

## MEMBERSHIP APPLICATION PACK

**Please read the UKATA Membership Criteria and Code of Conduct (Appendix 1) before completing this form**  
**Category 1 and Category 2 please also read the UKATA Minimum Standards for Training Centres document (Appendix 2)**

<b>Name of Company:</b>	<b>Registered address:</b>	<b>Other branch address(es):</b> <b>(please attach additional sheet if necessary)</b>
<b>Contact Name:</b>	<b>Telephone Number:</b>	
<b>Mobile number:</b>	<b>E Mail and website address:</b>	
<b>Which category is this application for?</b>		
<b>Do you have any other training names, sub-divisions, parent company, etc?</b>		
<b>How many trainers do you employ?</b>		
<b>Business description:</b>		

<b><u>ALL CATEGORIES TO COMPLETE</u></b>		
<b>Please confirm that you hold public liability insurance? Please include a copy.</b> <b>YES/NO</b>	<b>Do you hold employers liability insurance? If so, please include a copy.</b> <b>YES/NO</b>	<b>Do you hold professional indemnity insurance cover? If so, please include a copy.</b> <b>YES/NO</b>
<ul style="list-style-type: none"> <li>• <b>If you employ more than 5 employees, do you have a Health and Safety Policy.</b> <b>YES/NO</b></li> <li>• <b>If you employ less than 5 please fill in <u>Appendix A</u>.</b></li> </ul>		
<b><u>ONLY CATEGORY 1 &amp; 2 APPLICATIONS</u></b>		
<b>If you have dedicated training facilities please confirm the following:</b>		
<b>Do you have a fire risk assessment for your training premises?</b> <b>YES/NO</b>	<b>Suitable welfare facilities are available for delegates.</b> <b>YES/NO</b>	<b>Suitable first aid cover is in place for emergencies.</b> <b>YES/NO</b>
<b>Please note - if you use the premises of a 3<sup>rd</sup> party it is your responsibility to inform delegates of housekeeping ie. fire exits, alarm tests, first aid and welfare facilities prior to course commencement</b>		
<b><u>ALL CATEGORIES</u></b>		
<b>It is a compulsory requirement to send the following information to support your application. All must be sent via compact disk:</b>		
<ul style="list-style-type: none"> <li>• <b>Copies of all trainer's CV's</b></li> <li>• <b>Copies of handouts for your courses</b></li> <li>• <b>Copies of training materials (trainer's slides etc).</b></li> </ul> <p style="text-align: center;"><b>Category 1 applications – please only send one set of course materials which must be either 'New Operative' or 'New Supervisor'.</b></p> <ul style="list-style-type: none"> <li>• <b>A copy of your booking system</b></li> <li>• <b>Your training needs analysis (only Category 1 &amp; 2 Applications)</b></li> <li>• <b>Your company Logo (electronically required for the website)</b></li> <li>• <b>If a limited company, please send a copy of the company's Certificate of Incorporation</b></li> </ul>		

## Membership

**PLEASE NOTE:** YOU MUST PRESENT THE COURSE FOR AUDIT AS THE SAME CATEGORY OF MEMBERSHIP YOU REQUIRE.  
Failure to do so will result in your application being rejected or offered only at the lower category.

	<b>Admin fee</b> payment required upon application	<b>Audit Fee</b> payment required upon application	<b>Total (inc VAT)</b>	<b>Please tick the appropriate box</b>	<b>Annual Membership Fee</b>  (Only due upon acceptance as a member).
<b>Category 1</b> – work with licensed asbestos materials Inclusive of Cat 1,2 and 3	<b>£250.00 NET</b> <b>£43.75 VAT</b> <b>£293.75</b>	<b>£500.00 NET</b> <b>£87.50 VAT</b> <b>£587.50</b>	<b>£881.25</b>		<b>£1000.00 NET</b> <b>£175.00 VAT</b> <b>£1175.00</b>
<b>Category 2</b> – work with non-licensed asbestos materials Inclusive of Cat 2 and 3	<b>£250.00 NET</b> <b>£43.75 VAT</b> <b>£293.75</b>	<b>£500.00 NET</b> <b>£87.50 VAT</b> <b>£587.50</b>	<b>£881.25</b>		<b>£500.00 NET</b> <b>£87.50 VAT</b> <b>£587.50</b>
<b>Category 3</b> – asbestos awareness only Cat 3 only	<b>£250.00 NET</b> <b>£43.75 VAT</b> <b>£293.75</b>	<b>£500.00 NET</b> <b>£87.50 VAT</b> <b>£587.50</b>	<b>£881.25</b>		<b>£250.00 NET</b> <b>£43.75 VAT</b> <b>£293.75</b>

**A staged payment facility is available for payment of the membership fee (upon request).**

To avoid a delay in processing your application, the admin fee and audit fee payment should be sent with this form. The administration fee is non-refundable. The audit fee is refundable should the application be withdrawn prior to the audit being booked. Your membership will not be processed until all monies due have been paid.

In the event of an audit failure due to use of training materials which have not been amended following preliminary assessment by UKATA, documents can be re-submitted for verification at a cost of £99.00 plus VAT. If these materials subsequently fail, the applicant would need to re-apply as a new member.

**The preferred payment method is BAC's**

**Natwest Bank**

**Account name: UKATA (UK Asbestos Training Association)**

**Sort Code: 60-40-09**

**A/C No: 33606382**

**Training Provider Cancellation**

The Training Provider is expected to inform UKATA if they are unable to undertake an audit on the agreed date. The Training Provider undertakes to give UKATA a minimum of 48 hours notice unless unforeseen circumstances prevent this Cancellation given within 5 working days will incur a charge of 50% of the fee due. Less than 48 hours will incur a charge of 100%.

**UKATA Cancellation**

If a UKATA auditor is unable to attend an audit due to unforeseen circumstances, the Training Provider will be given reasonable notice wherever possible and offered an alternative audit date.

## Appendix A

**If you employ less than 5 people and have no Health and Safety Policy, please fill in the following information.**

Name of Company:

It is recommended that you make a statement about your company's commitment to H&S. Below is an **example** you may use **or** you may provide your own. UKATA believes all company's should commit to good H&S practice and will take this into their consideration of the application for those who do not submit one.

### **THIS IS MY COMPANY'S COMMITMENT TO HEALTH AND SAFETY:**

- To provide adequate control of the health, safety and welfare risks arising from our work activities which may affect employees or others
- To consult with our employees on matters affecting health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions
- To ensure sufficient funds are available to implement this statement; and
- To review and revise this statement as necessary at regular intervals not exceeding 12 months.

**Signed:** .....

**Date:** .....

**Position:** .....

## **Appendix 1 - The United Kingdom Asbestos Training Association Membership Criteria and Code of Conduct**

### **1.0 Introduction**

The Code of Conduct has been developed with the Health & Safety Executive, and has been adopted by the United Kingdom Asbestos Training Association (UKATA). It should be adopted and observed by all training provider (TP) members of the Association and will provide a vehicle to ensure that the highest Asbestos training standards are being implemented and observed by all participants. This will be a prime requirement of ongoing association membership.

### **2.0 Administration**

The Code will be administered by the UKATA Executive Committee, which will be comprised of members as indicated in the Association's Memorandum and Articles of Association. Individual committees to oversee specific areas of the administration of the Code will be elected as required and decided by the Executive Committee.

### **3.0 Requirements of the Code**

All members delivering any type of Asbestos-related training must have signed an undertaking that they will deliver Asbestos-related training strictly in accordance with this Code of Conduct. Failure to sign the undertaking or to adopt or implement the Code of Conduct may result in exclusion from the Association. Training providers will be categorised into the following three groups as stated in appendix 1

### **4.0 Membership Criteria**

In order to ensure that members are meeting the requirements of the UKATA membership criteria, they will be audited annually by a UKATA approved auditor.

Members' individual course tutors knowledge will be assessed and certified by the Association, subject to the tutor meeting the following criteria:

1. Successful completion of a UKATA examination. On completion of the aforementioned the Individual can apply for UKATA recognised trainer.
2. Demonstrating appropriate experience within the industry.

Category 1 and Category 2 course tutors for should have a minimum of 3 years experience working within the asbestos industry and must be able to demonstrate a comprehensive practical working knowledge, gained at site level, within the asbestos industry and also its legislative requirements, relative to the courses or subjects within a course they are delivering. They should be able to deliver the training in a professional, sympathetic and proactive manner, encouraging questions from delegates.

Category 3 course tutors should have a minimum of 3 years experience working within the asbestos industry or a health and safety background with a formal asbestos qualification: BOHS P402 or P405 or P406 or such other qualification that UKATA deems to be acceptable. Alternatively the course tutor should have passed a UKATA Asbestos Supervisor or Manager course.

Auditing and examination standards and criteria will be set by the Association's Membership Sub-Committee, which will also act as the Appeals and Arbitration Committee in all matters pertaining to continued training provider membership of the Association (See Appendix 2 – Auditing).

## **5.0 Delegate Assessment Criteria**

For definition of assessment criteria, see Appendix 3

Each renewal certificate and card obtained after passing the appropriate refresher course will last 12 months, but may be dated to start at the expiry date of the previous certificate, if within one month of expiry.

1. All employers and successful delegates will be provided with a certificate of training and a plastic ID card, both of which will contain as a minimum, details of the training modules passed and all the relevant information required by Chapter 4 of HSG247. Both the ID card and the certificate of training will carry a recently taken photograph of the person to whom it has been issued. Certificates and ID cards will be provided by the training provider. Asbestos Awareness delegates will receive only a Certificate without a photograph.
2. It is recommended that any operative supervisor or manager out of active asbestos employment for more than six months should not take refresher training and should take new operative, supervisor or manager training.
3. All training providers will ensure suitable classroom and practical training facilities are provided relative to the type of training they are delivering. All equipment used for practical training will be clean and appropriate for use and the courses being delivered.
4. It is preferable that where courses require the use of RPE that the delegate attends and brings his/her own RPE with the appropriate face fit certification.
5. All training providers will provide appropriate course training materials relative to the course being delivered.

## **Appendix 1**

### **Training Definitions:**

#### **Category 1**

Category 1 covers the requirement for the provision of training for licensed Asbestos Removal Work. The training courses are defined as follows:

- New Operative/Operative Refresher
- New Supervisor/Supervisor Refresher
- New Manager/Manager Refresher
- Supervisory License Holder & Supervisory License Holder Refresher
- New Scaffolders/Scaffolders Refresher
- New Scaffold Supervisor/Scaffold Supervisor Refresher

Training courses for Category 1 training will follow the requirements contained in HSG 247 "The Licensed Contractors' Guide", and include the Classroom Modules 1-23 and the Practical Training Modules 24-27, as laid down in Appendix 1 of Chapter 4 of the Guide, and also in accordance with the approved Code of Practice L143, paragraph 124-136 inclusive.

#### **Category 2**

Category 2 covers the requirement for the provision of training for work with Asbestos that does not require a license. Training courses for Category 2 training will follow the requirements contained in the approved Code of Practice L143 "Work with Materials Containing Asbestos", and in accordance with Regulation 10, paragraphs 124-130 inclusive. This will include appropriate Working Procedures outlined in the HSE publication HSG 210 "Asbestos Essentials Task Manual".

#### **Category 3**

Category 3 covers the requirement for the provision of Asbestos Awareness training only. The training course in Category 3 is limited to the requirements of Regulation 10, paragraphs 124-127 inclusive, in the approved Code of Practice L143.

In addition all training should be in accordance with UKATA's syllabuses where these exist.

All of the above categories that require refresher training shall meet the requirements of CAR 2006 Regulations.

## **Appendix 2**

### **Auditing Criteria:**

All members will have to demonstrate that they are complying fully with the requirements of training requirements outlined in Asbestos Licensed Contractors Guide and the standard required by the membership criteria. The areas of audit will cover the following aspects and be relevant to the courses being delivered. Audits will be carried out annually in accordance with UKATA Audit requirements as defined in Appendix 3.

Auditors carrying out UKATA Audits must be able to demonstrate the following:

Commercial independence and impartiality;

Absolute discretion and client confidentiality;

Must agree to the requirements of the UKATA "Confidentiality Agreement";

A comprehensive knowledge of the requirements of HSE Guidance HSG210;

A comprehensive knowledge of the requirements of HSE Guidance HSG247 (Training Chapter 4);

A comprehensive knowledge of the requirements of the Control of Asbestos Regulations 2006;

A comprehensive knowledge of the requirements of the Approved Code of Practice L143

A wide experience gained within the Asbestos industry, at all levels;

A secure audit management and reporting system;

Be open to audit by UKATA.

## Appendix 3

### Candidate Assessments

When assessing candidates a TP must ensure that the following protocols are observed:-

- Candidates must be positioned to prevent any copying or collusion with other candidates.
- Candidates must complete their written assessments without communicating with other candidates.
- Candidates will be allowed to refer to their own course notes, but not the course manuals provided by the TP.
- TP's must be able to effectively communicate training course information and assessments according to candidate's language and learning abilities. This must be assessed prior to undertaking any course. Employers must notify TP's of any known communication or learning difficulties of any nominated candidate prior to courses taking place.
- Candidates who fail their assessments will be allowed to re-sit an alternative assessment depending upon an analysis of their shortfall in the knowledge leading to the assessment failure.
- TP's may stop training or remove candidates from classes who in their opinion and after fair warning are deemed to be cheating or colluding during assessments, or are disruptive, abusive, non-responsive, under the influence of alcohol or drugs, or fail to conduct themselves in a safe manner, or are deemed a risk on any reasonable grounds. Such instances will be reported to their Employer, HSE and circulated to other TP's
- TPs have the right to refuse entry of any candidate and are not obliged to operate any course.
- Upon prior agreement and notification to the TP by employers, provision will be made by the TP for candidates who may have problems reading the assessment papers, for instance, due to Dyslexia. Suitable and reasonable allowances may be made by the TP to assist such candidate's participate through training and undertake assessments.

## **Appendix 2 - UKATA MINIMUM STANDARDS FOR TRAINING CENTRES**

### **1. Delegate Minimum Standards**

- 1.1 Physical layout must be comfortable for delegates undertaking training.**
- 1.2 Presentation equipment to be of a minimum expectation of the following:**
- **Overhead projector screen/integrated systems**
  - **Flip chart**
  - **Video delivery media unit**
- 1.3 Training facility must comply with all relevant Health and Safety Regulations.**
- **Building Risk Assessment**
  - **Induction material for delegates to include fire evacuation procedures and emergency planning.**
  - **First aid facilities**
- 1.4 To provide satisfactory welfare provision that meets legal requirements.**
- **WC and hand washing facilities**
  - **Place to consume refreshments**
  - **Drinking water readily available**
  - **Adequate heating and ventilation**
- 1.5 Training facility to have relevant reference materials, narrative documents and ACOPS Guidance.**
- **Health and Safety at Work Act**
  - **Management of Health and Safety Regulations 1999**
  - **The Control of Asbestos Regulations 2006**
  - **The Asbestos Contractors Guide HSG 247**
  - **L143**
  - **L127**
  - **All other asbestos guidance notes (contained in the HSE reading list)**
- 
- **Hazardous Waste Regulations 2005**
  - **All negative pressure units, H type vacuums, wet strip machines purchased after January 2005 must be compliant with PAS (60) (1) (2) and (3).**

### **2.0 Practical Training Area**

- 2.1 The practical training area must be of a suitable size to allow the:-**
- **Construction of enclosures**
  - **Construction of air locks**
  - **Construction of bagging locks**
  - **To be able to support all associated plant and equipment**
  - **To be able to connect hygiene unit onto enclosure**
  - **Fully operational hygiene units which comply with HSG247 (chapter 8) preferably with viewing panels**

**2.2 Risk assessment for training areas**

**3. Equipment and Required Standards**

- **Wetting unit with a variety of needles suitable for unit(s) or scope from T.N.A**
- **Spraying (unit) with associated attachments**
- **Wetting agents**
- **Absorbent and non absorbent materials**
- **Negative pressure units standard with all associated attachments eg roving heads, pre-fillers (DoP)**
- **A minimum of 2 x H type vacuums (DoP)**
- **Smoke machine**
- **Materials to construct enclosures, airlocks and bag locks in accordance with HSG247**
- **Polythene sheeting, adhesive tape, spray adhesive (after risk assessment), viewing windows**

**Full range of tools to:**

- **Construct an enclosure, airlocks and bag locks**
- **Facilitate removal of absorbent and non absorbent materials**
- **Enable cleaning down process of enclosure, air locks and bag locks**
- **Disposable working coveralls – range of sizes and colours**
- **(requirement to be Cat 5)**
- **Primary decontamination equipment – buckets for water, sponges, brushes, rags or wipes**
- **Decontamination equipment within hygiene unit, including shower gel, shampoo, nail brushes and towels**
- **Red, clear asbestos waste bags**
- **Electrical supply, cables etc.**
- **Suitable number of full face respirators, with fully charged batteries, half masks and disposable masks.**