



IPAF RENTAL+
MANUAL

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INTRODUCTION

This document provides guidance to IPAF members and potential members committed to gaining certification against the [IPAF Rental standard](#).

IPAF Rental+ represents the highest standard in powered access equipment hire, providing assurance to customers at every stage of the Powered Access hire/rental process. It also provides members with a defined route for continual improvement.

The International Powered Access Federation (IPAF) is a not-for-profit organisation owned entirely by its members, who include manufacturers, rental companies, contractors, and users. The Federation promotes the safe and effective use of powered access equipment worldwide and works to continually improve safety, reliability, and efficiency of membership organisations within the powered access industry.

IPAF RENTAL+ COMMITMENT

In order to uphold IPAF's core objectives, and encourage good practice, any powered access equipment rental company wishing to join IPAF must pass an IPAF Rental+ audit prior to attaining full membership of IPAF.

As per the [IPAF Rules](#), applications for IPAF membership must only be made by a legal entity. A check of registration as a legal entity is conducted as part of the IPAF Rental+ audit.

Existing IPAF Rental+ members undergo a full audit every 12 months.

In the case of an existing IPAF Rental+ member changing their company name, a written request must be sent to IPAF, confirming that the company's ownership remains unchanged. Before the name on an IPAF Rental+ certification can be updated, evidence that the company holds insurance in the new company name must be provided, along with a statement from a director of the company confirming that all other documentation has been changed to reflect new name.

Failure to comply with the IPAF Rental+ commitment results in [suspension](#) of the member's IPAF Rental+ certification.

Audit results are analysed, and trends observed with a view to continually improve the value of the IPAF Rental+ certification.

AUDIT SCOPE

The IPAF Rental+ audit assesses business operations related to the hire of powered access equipment.

The audit assesses sample evidence for compliance with IPAF standards, which align with industry governance, legislation, and good practice. The audit requirement categories are detailed below:

- Identity
- Financial
- Health & Safety (H&S)
- Environmental
- Quality

All IPAF members who rent powered access, and all their depots which store and maintain powered access for rental to customers, are considered 'in scope' for the purposes of the IPAF Rental+ Audit. A company cannot remove any depots from the requirement to be audited as part of the normal audit cycle. Depots which do not store powered access do not need to undergo an IPAF Rental+ audit.

LEGISLATION & STANDARDS

The majority of the IPAF Rental+ audit aligns with legal requirements. Many elements of the scheme also complement requirements of ISO and other independent quality, safety, and environmental standards.

CONFIDENTIALITY

IPAF gives the assurance that the specific results of any audit or follow-up activity remains confidential between the relevant IPAF representatives and the member.

All data collected during audits is retained in accordance with the [IPAF Privacy Policy](#).

IPAF AUDITORS

The IPAF Audit Team ensure continuing maintenance of IPAF standards through audit and quality assurance activities. They do not set the audit criteria but oversee and administer the audit process and assess individual companies against the audit criteria as determined by the IPAF Rental+ Committee.

All audits are carried out by appropriately qualified auditors appointed by IPAF. IPAF auditors have undertaken the necessary training to permit them to carry out assessments under the IPAF Rental+ Scheme and hold ISO Lead Auditor certification as a minimum.

The identity of an IPAF auditor can be verified on the IPAF website www.ipaf.org/our-team.

Please direct any questions or queries to the [IPAF Rental+ Helpdesk](#).

IPAF Rental+ Certification

The company must provide evidence that they meet all IPAF Rental+ criteria by submitting samples of their company records. This evidence will be reviewed and verified by the auditor who may then request additional information.

The auditor also reviews activities throughout the business premises which include, but are not limited to, the following locations:

- Office
- Workshop
- Site/Yard

Where the business operates across multiple powered access rental depots, IPAF selects an alternate depot as a sample site each audit cycle.

Potential IPAF Members

Following IPAF's receipt of a membership application from a hirer/rental company, the applicant will:

1. receive an email explaining the IPAF Rental+ requirement for membership
2. be issued an invoice for the IPAF Rental+ audit
3. have two weeks from receipt of payment confirmation to book their audit(s)
4. have a further four weeks to undertake the audit(s)
5. have eight weeks following receipt of audit report(s) to provide satisfactory evidence that any necessary corrective actions have been implemented, as per the [corrective action procedure](#).

A potential member who achieves the IPAF Rental+ certification will become an IPAF member, providing they meet all other membership requirements.

If a potential member fails to achieve the IPAF Rental+ certification within the above timeframe, their membership application will be cancelled, except at the complete discretion of IPAF. Any membership fees paid will be reimbursed, however, the audit fee is non-refundable. The potential member will then need to re-apply if they wish to become an IPAF member in the future.

Existing IPAF Members

Existing IPAF Rental+ members must recertify to the IPAF Rental+ standard every 12 months to maintain their IPAF membership and their IPAF Rental+ certification.

The audit process begins 12 weeks before the expiry date of a member's current certification, when they will receive an email advising them of their current certificate's expiry date and inviting them to begin submitting their evidence for their annual audit. Following this email, the company's allocated auditor will contact them to arrange a mutually convenient audit date(s).

Submission of IPAF Rental+ Evidence

Evidence of compliance with the IPAF Rental+ criteria is recommended to be submitted electronically to the Cluetec Audit system, through the link received by email when your IPAF Rental+ audit booking is

confirmed. Uploading this evidence early reduces the workload for the auditee on the day of audit, reduces the likelihood of delays in the certification process, and leads to a more positive audit experience. Evidence you wish to submit in advance of the audit must be uploaded to Cluetec at least 8 days in advance of the audit date. After this, the evidence upload portal will be locked and no further evidence can be submitted. When your IPAF Rental+ booking is confirmed, the confirmation email will also contain a link to this IPAF Rental+ Manual (which includes the [Audit Requirements](#)).

Any evidence not submitted prior to the audit date must be available on the day of the audit. The IPAF Rental+ certification cannot be achieved until the auditor has been provided with satisfactory evidence for each of the audit requirements.

Once your audit has been completed, you should submit evidence for any corrective actions through the link received in the Cluetec Audit email for each non-compliant audit criterion (see [corrective action procedure](#)).

MEMBER SATISFACTION

Following the completion of the IPAF Rental+ audit, all members will be asked to provide feedback. The IPAF Rental+ Member Feedback Form has questions relating to IPAF and the IPAF Rental+ scheme. The feedback form will be sent as a link in the email confirming certification has been achieved. Once completed, IPAF will analyse the feedback provided with the aim of ensuring ongoing member satisfaction.

AUDIT OUTCOMES

Audit Report

Within ten days of the audit taking place, the auditor will provide the member with an audit report detailing the results of the audit.

The audit report will identify an audit score of 0, 1, 2, or 3 for each audit question. The overall award for the audit will be determined by a cumulative calculation of the score for each audit question.

Not Achieved Audits

Question Score 0 (Not Achieved)

A score of 0 indicates the member has not achieved the minimum standard for the specified audit question.

Corrective Action Procedure

To achieve certification following an audit score of 0, the auditee will receive emails containing links to each non-compliant finding. The auditee must then submit their corrective action proposal, along with a proposed date of implementation for each audit question that received an audit score of 0.

The corrective action proposals must be submitted to the auditor within 10 working days of receipt email linking to the non-compliant finding. The proposed actions will be reviewed by the auditor to ensure they are acceptable and that all implementation dates are within the required timeframe.

Evidence of implementation of corrective actions should be submitted to the Cluetec system within eight weeks of receipt of the audit report by following the link in the Cluetec Audit email or clicking on the Action tab once in the Cluetec system. This evidence will then be reviewed and, assuming it meets the requirements, signed-off by the auditor. All corrective actions must be implemented and signed-off within

the specified timeframe. Once all non-conformities have been signed-off, the auditee will receive an email confirming that their audit has been closed.

If the eight-week timeframe cannot be achieved for a particular corrective action, an extended implementation period must be authorised by the IPAF Rental+ Scheme Manager. If nonconformities relate to a safety critical processes, IPAF reserve the right to conduct a follow-up audit, the timing of which will be confirmed by IPAF. The cost of any follow up audit will be charged to the member.

A secure copy of each audit report and all corrective action response will be retained on the Cluetec Audit audit system, in accordance with the [IPAF Privacy Notice](#) and be the responsibility of the IPAF Audit Manager.

Failure to adhere to the above corrective action procedure for the IPAF Rental+ audit will result in:

- Potential members having their application for IPAF membership cancelled
- Existing members having their IPAF Rental+ certification suspended (see [Suspension of IPAF Rental+ Certification](#))

Achieved Audits

Question Score 1 (Minimum Standard)

A score of 1 indicates the member has achieved the minimum standard for the specified audit question.

Continuous Improvement Scheme (IPAF Rental+ audit only)

A continual improvement process is an ongoing effort to improve products, services, or processes. IPAF offer an optional continuous improvement assessment as part of the IPAF Rental+ audit. This is assessed using an overall percentage score for the audit with further breakdown for each section of the audit (as noted in [Appendix 1 - Audit Requirements](#)). Results of this assessment are not advertised by IPAF.

During the audit each of the 70 audit questions will be given a score of 1, 2 or 3. Information about the meaning of these scores is given below. The below audit scores are only relevant for individual audit questions and not to the audit as a whole, for which a percentage score will be calculated.

Question Score 2 (Initial Opportunity for Improvement)

An audit score of 2 indicates the member exceeds the IPAF Rental+ minimum standard and meets the Initial Opportunity for Improvement criteria for that audit question.

To achieve a score of 2 the auditee must first have shown that they have achieved the minimum standard requirement for that audit question.

Question Score 3 (Subsequent Opportunity for Improvement)

An audit score of 3 indicates the member meets the Subsequent Opportunity for Improvement criteria for the specified audit question and is therefore following exemplary standards of good practice which other members may wish to achieve.

To achieve a score of 3 the auditee must first have shown that they have achieved the minimum standard and the Initial Opportunity for Improvement requirement for that audit question.

Certification

To achieve certification, the auditor must review satisfactory evidence that the member meets 100% of the [IPAF Rental+ Audit Requirements](#).

For potential members, once the IPAF Rental+ audit has been signed-off, an IPAF Rental+ certificate will be awarded for 12 months from the date of sign off.

For existing members, once the IPAF Rental+ audit has been signed-off, an IPAF Rental+ certificate will be awarded for 12 months from the date of audit. In cases where the IPAF Rental+ audit has been conducted and signed-off up to two months prior to the current certificate's expiry date, the new certificate will expire 12 months from the previous certificate's expiry date.

SUSPENSION OF IPAF RENTAL+ CERTIFICATION

Suspension of a member's IPAF Rental+ certification occurs if a member fails to comply with the [IPAF Rental+ Commitment](#), or fails to adhere to the [Corrective Action Procedure](#) following a Not Achieved Audit. Suspension results in the member's certification being temporarily removed from the IPAF website until the requirements of the IPAF Rental+ Scheme have been met.

Upon suspension, the member is also proposed for expulsion to the IPAF Council. The member is notified in writing of their suspension by the IPAF Rental+ Scheme Manager. If the member provides evidence of compliance with the IPAF Rental+ Scheme requirements prior to confirmation of expulsion, their IPAF Rental+ certification will be reinstated.

APPEALS

Any member wishing to appeal an audit decision or suspension must notify the Director of Operations in writing within 14 days of the audit report or receipt of a suspension letter.

If the appeal is against an audit decision, the Director of Operations will consult with the IPAF Rental+ Scheme Manager and/or Audit Manager to determine whether the audit decision will stand. The auditor involved in the original audit will not be involved in the appeal decision-making process.

If the appeal is against a suspension, the Director of Operations will, upon receipt of the appeal notification, arrange within 21 days an appeal hearing. The appeal hearing will include:

- The complainant
- IPAF Rental+ Scheme Manager
- IPAF Director of Operations or nominated Senior Management representative
- Chairperson of the IPAF Rental+ Committee or impartial member of the IPAF Rental+ Committee
- Chairperson of the IPAF regional Country Council or impartial member of the IPAF Council

Upon receipt of an appeal notification letter, the timeframe of all corrective actions will be suspended for the duration of the appeal process. The member will be notified in writing, within seven days of the hearing, of the outcome of the appeal; future action will be dependent on the outcome of the appeal.

REQUESTS FOR CHANGE

Any requests for change/revisions to the IPAF Rental+ Scheme should be submitted using the Request for Change form (available on request from IPAF). This form should be submitted to the IPAF Rental+ Scheme Manager. All requests will be reviewed by the IPAF Rental+ Committee for a decision.

COMPLAINTS

Complaints raised by members concerning any aspect of the IPAF Rental+ Scheme should be submitted in writing to the IPAF Rental+ Scheme Manager or the Director of Operations by email to

complaints@ipaf.org.

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LOGOS AND BRANDING

Once certification has been achieved, all IPAF Rental+ members receive access to the IPAF Rental+ logo and IPAF Rental+ Brand Toolkit to help them promote their achievement. All members are expected to conform to the IPAF Rental+ Brand Guidelines found in this toolkit.

IPAF RENTAL+ HELPDESK

IPAF Rental+ Helpdesk is available to members with any questions regarding the IPAF Rental+ Scheme.

- ✓ Email: rental@ipaf.org
- ✓ Telephone: +44 (0) 1539 566700

REFERENCES AND USEFUL LINKS

[IPAF Rules](#)

[IPAF Privacy Policy](#)

[IPAF Rental+ Example Documents and Templates Link](#)

SUMMARY OF REVISIONS

Date	Change	Section	Country affected
22/12/2020	Updated Guidance Requirements	Appendix 1	All
22/12/2020	Clearer Guidance to Minimum Standard	Certification	All
01/02/2021	References to 'employees' in the audit criteria updated to 'personnel' to align with change to SSIP Rules & Bylaws	Appendix 1	All
10/02/2021	Reference to IPAF Rental+ Brand Toolkit added	Logos and Branding	All
29/07/2021	SSIP logo info added	Logos and Branding	UK
29/07/2021	Aligned Appendix 1 and Appendix 2 with the new IPAF Rental+ Scheme Audit form	Appendix 1	All
29/07/2021	Updated job titles as per new department structure	Whole document	All
19/08/2021	Reviewed and added updated links	References and Useful Links	All
26/10/2021	Updated to reflect split of SSIP and IPAF Rental+ audit schemes	Audit Process, IPAF Rental+ Evidence Portal, Audit Outcomes, Logos and Branding	UK
28/10/2021	Updated to include more details of the process for new members and existing members.	All sections	All
31/10/2021	Appendix 3 added – renamed appendix 2 after appendix 2 removed	Appendix 2	All
01/11/2021	Removed legislation and standards table	Appendix 2	All
05/11/2021	Revision of grammar and consistency of tense	All sections	All
05/11/2021	Appeals procedure reverted to original	Appeals	All
05/11/2021	Addition of Request for Change and Complaints procedures	Request for Change Complaints	All

29/11/2021	Updated to reflect split of SSIP and IPAF Rental+ audit schemes	Audit Scope	All
29/11/2021	Updated potential member process to include requirement for payment before audit	Audit Process	Mandated Regions
12/01/2022	Amended the 'IPAF Templates' and 'Further Guidance' columns in the IPAF Rental+ Requirements table	Appendix 1	All
14/01/2022	Updated the SSIP Audit Requirements table to align with the new SSIP Rules and Bylaws	Appendix 1	UK
18/01/2022	Added Member Satisfaction section	IPAF Rental+ Certification	All
04/03/2022	Minor spelling and grammar changes	Appendix 1	All
14/06/2022	The silver and gold evidence requirements for Question 25 'Delivery Driver Competence' and Question 30 'First Aid' have been reversed.	Appendix 1	All
03/08/2022	Amended information regarding how the identity of an IPAF auditor can be verified. Also changed the timeframe for sending the audit report from 7 to 10 days.	IPAF Auditors and Audit Outcomes	All
06/01/2023	Removed reference to bronze, silver and gold	Continuous Improvement Scheme and Appendix 1	All
06/01/2023	Amended headings and text to be less regionally specific and more universal	Whole document	All
17/02/2023	Continued making document universal	Whole document	All
07/04/2025	Updated the IPAF Rental+ Commitment to reflect company name change and change of ownership procedure	IPAF Rental+ Commitment	All
10/10/2025	Updated document to reflect new audit system	Introduction, Submission of SSIP Evidence, Submission of IPAF	All

		Rental+ evidence, Member Satisfaction, Corrective Action Procedure, References and Useful Links	
20/02/2026	Updated the Certification section to confirm that the expiry date for potential members being certified for the first time will be 1 year from the date of sign off, rather than the date of audit.	Certification	Mandated Regions
20/02/2026	Changed the Core Criteria Number SSIP-15 to SSIP-16 due to an update by SSIP. The question itself remains unchanged, only the Core Criteria Number has changed	SSIP Audit Requirements	UK
20/02/2026	Updated the References and Useful Links section to ensure links were current	References and Useful Links	All
20/02/2026	Amended the 'Delivery Driver Competence', 'Operational Management Training', 'Hire Desk Training' and 'Site Assessments for Powered Access Selection' questions to ensure they are relevant for MCWP and CH rental companies	Appendix 1 'IPAF Rental+ Requirements' - Quality section	All
20/02/2026	Amended the 'Corrective Action Procedure' section to clarify the process for follow-up audits	Corrective Action Procedure	All
20/02/2026	Removed Appendix 2 process flow charts as no longer required	Appendix 2 removed	All

APPENDIX 1

IPAF Rental+ Requirements

Please be advised, although the 'Further guidance' links below are separated by country, information in all links may be relevant and provide guidance, regardless of your company's location.

Finance

Audit Requirement	Minimum Standard	Recommendations for Evidence	IPAF Templates	Further Guidance	Internal Continuous Improvement Scheme	
					Initial Opportunity for Improvement	Subsequent Opportunity for Improvement
Employer Insurance	The company has evidence of current employer liability insurance	An in-date insurance certificate - minimum €5m			The company has evidence of undertaking a risk management process.	The company can demonstrate risk reduction actions have been implemented.
Public Insurance	The company has evidence of current public liability insurance	An in-date public liability insurance certificate			The company has evidence of undertaking a risk management process.	The company can demonstrate risk reduction actions have been implemented.
Indemnity Insurance (<i>if applicable in region</i>)	The company has evidence of current professional indemnity insurance	An in-date public indemnity insurance certificate			The company has evidence of undertaking a risk management process.	The company can demonstrate risk reduction actions have been implemented.
Vehicle Insurance	The company has evidence of current vehicle insurance for the relevant company vehicles (including self-insurance)	An in-date vehicle insurance certificate			The company has procedures to monitor and review vehicle incidents.	The company has review meetings with their insurance company regarding vehicle incidents to identify pro-active measures to minimise risk.
Plant Insurance	The company has evidence of current plant insurance	An in-date plant insurance certificate			The company has evidence of undertaking a risk management process.	The company can demonstrate risk reduction actions have been implemented.

Health & Safety

Audit Requirement	Minimum Standard	Recommendations for Evidence	IPAF Templates	Further Guidance	Internal Continuous Improvement Scheme	
					Initial Opportunity for Improvement	Subsequent Opportunity for Improvement
Health & Safety Policy	The company has a Health & Safety policy signed by a senior manager or director and has been reviewed in the last 24 months.	A written Safety Statement signed by a senior manager or director and has been reviewed in the last 24 months.			The policy is reviewed annually, and has been reviewed within the last 12 months.	The Health & Safety policy is also available and applied to suppliers and other interested parties.
Health & Safety Leadership	The company has documented the appointment of a director responsible for Health & Safety.	A written Safety Statement that details how the employer implements their safety, health and welfare responsibilities, including a commitment to comply with legal obligations		HSA guidance on relevant legislation	An appointed director has attended relevant Health & Safety training course within prior five years.	All relevant directors have attended relevant Health & Safety training course within prior five years.

Audit Requirement	Minimum Standard	Recommendations for Evidence	IPAF Templates	Further Guidance	Internal Continuous Improvement Scheme	
					Initial Opportunity for Improvement	Subsequent Opportunity for Improvement
Health & Safety Organisation	The company can demonstrate Health & Safety roles, responsibilities, and reporting lines have been formally delegated in the form of an organogram or similar.	Evidence required would include a dated copy of the company's structure chart.		HSA guidance on relevant legislation	The Health & Safety organisational structure and reporting lines have been reviewed within the last 12 months.	Deputy positions have been identified within the Health & Safety organisational structure.
Health & Safety Competent Advice	The company can demonstrate they have appointed (internally or as an external consultant) and use a recognised competent person for Health & Safety advice as per relevant legislation.	Evidence of how person is deemed competent. A document from top management to confirm a person's competence in H&S matters. Alternatives could include evidence of an IOSH or NEBOSH qualifications.		HSA guidance on health and safety advisors HSA guidance on competent people	The company has an internal member of staff responsible for day-to-day Health & Safety and have a member of staff, or have appointed an external consultant, who holds a NEBOSH CERTIFICATE (or equivalent) and regular minuted meetings a minimum of four times per year.	The company has an internal member of staff responsible for day-to-day Health & Safety and have a member of staff, or have appointed an external consultant who holds a NEBOSH DIPLOMA (or equivalent) and regular minuted meetings a minimum of four times per year.
Health & Safety Arrangements	Health & Safety documents and procedures which demonstrate compliance with company Health & Safety legal obligations have been assigned and documented.	Details of the preventive and protective measures taken, the resources provided for safety, health and welfare at the workplace and the arrangements used to fulfil these responsibilities.		HSA guidance on safety statements	Health & Safety responsibilities have been documented for all personnel and have been communicated to all personnel.	The Health & Safety arrangements have been reviewed within the last 12 months.
Health & Safety Monitoring and Auditing	The company has a formalised annual Health & Safety audit programme which is being followed.	An internal audit scheduler with evidence of progress.		HSA guidance on safety monitoring	Audit results, including observations and non-conformances are documented and corrective actions identified where relevant.	Evidence of corrective actions being closed-out in agreed timeframe.
Health & Safety Management Review	The company has a demonstrable Health & Safety review process – good practice annually.	Evidence that senior management annually review the Safety Statement to ensure it is still relevant to the business. The review should be signed and dated by the Managing Director or owner.		HSA guidance on safety monitoring	Health & Safety management review identifies corrective / improvement actions.	Corrective / improvement actions are closed-out in defined timeframe.
Workforce Involvement	The company can demonstrate that it consults with personnel about Health & Safety practices within the company.	Example H&S memos sent to personnel, evidence of memo/bulletin board or TBTs.		HSA guidance on workforce involvement	The company can demonstrate that it has safety meetings with personnel throughout the year.	The company has appointed safety representatives who take part in regular committee meetings with management.
Accident and Incident Reporting	The company can demonstrate an incident reporting system in line with current legal requirements. Where applicable this system must hold records of all legally reportable events for at least three years and all enforcement actions against the company for the last five years.	Evidence of an accident book or methodology for recording and reporting accidents.		IPAF Accident Reporting Portal HSA guidance on accident and incident reporting	All incidents are reported to the IPAF Accident Reporting Database and signed-off monthly.	A near-miss, and hazard spotting procedure is evident within the company.
Accident and Incident – Preventing Recurrence	The company can demonstrate a system for reviewing all incidents, identifying learning outcomes, and recording preventative actions which are communicated throughout the company. This system must include records of any actions taken to remedy matters subject to enforcement action where applicable.	Evidence of an accident investigation process that includes learning outcomes and how they are communicated throughout the company. Examples could include toolbox talks, memos, or additional training.		HSA guidance on accident and incident reporting	Evidence is available to show that the preventative measures are effective.	Preventative measures are successfully applied to near-misses.

Audit Requirement	Minimum Standard	Recommendations for Evidence	IPAF Templates	Further Guidance	Internal Continuous Improvement Scheme	
					Initial Opportunity for Improvement	Subsequent Opportunity for Improvement
Risk Assessment In-depot Activities	Risk assessments are in place and communicated to relevant personnel for all regular work activities including (but not limited to) hazardous substances.	Example risk assessments for key processes; these could include, but are not limited to, loading and unloading and machine maintenance.		HSA risk assessment guidance	Risk assessment arrangements provide a means to include option for specific and/or one-off circumstances.	All relevant personnel are trained and approved to perform point-of-work risk assessments.
Risk Assessment Away from Depot Activities	Risk assessments are in place and communicated to relevant personnel for all regular work activities and made available to all.	Example risk assessments; these could include but are not limited to machine maintenance and inspection onsite, loading and unloading and site visits for powered access selection.		HSA risk assessment guidance	Risk assessments include option for specific and/or one-off circumstances and are made available to all.	All relevant personnel are trained and approved to perform point-of-work risk assessments and made available to all.
Safe Systems of Work	A safe system of work for key tasks is documented and made available and communicated to relevant personnel.	Identify what the key tasks are e.g. loading/unloading, washing, PDI. Safe systems of work.		HSA Guidance on SSOW	Safe systems of work are reviewed annually or before as appropriate.	There is clear visual communication of safe systems of work.
Site Procedure	The company procedure for site visits is communicated to all personnel who may visit/work on a customer's site.	PPE required, site entry rules, documented policy, is it in the company handbook?		HSA guidance on contractors	The company procedure for site visits is included in the induction for all personnel.	Specific site induction requirements are available and communicated to relevant personnel in a timely manner.
Provision of Welfare Facilities	The company provides suitable sanitation and welfare facilities in accordance with current legislation.	Evidence could be photographic or a plan of the premises and should demonstrate that the company is adhering to the requirements of The Safety, Health and Welfare at Work Act 2005.		Legislation on welfare facilities	Welfare facilities are maintained in clean, hygienic condition.	Welfare facilities and condition are included as part of regular audit / inspection.
First Aid	At least one employee per location has current emergency First Aid at Work training.	Evidence of an in-date First Aid certificate as per the requirements of Chapter 2 of Part 7 of the General Application Regulations 2007 . Mention of mental health in the health and safety manual/ staff handbook, evidence of relevant talks by external parties within the company, a qualified mental health first aider.		HSA Guidance on first aid	At least one first aider per location has current three-day First Aid at Work training	There is a documented and implemented procedure as to how mental health support is provided within the company
Accident and Incident Management	The company can demonstrate that they have an investigation procedure for reported accidents and incidents and reports lost time injuries to the IPAF Accident Reporting Database.	An explanation of what happens when an accident occurs. Who records, where, what happens next. Also, to confirm how lost time injuries accidents are reported to the IPAF Accident Reporting Database.		IPAF Accident Reporting Portal HSA guidance on accident reporting	The company can demonstrate all accidents and incidents are investigated.	The company can demonstrate that root cause is identified and recommendations and actions are identified.
Substance, Drugs and Alcohol	Company has a formal drugs and alcohol policy in place.	Documented evidence of a policy.		HSA guidance on intoxication at work	The company has a policy in place, including random assessment, and permission for other organisations to carry out their own testing.	Evidence is available to confirm that testing has been carried out and appropriate actions taken.
Fitness to Work - Health Screening	The company has an effective policy of screening at recruitment and/or induction, relevant to the job role.	Documented evidence of a policy, e.g. is it included at induction?		HSA health surveillance guidance	The company has an employee health assessment programme.	The company has an investigation process for persistent absenteeism where it may affect the ability to work safely.

Audit Requirement	Minimum Standard	Recommendations for Evidence	IPAF Templates	Further Guidance	Internal Continuous Improvement Scheme	
					Initial Opportunity for Improvement	Subsequent Opportunity for Improvement
Hazardous Substances Assessment	Company has assessed the work place and identified substances hazardous to health and manufacturer safety data sheets (MSDS) are available for each substance identified.	A register with MSDS sheets (online or paper), including chemicals used throughout the business e.g. in the kitchen. This will be checked during the site inspection.		HSA MSDS guidance	Chemical agents risk assessment information is included as part of the safe system of work.	Relevant chemical agents information is available at relevant work stations.
Fire Risk Assessment	The company has a fire risk assessment procedure in place.	Documented evidence of a fire risk assessment procedure that identifies risks, likelihood of it occurring and severity if risk occurs.		HSA guidance on fire safety	Fire risk assessment procedures are visible and communicated to personnel.	The fire risk assessment is reviewed every 12 months or more frequently if required.
Fire Prevention Management	Fire prevention systems are in place to combat risks identified.	Evidence of fire extinguishers / safety measures in place.		HSA guidance on fire safety	The company has effective fire prevention management arrangements including fire wardens/marshalls appointed for all locations.	Fire prevention equipment and systems are checked at regular intervals, minimum annually.
Fire Drill	Evidence is available to demonstrate regular fire practices are being conducted and registers of event kept.	Signed and dated evidence of a fire alarm test and fire drill.		HSA guidance on fire safety	Evidence is available to demonstrate that learning outcomes are being adopted and integrated.	Evidence is available of training of fire wardens/marshalls in the use of fire extinguisher equipment.
PPE	The company issues relevant personal protective equipment (PPE) free of charge.	Confirm what PPE is given to personnel. This may be checked with personnel during the site inspection.		Safety, Health and Welfare at Work (General Application) Regulations 2007	Regular PPE condition checks are conducted by a competent person and findings recorded.	Site PPE requirements are communicated to all sub-contractors and all personnel are checked for adherence to specific PPE rules.
PFPE	The company makes available in-date harnesses and lanyards for relevant personnel.	Harnesses and lanyards within date; inspection records should be available but not necessarily issued to an individual.		Safety, Health and Welfare at Work (General Application) Regulations 2007 IPAF Guidance - fall protection in MEWPs	All relevant personnel have received specific training on pre-use checks, fitment and use.	Appointed personnel are trained and competent to carry out Thorough Examination of personal fall protective equipment PFPE e.g. IPAF Harness course or similar.
Asbestos Management	Company buildings have been assessed (in line with regional requirements) for the presence of asbestos containing materials (ACMs) and the findings documented.	Evidence of an asbestos assessment document as per The Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations, 2006 & 2010		HSA Asbestos guidance	The site induction for all personnel covers the findings from the ACM assessment.	The company has a procedure for control of ACMs.
Driving Vehicles on Company Business	The company assesses the risks associated with driving appropriate classes of vehicle.	Documented evidence of a driving risk assessment, this may be contained within a driver's handbook.		HSA work vehicle safety guidance	Vehicle drivers have signed to acknowledge they have read and understood the risk assessment.	Drivers are issued with a driver's handbook – paper or electronic.
For all Personnel Driving on Company Business	The company has evidence of licence checks within the last 12 months for all company vehicle drivers.	Evidence that your drivers have valid licences for the categories required when driving any vehicle on company business.		HSA Managing Driving for Work Information Sheet	The company has a procedure for self-declaration of motoring offences.	The company has a post incident investigation and follow up procedure.
Compliance with National Working Time Requirements	The company has a procedure to measure the compliance of delivery drivers with national working time requirements.	Evidence that the company completes analysis of working time, this is often included as part of tachograph analysis.		Organisation of Working Time Act 1997	The company has documented evidence of any staff opting out of national working time agreements.	The company has a procedure for action to take where non-compliance with working time requirements is identified.
Property Management	A system is in place to identify items requiring statutory inspection /	Evidence of a fixed electrical wiring report and Declaration of Conformance certificates relating to any gas		Guidance on Periodic Inspection and Testing of Electrical Installations	There is clear and safe segregation of employees, sub-contractors and	There is clear signage separating all areas of people and vehicle movement

Audit Requirement	Minimum Standard	Recommendations for Evidence	IPAF Templates	Further Guidance	Internal Continuous Improvement Scheme	
					Initial Opportunity for Improvement	Subsequent Opportunity for Improvement
	certification and interval of inspection (electrical and gas installations).	installation. If renting, your landlord may hold these			visitors (through signs, markings and physical segregation barriers).	and evidence that it is adhered to by on-site personnel.
Rental Machine Inventory	All rental machines are uniquely identified and recorded on a system.	This usually takes the form of an electronic system to manage the rental fleet.			The company has a system indicating current hire machine status.	Where IPAF training is offered this can be accessed without personnel movement through high risk vehicle and powered access movement areas. Fleet reconciliation is carried out regularly to confirm accuracy of machine status.
Rental Machine Maintenance/ Repair Records	A system is in place to ensure that periodic maintenance appropriate to the equipment is scheduled and events recorded.	Evidence that regular maintenance is carried out.		HSA guidance on Use of Work Equipment	Maintenance records are current and accurate.	Evidence of management review of maintenance records and procedures.
Management of On-Hire Thorough Examination	The company has a system in place to ensure all machines going out on hire have evidence of a current Thorough Examination report with the machine.	Evidence that thorough examinations are carried out in a timely manner.		Legislation on work equipment for lifting	The company has a procedure to monitor expiry dates of Thorough Examinations, which includes provision to issue prohibition / notification to the user where appropriate.	The company reviews Thorough Examination defects and has a system in place to manage and measure defect closure and notify enforcement authorities where appropriate.
Management of Manufacturer Safety Notices/Bulletins	The company has a system to record receipt of manufacturers' safety notices.	How receipt of notices is recorded and stored, e.g. a simple system to record receipt from the manufacturer. This could be an email folder, spreadsheet or a filed hard copy.		IPAF guidance on MEWP Safety Alert Protocol	Evidence is available to confirm compliance to manufacturers' instructions and timescales where appropriate.	Information of safety related issues is fed back to relevant manufacturers.
Workshop Equipment	A system is in place to ensure equipment is compliant with nationally approved design standards and is inspected at suitable intervals.	Evidence that equipment is inspected in line with manufacturers' guidance. Is your equipment CE marked? Equipment could include bench drills, bench grinders, torque wrenches, welders etc.		Legislation on inspection of work equipment	All equipment is recorded on an appropriate equipment register and periodic checks recorded.	Evidence is available to demonstrate faulty or failed items are removed from service and dealt with appropriately.
Workshop Equipment Requiring Statutory Inspection	A system is in place to identify equipment requiring statutory inspection and interval of inspection.	Evidence that assets requiring statutory inspections have in-date documentation. Examples may include trolley jacks, bottle jacks and compressors which require statutory inspection according to your Written Scheme of Examination (WSE).		HSA guidance on lifting equipment	Identified equipment is recorded on an appropriate equipment register and periodic checks recorded.	Evidence is available to demonstrate faulty or failed items are removed from service and/or repaired as appropriate.
Portable Appliance Testing	Portable appliance testing (PAT) is carried out at appropriate intervals.	Evidence your company ensures electrical testing is carried out and recorded.		Legislation on portable equipment	Portable appliances requiring testing are identified on an appropriate equipment register.	Evidence is available to demonstrate faulty or failed items are removed from service and dealt with appropriately.

Environmental

Audit Requirement	Minimum Standard	Recommendations for Evidence	IPAF Templates	Further Guidance	Internal Continuous Improvement Scheme	
					Initial Opportunity for Improvement	Subsequent Opportunity for Improvement
Environmental Policy	The company has an environmental statement that is relevant to the business, signed by a relevant director and is on display.	Evidence of a displayed environmental policy signed and dated by a director/owner. Environmental policy: intentions and direction of an organisation related to environmental performance as formally expressed by its top management.			The environmental statement is made available to any interested parties.	The environmental statement is reviewed annually.
Environmental Arrangements	The company identifies environmental procedures relevant to key processes within the company.	List of processes describing the correct method of carrying out tasks which could have an effect on the environment, e.g. handling of hazardous substances, recycling of printer cartridges.			The elements of the Environmental Management Systems (EMS) are audited and corrective actions identified.	The EMS system is reviewed annually to ensure it reflects current business activity.
Environmental Aspect / Impact Register	The company has identified and recorded aspects that could have an environmental impact.	Evidence of key environmental risks identified and completion of an aspect / impact register. Environmental aspect: element of an organisation's activities or products or services that interact or can interact with the environment. Environmental impact: change to the environment whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects.			All aspects identified are assessed for the impact they may have on the business and environment.	The aspect and impacts assessments have been reviewed within the last 12 months.

Audit Requirement	Minimum Standard	Recommendations for Evidence	IPAF Templates	Further Guidance	Internal Continuous Improvement Scheme	
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Environmental Targets	Based on the aspect and impact register the company identifies areas for environmental improvement.	To see analysis of the environmental aspect/impact register to identify areas for improvement. Without an aspect/impact register this point cannot be achieved.			Measures are put in place, with stated targets for achievement.	Targets and actions are reviewed as part of the EMS.
Waste Management	All waste streams are appropriately contained.	Evidence of how waste is managed to prevent it contaminating the environment.			Waste streams are segregated, where appropriate into separate containers.	Waste minimisation targets are in place and can demonstrate reductions.
Waste Carriers	Waste transfer or consignment notes are in place with appropriate documentation available for all wastes carried from location(s).	Waste transfer notes from approved carriers should be available for all waste removed, copies should be kept for a minimum of two years.			A nominated waste carrier(s) is identified and evidence of appropriate licences available.	The company has completed an audit of the nominated waste carrier(s).
Environmental Emergency Preparedness	The company has a documented environmental emergency procedure.	A documented system must be in place to manage emergency environmental procedures, e.g. spills or leaks.			Environmental emergency procedures are communicated to all personnel.	Environmental emergency practices are undertaken at suitable defined intervals and actions documented.
Wash Area Management	The company has a recognised and defined wash down area and application for consent to discharge is in process.	Clearly defined easily recognisable to all personnel and visitors to site.		Government Search for Waste Water Discharge Documents	The company has a current permit / consent to discharge issued from the local water authority.	The company has water recycling / harvesting measures in place.

Quality

Audit Requirement	Minimum Standard	Recommendations for Evidence	IPAF Templates	Further Guidance	Internal Continuous Improvement Scheme	
					Initial Opportunity for Improvement	Subsequent Opportunity for Improvement
Quality Policy Statement	The company has a quality statement that is relevant to the business, signed by a relevant director and is on display.	Evidence of a quality policy which should be signed and dated by a director/owner and be displayed.			The quality statement is made available to any interested parties.	The quality statement is reviewed annually.

Audit Requirement	Minimum Standard	Recommendations for Evidence	IPAF Templates	Further Guidance	Internal Continuous Improvement Scheme	
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Quality Management System	The company identifies quality procedures relevant to key processes within the company.	Documented evidence of key processes, these may include but not limited to, hire desk, maintenance and delivery/collection.		ISO Quality management principles	The elements of the quality management system (QMS) are audited and corrective actions identified.	The QMS system is reviewed annually to ensure it reflects current business activity.
Sub-contractors Competence	The company can demonstrate that the sub-contractors they engage with are competent and can show examples of annual reviews/assessments conducted.	Evidence might include hose and tyre repair companies, sub-contract hauliers.			The company can also demonstrate that all sub-contractors' training and insurance certificates have been checked.	The company can provide evidence that all sub-contractors they engage with have been audited as part of their monitoring arrangements.
Hired in Services	The company has a pre-qualifying questionnaire (PQQ) approval system for operational services (those relevant to the main business).	A process / PQQ system to be in place when cross-hiring equipment This is an opportunity to ensure suppliers are legally compliant and meet specific company requirements including those within the IPAF Rental+ Scheme.		IPAF Rental Standard (see section 9.4.2)	The company has an approved supplier register for operational services.	The company has evidence of a minimum of annual reviews with suppliers of operational services.
Induction Training for New Personnel	The company can demonstrate they have an induction training programme and all personnel are inducted to the company's Health & Safety policy, arrangements and safe working practices.	Samples will be requested for this question. Evidence to confirm an individual has received a formal induction to the company.			The company induction training plan includes all regular sub-contractors and self-employed personnel.	The induction training plan has regular assessments and progress milestones.
Training Matrix	The company has an employee training matrix / plan that identifies training requirements and renewal dates for core needs for specific job roles.	Sight of the company training matrix will be required.			The plan includes continued professional development.	Training plan includes preparation for development and succession progress. Evidence should include annual appraisal documentation and the appraisal process.
Operator Training	The company can demonstrate specific training/familiarisation on equipment relevant to their operating role.	Samples from training records are required.		IPAF Courses	All operators of powered access are trained to IPAF Operator or CSCS standard in all categories relevant to their role.	The company can demonstrate supplementary training relevant to their operating role.
Delivery Driver Competence	MEWP: Drivers of vehicles involved in the delivery of machines to customers must hold the correct vocational licence, be trained to IPAF Operator standard and	MEWP: Confirm the licence categories match the vehicles driven. Evidence that drivers have completed an IPAF Operator course and a current certification for a structured load unload course.		IPAF guidance	MEWP: All drivers have a current IPAF Load & Unload certification MCWP/CH:	MEWP: All drivers have a current IPAF Demonstrator licence. MCWP/CH:

Audit Requirement	Minimum Standard	Recommendations for Evidence	IPAF Templates	Further Guidance	Internal Continuous Improvement Scheme	
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	have a current certification for a structured loading/unloading course. MCWP/ CH: Drivers of vehicles involved in the delivery of machines to customers must hold the correct vocational licence and have and have a current certification for a load securing course.	MCWP/CH: Confirm the licence categories match the vehicles driven. Evidence that drivers have a current certification for a load securing course.			All drivers have a current certification for a lorry loader course	All drivers have a current certification for a slinging and signaling course
Operational Management Training	Operational management has attended relevant training and has evidence of supervisory training.	Evidence of training that develops, maintains, or improves the operational readiness of individuals.		IPAF Courses	Operational management has attended structured management training relevant to industry and role.	Operational management has attended an IPAF MEWP/MCWP/CH For Managers Training Course.
Hire Desk Training	MEWP: Hire desk personnel can demonstrate understanding of access equipment capabilities and limitations. MCWP/CH Customer Service personnel have the ability to process enquiries and know who to direct them to for processing	Confirmation that hire desk/ customer service personnel are able to answer simple questions about the fleet and the hire process.		IPAF Rental Standard (see section 5.2)	MEWP The company can demonstrate that hire desk personnel have product knowledge relevant to the rental fleet, and as a minimum have attended the theory element of the IPAF Operator course. MCWP/CH Personnel dealing with enquiries can demonstrate understanding of access equipment capabilities and limitations.	MEWP: Hire desk personnel have attended a structured hire desk training course. MCWP/CH Personnel dealing with enquiries hold a qualification relevant to their role
Maintenance Personnel Training	Engineering personnel can demonstrate adequate competency for the scope of tasks and range of equipment, Note: As a minimum, IPAF Operator training and appropriate training for current role.	Certificated manufacturer course, Pre-Delivery Inspection (PDI) Training Course, or internal course delivered by a competent person and documented. Evidence of on-the-job training, e.g. log of supervised work completed.			The company can demonstrate that personnel have attended manufacturer specific training relevant to maintenance.	The company has nominated personnel who are IPAF Competent Assessed Person (CAP) assessed or formal contractual agreements to this level are in place to undertake the work.
Inspection Records	A system is in place to ensure only trained personnel conduct pre-delivery	Evidence of manufacturer course, Pre-Delivery Inspection (PDI) Training Course,		IPAF guidance Additional IPAF guidance	PDI and PHI findings are documented using a check sheet or	The company specifies the validity period of a PDI (maximum of 28 days)

Audit Requirement	Minimum Standard	Recommendations for Evidence	IPAF Templates	Further Guidance	Internal Continuous Improvement Scheme	
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	inspections (PDIs) and post hire inspections (PHIs).	or internal course delivered by a competent person and documented. Evidence of on-the-job training, e.g. log of supervised work completed.			similar and ability to record observations is available.	and has a system in place to redo the PDI when time limit has expired.
Sales Personnel Training	Sales personnel have evidence of product knowledge training delivered by competent person.	Sales reps/owners to demonstrate documented evidence of attendance and completion of internal or external courses e.g. manufacturers course and/or internal course delivered by a competent person but must be documented or certificated.			Sales personnel have attended the IPAF MEWP/MCWP/CH For Managers Training Course.	Relevant rental sales personnel are trained to IPAF Demonstrator level.
Site Assessments for Powered Access Selection	A documented process for carrying out site assessments is in place.	Evidence of a documented process for carrying out site assessments		IPAF guidance	Personnel conducting site assessments for powered access selection have undergone specific product knowledge training for the rental fleet.	MEWP Personnel conducting site assessments for powered access selection have in date IPAF Site Assessment course certification. MCWP/ CH Evidence that the company provides calculations and RAMS to customers upon completion of the assessment.
Asbestos Awareness	Evidence of asbestos awareness for all relevant personnel.	Evidence of how and when asbestos awareness is communicated to relevant personnel. Could be in the form of a toolbox talk or more formal training. Relevant workers and supervisors must be able to recognise asbestos-containing materials (ACMs) and know what to do if they come across them in order to protect themselves and others.		HSA Asbestos guidance	The company has a documented procedure for when personnel suspect ACMs are present.	Personnel are aware of the procedure when questioned.
Structured Rental Order Process	A system is in place to record enquiry details and fulfilment of orders.	For example, a day book or hire enquiry form or notes on a digital system such as Syrinx or InspHire.		IPAF Rental Standard (see section 7.0)	Hire order confirmation including reference number is made available to customer prior to supply.	An off-hire confirmation reference is given to customers at the point of off-hire.
Delivery / Handover Process	Delivery details and requirements are discussed as part of order enquiry.	Evidence of how hire desk personnel can demonstrate where customer		IPAF guidance Further IPAF guidance	The company has a process to record proof of delivery.	The company has means of recording location delivery (image and or GPS, etc).

Audit Requirement	Minimum Standard	Recommendations for Evidence	IPAF Templates	Further Guidance	Internal Continuous Improvement Scheme	
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		requirements are discussed and recorded.				
Familiarisation	A system is in place to ensure familiarisation is offered prior to delivery and noted on delivery documentation.	Evidence of how personnel can demonstrate where familiarisation is discussed and recorded prior to delivery.		IPAF guidance Further IPAF guidance Additional IPAF Guidance	The company has a process to ensure familiarisation where requested is recorded at the point of delivery.	The company has a process to close-out outstanding familiarisations.
Customer Satisfaction	The company has a process to measure and monitor customer satisfaction.	Very simple system to request feedback from customer, e.g. link to feedback webpage or customer satisfaction email.			Customer satisfaction is taken into consideration during quality reviews.	Learning outcome from customer satisfaction is incorporated into QMS.
Dispute / Complaint Management	A system is in place for customer disputes/complaints to be recorded.	Very simple system to log complaints received, e.g. spreadsheet, hand written book or digital hire system.			Disputes/complaints are reviewed and corrective actions identified with feedback given to customer within the identified timeframe.	Disputes/complaints are reviewed collectively to identify improvements to the QMS.