



# Full Membership Application

*Membership through ownership...*

## **ACAD MEMBERSHIP**

### **What is ACAD?**

The acronym **ACAD** stands for **Asbestos Control and Abatement Division**. ACAD is a division of the Thermal Insulation Contractors Association (TICA) and a trade association representing *anyone* involved with Asbestos & the Asbestos Removal Industry. ACAD was set up with the express intention of improving conditions in the industry and is still ongoing.

### **Objectives:**

**ACAD's** main aims and objectives are to:

- Improve overall health & safety standards within the industry.
- Provide first-class asbestos training to the industry.
- Act positively to promote best working practices.
- Provide accurate information to members and the industry as a whole.
- Work closely with statutory bodies such as the Health & Safety Executive and the Environment Agency.

### **How ACAD is structured?**

**ACAD** has a Manager, Membership & Publications Co-ordinator, Training Co-ordinator and three full time Trainers. To support ACAD there is a Technical Committee made up of representatives from its members:

- The Technical Committee is responsible for ensuring **ACAD** maintains its position as the industry leader in promoting best practices and improving standards effectively and that the organisation continues to meet the needs of all members. The committee meets regularly to review legislative training and publications issues.
- Members of the **ACAD** Technical Committee are widely respected throughout the industry for their technical knowledge and expertise. The committee is responsible for approving updates for all technical documents.
- The committee also provides constructive comments for the ALG and Health & Safety Executives on health, safety and licensing issues and are regularly consulted by the HSE in developing future legislation for the asbestos industry.

## **FULL MEMBERSHIP** **BENEFITS**

**Full Membership is for a holder of a current asbestos removal licence issued by the HSE for more than a year.** Such companies would be able to undertake asbestos removal or any other work. As asbestos-removal requires a licence, companies applying for full membership are vetted and audited by ACAD as their documentation is checked and trade references are requested. Benefits of this membership include:

- **Discounted rates on ACAD training** (for members only) to HSE and UKATA Standards throughout the UK including **Republic and Northern Ireland** (training is scheduled in venues across the UK or can be performed in-house to meet your business needs).
- **Specific training** courses to meet individual needs including BOHS and Auditing.
- Employment & HR Support **Helpline**.
- ACAD **Auditing**.
- ACAD **Insurance** Solutions (specifically tailored towards the demands of the asbestos industry).
- Trade Association **Logo & Certificate** recognised by the HSE.
- Expert assistance with **licence renewal** and application.
- Associated **links to the HSE** & legislative bodies.
- **Email Bulletins** containing important asbestos information and regulation updates.
- Access to the **Website** which includes a 'Member's only Section', online publications and a display on the interactive member location map.
- **Free** industry **vacancy advertising** on [www.tica-acad.co.uk](http://www.tica-acad.co.uk) (exclusive to members)
- **Newsletters** & Information such as any changes in regulations.
- **ACADemy Magazine** with **discounted advertising** for members only and a 'Meet the Members' section.
- Network and **Social events** such as regional meetings and annual meetings.
- Access to the ACAD **Technical Committee** who offer expert industry advice.

## **FULL MEMBERSHIP APPLICATION PROCESS**

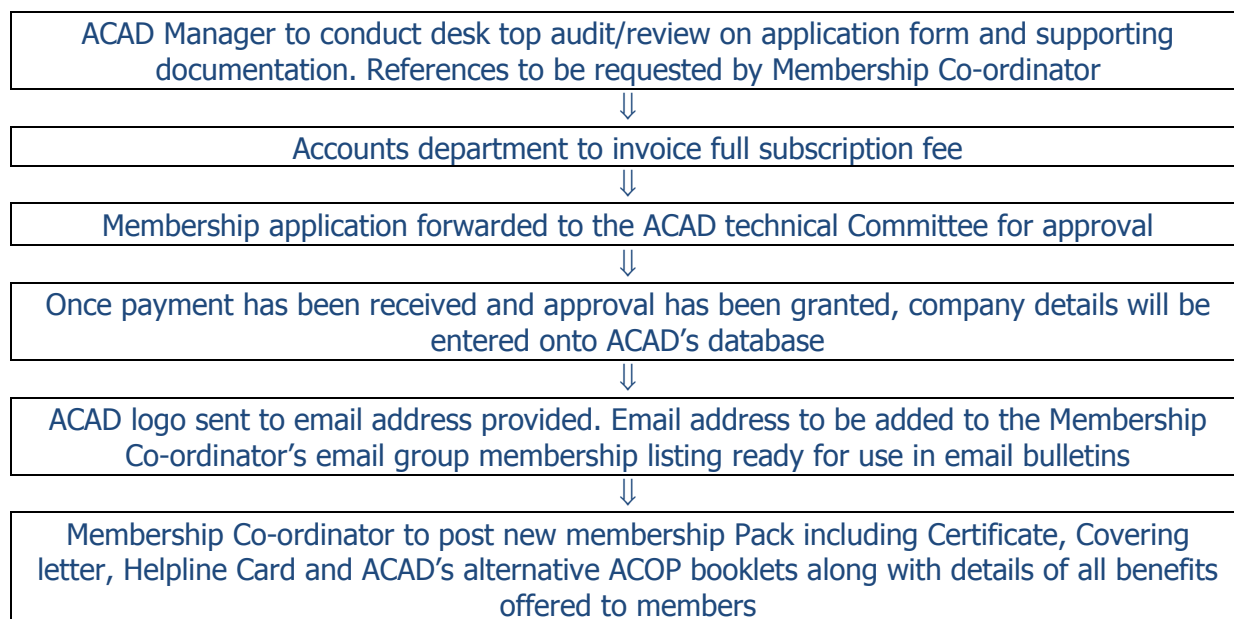
***Open to companies that have held a current asbestos removal licence for more than a year and can show they have:***

- Adequate employer's and public liability insurance
- Audited accounts for more than one year
- Good working practices, demonstrated by references from one client and one supplier you have dealt with
- All applicants must demonstrate satisfactory performance with the ACAD Audit Scheme.
- No prosecutions within the last 36 months

***As a Full Member we require copies of the following:***

- Full Audit carried out by ACAD upon application
- Full training records for all asbestos removal personnel
- Asbestos Licence
- Last Audited Accounts
- Company Health & Safety Policy
- Documented generic working procedures
- Company Brochure
- Employers/Public Liability Insurance (Copy required for our file annually)
- 1 Client reference and 1 Supplier reference used within the past 2 years
- Copy of a previous Audit carried out within the last 12 months

### **PROCEDURE:**



FOR OFFICE USE ONLY: App Rec: ...../...../..... Approved: ...../...../..... Initials: .....  
Refs Sent: ...../...../..... All Clt Ref Rec: ...../...../..... All Sup Ref Rec: ...../...../.....

Audit / Accounts / Maytas / Maytas diary / Email / Letter / Cert / acops / logo / web

Tech Coun Approval: ..... Pymt Rcvd: ...../...../..... Mktg Src: .....

Mem No: ..... Acc No: ..... Inv: .....

**FULL MEMBERSHIP APPLICATION FORM**

COMPANY NAME: .....

CONTACT NAME: .....

ADDRESS:

.....  
.....  
.....

.....POSTCODE: .....

TEL NO: ..... FAX NO: .....

EMAIL (\*please note this will be used not only for public use on ACAD's website but also as a contact for ACAD when sending email bulletins\*):

.....

BRANCHES (continue on separate sheet if necessary): .....

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WEBSITE ADDRESS: .....

COMPANY DESCRIPTION (250 words max): .....

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**WHERE DID YOU HEAR ABOUT ACAD:**

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**Please supply copies of the following:**

Asbestos Removal Licence Number: .....  
Valid from: ..... To: .....

Last Audited Accounts:  
Dated: ..... Auditor Details: .....

Company Health & Safety Policy

Asbestos Procedures / Method Statement Comments:  
.....  
.....

Training Record Cards for asbestos removal personnel:

**Operatives**

Name: ..... Date: ..... Training Organisation: .....  
.....  
.....

**Supervisors**

Name: ..... Date: ..... Training Organisation: .....  
.....  
.....

C.V. for each Senior Director (If traded for less than 2 years)  
Name1: .....  
Name2: .....  
Name3: .....  
(Continue on separate sheet if required)

Insurance Cover (Please supply copies)  
Brokers Name: .....  
From: ..... To: .....  
Employers Liability: £.....  
Contractors All-Risk £.....  
Public Liability £.....  
Asbestos Removal £.....

**References Supplied:**

**Client Reference**

Name: .....

Contact Name: .....

Address: .....

..... Post Code: .....

Tel No: ..... Fax No: .....

Email: .....

**Supplier Reference**

Name: .....

Contact Name: .....

Address: .....

..... Post Code: .....

Tel No: ..... Fax No: .....

Email: .....

**I hereby apply for Full Membership of ACAD**

- I confirm the information given on this form is correct
- I have provided the documents requested to support our application
- I declare that the company has no past, present or future prosecutions pending for any breach of legislation brought by the Health & Safety Executive, Environmental Health Department or the Environment Agency
- I agree to use ACAD asbestos training modules wherever possible and to comply to nationally accepted industry training standards for all our workforce employed in the removal of asbestos

**Signed** .....

**Date:** .....

**Full name (please print):** .....

**Position in company:** .....

**PLEASE RETURN TO:**

**Electronically**

angelabradshaw@tica-acad.co.uk

**Via Post**

Angela Bradshaw  
TICA House  
34 Allington Way  
Yarm Road Business Park,  
Darlington  
Co Durham  
DL1 4QB

**\*\*Electronically preferred to save paper for environmental reasons\*\***

T: 01325 734133

F: 01325 487691

**[www.tica-acad.co.uk](http://www.tica-acad.co.uk)**



# ACAD

Asbestos Control & Abatement Division

## ACAD 2011 Registration and Subscription Fees

### Registration Fee 2011

This is a one off payment at point of application for membership which is **non refundable**.

• Full Membership Inc Site Audit	£650.00 net of vat
• Probationary Membership Inc Site Audit	£650.00 net of vat
• Associate Member	£57.00 net of vat
• Surveyor Member	£57.00 net of vat
• Information Member	£57.00 net of vat

### Subscription Fee 2011

This is an annual subscription fee (January to December) required at point of application

• Full Member	£1200.00 net of vat
• Probationary Member	£1200.00 net of vat
• Associate member	£490.00 net of vat
• Surveyor Member	£490.00 net of vat
• Information Member	£325.00 net of vat

### Terms and Conditions

Registration and Subscription fees are required at point of application;

Subscription runs from January to December & is payable in full by 31st March unless a standing order is arranged via ACAD finance department.  
**Please contact [accounts@tica-acad.co.uk](mailto:accounts@tica-acad.co.uk).**

Subscriptions commencing after 1<sup>st</sup> January are charged pro-rata.

### Cancellation Policy

***Any member wishing to resign from ACAD will need to notify ACAD in writing and then it will be acknowledged by ACAD. Cancellation will take place on the date ACAD receive the letter. Payment must be made up until that date.***

**\*\*All Fees Exclusive of VAT\*\***