



# application for corporate membership

## SSIP DEEMED TO SATISFY APPLICATION – ADDITIONAL CDM ADVISER ROLES INFORMATION ABOUT YOUR ORGANISATION

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

APS offers the following categories of Corporate membership:

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

This application form covers Principal Designer and Designer, under SSIP Deemed to Satisfy, and non-statutory roles of Consultant to Principal Designer (PD Adviser) and CDM Adviser.



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## Pricing Structure

CORPORATE MEMBER - SSIP Deemed to satisfy (DTS) arrangements						
	1-10	11-40	41-100	101 – 500	501+	
<b>Application – admin fee (Partial DTS) Assessment of evidence relating to non-statutory roles of Consultant to Principal Designer (PD Adviser), and CDM adviser.</b>	150	250	250	300	300	
<b>Annual Subscription</b>	300	450	650	750	850	
<b>DTS Admin Fee for each subsequent DTS verification *</b>	50	50	50	50	50	

\* NB If the renewal date for your DTS Certificate does not coincide with the renewal date for your APS Corporate Membership, it is important that you send in an updated DTS certificate upon its expiry in order to retain your APS Corporate Membership.

I enclose a cheque for the above amount made payable to: <b>The Association for Project Safety:</b>						<b>OR: Pay by Credit Card:</b>	
<b>Card No:</b>							
<b>Start Date (MM/YY):</b>	/	<b>Expiry Date: (MM/YY):</b>	/	<b>Security Code:</b>		<b>Issue No (Switch)</b>	
<b>Card Holder Name:</b>							
<b>Billing Address:</b>							
<b>Cardholder Signature:</b>							
I declare that: <ul style="list-style-type: none"> <li>The information provided is true and accurate;</li> <li>I accept that APS reserve the right to confirm such information;</li> <li>Any relevant information to demonstrate compliance requested by APS will be made available during the assessment process;</li> <li>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</li> <li>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.</li> </ul>							
<b>Signature:</b>					<b>Date:</b>		



# application for corporate membership

## DETAILED INFORMATION

## INSTRUCTIONS

### PART 1 (titled "General")

**Section A – C** to be completed by all applicants

### PART 2 (titled "Specific")

**Section A** – to be completed if you wish to apply for 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

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**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.**

# PART 1 – GENERAL

## SECTION A

Ref	Evidence or information APS needs from you for the Assessment	Evidence Filename/s				
1A1	<p><b>Health and safety policy and health and safety training</b> 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>	Not required – DTS				
1A2(a)	<p><b>Arrangements for your organisation’s in house health and safety management</b> 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>	Not required – DTS				
1A2(b)	<p><b>Arrangements, organisational capacity and procedures for the CDM roles applied for</b> 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>	Not required – DTS				
1A3	<p><b>Competent advice</b> 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" data-bbox="268 974 1214 1115"> <tr> <td></td> <td>Consultant to Principal Designer (PD Adviser) – required for Adviser roles</td> </tr> <tr> <td></td> <td>CDM Adviser – required for Adviser roles</td> </tr> </table>		Consultant to Principal Designer (PD Adviser) – required for Adviser roles		CDM Adviser – required for Adviser roles	
	Consultant to Principal Designer (PD Adviser) – required for Adviser roles					
	CDM Adviser – required for Adviser roles					
1A4	<p><b>Accident reporting and enforcement action</b> 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>	Not required – DTS				
1A5	<p><b>Observance of professional codes of conduct</b> How do you ensure that your practice follows the APS Code of Conduct (and/or other professional codes of conduct)?</p>	Not required – DTS				
1A6	<p><b>Company Operational Risk assessments leading to a safe method of work</b> Provide an example of:</p> <ul style="list-style-type: none"> <li>an office-based risk assessment; and</li> <li>a site-based risk assessment and / or procedure for your personnel.</li> </ul>	Not required – DTS				
1A7	<p><b>Arrangements for sub-contracting</b> 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" data-bbox="268 1742 1214 1899"> <tr> <td></td> <td>Consultant to Principal Designer (PD Adviser) – required for Adviser roles</td> </tr> <tr> <td></td> <td>CDM Adviser – required for Adviser roles</td> </tr> </table>		Consultant to Principal Designer (PD Adviser) – required for Adviser roles		CDM Adviser – required for Adviser roles	
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	CDM Adviser – required for Adviser roles					
1A8	<p><b>PII Cover - Please enclose a copy of your current Professional Indemnity Insurance.</b></p>					

# PART 1 – GENERAL

## SECTION B

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

## SECTION C

Ref	Evidence or information APS needs from you for the Assessment	Evidence Filename/s
1C1	<b>Evidence of resource planning</b> 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>	
1C2	<b>All practitioners' training must be recorded</b> 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?	
1C3	<b>All practitioners' CPD must be recorded</b> How do you ensure your CDM-related staff are undertaking regular relevant CPD activities?	
1C4	<b>Commitment to Continuing Professional Development</b> State your policy regarding the provision of CPD for staff undertaking CDM duties.	
1C5	<b>Evidence of monitoring, audit and review of CDM activities</b> Provide a statement of what you do to self-review, monitor or audit your CDM activities.	

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

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

### SECTION A

Complete if being assessed for the following service: 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	<b>Evidence of CDM activities adding value to a project</b> Provide an example of how the organisation's role in a team has added value or cost benefit to a project.	
2A2	<b>Demonstration of how the practice obtains, collates and issues Pre Construction Information</b> 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	<b>Demonstration of advice and assistance provided to Client</b> Provide an email, meeting note or letter to demonstrate you doing this	
2A4	<b>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</b> Provide evidence of liaison-you have undertaken.	
2A5	<b>Content and format of Health and Safety File</b> 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	<b>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</b> Provide documentary example(s) of your role in a project that shows how this has been achieved.	
2A7	<b>Liaison with Principal Contractors collating Health &amp; Safety File Information etc.</b> Provide evidence of liaising with a Principal Contractor. <i>(This could be examples of emails, site visit notes, meeting notes etc).</i>	
2A8	<b>Procedures that evidence the capacity to produce and review designs and respond to the CDM duties of "design risk management"</b> 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	<b>Design changes and health and safety co-ordination</b> Outline your procedures for ensuring design changes properly incorporate, or respond to, relevant health and safety risks	
2A10	<b>Ensuring co-operation and co-ordination of design work within the design team and with other Designers/Contractors</b> Provide a statement on how you achieve co-operation and co-ordination in the context of the CDM Regulations.	
2A11	<b>Design procedures that evidence the capacity to produce and review designs and respond to the CDM duties of "Design Risk Management"</b> 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).	
2A12	<b>Meeting the requirements of the "Workplace (Health, Safety and Welfare) Regulations 1992"</b> Provide an example of a recent design decision or change that met a specific requirement of the "Workplace" Regulations	
2A13	<b>Co-ordinating with the Principal Designer</b> Provide a statement on how you co-ordinate with the Principal Designer	
2A14	<b>Capacity to generate Pre Construction information as a consequence of design</b> 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.	

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

### SECTION B

Complete if being assessed for the following service: 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	<b>Evidence of CDM activities adding value to a project</b> Provide an example of how your role in a team has added value or cost benefit to a project.	
2B2	<b>Demonstration of initial advice and assistance provided to Client</b> Provide an email, meeting note or letter to demonstrate you doing this	
2B3	<b>Evidence of establishing Client brief and project management arrangements, including notification</b> Provide sample emails, meeting notes or letters to demonstrate you doing this	
2B4	<b>Evidence of advising the Client on programme and resourcing issues</b> Provide sample emails, meeting notes or letters to demonstrate you doing this	
2B5	<b>Evidence of advising Client on appointment of capable Principal Designers, Designers, Principal Contractors and Contractors.</b> Provide sample emails, meeting notes or letters to demonstrate you doing this	
2B6	<b>Demonstration of how the organisation obtains and collates Pre Construction Information from the Client</b> Provide a project example of a form or methodology you use to <b>collate</b> Pre Construction Information, including assisting the Client with information they have about the project, <b>and advising on additional information to be sourced.</b>	
2B7	<b>Demonstration of how the organisation assesses whether the Principal Designer is collating and making available Pre Construction Information</b> 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	<b>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</b> <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	<b>Co-operation, co-ordination and communication between Designers. Assessing that the Principal Designer is doing this.</b> Provide documentary example(s) of your role in a project that shows how this has been achieved.	
2B10	<b>Design changes and health and safety co-ordination</b> Outline your procedures for ensuring design changes properly incorporate, or respond to, relevant health and safety risks and the Client's management arrangements	
2B11	<b>Evidence of advice to the Client regarding Construction Phase Plans</b> 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	<b>Evidence of advice to the Client regarding welfare requirements</b> Provide sample emails, meeting notes or letters to demonstrate you doing this	
2B13	<b>Ensuring that the Client is provided with the Health and Safety File</b> Provide a sample advice note or procedure in relation to securing the completed Health and Safety File.	

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