



# Induction & Joining Instructions

*Welcome to Array !*





# Hello There!

Thanks for booking with Array Training (Aberdeen).

We politely request that all students/candidates read and familiarise themselves with the requirements within the Induction / Joining Instructions prior to attending the ATL centre.

This will save the student/candidate, and Array staff, time upon arrival and will ensure the continued safety at the centre.



[www.arraytraining.com](http://www.arraytraining.com)





# Before you get here...

Please ensure you bring the  
following....

## Essential Requirements:

### Photographic ID

failure to provide ID may suspend any training or examination booking

### PPE

coveralls, safety boots & glasses

### Stationery

black pen, pencil, Scientific calculator (inc. sin. cos functions etc), Protractor etc.

RT Candidates Only:

-TLD/Film badge & Pass Book (If available)

-IR medical certificate (Practical radiography candidates should hold a current and supply an electronic/paper copy of the certificate or verification from employer prior to the booking date)

## For PCN...

Valid PCN **Card** or **PCN E-Certificate** (essential)

OR

1x Electronic Passport-Style photo

(required for PCN candidates who do not have a PCN number or their PCN card has expired)

*Send this to [examinations@arraytraining.com](mailto:examinations@arraytraining.com)*

## For SNT...

1x Clear electronic photo of the candidate  
(required for all certification documents)





# Before you get here...

Please ensure you have  
completed the following....

## Application Requirements (PCN Bookings Only):

All PCN application(s) MUST be completed, signed and returned per method by a minimum of 4 working days before the booked examination date(s).

PCN Examinations will be delayed/rescheduled if this requirement is not met. Please contact [deborah.robertson@arraytraining.com](mailto:deborah.robertson@arraytraining.com) to request the PCN application forms applicable for your booking type.

### PSL57A & PSL30 Application

(PCN Application for Initial Examinations)

### PSL57B Application

(PCN Application for Retest, Recertification or Supplementary Examinations)

### PSL44 – Vision Test

(All candidates attending a PCN examination will be required to carry out a vision test in line with PSL44 requirements. This will be carried out by Array Training Ltd on the day of the examination. This vision test is for examination purposes only. Copies of the completed PSL44 cannot be released to candidates or employers)





# Getting here...

Please ensure you are aware of the start/finish times provided on the booking confirmation email from the ATL booking team....

## Getting here...

Address: Array Training Limited  
Rigmar House  
Hareness Circle  
Altens Industrial Estate  
Aberdeen  
AB12 3LY

## Google Maps:

<https://goo.gl/maps/UAZimXgDM3Kr2Csv8>

## What3words:

[hired.grant.singer](https://www.what3words.com/?q=hired.grant.singer)

## By Bus:

<https://www.firstbus.co.uk/aberdeen>

## By Taxis:

Rainbow City Taxis - Phone 01224 878787

## Need Accommodation?

Check out our wide range of local accommodation available around the ATL centre on our website.

Please note Array Training Limited are not liable for accommodation booked for ATL booking(s), should you need to or be required to change the date/cancel your booking with Array Training Limited.





# Arriving...

Please ensure you are aware  
of the start/finish times  
provided on the booking  
confirmation email from the  
ATL booking team....

## On time...

Start time: Please arrive for registration at the time stated on your booking confirmation  
(ATL doors do not open until 8.15am)

Finish time: Approx. 4pm (4.15pm at the latest) unless otherwise agreed by the ATL booking  
team.

Breaks: AM (10-10.15) | Lunch (12-1pm) | PM (3-3.15)

Students/Candidates will not be allowed into the ATL centre earlier than the time specified on your  
booking confirmation.

Upon arrival Students/Candidates will be taken through the registration/introduction process  
before being instructed on which room they have been assigned to. Students/Candidates must sign  
in and out each day, the 'attendance sheet' is located within the ATL reception area.

Please ensure you have your ID ready for presenting to the ATL staff.





# General Rules for the centre...

## Parking

Students/Candidates MUST park on the street. The car park is for staff only. You will be required to move your vehicle if parked in the car park.

Bicycles can be secured outside the main door of the ATL centre.

PLEASE NOTE: Array Training Limited or the building Landlord will not be liable for any theft, incident or damage to vehicles or property etc.

## Smoking Area

Students/Candidates who have gone through the registration process will be instructed on the location of the smoking area (shared area).

Please be a responsible smoker. You are representing your employer as well as Array Training while on the premises.

Dispose of your waste correctly. If a problem occurs please report this to ATL staff.





# General Rules for the centre...

## Kitchen

The ATL Kitchen is open to all Students/Candidates booked in through the ATL centre.  
The ATL Kitchen is shared with ATL staff.

Please keep this area clean and tidy for others to use. Facilities available in the ATL Kitchen include a Dishwasher, Microwave, Toaster ,Hot Water Machine.

## Food & Refreshments

Lunch is not provided by Array Training.

There are several take away vans within walking distance, as well as a hot food café (Take 5) which is a 5-6 minute walk away from the ATL centre.

If you have a vehicle, you will find local supermarkets 5 minutes away. Alternatively, you can bring your own food with you (fridge storage/cupboard space available for students).

Tea and coffee facilities along with fridge storage is available to Students/Candidates while in for their booking.





# General Rules for the centre...

## Toilets

Male toilets are located by the main entrance to the ATL centre.

Female toilets are located to the left of the ATL reception.

Please use good hygiene practices.

## Workshop

Students/Candidates/Visitors may enter the ATL workshop & practical areas after reading/accepting the safety notice and may be assisted by a member of ATL staff.

PPE MUST be worn prior to entering this area.

Safety requirements for the ATL workshop can be found on the next page.





# General Rules for the centre...

Important information  
to be aware of....

## Electronic Devices

No \*electronic devices allowed within the ATL training/examination areas at any time.

\*such as programmable calculators, mobile phones, cameras, laptops/tablets, smart watches, pens, electronic glasses, buttons on clothing or any other electrical device(s).

**THIS IS PROHIBITED!**

Students/Candidates MUST leave their electronic device(s) in their vehicle or at home prior to attending the ATL training centre.

If you do not have a vehicle then you will be required to place your electronic device(s) within our phone storage shelving rack located within the ATL reception area. CCTV cameras are available but please note Array Training Limited or the building Landlord will not be liable for any theft, incident or damage to property etc.

**VIOLATION OF ELECTRONICS POLICY:**

Any Students/Candidates found with an electronic device(s) in the ATL training/examination areas will have their PCN/SNT training &/or examination SUSPENDED based on cheating. Suspended examinations will be brought to the attention of the Chief examiner for investigation. Cheating will be reported to BINDT/PCN or the company sponsor for further investigation and may lead to termination of the examination which may have an effect on all other certifications held by the offending candidate/student.

IF YOU ARE SUSPECTED OF CHEATING YOU/YOUR SPONSOR WILL NOT BE REFUNDED.





# Your safety is our priority..

Please ensure you comply to  
the ATL safety precautions in  
place to keep you safe during  
your time at the ATL centre...

We are committed to ensuring the Safety and Security of visitors, students and candidates at all times.

Students & Visitors are expected to comply with local Health and Safety arrangements at all times while on Array Training premises.

An introduction to the building and safety will be conducted on the first day of your booking.

To allow us to ensure your safety and that of others we ask that you follow the rules that are in place. If you note any Safety Hazards, Unsafe Conditions or Unsafe Acts, please feel free to intervene. This can be reported to an ATL staff member.





# Your safety is our priority..

Please ensure you comply to  
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your time at the ATL centre...

## First Aid

Designated First Aiders & Fire Wardens for the ATL centre can be found on the notice board within the reception and kitchen area. In the event of a First Aid Emergency please contact a qualified and designated First Aider for the building and reference your location for their immediate attention.

First Aid Kits & Eye Wash Facilities are located within the kitchen and workshop areas. In the event of a serious medical emergency, immediately call 999 and inform staff.

## Medication

Any Students/Candidates who are under medication MUST contact the ATL team prior to attending the centre to ensure safety restrictions and requirements are met prior to using any equipment. All medical or safety details will be strictly confidential.

## Counselling / Special Requirements

Student counselling will be provided by ATL Trainers during initial/supplementary training, if required. The ATL Trainer will discuss counselling requirements with the student in a confidential/private setting.

Examination candidates suffering from Dyslexia or whose first language is not that in which the examination is presented, must give notice and provide evidence (from a medically recognised body) via email to Array Training by a **minimum of 7 working days** before the examination date. Once received, this evidence is to be reviewed/authorised before extra time can be granted or bilingual dictionaries are permitted.





# Your safety is our priority..

Please ensure you comply to  
the ATL safety precautions in  
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your time at the ATL centre...

## Fire Safety

Designated Fire Wardens for the building can be found on the notice board in the reception and kitchen area.

During your safety induction, you will be made aware of the Fire Extinguishers Locations, Fire Escape Routes, Building Fire Plans Locations (within each room).

In the event of a fire, please only use Fire Extinguishers if you are trained and competent to do so.

## Fire Alarms

FIRE ALARMS are tested EVERY MONDAY at 10:00 am

If the alarm sounds out with the testing time/date specified please leave your belongings and evacuate to the muster point advised on the fire plans found in every classroom.

Designated walkways are in place, to guide you to the Fire Assembly Point. Please ensure that you remain within these walkways at all times. Where you need to be outside of these walkways there is a mandatory requirement for PPE(Hi-Viz vest). This will be provided as appropriate to the activities being undertaken.

The designated Fire Wardens are identified by wearing hi-viz vests at the Fire Assembly Point.





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## COSHH

Assessments have been made of the processes where hazardous substances are used. Control measures and Personal Protective Equipment (PPE) measures/requirements are in operation. USE THEM.

The ATL Trainers/Invigilators are familiar with the COSHH requirements and will provide you with the necessary information when required.

It is the RESPONSIBILITY of the student/candidate to make themselves familiar with any relevant COSHH data sheets, appropriate to your workplace, aware of the hazards involved with any chemicals used. COSHH data sheets are available to students/candidates within the practical area.

## Electrical Apparatus

Students/Candidates may supply their own UT/ET equipment if preferable. You must advise the ATL booking team by a **minimum of 7 working days** before your booking date and send through a copy of the valid calibration certification for the equipment in order to be able to use this during training/examinations through Array Training Limited.

Permanent circuits and portable appliances above 50 Volts have been tested in accordance with the Electricity at Work Act. Do not abuse electrical apparatus. You will be required to sign an equipment usage agreement if using ATL UT/ET equipment. If you see any damage to electrical apparatus, please report this immediately to a member of staff.





# Meet Our Team



**Ray Wilson**

Managing Director



**Alec Smith**

Chief Examiner /  
Principal Level 3 Consultant



**Diana Jenkins**

Training Manager



**Christian Balan**

Senior NDT Lecturer



**Alexander MacDonald**

NDT Trainer / Invigilator





# Meet Our Team



Phil Stainer

NDT Trainer / Invigilator



Ashleigh Sutherland

Office Manager



Pauline Robbie

Examination & Certification  
Administrator



Megan Waldroop

Assistant Administrator



# Contact Information

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EMAIL ADDRESS

info@arraytraining.com

*See you soon!*



[www.arraytraining.com](http://www.arraytraining.com)