Drafts to be made payable to SOLAS.

Section H: Terms and Conditions of CPCS Application.

Section I: Completion Requirements.

Section J: Category Transfer Details.

General: Please return the completed form with:

- Photograph
- payment – made payable to SOLAS
- SVQ or NVQ certificates including units achieved
- copy of the front and back of your CPCS Competent Operator Card
- copy of the front and back of your SOLAS Safe Pass Registration Card to:

CPCS, NOCN Job Cards, PO Box 1242, Kings Lynn, Norfolk, PE30 9 QF, United Kingdom

If you require help completing this form please contact CPCS on **0844 815 7274**.

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SECTION J

Category Transfer Details

CPCS Description	Equivalent SOLAS Category
A02B Crawler Crane - All sizes	Crawler Crane
A04A Tower Crane - Trolley Jib - Cab controlled	Tower Crane
A04C Tower Crane - Trolley Jib - Remote controlled	Self-Erecting Tower Crane*
A09A Forward Tipping Dumper - Wheeled	Site Dumper
A12 Excavator 180° above 5 tonnes	180° Excavator
A17C Telescopic Handler - All sizes exc. 360° Slew	Telescopic Handler
A34 Crawler - Tractor/Dozer	Tractor/Dozer
A40B Slinger/Signaller - All types - Static duties	Slinger/Signaller
A56B Dump Truck - Articulated Chassis - All sizes	Articulated Dumper
A58A Excavator 360 below 10 tonnes - Tracked	Mini Digger
A59A Excavator 360° above 10 tonnes - Tracked	360° Excavator
A60A Mobile Crane - Blocked Duties only	Mobile Crane
A60C Mobile Crane - All Duties	

**A04C Tower Crane -Trolley Jib - Remote controlled supersedes A63A Pedestrian Operated Tower Crane Up to 36M - 100m/te... which has been retired from CPCS.*