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Membership Categories and Application Form

Membership Categories

The Association has seven categories of membership: Full Contracting Member, Full Member Non-Contracting (ATaC or Associate), Labour Supply Member, Associate Member, Corporate Member and Information Service Member. These categories of membership are open to licensed asbestos removal companies, UKAS accredited laboratories, consultants and organisations providing goods or services for the industry, and companies with an interest in the asbestos abatement industry.

Membership is open to overseas companies as well as those within the UK. The stringent entrance requirements and conditions of membership apply in order to satisfy the Association's Governing Council that standards are meticulously maintained. Adherence to a set of Rules of Membership forms part of the membership criteria.

Full Contracting Member

Shall be a company engaged in the removal of asbestos materials and who complies with the conditions of membership.

Example Company Type:

HSE Licenced Asbestos Removal Contractor or Republic of Ireland Asbestos Removal Contractor

Registration Fee: £1,100 +VAT

Annual Membership Fee: £3,225 +VAT

includes £1,300 of credits for ARCA training and fully inclusive of three ARCA site audits.

Full Member Non-Contracting (ATaC)

Shall be a person or company which fulfils the criteria of the Asbestos Testing & Consultancy Division (ATaC).

Example Company Type:

UKAS accredited laboratory for asbestos services

Registration Fee: £100 +VAT

Annual Membership Fee: £1,100 +VAT

Full Member Non-Contracting (Associate)

Shall be a person, company or organisation which fulfils Associate membership status, but who also requires voting rights and the opportunity to stand for election to the Governing Council.

Example Company Type:

Asbestos equipment/services manufacturer/distributor

Registration Fee: £100 +VAT

Annual Membership Fee: £1,100 +VAT

Labour Supply Member

Shall be a company supplying operative labour to the licensed asbestos removal industry.

Example Company Type: Specialist asbestos recruitment agency

Registration Fee: £600 +VAT

Annual Membership Fee: £2,950 +VAT

includes £1,300 of credits for ARCA training and fully inclusive of two ARCA office audits.

Associate Member

Shall be a person, company or organisation that provides an industry related service to Full Contracting Members, but does not qualify for full membership of the Association.

This category of membership is also available for overseas companies (outside of the UK and ROI) who are involved in asbestos removal.

Example Company Type:

Asbestos equipment/services manufacturer/distributor

Registration Fee: £100 +VAT

Annual Membership Fee: £600 +VAT

Corporate Member

Shall be a company or organisation which fulfils the Corporate Membership status, but does not qualify for full or ATaC membership and operates in the following sectors:

- ▶ Building, construction and property e.g. consultancies, architects, building surveyors.
- ▶ Trade Associations with members operating in these sectors

▶ Local Authorities, Housing Associations
Corporate Membership entitles the company to five places per annum on ARCA's leading Asbestos Awareness training course. Attending where appropriate may count towards continuing professional development (CPD) on any CPD schemes which are self-administered.

Registration Fee: £100 +VAT

Annual Membership Fee: £350 +VAT

Information Service Member

Subscribers to the Information Service may be admitted to the membership of this service upon application. This does not entitle them to use the ARCA logo. Example company type: Local Authority, construction contractor, information service provider.

Registration Fee: None

Annual Membership Fee: £195 +VAT

The Application Process

Full Contracting Member

1. Completed application form submitted with supporting documents and fees.
2. Application reviewed
3. References requested
4. Office audit
5. Site audit
6. The application is referred to the Association's Governing Council for approval.
7. If approved, membership on a 12 month probationary basis or if rejected the applicant must wait 6 months before reapplying for membership.

Full Members Non-Contracting (ATaC, Associate), Associate Members and Corporate Members

1. Completed application form submitted with supporting documents and fees.
2. Application reviewed
3. The application is referred to the Association's Governing Council for approval.
4. If approved, membership on a 12 month probationary basis or if rejected the applicant must wait 6 months before reapplying for membership.

Labour Supply Members

1. Completed application form submitted with supporting documents and fees.
2. Application reviewed
3. References requested
4. Office audit
5. The application is referred to the Association's Governing Council for approval.
6. If approved, membership on a 12 month probationary basis or if rejected the applicant must wait 6 months before reapplying for membership.

Information Members

1. Completed application form submitted
2. Once the application is approved, the applicant will be admitted into membership.

Summary of Supporting Documentation and Fees

The following table is a summary of the documentation which should be submitted with a completed application form. Further details of membership requirements can be found in the ARCA Rules of Membership which can be downloaded from the internet at www.arca.org.uk

	Full Member Licenced Contractor	Full Member Contractor Republic of Ireland	Full Member Non-Contracting ATaC	Full Member Non-Contracting Associate	Labour Supply Member	Corporate Member	Associate Member	Information Service Member
A copy of HSE Licence (Full or Ancillary) if held	✓		✓	✓			✓	
A copy of the company Health and Safety Policy	✓	✓	✓		✓			
A copy of the Company Certificate of Incorporation	✓	✓	✓		✓			
A specimen Plan of Work	✓	✓	✓					
Contact name and address of not less than 5 referees	✓	✓	✓		✓			
A copy of insurance schedule detailing Public and Employers liability insurance cover for work with asbestos if applicable	✓	✓	✓	✓	✓		✓	
A copy of insurance schedule detailing Professional Indemnity insurance cover for work with asbestos			✓					
A copy of UKAS or INAB schedules and types of accreditation including UKAS or INAB registration number and date of registration			✓					
Evidence that the applicant is a member of the Recruitment and Employment Confederation (REC)					✓			
Registration Fee	£1,100 + VAT	£1,100	£100 + VAT	£100 + VAT	£600 + VAT	£100 + VAT	£100 + VAT	None
Annual Subscription Fee	£3,225 + VAT (includes £1,300 training credits and three programmed unannounced site audits)	£3,225 (includes £1,300 training credits and three programmed site audits)	£1,100 + VAT	£1,100 + VAT	£2,950 + VAT (includes £1,300 training credits and two programmed office audits)	£350 + VAT	£600 + VAT	£195 + VAT
Total Fee	£4,325 + VAT	£4,325	£1,200 + VAT	£1,200 + VAT	£3,550 + VAT	£450 + VAT	£700 + VAT	£195 + VAT

The total sum above must be enclosed with your application. If you wish, you may send two cheques, one for the joining fee (non-refundable) and one for the subscription which would be returned to you should your application be declined by the membership committee. The Association is unable to process any application without full remittance. A Direct Debit facility is available on annual renewal. All cheques should be made payable to ARCA.

Membership Application Form

All details on this application form are treated as commercial and in confidence and will not be shared with other parties.

1. Categories of Membership

Please select which grade of membership you wish to apply for:

- | | |
|---|---|
| <input type="checkbox"/> Full Contracting Member (FCM) | <input type="checkbox"/> Full Member Non-Contracting (ATaC) |
| <input type="checkbox"/> Full Member Non-Contracting (Associate) | <input type="checkbox"/> Labour Supply Member (LSM) |
| <input type="checkbox"/> Corporate Member | <input type="checkbox"/> Information Service Member |
| <input type="checkbox"/> Associate Member (specify business activity) _____ | |

2. Applicant Details

Name: _____ Tel: (general) _____
Position: _____ Email: (general) _____
Company Name: _____ Web site: _____
Head Office Address: _____

Company type (please tick):
 Partnership Sole Trader
 Limited Company Public Limited Company
 Other _____
County: _____ Postcode: _____

3. Applicant Contacts

a) Main ARCA contact (if different from the above)

Name: _____
Position: _____
Tel: _____
Email: _____

b) Training contact

Name: _____
Position: _____
Tel: _____
Email: _____

c) Sales/Marketing contact

Name: _____
Position: _____
Tel: _____
Email: _____

d) Accounts contact

Name: _____
Position: _____
Tel: _____
Email: _____

e) Site Audit contact (FCM)

Name: _____
Position: _____
Tel: _____
Email: _____

f) ALFA Principal User (FCM & LSM)

Name: _____
Mobile Tel: _____
Tel: _____
Email: _____

4. Additional Offices

Do you have any additional offices YES NO If so, how many? _____

If yes, please attach additional information as section (2) for each office. We can then include on our website.

All personal data that you provide on this form will be processed and stored in accordance with the Association's GDPR Privacy and Cookies Policy which is available at www.arca.org.uk

This application must be completed and returned to ARCA at the address below with all relevant supporting documentation and fees. Completion and submission of this application form confirms acceptance of the current Rules of Membership of the Association.

Asbestos Removal Contractors Association

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