

Checking a Lantra sign off sheet is legitimate.

How good are you at spotting an error?

When you receive a Lantra NHSS 10B / 12ABCD "Sign off sheet" what should you check to verify its valid? Lantra advises you complete a quick 3 step check to ensure what you are looking at is legitimate.

- 1 Is there a Unique Code?
- 2 Are all the Learner, Trainer/Assessor and Provider details completed?
- 3 Is the sheet valid within the time granted?

Recognition of Assessed Competence Relating to Temporary Traffic Management for National Highways Sector Schemes 12AB/12C/12D

LEARNER DETAILS
(Please complete in Block Capitals)

Surname Sample Forename/s I AM
Postcode CV8 2LG Date of Birth 01/01/1980
Ethnic Origin Code Male / Female
Do you require reasonable adjustments/any additional assistance required?
If so, please give brief details below
N/A

I confirm that the details given above are correct;

Learner signature [Signature] Learner Card No. 00001 Date 01/01/2022

APPROVED LANTRA ASSESSOR RECOMMENDATION

Please state National Highways Sector Scheme NHSS 12A/B

I am satisfied that the assessments contained in;

Log Book No 00002 have been undertaken and successfully completed in accordance to the relevant National Highways Sector Scheme document and all practical assessments carried out on **UK roads**. I recommend that the above named Learner should be issued, providing that all supporting evidence has been provided and prerequisites met, with a Registration Identity Card in Temporary Traffic Management in the category/ies of Temporary Traffic Management work indicated below:

Assessment Type(s) 12AB operative Driver

The effective date of issue of the Registration Card should be 01/02/2022

Name of Assessor Brian Test Assessor Reg No 00003

Signature of Lantra Registered Assessor [Signature]

Name of Registered Training Provider Test Centre Ltd

Training Provider Registration No 00004 Date 01/02/2022

GUIDANCE NOTES FOR REGISTRATION

- A card will only be issued if assessments have been carried out in accordance with the National Highways Sector Schemes document, found on www.ukas.com.
- All parts of this form must be completed or it will be rendered void, a card will not be issued and all relevant paperwork will be returned to the training provider.
- Ensure that this form is filled out clearly in **BLOCK CAPITALS**. Any errors due to illegible handwriting could result in an additional charge for a replacement card.
- Supporting paperwork must be attached together with a purchase order number.
- The "effective date" will be the date of the last live assessment.
- Assessment paperwork must be submitted to Lantra **no later than 6 months** from the date of the last assessment.
- After this date the logbook will need to be verified by Lantra before the application can be considered for registration.

PLEASE NOTE : THE LEARNER'S YELLOW COPY OF THIS FORM IS ONLY VALID FOR 6 MONTHS FROM THE "EFFECTIVE DATE OF REGISTRATION" AND MUST NOT BE USED AS EVIDENCE AFTER THIS DATE.

White: Lantra Copy / Blue: Training Provider Copy / Yellow: Learner Copy © Lantra QF249 - V7 03/2015
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1 Every sheet has a unique identifier located in the top right.
If this is missing or doesn't look right, contact Lantra and verify it is a legitimate sign off sheet.

2 The sign off sheet must be fully completed and signed off by the Learner, Instructor or Assessor (depending on the activity) and include the Training Provider details.
If this is missing or something doesn't look right, contact Lantra and verify it is a legitimate sign off sheet.

3 Sign off sheets are only valid for specific amount of time depending on whether its training or assessment. Always check the sheet to verify.
In this example the sign off sheet is valid for 6 months from the date the activity was signed off.

You will need to check the sign off sheet is within the time granted by checking these dates.

If the dates look tampered with, contact Lantra to verify it is a legitimate sign off sheet.

Always check the details. If something doesn't look right, don't take them on face value, contact Lantra. Its quick and easy to verify.

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