

Regulations of the "CCT Composites Hand-On Training" at the Łukasiewicz Research Network - Institute of Aviation

§1 Conditions of registration and participation in the training

1. This regulation applies to the "CCT Composites Hands - On Training".
 2. Enrollment for the training is accepted on a first come first served basis. Confirmation of registration will be sent only after receiving completed application forms.
 3. Training fees must be paid 7 days before the training starts.
 4. In case of company and group bookings, please contact us by email: CCTtrainings@ilot.lukasiewicz.gov.pl
 5. The date of the training will be confirmed not later than 1 month before the planned date of the beginning of the training.
 6. Cancellation of registration by the participants of the training before the beginning of the training takes place according to the following rules: in case of cancellation of participation at least 14 calendar days before the training Łukasiewicz Research Network – Institute of Aviation returns 80% of the fee paid; in case of cancellation of participation for less than 14 calendar days Łukasiewicz Research Network – Institute of Aviation does not return the fee paid. If the cancellation is due to Łukasiewicz Research Network – Institute of Aviation's fault, a different date of training or full payment will be given.
 7. Łukasiewicz Research Network – Institute of Aviation provides training participants with: composite and auxiliary materials, tools and protective clothing (except footwear); lunch, tea and coffee for each day of training; and training materials for each thematic block.
 8. Travel and accommodation costs shall be borne by trainees.
 9. The Łukasiewicz Research Network – Institute of Aviation shall not be held liable for any damage to the trainees' property or personal injuries caused directly or indirectly as a result of or in connection with the conduct or failure to conduct the training, unless such damage is caused by gross negligence of the trainers. In particular, Łukasiewicz Research Network – Institute of Aviation shall not be liable for damage to property and personnel caused by failure to comply with the provisions of these Regulations.
 10. Trainees must follow safety procedures:
 - described in these regulations,
 - described in the Regulations for staying on the premises of the Łukasiewicz Research Network - Institute of Aviation,
 - discussed at the beginning of each thematic block.
- Łukasiewicz Research Network – Institute of Aviation strives to achieve the highest standards in terms of health, safety and the environment and expects clients and trainees to help achieve these goals.
11. Trainees need to wear long trousers and covered shoes during the course. Trainees who are not wearing appropriate clothing and footwear will be not able to participate in practical sessions.
 12. In training rooms it is forbidden to have drinks and meals or smoke tobacco products and electronic cigarettes.
 13. Tools and equipment will be made available to trainees at the beginning of each thematic block.
 14. The training is conducted in Polish only if all participants are Polish-speaking. In any other case, the training is conducted in English.
 15. Training materials for trainees are in English.
 16. The copyright on all training materials is held by Łukasiewicz Research Network – Institute of Aviation. Trainees may not copy, modify, share or distribute the training materials to third parties without prior written consent of Łukasiewicz Research Network – Institute of Aviation.

17. The trainee acknowledges and agrees that any copyright infringement of the training material provided entitles the Łukasiewicz Research Network – Institute of Aviation to take legal action to protect its rights.

18. During the training, photos may be taken for marketing purposes. Based on the photos which was taken, it will not be possible to identify the trainees.

19. Łukasiewicz Research Network – Institute of Aviation will treat all information regarding trainees as confidential.

§2 Safety conditions during training

1. The trainees may stay in laboratories under the escort of Łukasiewicz Research Network – Institute of Aviation employees.

2. The equipment in laboratories may be used by the trainees under the supervision of trainers or authorized Łukasiewicz Research Network – Institute of Aviation employees.

3. Performing the maintenance operations (replacing the cutting disc, checking the tightening of the guide fixing bolts, etc.) are only possible after cutting off the main power supply, and in the case of power tools, after removing the plug of the power cord from the socket. In the case of pneumatic tools, disconnect the pneumatic line from the machine. All doubts about the operation of the equipment must be reported to the trainers.

4. The Trainees are obliged to wear personal safety equipment provided by the Łukasiewicz Research Network – Institute of Aviation. It is recommended to wear safety glasses, protective clothing and gloves during all manual and laboratory classes. When working with chemical reagents, delegates are also required to wear protective masks. In the case of carrying out "dirty" manual work - those with a high level of dust, it is required to wear coveralls, protective masks and cut-resistant gloves.

5. Trainees should be cautious when using electric power sources. The surroundings of electrical equipment should be kept dry. It is forbidden to start electrical equipment with wet hands.

6. Trainees should exercise caution when using compressed air and pneumatic devices.

7. After finishing work with the training devices, trainees need to leave the devices in a condition consistent with the instructions received from the trainers.

8. Chemical reagents may not be used for purposes other than those resulting from training tasks. After the handling of chemical reagents is completed, the packaging must be closed immediately.

9. Trainees should organize their work on the assigned tasks in such a way that they do not leave things behind to patch the communication routes and do not endanger the health and life of other trainees and trainers.

10. It is not recommended to store personal clothing in training rooms. Each trainee will be given the key to an individual locker for personal belongings.

11. In case of an alarm situation involving danger to life or property occurs, appropriate action must be taken immediately to prevent the consequences by following the safety procedures and instructions of the trainers and the fire safety regulations.

12. The trainer should be immediately notified of any shortages or faults in equipment.

13. Participation in the training is tantamount to acceptance of these regulations. Before the beginning of the training, the trainees will be obliged to sign a declaration of acquaintance with these Regulations.