December 2019 REV3

***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 the Executive Approving Committee.***

|  | **Criteria****(The criteria which should not be left as non-applicable are highlighted in yellow)** | **Included / attached** | **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:** |  |  |
|  | Company name and Company Registration number. |  |  |
|  | Date established and proof of incorporation. |  |  |
|  | Name of Parent / Holding company if applicable. |  |  |
|  | Brief statement explaining reason for wanting to join the SCA. |  |  |
|  | 3 recent Smoke Ventilation projects (within last 2 years) – provide Project details, scope of works and a contact name / email / mobile number of a Project referee that the SCA can contact for a trade reference. |  |  |
| **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 Board Directors and brief details of industry credentials / background. |  |  |
|  | Name of Principal Designer and qualifications & industry credentials / CV or Name of External Consultant / Company providing design support (evidence required of working partnership agreement if external Consultant is utilised). |  |  |
|  | Other trade organisations your company is a member of |  |  |
| **3** | **All members should have the following (if applicable) and updated copies should be provided each year:** |  |  |
|  | 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 , provide a copy of Health Safety Policy or H&S Statement and copies of any accreditations (Safe Contractor etc). |  |  |
|  | ISO 9001 or similar, Provide a copy of the Quality Policy or Quality Statement . |  |  |
| **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.** |  |  |
| **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 carrying out site Installation work to join the SDI 19 Installer scheme. New members will need to provide evidence that they have applied to join the SD1 19 Scheme before submitting their application to join the SCA.** |  |  |

**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**