



application for corporate membership

INFORMATION ABOUT YOUR ORGANISATION

Your Organisation's name:			
Address:			
	Town/City:		
	Postcode:		
Date this information supplied:			
Your contact details for the Assessment:			
Email:			
Mobile phone:			
Office/work phone:			
Name of an APS Incorporated / Certified member in your Practice:			
My company is an existing corporate member:	APS Corporate Number:		
	Number of Employees (UK):		
Do you have other operational offices in the UK?	Yes / No <i>(delete as appropriate)</i>		
If yes please state how many:	Number of offices:- _____		
Which of the following services do you wish to be assessed?	<input type="checkbox"/>	Principal Designer	
	<input type="checkbox"/>	Consultant to Principal Designer (PD Adviser)	
	<input type="checkbox"/>	CDM Adviser	
	<input type="checkbox"/>	Designer	

APS offers the following assessments for Corporate membership:

- Principal Designer
- CDM Adviser (covering Client Adviser and Principal Designer Adviser)
- Designer

This application form covers all of the above disciplines.



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Pricing Structure

CORPORATE MEMBER					
Numbers of technical staff	1-10	11-40	41-100	101 - 500	501+
(a) Initial Assessment Fee - Includes reviewing any branch offices	450	500	500	600	600
(b) Annual Subscription - Includes branch offices	300	450	650	750	850
(c) Annual Audit *	250	280	280	380	380
Initial cost – application year only (a)+(b)	750	950	1150	1350	1450
Annual recurring cost (b)+(c) (when same scope as previously assessed)	550	730	930	1130	1230

Note*

An additional fee of £100 for assessing changed circumstances – i.e. businesses that have restructured e.g. change of Directors/Partners and/or technical staff; changes to policies, systems and required training etc.

I enclose a cheque for the above amount made payable to: The Association for Project Safety:				OR: Pay by Credit Card:	
Card No:					
Start Date (MM/YY):	/	Expiry Date: (MM/YY):	/	Security Code:	Issue No (Switch)
Card Holder Name:					
Billing Address:					
Cardholder Signature:					
I declare that:					
<ul style="list-style-type: none"> The information provided is true and accurate; I accept that APS reserve the right to confirm such information; Any relevant information to demonstrate compliance requested by APS will be made available during the assessment process; As a Corporate Member, we will ensure all employees who are APS Members will abide by APS Rules and Code of Conduct, and the company will contribute an amount not exceeding £1 to the Company's assets in the event of its dissolution or winding up of the Company in accordance with the Memorandum of Association of the Company; and I will accept that the decision on my application is based on the information provided during the assessment by me and that the decision is final. Registration and the issuing of my registration certificate are dependent upon payment of both the assessment fee (non-refundable) and the annual subscription fee. 					
Signature:				Date:	



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DETAILED INFORMATION

INSTRUCTIONS

PART 1 (titled “General”) Sections A to C are to be completed by all Applicants.

1A3, 1A7, 1B1 - tick only the disciplines for which you have indicated you wish to be assessed and include the relevant evidence.

PART 2 (titled “Specific”)

Section A – to be completed if you wish to be assessed for Principal Designer and or Consultant to the Principal Designer (Principal Designer Adviser).

Section B – to be completed if you wish to be assessed for CDM Adviser to the Client services.

Section C – to be completed if you wish to be assessed for Principal Designer and or Consultant to the Principal Designer (Principal Designer Adviser) or Designer services

PLEASE ENSURE YOU SUBMIT FULL EVIDENCE IN SUPPORT OF YOUR APPLICATION AS MISSING INFORMATION WILL RESULT IN A DELAY IN PROCESSING YOUR APPLICATION, OR POSSIBLY YOUR APPLICATION BEING RECORDED AS UNSUCCESSFUL. ONLY ELECTRONIC SUBMISSIONS CAN BE ACCEPTED.

PART 1 – GENERAL (This Part is to be completed by all Applicants.)

SECTION A

Ref	Evidence or information APS needs from you for the Assessment	Evidence Filename/s				
1A1	<p>Health and safety policy and health and safety training Provide your policy or statement for operational health and safety. If you have fewer than 5 employees or persons under your control, provide a statement of your approach to your health and safety.</p>					
1A2(a)	<p>Arrangements for your organisation's in house health and safety management Set out the arrangements for general health and safety management within the organisation. These should be relevant to the nature and scale of your work. Do you have 2 or more personnel in the Practice? <i>If yes</i> provide a statement on how you consult with your workforce.</p>					
1A2(b)	<p>Arrangements, organisational capacity and procedures for the CDM roles applied for Set out the arrangements for health and safety management of CDM projects within the organisation. These should be relevant to the nature and scale of your work. Do you have an IMAPS member or higher (e.g. CMAPS, FMAPS) in all office locations (head office and branch offices)? Set out the arrangements for achieving compliance with organisational capacity if you do not have at least an IMAPS member in each branch office.</p>					
1A3	<p>Competent advice Provide full details of the person(s) you have available to provide competent health and safety advice on design and/or construction matters (in-house or external) in each category below to match your routine work-based risk profile in the office and on site. Provide an example of advice given and action taken from the last 12 months.</p> <table border="1"> <tr> <td>Principal Designer</td> </tr> <tr> <td>Consultant to Principal Designer (PD Adviser)</td> </tr> <tr> <td>CDM Adviser</td> </tr> <tr> <td>Designer</td> </tr> </table>	Principal Designer	Consultant to Principal Designer (PD Adviser)	CDM Adviser	Designer	
Principal Designer						
Consultant to Principal Designer (PD Adviser)						
CDM Adviser						
Designer						
1A4	<p>Accident reporting and enforcement action Have you had any accidents over the last three years? If so, have any been reportable? Provide details of any fines, enforcement notices, including Fee for Invention Notices (FFI's) and pending court proceedings, involving your practice or organization. Please state what your practice has learnt or changed, <u>either</u> from your accident history or the "near-misses" you may have witnessed.</p>					
1A5	<p>Observance of professional codes of conduct How do you ensure that your practice follows the APS Code of Conduct (and/or other professional codes of conduct)?</p>					
1A6	<p>Company Operational Risk assessments leading to a safe method of work Provide an example of:</p> <ul style="list-style-type: none"> • an office-based risk assessment; and • a site-based risk assessment and / or procedure for your personnel. 					
1A7	<p>Arrangements for sub- contracting Please identify which of the following services you sub-contract and provide a summary of your arrangements, including the level of input from the sub-consultant. Please describe your procedures for sub-consultancy services.</p> <table border="1"> <tr> <td>Principal Designer</td> </tr> <tr> <td>Consultant to Principal Designer (PD Adviser)</td> </tr> <tr> <td>CDM Adviser</td> </tr> <tr> <td>Designer</td> </tr> </table>	Principal Designer	Consultant to Principal Designer (PD Adviser)	CDM Adviser	Designer	
Principal Designer						
Consultant to Principal Designer (PD Adviser)						
CDM Adviser						
Designer						
1A8	<p>PII Cover - Please enclose a copy of your current Professional Indemnity Insurance.</p>					

PART 1 – GENERAL (This Part is to be completed by all Applicants.)

SECTION B

Ref	Evidence or information APS needs from you for the Assessment	Evidence Filename/s
1B1	<p>Demonstration of appropriate recording of CDM activity Provide an example of a project that demonstrates how you record your activities.</p>	
	Principal Designer	
	Sub-Consultant to PD (PD Adviser)	
	CDM Adviser	
	Designer	
1B2	<p>Identification of all relevant personnel providing the above applicable functions/services Provide a list or table of the personnel who carry out all or part of the services to deliver CDM services including relevant qualifications and memberships.</p> <p>Please indicate which are in-house staff and which are sub-contracted or consultant staff.</p>	
1B3	<p>Archive Procedure for archiving CDM services.</p>	

SECTION C

Ref	Evidence or information APS needs from you for the Assessment	Evidence Filename/s
1C1	<p>Evidence of resource planning Provide an example of how you calculate the resources required for the roles you undertake. <i>(This might be through the use of the APS Resource Estimator programme or other calculations or breakdown of the man hours required to complete the project.)</i></p>	
1C2	<p>All practitioners' training must be recorded Describe the system you operate to record staff training and provide examples. What percentage/number of people engaged in the organisation have a valid CSCS card or equivalent?</p>	
1C3	<p>All practitioners' CPD must be recorded How do you ensure your CDM-related staff are undertaking regular relevant CPD activities?</p>	
1C4	<p>Commitment to Continuing Professional Development State your policy regarding the provision of CPD for staff undertaking CDM duties.</p>	
1C5	<p>Evidence of monitoring, audit and review of CDM activities Provide a statement of what you do to self-review, monitor or audit your CDM activities.</p>	

-----END OF PART 1-----

PART 2 – SPECIFIC (This Part is to be completed as appropriate.)

SECTION A

Complete if being assessed for the following services: Principal Designer and Consultant to the Principal Designer

Ref	Evidence or information APS needs from you for the Assessment (from the last 2 years)	Evidence Filename/s
2A1	Evidence of CDM activities adding value to a project Provide an example of how the organisation's role in a team has added value or cost benefit to a project.	
2A2	Demonstration of how the practice obtains, collates and issues Pre Construction Information Provide a project example of a form or methodology you use to manage and monitor pre construction information, including assisting the Client / Designers with existing and required or additional Pre Construction Information	
2A3	Demonstration of advice and assistance provided to Client Provide an email, meeting note or letter to demonstrate you doing this	
2A4	Evidence of liaison with Principal Contractor regarding the supply of Pre Construction Information during the Construction Phase and evidence of how this has assisted the Principal Contractor to develop the Construction Phase Plans Provide evidence of liaison-you have undertaken.	
2A5	Content and format of Health and Safety File Provide a contents page for preparing a completed project that demonstrates the File structure. <i>(Please <u>do not</u> send a copy of a complete Health and Safety File).</i>	
2A6	Co-operation, co-ordination and communication between or with Designers during the Pre Construction Phase particularly when the Pre Construction Phase continues into the Construction Phase Provide documentary example(s) of your role in a project that shows how this has been achieved.	
2A7	Liaison with principal contractors collating Health & Safety File Information etc. Provide evidence of liaising with a Principal Contractor. <i>(This could be examples of emails, site visit notes, meeting notes etc).</i>	
2A8	Procedures that evidence the capacity to produce and review designs and respond to the CDM duties of "design risk management" Provide an example of a project record, an internal procedure or project log that demonstrates your response to Designer duties to eliminate hazards and to reduce the risks.	
2A9	Design changes and health and safety co-ordination Outline your procedures for ensuring design changes properly incorporate, or respond to, relevant health and safety risks	

PART 2 – SPECIFIC (This Part is to be completed as appropriate.)

SECTION B

Complete if being assessed for the following services: CDM Adviser to the Client (Client H&S/CDM Adviser)

Ref	Evidence or information APS needs from you for the Assessment (from the last 2 years)	Evidence Filename/s
2B1	Evidence of CDM activities adding value to a project Provide an example of how your role in a team has added value or cost benefit to a project.	
2B2	Demonstration of initial advice and assistance provided to Client Provide an email, meeting note or letter to demonstrate you doing this	
2B3	Evidence of establishing Client brief and project management arrangements, including notification Provide sample emails, meeting notes or letters to demonstrate you doing this	
2B4	Evidence of advising the Client on programme and resourcing issues Provide sample emails, meeting notes or letters to demonstrate you doing this	
2B5	Evidence of advising Client on appointment of capable Principal Designers, Designers, Principal Contractors and Contractors. Provide sample emails, meeting notes or letters to demonstrate you doing this	
2B6	Demonstration of how the organisation obtains and collates Pre Construction Information from the Client Provide a project example of a form or methodology you use to collate Pre Construction Information, including assisting the Client with information they have about the project, and advising on additional information to be sourced.	
2B7	Demonstration of how the organisation assesses whether the Principal Designer is collating and making available Pre Construction Information Provide a project example of a form or methodology you use to manage and monitor Pre Construction Information, including assisting the Client with information they have about the project.	
2B8	Evidence of advice to the Client regarding Design Risk Management. Assessing that the Principal Designer is ensuring that appropriate Design Risk Management is being undertaken <i>...proportionate advice relating to the size and type of their project and the performance of Designers</i> Provide sample emails, meeting notes or letters to demonstrate you doing this	
2B9	Co-operation, co-ordination and communication between Designers. Assessing that the Principal Designer is doing this. Provide documentary example(s) of your role in a project that shows how this has been achieved.	
2B10	Design changes and health and safety co-ordination Outline your procedures for ensuring design changes properly incorporate, or respond to, relevant health and safety risks and the Client's management arrangements	
2B11	Evidence of advice to the Client regarding Construction Phase Plans Provide an example of how you advise a Client to ensure that a Construction Phase Plan is drawn up before any work starts on site and has necessary arrangements managing the identified risks.	
2B12	Evidence of advice to the Client regarding welfare requirements Provide sample emails, meeting notes or letters to demonstrate you doing this	
2B13	Ensuring that the Client is provided with the Health and Safety File Provide a sample advice note or procedure in relation to securing the completed Health and Safety File.	

PART 2 – SPECIFIC (This Part is to be completed as appropriate.)

SECTION C

Complete if being assessed for the following services: Designer Services only, Principal Designer and Consultant to the Principal Designer

Ref	Evidence or information APS needs from you for the Assessment	Evidence Filename/s
2C1	Ensuring co-operation and co-ordination of design work within the design team and with other Designers/Contractors Provide a statement on how you achieve co-operation and co-ordination in the context of the CDM Regulations.	
2C2	Design procedures that evidence the capacity to produce and review designs and respond to the CDM duties of “Design Risk Management” Provide an example of a project record, an internal procedure or project log that demonstrates (where applicable) your response to Designer duties to eliminate hazards or to reduce the risks (from the last two years).	
2C3	Meeting the requirements of the “Workplace, Health, Safety and Welfare) Regulations 1992” Provide an example of a recent design decision or change that met a specific requirement of the “Workplace” Regulations	
2C4	Co-ordinating with the Principal Designer Provide a statement on how you co-ordinate with the Principal Designer.	
2C5	Capacity to generate Pre Construction information as a consequence of design Provide an example of information that was generated in response to a health or safety issue arising from a design decision with a significant risk that could not be eliminated or reduced.	
2C6	Design changes and health and safety co-ordination Outline your procedures for ensuring design changes properly incorporate, or respond to, relevant health and safety risks	

-----END OF PART 2-----