

## **NEW MEMBERSHIP APPLICATION PACK**

**Before completing this document it is imperative that the applicant has read and understood the following documentation which is available to download from the UKATA website – [www.ukata.org.uk](http://www.ukata.org.uk)**

**UKATA Rules of Membership: All categories**  
**UKATA Minimum Standards for Training Centres: Category C and B only**  
**UKATA Trainer Application Form: Required for each trainer**  
**UKATA Syllabus in Asbestos Awareness: Category A only**

<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> (Please complete a UKATA Training Application Form [A0057] for each trainer)		
<b>Asbestos related courses delivered by your organisation:</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?</b>  <b>YES/NO</b>	<b>Do you hold professional indemnity insurance cover?</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 C &amp; B 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.</b>		
<ul style="list-style-type: none"> <li>• <b>Copies of trainer's CV's (maximum of two. Employees only. Please refer to Item 2.4 of UKATA Rules of Membership).</b></li> <li>• <b>Copies of handouts for your courses</b></li> <li>• <b>Copies of training materials (trainer's slides etc) including test/exam (Category A applications please refer to the UKATA Asbestos Awareness Syllabus)</b>  <b>Category C applications – please only send one set of course materials which must be either 'New Operative' or 'New Supervisor'.</b></li> <li>• <b>A copy of your booking system</b></li> <li>• <b>Your training needs analysis (all categories)</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 C</b> – work with licensed asbestos materials Inclusive of Cat C, B and A	<b>£250.00 NET</b> <b>£50.00 VAT</b> <b>£300.00</b>	<b>£500.00 NET</b> <b>£100.00 VAT</b> <b>£600.0</b>	<b>£900.00</b>		<b>£1000.00 NET</b> <b>£200.00 VAT</b> <b>£1200.00</b>
<b>Category B</b> – work with non-licensed asbestos materials Inclusive of Cat B and A	<b>£250.00 NET</b> <b>£50.00 VAT</b> <b>£300.00</b>	<b>£500.00 NET</b> <b>£100.00 VAT</b> <b>£600.00</b>	<b>£900.00</b>		<b>£500.00 NET</b> <b>£100.00 VAT</b> <b>£600.00</b>
<b>Category A</b> – asbestos awareness only Cat A only	<b>£250.00 NET</b> <b>£50.00 VAT</b> <b>£300.00</b>	<b>£500.00 NET</b> <b>£100.00 VAT</b> <b>£600.00</b>	<b>£900.00</b>		<b>£250.00 NET</b> <b>£50.00 VAT</b> <b>£300.00</b>

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

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**

**NB:** It is a mandatory requirement that all UKATA Category A certificates are generated via the UKATA online certification system. A fee of £1.00 per certificate will be incurred.

### 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 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:** .....