March 2019

***Smoke Control Association Membership Criteria***

The Smoke Control Association (SCA) membership includes: Manufacturers only, Designers, Installers and some members offer a full turnkey solution. It is recognised that not all of the criteria below is applicable for all members.

Please provide information applicable to your company. Please use a continuation sheet where required.

A complete declaration is required before any "new member" applications can be progressed.

***All information provided will remain confidential. New member forms will be reviewed by Executive Approving  Committee.***

|  | **Criteria****(The criteria which should not be left as non-applicable are highlighted in yellow)** | **Included/ attached** | **Working towards[[1]](#footnote-1)** | **N/A** |
| --- | --- | --- | --- | --- |
| **1** | **Membership of the SCA requires a company to have been trading for a minimum of two years and provide the following details:** |  |  |  |
|  | Date established |  |  |  |
|  | Name of Parent / Holding company |  |  |  |
|  | Brief statement explaining reason for joining the SCA |  |  |  |
|  | Latest audited accounts |  |  |  |
|  | 3 Trade references (name & contact details of company; references will not routinely be requested) |  |  |  |
|  | 5 recent Smoke ventilation projects – approx. value and scope of works |  |  |  |
| **2** | **Membership of the SCA requires all members to provide the following details:** |  |  |  |
|  | Approximate turnover of company (smoke control business only) £ |  |  |  |
|  | Number of Employees |  |  |  |
|  | Name of Directors and brief details of industry credentials / background |  |  |  |
|  | Name of Principal Designer and qualifications & industry credentials/CV and/or Name of External Consultant / Company providing support |  |  |  |
|  | Other trade organisations your company is a member of |  |  |  |
| **3** | **All members should have the following (if applicable) and updated copies should be provided if requested:** |  |  |  |
|  | Product and Public Insurance policy (£5m cover) |  |  |  |
|  | Employers Liability (£5m cover) |  |  |  |
|  | Health and Safety policy / statement of intent |  |  |  |
|  | Professional Indemnity policy (£5m cover) or product insurance with a design cover |  |  |  |
|  | Health and Safety accreditation (Most companies operating on site will need a Health and Safety Policy or a Health & Safety Statement) |  |  |  |
|  | ISO 9001 Quality Policy or statement of intent |  |  |  |
| **4** | **All Products installed for life safety smoke ventilation systems should be independently tested and certified to the EN12101 series of standards and CE marked (Products tested in house or manufactured in accordance with is not the same as Independently tested and certified by an approved testing organisation).** |  |  |  |
| **5** | **Membership of the SCA requires continued payment of the SCA levy to fund the work of the external consultants on behalf of the SCA (currently Chris Brown and Allan Hurdle).** |  |  |  |
| **6** | **All Smoke control or smoke clearance designs for all building types should be designed in accordance with the latest SCA guidelines, Industry standards and UK legislation. *(If using an external designer, you are confirming that your designer will design to the latest standards and legislation).*** |  |  |  |
| **7** | **All CFD modelling should follow the guidance and recommendations of the SCA CFD guide. *(This is being developed at the moment by an SCA Working Group).*** |  |  |  |
| **8** | **All products installed on site should be installed in accordance with the manufacturer’s recommendations and certificate of compliance.** |  |  |  |
| **9** | **All ancillary components such as ductwork, electrical wiring, cable trays, attenuators, fixings, sealants etc. should also be selected to meet current guidelines and legislation and installed in accordance with the manufacturer recommendations.** |  |  |  |
| **10** | **Membership of the SCA requires all members to join a SCA Certification scheme, if applicable (new applicants need to have applied to join)** |  |  |  |
| ***Explanation of any "working towards" ticks, including timescales (use continuation sheet if required)*** |

**We hereby certify that, as a member of the SCA, we will endeavour to uphold the standards and principles of the Smoke Control Association and never knowingly compromise on safety in the interest of commercial gain.**

**Company Name ………………………………………………………………………………**

**Director's Name ………………………………………………………………………………**

**Signature ……………………………………………………………..**

**Date ……………………………………………………………..**

**Please email the form back to** **Elizabeth@feta.co.uk**

1. If you tick the "working towards" column for any criteria, please provide details including expected timescale [↑](#footnote-ref-1)