

Dear Sir/Madam,

I am pleased to enclose an NASC full membership application form together with copies of the NASC Code of Conduct and NASC Membership Criteria. NASC Full Membership confers the following benefits:

- 1) Attendance at NASC regional meetings and AGM and circulation of relevant papers
- 2) Use of NASC member services
- 3) Opportunity to attend NASC events and NASC Annual Ball
- 4) Circulation of NASC newsletters, literature and mail shots
- 5) Opportunity to participate in the work of NASC standing committees
- 6) Free downloading of NASC guidance notes and discount hard copies of guidance including TG20 and SG4
- 7) Certificate of NASC membership
- 8) Inclusion of company details in NASC annual yearbook and NASC website
- 9) Use of NASC logo on company literature and advertisements etc

NASC annual membership subscription for 2016 is £995 for companies with an annual turnover of less than £1,000,000 in the financial year ending in 2014, rising on a sliding scale to £12,800 for companies with an annual turnover in excess of £20,000,000. New lower subscription bands for companies with turnover, in 2014, below £1,600,000 were introduced from 1st January 2016 with the aim of encouraging smaller scaffolding contractors to become part of the NASC.

We would draw your attention to two areas of the NASC membership criteria in respect of employment and training which form an essential part of the application for membership. Applicants are required to demonstrate that the following criteria must have been met continuously during the 12 months prior to date of submission and should be verifiable at time of application.

- **Employment:** The applicant must be able to show that all management and supervision are directly employed. A minimum 75% of yard and site operatives must be directly employed as a condition of membership.
- **Training:** The NASC is committed to the full registration of site employees under the CISRS scheme. Applicants must be able to produce records and evidence of previously completed training to meet the following minimum requirements:
 - A minimum 90% of the scaffolding workforce must hold a current CISRS card. This includes Scaffolding Labourers, Trainee Scaffolders, Scaffolders and Advanced Scaffolders either PAYE or Subcontract.
 - A minimum 50% of the Scaffolding workforce (excluding yard staff and drivers) must hold either a Scaffer or Advanced Scaffer card.
 - All applicants must demonstrate their commitment to continued training and development of the workforce and provide evidence to support this.

A non-refundable fee of £500 (plus VAT) must be forwarded with the completed application form together with supporting information as requested. This fee covers the confederation's administration costs and a desktop audit.

If your application appears to meet all parts of the NASC membership criteria following the desktop audit, you will be contacted for an additional £500 (plus VAT) so a site audit can be carried out at your premises.

Applicants should be aware that failure to meet all parts of NASC Criteria will result in your application not being progressed and returned to you. Should your application fail at any stage of the process you will be unable to reapply during the 12 month period following notification of failure.

Please be advised that the site audit will include verification of all information provided in your application form. Any discrepancies found may result in your application failing.

Applications will be considered on the information provided in the application form. Please therefore ensure that all information is correct as we will not consider any appeal which may be lodged because information provided in the application form was incorrect.

We trust that the above and the enclosed are of interest and look forward to receiving your completed application form, including enclosures together with the non refundable application fee.

Yours sincerely



Jamie McGuire,
NASC Membership & Communications Manager

Membership Criteria

NASC membership is open to all bona fide access and scaffolding companies in the UK.

Full membership is open to all companies where access and scaffolding constitutes a significant element of their business. Applicants must be registered with ConstructionSkills as defined in Schedule 1 of the Industrial Training (Construction Board) Order 1964 (Amendment) Order 1982.

Multi disciplined companies who conform with the above criteria are eligible for membership providing the scaffolding division can be audited independently, including the provision of management accounts. This application must relate to the scaffolding division only.

Non Contracting Full membership of the NASC is restricted to companies which are wholly engaged in the hire, sale, and manufacturing of access and scaffolding and associated products. It excludes companies who also carry out erection and dismantling work.

In order to become a member an applicant has to be able to demonstrate that they have met the following criteria during the 12 months prior to application:

- a) **Trading:** The applicant has to have been trading for two full years as a limited liability company and needs to be able to produce financial statements prepared by the company accountants to the board of Directors for the period.
- b) **VAT:** The applicant must be VAT registered.
- c) **Insurance:** The applicant must hold adequate levels of insurance appropriate to the turnover and wages of the business which includes a minimum Public Liability of 5 million and Employers' Liability of 10 million.
- d) **Employment:** The applicant must be able to show that all management and supervision are directly employed (PAYE). A minimum of 75% of all yard and site operatives must be directly employed as a condition of membership.
- e) **Training:** The NASC is committed to the full registration of site employees under the CISRS scheme. Applicants must be able to produce records and evidence of previously completed training to meet the following minimum requirements:
 - Minimum 90% of the scaffolding workforce must hold a current CISRS card. This includes Scaffolding Labourers, Trainee Scaffolders, Scaffolders and Advanced Scaffolders either PAYE or Subcontract.
 - Minimum 50% of the scaffolding workforce (excluding Yard Staff and Drivers) must hold either a Scaffolder or Advanced Scaffolder card.
 - All applicants must demonstrate their commitment to the continued training and development of the workforce and provide evidence to support this.
- f) **CITB:** The applicant must be registered with CITB for levy purposes.
- g) **Health & Safety:** The applicant must:
 - Provide a satisfactory Health & Safety policy that meets current Health & Safety legislation.
- Provide a Risk Assessment and Method Statement that is compliant with the CDM Regulations 2015.
- Provide evidence of a satisfactory Health & Safety management system.
- Agree to complete the NASC annual accident return.
- h) **Audit:** The applicant must complete the NASC biennial membership audit and the biennial self certification audit.
- i) **Security:** The applicant must ensure that all scaffolding plant and equipment which it owns or uses is clearly identifiable. NASC members are expected to be actively involved in crime prevention and should report all thefts of scaffolding plant and equipment to the NASC and the police.
- j) **Meeting Attendance:** The applicant must be represented by a senior member of staff at a minimum of one NASC regional meeting per year, preferably more (each meeting to be no greater than a year apart). The applicant must be prepared to nominate a representative to participate in NASC standing committees e.g. training, health and safety, technical, contractual.
- k) **Construction Industry Joint Council (CIJC):** Members shall operate terms and conditions of employment in accordance with agreements reached from time to time by the Construction Industry Joint Council or its successors, or equivalent terms and conditions, as a minimum requirement.
- l) **Code of Conduct:** Applicants must be prepared to abide by the NASC Code of Conduct and the NASC Bye Laws and Rules.
- m) **Management & Supervision:** The applicant must provide evidence of how the company manages and supervises its workforce effectively (this must include actual documented evidence of ongoing supervision records).

Code of Conduct

Adherence to the following Code of Conduct is a condition of membership of the National Access and Scaffolding Confederation

STANDARDS

1. Members of the NASC shall at all times so order their conduct as to uphold the integrity and trading standards of the access and scaffolding industry and pay particular regard to the maintenance and observance of this code.
2. Service to clients shall be rendered with absolute fidelity on a fair and equitable basis with due regard to the best standards of workmanship, integrity and courtesy. The utmost care and good faith shall be observed in the preparation of statements and estimates, having regard to the necessity for accuracy and reliability of such documents in providing a basis for transactions to be carried out with the full confidence and mutual trust of the parties concerned.
3. In the interest of the parties, all contracts and agreements, together with any alterations thereto shall, whenever possible, be in writing.
6. A Member shall guard against association with or the use of his name by any person or organisation which it might reasonably be anticipated would bring the NASC into disrepute.
7. Members shall refrain from publicly expressing critical comment on the services, conduct or charges of a fellow Member.
8. Members shall accept the duty of referring to the Managing Director of the NASC any breach of this Code which may appear likely to bring discredit on the NASC or its members.
9. Members shall pledge themselves to assist each other in all matters of common concern and to provide the Managing Director of the NASC with such statistics and other information as may from time to time be requested.

NASC MATTERS

1. Members shall be loyal to the interests of the NASC and shall play an active part in the work of the NASC, attend and participate at meetings. A minimum requirement is attendance at one NASC regional meeting per annum. They shall be prepared to accept nomination to office and generally further the interests of the NASC and its members.
2. A Member shall not divulge or disclose confidential information from NASC sources to non-members.
3. Should a Member at any time be asked by resolution of Council to explain his conduct in any matter to which the Code relates he shall submit all pertinent facts to the Officers or Committee nominated for that purpose.
4. No Member shall consciously endeavour to attract or offer employment to an employee of a fellow Member without first having advised the fellow Member; but membership of the NASC in no way prohibits negotiation between any member and a person who on his own initiative, or in response to public advertisement, replies to that Member for employment.
5. Members shall operate terms and conditions of employment in accordance with agreements reached from time to time by the Construction Industry Joint Council or its successors and shall abide by such statutory wage controls as may apply in respect of all employees, and shall take all reasonable steps to ensure wherever possible and practicable that their labour force is operated on a 'directly employed' basis.
10. Training in the range of skills required by the trade shall be accepted as a collective responsibility and Members shall play their part in upholding and improving standards by participation especially in training schemes sponsored or recommended by the Council of the NASC.
11. Members shall use their best endeavors to identify other members' items of capital equipment and scaffolding stocks which may come into their possession. If any such items are identifiable by colour, names or distinguishing marks as shown in the NASC Scaffolding Marking Directory, then members shall notify the Member to whom they belong. Members shall undertake to return such items to other members who can prove ownership.
12. Dealings in secondhand scaffolding equipment by members shall be closely checked and a member shall not purchase or offer for sale or hire any item properly identified as belonging to another member without that member's prior written permission. Any such permission must be confirmed in writing with the owner, partner, or director of the member company whose equipment is being offered for purchase, sale or hire.
13. Safety is of paramount importance and members shall maintain, operate and review as necessary, a safety policy which takes account of current health and safety regulations, standards, codes of practice and guidance issued from time to time by the NASC.



NATIONAL ACCESS & SCAFFOLDING
CONFEDERATION

NASC FULL MEMBERSHIP APPLICATION FORM

Note: Applicants should read the NASC Membership Criteria carefully and ensure they fully comply before completing *all* sections of this application form.

Any sections not completed in full will result in this application being returned for re-application within 28 days.

Company Name:

Company Registration:

Completed application forms (and enclosures) should be returned to:
NASC, 4th Floor, 12 Bridewell Place, London EC4V 6AP

Tel: 020 7822 7400 | enquiries@nasc.org.uk
www.nasc.org.uk



NASC FULL MEMBERSHIP APPLICATION FORM

All information submitted will be treated in the strictest confidence

1. GENERAL

Auditor use only

a) Company Name: _____
as registered with Companies House

b) Trading Name: _____
if different from registered name

c) Company registration number: _____ Date of registration: _____

d) Provide a copy of Certificate of Incorporation.

e) Registered Address:

f) Provide full names (on a separate sheet) of all the company's officers i.e. company directors, company secretary, partners and/or proprietor as applicable.

g) Have any of the officers listed held any similar positions in scaffolding companies within the last 5 years?
If yes, provide details.

Yes No

h) Are any current officers of the company (and/or persons with a financial interest) currently or previously disqualified from acting as a company director? If yes, please give details.

Yes No

i) Principal business address (including telephone number and website address):

j) Principal contact for NASC matters:

Print Name: _____ Position: _____

Email: _____ Tel: _____

- k) Does the company have any subsidiary companies? If yes, give the name and address of these companies below indicating telephone number, email and principal activity (please use a separate sheet if more than one subsidiary)
If no, please state this clearly.

- l) Is the company a member of a larger group of companies? If yes, give the name and address of this group below indicating telephone number, email and principal activity. If no, please state this clearly.

- m) Does the company have more than one operating branch? If yes, provide details of all company branches indicating telephone number, email address and address including post code for each branch. Use separate sheet if required.

- n) Please give details of other construction related activities:

- o) Provide copy of Certification of HM Revenue & Customs Construction Industry Scheme (CIS) Verification letter.

UTR number: _____

- p) VAT number: _____

Provide a copy of VAT Certificate.

- q) CITB Registration Number: _____

It is a requirement of NASC Membership that companies must be paying CITB Levy. Provide a copy of latest CITB levy and a copy of payment status preferably a copy of direct debit or other proof.

- r) Provide copy of terms & conditions of business relating to access & scaffolding services provided.

2. FINANCIAL

- a) Indicate the total turnover for the last two completed financial years:

Financial month/Year: _____ / _____ Exact Turnover: £ _____ of which scaffold related £ _____

Financial month/Year: _____ / _____ Exact Turnover: £ _____ of which scaffold related £ _____

Please provide a copy of full company accounts for these last two completed financial years as prepared and signed by your company accountants/auditors. In the case of a multi-disciplined company please provide Management Accounts for your scaffolding related activities as a separate entry as above.

- e) Provide a copy of previous MONTH's full payment submission to HMRC under real time PAYE government gateway requirements showing NI & Tax deductions. (NB Auditor will check PAYE details over past 12 months at time of audit)
- f) Provide a copy of previous YEAR's full payment submission to HMRC under real time PAYE government gateway requirements showing NI & Tax deductions.
- g) Please enclose copies of the last 12 months CIS 300 Monthly Returns.
- h) Please enclose copies of all invoices from Labour only agencies for the previous 12 months.
- i) Provide a copy of all invoices from third parties which the company paid for scaffolding labour over the previous 12 months.
- j) Provide a copy of the company's particulars of terms and conditions/contract of employment for operatives.
- k) Are all operatives (PAYE or Sub-Contract) supervised by staff directly employed by the company?
 Yes No
- l) If subcontractors are used by the company enclose a copy of terms and conditions upon which they are engaged and also a copy of each subcontractor's insurance certificate.
- m) Are all operatives employed in accordance with the CIJC?
 Yes No
- n) Do you use external employment agencies? If yes, please provide details (including name, address and telephone number).
- o) Members must have an equal opportunities statement. Please provide a copy.
- p) Members must have a clear written policy on substance abuse. Please provide a copy.
Guidance on this matter can be found in NASC latest guidance note SG15 Substance Abuse (Drugs and Alcohol at Work).

5. TRAINING

Applicants must fully complete all sections of the enclosed Training Registration Form in the format provided.

The NASC is committed to the full registration of site employees under the CISRS scheme. All successful applicants will need to demonstrate their commitment by supplying details of employees who hold current CISRS cards together with the company's ongoing training programme. CSCS cards are not recognised for scaffolding operatives.

- a) **Please indicate the current number of site operatives as noted in Section 4b) in terms of fully qualified craft operatives (i.e. CISRS Scaffolder or Advanced Scaffolder) to partially qualified/unqualified operatives (i.e. partially trained (not achieved NVQ 2/3) or untrained) as detailed in Section e) Training of the NASC Membership Criteria.**

Qualified	Unqualified
- b) How many of the qualified workforce hold a CISRS SSPTS **system scaffold** endorsement?
- c) Please provide evidence of other training carried out by the company within the last 12 months.
- d) Please provide evidence of future training planned by the company.
- e) Provide details of induction training for new employees.

- f) Provide evidence that training has been undertaken for operatives in key NASC latest guidance SG4, SG6 and TG20 including NASC training DVD and issue of pocket guides (for further information on training aids please visit www.nasc.org.uk).
- g) Provide evidence of how the company ensures that all management and employees with supervisory responsibilities are trained and kept up to date with all NASC safety and technical guidance issued.
- h) Provide written evidence of how the company carries out and records routine effective supervision/monitoring of all site operatives.

6. HEALTH & SAFETY

- a) Enclose a copy of the company’s current full Health & Safety Policy and/or Safety Management System (this should also include a current signed health & safety policy statement).
- b) Indicate the name of the director (or partner) with overall responsibility for the company’s health and safety matters: _____

- c) The management of Health & Safety at Work Regulations require the employment of a competent person within the organisation. Please provide details of how the company fulfils its obligations (e.g. Health & Safety Officer, External Consultant etc) including relevant qualifications and if reliant upon a third party enclose a copy of a current Professional Indemnity Certificate.

- d) Enclose copies of a **Risk Assessment**, **Method Statement** and **Rescue Plan** for two scaffold projects recently completed (Method Statement to include details of the scaffold structure being erected, how compliance with TG20 was assessed and make reference to the relevant design).
- e) Please provide a list of COSHH assessments carried out by your company, particularly in relation to the yard (including paint, lubricant, oils, and fuel).
- f) Please provide a copy of a current Safety Harness issue document and Safety Harness inspection record document.
- g) Please provide a copy of a completed PPE issue document (this must include a list of all items of PPE deemed necessary by the company that are issued to site operatives).
- h) Indicate whether the company holds a current Asbestos ancillary licence issued by the ALU. If yes please state the following:

Licence Number: _____ Expiry Date: _____

- i) Provide details of any HSE convictions, Prohibition Notices, Improvement Notices and letters highlighting matters of concern which have been served on the company during the past 5 years. If none, please state ‘none’ below.

- j) Do you have an environmental policy? If yes, provide a copy.

Yes No

- k) Please confirm your awareness of RIDDOR and provide details of the company's procedure for the recording and investigation of reportable accidents (please use a separate sheet if required).

7. SECURITY

- a) Indicate the principal measures used by the company to secure its yard and premises.

- b) Indicate the colour of paint used by the company to identify scaffolding plant and equipment (include BS I.D. & RAL numbers where applicable).

- c) Indicate any additional measures taken to identify scaffolding plant and equipment including tube, fittings and boards.

- d) How does the company dispose of equipment which is no longer serviceable or surplus to requirements?

- e) Provide details of any suppliers of second-hand equipment used by the company. Indicate details of scrap metal merchants including name, address and telephone number.

- f) Indicate the total value of scaffolding and access plant equipment and/or vehicle equipment lost as a result of theft during the last 2 years.

VALUE

£ _____

8. TECHNICAL

a) Does the company have in-house design facilities? If yes, please provide appropriate insurance for design.

Yes No

b) Does the company use the services of an external design consultant? If yes, provide a copy of their Professional Indemnity Certificate showing level of cover **and proof of competence**.

Yes No

c) Please provide details of how company provides technical advice/design facilities (e.g. in house facilities, technical design consultant etc).

d) How do you ensure your scaffolds are built in accordance with BS EN 18211?

9. REFERENCES

Please provide three references for contracts completed in the previous 12 months. Indicate name, address, project name, contact name and contact telephone number.

1.

2.

3.

10. DECLARATION

Please be aware that failure to meet all parts of NASC Criteria will result in your application not being progressed and will be returned to you. It is essential that applicants can demonstrate that all membership requirements have been continually met for a minimum of 12 months prior to the date of application. We would strongly advise applicants to delay the submission of their application if they are unable to satisfy this requirement.

I hereby declare that the information provided and enclosed is accurate and correct and I have reviewed and checked the information thoroughly:

Managing Director's Name (print): _____

Managing Director's Signature: _____

Date: _____

11. CHECKLIST

Please ensure that you complete and return the checklist below with all requested enclosures fully cross referenced with this application form.

Failure to include all relevant items will result in the return of this application for resubmission within 28 days. The confederation will be unable to progress the application unless all the required information is received within 28 days. Any resubmitted application will require a further application fee of £500 plus VAT.

Auditor Comments Only

CHECKLIST

All items marked **bold** MUST be submitted with application

Y N

Office Use

		Application fee (£500 plus VAT)	
		Certificate of Incorporation (section 1d)	
		Details of Company Officers etc. (section 1f)	
		CIS Verification letter (section 1o)	
		Certificate of Registration for VAT (section 1p)	
		CITB Levy Assessment Notice and proof of payment (section 1q)	
		Terms and Conditions of business (section 1r)	
		Full set of company accounts for the last two financial years (section 2a)	
		Current Employers Liability and Public Liability insurance certificates (section 3a & b)	
		Vehicle insurance certificate and list of commercial vehicles covered (section 3c)	
		Operators Licence or alternative arrangements (section 3d)	
		Previous weeks full payment submission to HMRC for all PAYE (section 4e)	
		P35 annual return Parts 1 & 2 (section 4f)	
		Last twelve months CIS 300 monthly returns (section 4g)	
		Last twelve months Labour only agency invoices (section 4h)	
		Last twelve months of third party companies who provided scaffolding labour (section 4i)	
		Company's particulars of terms & conditions/contract of employment for operatives (section 4j)	
		Subcontractor arrangements including Contract, Insurance and competency (section 4l)	
		Equal Opportunities policy (section 4o)	
		Substance Abuse policy (section 4p)	
		Scaffolders registration and training record (section 5)	
		Details of previous training carried out within the last 12 months and future training (section 5c & d)	
		Details of induction training (section 5e)	
		Details of SG4, SG6 and TG20 training (section 5f)	
		Details of supervisor training (section 5g)	
		Details of monitoring of site labour (section 5h)	
		Company Health & Safety policy or Safety Management System (section 6a)	
		Details of company's Health & Safety arrangements (section 6c)	
		Two recent Risk Assessment, Method Statement and Rescue plans (section 6d)	
		COSHH assessments (section 6e)	
		Safety harness issue document and safety harness inspection record document (section 6f)	
		PPE issue document (section 6g)	
		Details of HSE improvement/prohibition prosecution notices (section 6i)	
		Environmental policy (section 6j)	
		Professional indemnity certificate of external design consultant and proof of competency (section 8b)	

NOTE: This form must detail all CISRS Operatives (**CSCS cards not recognised**) and must not include Drivers/Yard staff or Management.
Please ensure correct spelling of names and CISRS registration numbers for verification.

SCAFFOLDERS Registration and Training Record

Please photocopy additional sheets if required
All information submitted will be treated as strictly confidential.



Company Name _____

Office Use	Name (First Name and Surname)	Date of Birth	National Insurance Number	CISRS Registration Number	Please Tick		CISRS Card Type					Training (where applicable)			Expiry Date of Card		
					PAYE	Sub Contract	No Card	Labourer	Trainee	Scaffolder	Advanced	None	Part 1	Part 2		Advanced	Date Completed
1																	
2																	
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Office Use	
Number of Operatives:	
Number of CISRS Cards held:	
Ratio of CISRS Card Holders (minimum 90%):	%
Number of Qualified i.e. Scaffolder/Advanced:	
Number of Part/Unqualified i.e. Labourer/Trainee:	
Ratio of Qualified Operatives (mimimum 50%):	%