TAPA EMEA
Proostwetering 18A
3543 AE Utrecht
The Netherlands

www.tapaemea.org
Tel. +31 1957 3461

TAPA EMEA
Training & Service - Terms and Conditions

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1. Introduction

These Terms & Conditions define the requirements for participation in TAPA EMEA training courses. The objective is to ensure a structured, transparent, and standardized process for training and certification. By registering for a training course, all participants agree to abide by these T&Cs.

Please read carefully and save/print a copy for later reference, TAPA EMEA Training Terms and Conditions

2. Scope and Applicability

These T&Cs apply to all training courses provided by TAPA EMEA, including but not limited to:

- Facility Security Requirements (FSR)
- Trucking Security Requirements (TSR)
- Parking Security Requirements (PSR)
- Cyber Security Standard (CSS)
- Driver Security Awareness Training

3. Registration, Approval, and Participation

3.1 Registration Process

Participants must register for their chosen training course. Approval is subject to verification of membership or non-membership status, fee payment, and outstanding actions (if applicable).

3.2 Limited Training Seats (Vouchers)

Each TAPA EMEA member company has a set allocation of Training Seats based on membership type. These are valid until December 31 of the respective year. Once a training course has been started, the Training Seat cannot be transferred.

3.3 Mandatory Training

TAPA EMEA training is required for all staff integrating the current versions of TAPA's Standards into

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their jobs. This applies to new company joiners as well as employees who have already been trained in the previous versions of the TAPA Standards

3.4 Examination Requirement

Participants must complete all training modules and pass the final examination to qualify for supporting audits and obtain the Authorized Auditor status of the current TAPA Standards. A passing grade is 80% or higher.

3.5 Refresher Training

There are no refresher courses for the current FSR and TSR Standards. Participation in the latest training course is mandatory if prior training has expired.

4. Training Fees

4.1 Member Fees

TAPA EMEA members receive free Training Seats as part of their membership. Additional Training Seats or single courses may be purchased at the following rates:

- Full training seat including all 4 Standard Trainings (FSR, TSR, PSR/SSTPA, CSS): €499 per person, plus VAT (if applicable).
- Single Standard training course: €289 per person, plus VAT (if applicable).
- Driver Security Awareness Training: €25 per person, plus VAT (if applicable).

4.2 Non-Member Fees

- For non-members, training courses cost €2,000 per Standard-course, per person, plus VAT (if applicable).
- For non-members, the Driver Security Awareness Training costs €50.00 per person, plus VAT (if applicable).

4.3 Retake Fees

In case of an exam failure:

- Members: Another Training Seat will be deducted, or an additional fee of €289, plus VAT, will be charged.
- Non-members: A fee of €750, plus VAT, will be charged.

5. Training Format

5.1 Online Training

Participants can complete courses online at their own pace within the following timeframes:

- Standards Training (FSR, TSR, PSR, CSS): - Two months.
- Driver Security Awareness Training: - One month.

Please register only if the training can be completed within these time periods!

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5.2 Advanced Training Experience
Courses include avatar-based video solutions for enhanced learning and support multiple languages (future feature).

5.3 Webinars for FSR and TSR
Monthly webinars provide additional support, including case studies and Q&A sessions. Invitations are sent one week in advance.

6. Examination and Certificates

6.1 Examination
Upon completing the final module, participants must take an exam. Certificates are issued automatically upon achieving a passing grade of 80%. A rate below this 80% is not passed and the course needs to be retaken.

6.2 Supporting Materials
All information needed to pass the exam is included in the TAPA Standards and supporting documents. Participants must download these materials before starting the course.

7. Cancellations and Changes

7.1 Cancellations
Training Seats are non-transferable once a course has been started. Participants must ensure they can complete the course within the allotted time.

7.2 Changes to Allocations
Only the main representative of a member company can manage Training Seat allocations via the "My TAPA" section.

8. Additional Information

Support
Questions can be submitted via the ‘Messages’ tab in the training tool. The Training Team will address them during monthly webinars.

9. Copyrights & Intellectual Property

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TAPA owns the copyright for the content presented in trainings and webinars. Other than the right to use the service for the term of agreed use, nothing grants the registrant any right in the services.

Training, webinars and recordings are to be followed and viewed by the registrant only; the content must under no circumstances be recorded or reproduced. Any breach of copyright, including recording the presentation or any unauthorized use of the material may lead to legal action.

10. Liability

TAPA EMEA is not responsible for any consequences resulting from failure to complete training, misuse of training materials, or non-compliance with these T&Cs. Subject to change and errors at any time.

11. Contact Information

For inquiries about training courses or fees, please contact TAPA EMEA via email at trainings@tapaemea.org.

12. General Terms

All other terms and conditions can be found in the association constitution and rules, the privacy policy, Terms & Conditions for TAPA EMEA Certifications and disclaimer. (links)

Publishing and copyright information

The TAPA EMEA copyright notice shows the document's last issue date.

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