

# Membership Application



# ACAD Membership

ACAD is the Asbestos Control and Abatement Division of the Thermal Insulation Contractors Association.

ACAD staff work alongside TICA colleagues based at The National Training Centre in Darlington. The administrative, training and assessment teams are supported by external advisors in HR and legal, accounts and communications. ACAD's Manager is Graham Warren.

ACAD is a member focussed organisation, we represent member's views and aspirations for our Asbestos industry. Volunteers from ACAD members make up our highly respected ACAD Technical Committee, this select group meet regularly to develop best practice and are available to support membership with any technical problems they might have.

## Our Objectives

- ✓ Create and improve standards in the asbestos sector
- ✓ Promote best practice
- ✓ Provide training to those working within the sector
- ✓ Support our members with the latest regulatory information and advice
- ✓ To have an influential voice with decision makers at the highest level

# Membership Categories

## Full Membership

For companies who have held an asbestos removal licence for more than a year.

### Requirements:

- Employer and public liability insurance
- Good working practices, demonstrated by references from one client and one supplier
- Successful performance in the ACAD Audit Scheme
- No prosecutions in the past 36 months
- Letterhead with company registration number and address
- Current asbestos removal licence
- Standard Operating Procedures
- Signed Health and Safety Statement
- Example training records for asbestos personnel
- CVs for Senior Directors

## Probationary Membership

For full asbestos removal licence holders in their first year of business and/or their first year of licensing who meet the Full Membership criteria with the exception of the length of time they have held a license.

### Requirements:

- Employer and Public Liability Insurance
- Good working practices, demonstrated by references from one client and one supplier
- Successful performance in the ACAD Audit Scheme
- No prosecutions in the past 36 months
- Letterhead with company registration number and address
- Current Asbestos Removal Licence
- Standard Operating Procedures
- Signed Health and Safety Statement
- Example training records for asbestos personnel
- CVs for Senior Directors

# Membership Categories

## Associate Membership

Associate Members do NOT need to hold an asbestos removal licence, but may have other ancillary licences issued by the HSE. Associate Members typically offer services such as analysis, project/risk management, supplies/equipment or consultancy. This type of membership is for UKAS accredited laboratories, suppliers, consultants, recruitment services, scaffolders and distributors to the industry.

### Requirements:

- Employer and Public Liability Insurance
- Good working practices demonstrated by references from one client and one supplier
- Signed Health and Safety Statement
- Example training records for asbestos personnel (where applicable)
- CVs for Senior Directors (where applicable)

## Information Membership

For anyone who requires an information service. This level of membership provides a cost effective way of keeping up with legislative changes and current working practices.

### Requirements:

- Employer and Public Liability Insurance
- Signed Health and Safety Policy Statement

## Public Sector/Not for profit Membership

For local authorities and not for profit organisations who require an information service only. It is also of benefit to local authorities who have a duty to manage asbestos but do not carry out asbestos works themselves.

### Requirements:

- Employer and Public Liability Insurance

# Member Benefits

- ✓ Support with CITB funding
- ✓ Double standard CITB training grants
- ✓ Access to Build UK networks, support and services
- ✓ Discounted training
- ✓ A place at ACAD Regional Meetings
- ✓ Reduced rate audits
- ✓ Free HR and Legal Advice line
- ✓ Access to Negotiated Private Healthcare Scheme
- ✓ Access to Members Only website
- ✓ ACAD logo
- ✓ Assistance with licence application and renewal
- ✓ Links with HSE and legislative bodies
- ✓ Regular news updates

# Registration and Subscription Fees

## Registration Fee

This is a one-off, non-refundable payment made at the time of application.

• Full/Probationary Membership	£650	(+VAT)	Includes Site Audit
• Associate Member	£57	(+VAT)	
• Information Member	£57	(+VAT)	
• Local Authority Member	Free of Charge		

## Subscription Fee

This is an annual subscription fee (January to December) required following notification of membership approval.

• Full/Probationary Member	£1,630	(+VAT)	Includes Annual Site Audit
• Associate Member	£490	(+VAT)	
• Information Member	£325	(+VAT)	
• Local Authority Member	Free of Charge		

## Terms and Conditions

Subscriptions run from January to December and are payable in full by 31 March, unless a Direct Debit is arranged with our finance team, [accounts@tica.uk.com](mailto:accounts@tica.uk.com). Membership automatically renews each January.

Subscriptions starting after 1 January are charged pro-rata.

# Membership Application

FOR OFFICE USE ONLY:

Received:  Approved by ACAD Manager:  Initials:  Mem No:

Membership Category Applied for:

Full  Probationary  Associate  Information  Public Sector/ Not for profit

## Section A

Name of Company:

Total number of Operatives  Total Number of Supervisors

Contact:

Address:

Postcode:

Telephone:

Email:

Training Contact:  Email:

Audit Contact:  Email:

Marketing and Events Contact:  Email:

Regional Meeting Contact:  Email:

Accounts Contact:  Email:

Technical Contact:  Email:

Additional branches (continue on separate sheet if necessary):

Website:

Company Reg. No:  VAT Reg. No:

CITB no:

Name and Addresses of Bank:

Postcode:

Where did you hear about ACAD?:

# Membership Application

## Section B

Full, Probationary and Associate Membership applicants should complete this section

### Client Reference

Reference from a client to whom application can be made for a statement on asbestos work undertaken within the past year:

Company:	<input type="text"/>		
Contact Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>	Postcode:	<input type="text"/>
Email:	<input type="text"/>		
Telephone:	<input type="text"/>		

## Section C

Full, Probationary and Associate Membership applicants should complete this section

### Supplier Reference

Company:	<input type="text"/>		
Contact Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>	Postcode:	<input type="text"/>
Email:	<input type="text"/>		
Telephone:	<input type="text"/>		



# Membership Application

## Section D

I hereby apply for Membership of ACAD

If accepted as a member, I undertake to conduct business affairs ethically and in a manner which will enhance the reputation of the Asbestos Industry.

I agree to at least one Audit carried out by ACAD per year (Full and Probationary Members only)

Membership automatically renews each January. Any member wishing to resign from ACAD will need to notify ACAD in writing. Cancellation will take place on the date ACAD receive notification. Payment must be made up until that date.

TICA / ACAD will process your data in accordance with your rights under GDPR

Signed:

Date:

Full name (please print):

Position in company:

## What happens next...

Return your completed form and any relevant documents. We will acknowledge receipt, and contact reference providers and carry out a company background check. Subject to satisfactory references, the application will be reviewed by the ACAD Manager and the Technical Committee for approval. We will then contact you to collect your membership fee.

Please return to: Lynne Lambe

Email: [llambe@tica.uk.com](mailto:llambe@tica.uk.com)

Or by post: TICA House, 34 Allington Way, Darlington, Co. Durham, DL1 4QB

Telephone: 01325 466704