

NASC

Applicants should read the NASC Membership Criteria carefully and ensure they fully comply before completing all sections of this application form. All information submitted will be treated in the strictest confidence.

Asterisk (*) indicates fields which are mandatory

1. General

<p>1.01 Company Name* as registered with Companies House</p>	
<p>1.02 Trading Name if different from registered name</p>	
<p>1.03 Correspondence Address*</p>	
<p>1.04 Telephone*</p>	
<p>1.05 General Email*</p>	
<p>1.06 Website*</p>	
<p>1.07 Managing Director's Full Name*</p>	
<p>1.08 Managing Director's Email*</p>	
<p>1.09 Principal contact for NASC matters*</p>	
<p>1.10 Principal contact's email*</p>	
<p>1.11 Company registration number* Please provide a copy of Certificate of Incorporation.</p>	
<p>1.12 Date of company registration*</p>	
<p>1.13 Registered Address If different from Correspondence Address</p>	

<p>1.14 Full names of the company's officers*</p> <p>E.g. Company directors / partners / proprietor</p>	
<p>1.15 Have any of the company officers changed within the last 5 years*</p>	
<p>1.16 Are any current officers of the company (and/or persons with a financial interest) disqualified from acting as a company director?*</p>	
<p>1.17 Does the company have any subsidiary companies?*</p>	
<p>1.18 Does the company have a parent company?*</p> <p>If yes, please provide the company name, address, telephone number, email and principal activity.</p>	
<p>1.19 Does the company have more than one operating branch/location?*</p> <p>If yes, please provide details of all company branches indicating telephone number, email address and address including postcode for each branch.</p>	
<p>1.20 Please give details of any other construction related activities (if any)</p>	
<p>1.21 UTR number*</p>	
<p>1.22 VAT number*</p> <p>Please provide a copy of VAT Certificate.</p>	

1.23 CITB Registration*

Please provide a copy of latest CITB Levy and a copy of payment status (i.e. a copy of direct debit or other proof). **It is a requirement of NASC Membership that companies are registered for CITB purposes.**

2. Financial Settings

2.01 Turnover**Turnover for last completed financial year*****Turnover for previous completed financial year**

Financial Year
End MM / YY

Total Turnover £

Scaffold
Related
Turnover £

Upload files*

Please provide a copy of full company accounts for these last two completed financial years as prepared and signed by your company accountants / auditors. In the case of a multi-disciplined company please provide scaffolding related turnover as confirmed by your company accountants / auditors.

2.02 Please give details of any changes in shareholders and Directors since your last accounting period.

3. Insurance

3.01 Insurance Cover					
Employers Liability Cover* (minimum £10m)					
£million	<input type="text"/>	Expiry Date	<input type="text"/>	Policy No.	<input type="text"/>
Public Liability Cover* (minimum £5m)					
£million	<input type="text"/>	Expiry Date	<input type="text"/>	Policy No.	<input type="text"/>
Upload Files* Please attach copies of the above PL & EL insurance policies. Please also provide Insurance Letter confirming the above cover and date, and showing your insurance broker's name, FCA registration number, address and telephone number, along with proof of payment.					

4. Employment

Please see section D of NASC membership criteria. Compliance with the NASC direct employment

requirement is established by verifying the number of directly employed (PAYE) operatives and use of all other

hired labour during the 12 month period prior to audit. All information submitted will be treated in the strictest confidence.

NB. The calculation is based on the number of actual weeks, or part-weeks employed per operative rather than number of hours worked.

<p>4.01 Indicate how many days paid annual leave are given to your operatives, inclusive of Bank Holidays.*</p> <p>Please refer to CJIC guidelines for holiday entitlement.</p>	
<p>4.02 Please provide details on how the amount of holiday pay is calculated.*</p> <p>Please refer to CJIC guidelines for rates of holiday pay i.e. 22 days plus bank holidays.</p>	
<p>4.03 Employee Numbers Breakdown</p>	
<p>Office staff* (Directors, Management, Admin)</p> <p>PAYE <input type="text"/> Non-PAYE <input type="text"/> Sub total <input type="text"/></p>	
<p>Yard staff / Drivers* (include number of full time yard staff and drivers only)</p> <p>PAYE <input type="text"/> Non-PAYE <input type="text"/> Sub total <input type="text"/></p>	

CISRS Advanced Scaffolders*

(Gold Card) Please do not include Directors, Management or Yard staff in the numbers

PAYE	<input type="text"/>	Non-PAYE	<input type="text"/>	Sub total	<input type="text"/>	SSPTS	<input type="text"/>
						Endorsement (CUP / Ring / Wedge etc)	

CISRS Scaffolders*

(Blue Card) NVQ completed and CISRS 1 day skills test Please do not include Directors, Management or Yard staff in the numbers

PAYE	<input type="text"/>	Non-PAYE	<input type="text"/>	Sub total	<input type="text"/>	SSPTS	<input type="text"/>
						Endorsement (CUP / Ring / Wedge etc)	

CISRS Trainee Scaffolders*

(Red Card) Part 1 and 2 and apprentice

PAYE	<input type="text"/>	Non-PAYE	<input type="text"/>	Sub total	<input type="text"/>
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CISRS Scaffolding Labourers*

(Green Card)

PAYE	<input type="text"/>	Non-PAYE	<input type="text"/>	Sub total	<input type="text"/>
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Please provide copies of the following records:

4.04 Previous week's full payment reports as submitted to HMRC showing gross pay, NI & Tax deductions by employees*

Note: Auditor will check PAYE details over past 12 months at the time of audit.

4.05 Previous year's full payment reports as submitted to HMRC showing gross pay, NI & Tax deductions by employees*

<p>4.06 Last 12 months CIS 300 Monthly Returns.*</p> <p>If sub-contract labour previously used but not within last 12 months you must still attach CIS300 which will show as zero.</p>	
<p>4.07 All invoices from Labour only agencies for the previous 12 months.</p> <p>Do not upload if more than 12 pages. NASC auditor will check on site during audit.</p>	
<p>4.08 All invoices from third parties which the company paid for scaffolding labour over the previous 12 months.</p> <p>Do not upload if more than 12 pages. NASC auditor will check on site during audit.</p>	
<p>4.09 Company's particulars of terms and conditions / contract of employment for operatives.*</p>	
<p>4.10 Are all operatives (PAYE or Sub-Contract) supervised by staff directly employed by the company.*</p>	
<p>4.11 If subcontractors are used by your company enclose a copy of the terms and conditions upon which they are engaged and also a copy of each subcontractors insurance certificate.</p>	
<p>4.12 Are all operatives employed in accordance with the CIJC Working Rule Agreement, or equivalent?*</p>	

<p>4.13 Do you use external employment agencies?*</p>	
<p>4.14 Does your company comply with the Equality Act 2010?*</p>	
<p>4.15 Please provide a copy of your Drugs, Alcohol and Substance Policy.*</p> <p>Note. Members must have a Drugs, Alcohol and Substance Policy. Guidance on this matter can be found in the NASC Guidance Note SG15 Substance Abuse: Drugs & Alcohol at work.</p>	
<p>4.16 Does your company have an Anti Slavery policy in accordance with the Anti Slavery Act 2015?*</p>	
<p>4.17 Does your company have an Anti Bribery policy in accordance with the Anti Bribery Act 2010?*</p>	

5. Training

Training Matrix

Please download and complete the required NASC training matrix. After you have completed this, please re-upload under section 5.01.

YOU MAY UPLOAD YOUR OWN MATRIX AS LONG AS IT INCLUDES THE SAME FIELDS.

<p>5.01 Please attach evidence of training of scaffolders and include full name, CISRS number, NI number and type of training details.*</p> <p>The NASC is committed to the full registration of site employees under the CISRS scheme.</p>	
<p>5.02 Please provide details of any additional training planned by the company.*</p>	
<p>5.03 Provide details of induction training for new employees, or attach your induction form.*</p>	
<p>5.04 Please attach evidence that training has been undertaken for operatives in key NASC latest guidance SG4, SG6 and TG20 including NASC training DVD and issue of pocket guides.*</p> <p>For further information on training aids please visit www.nasc.org.uk</p>	
<p>5.05 For companies that use system scaffolding please provide evidence of product training.</p>	

<p>5.06 How does the company ensure that all management and employees with supervisory responsibilities are trained and kept up to date with all NASC safety and technical guidance issued?*</p>	
<p>5.07 Please provide evidence eg site audit reports, to demonstrate the routine effective supervision / monitoring of site operatives.*</p>	
<p>5.08 Please provide a list of operative's full names and dates of CPD courses attended in the last 12 months.*</p>	
<p>5.09 Please confirm your company fully complies with the NASC statement on CPD which can be found below.*</p> <p>"Employers will fund the CPD course fee and reasonable associated costs of attendance, including wages, for scaffolders in their direct employment as at the date of CISRS Scaffolder and CISRS Advanced Scaffolder card renewal. As with other employer funded training, such funding may be linked to Training Agreements."</p>	

6. Health & Safety

Safety Schemes In Procurement (SSIP):

IMPORTANT – NASC requires all companies to provide evidence of SSIP accreditation through a recognised scheme.

NASC is a SSIP Registered Member and can offer FREE assessments to existing full contracting members and prospective members as a benefit of NASC membership.

If you wish to apply for SSIP accreditation through the NASC please visit <https://SSIP.nasc.org.uk> to complete your assessment. A SSIP certificate will be sent to your company valid for 12 months once you have been successful.

Your company will then be able to qualify for all other SSIP schemes (CHAS, SMAS, Acclaim etc) via the 'Deemed to Satisfy' route.

Please note: New NASC member applicants must hold a valid SSIP certificate before completing a membership application.

6.01a Please provide a copy of a construction-related H&S scheme certificate registered under SSIP (eg CHAS, Acclaim, SafeContractor, or NASC SSIP) completed within the last 12 months.*

Please visit <https://SSIP.org.uk/members/> to view a list of recognised SSIP schemes.

6.01b Do you hold BS OHSAS 18001 Health & Safety Management System certification, provided by a UKAS accredited certification body? If yes, please attach your company's certificate.*

If applicable, please ensure your accreditation includes the SSIP membership 'bolt on'.

<p>6.02 Please provide:*</p> <p>(i) Harness/Lanyard examination procedure including for failed harness/lanyard disposal process (ii) Recently completed safety harness/lanyard issue document (iii) Recently completed safety harness/lanyard inspection record (vi) Training certificate for harness inspector</p>	
<p>6.03 Please provide a copy of your procedures for identifying a rescue plan for work at height.*</p>	
<p>6.04 Please provide a completed PPE Issue Record.*</p> <p>Note: This must include a list of all items of PPE deemed necessary by the company to ensure a safe system of work, and be signed and dated by the receiving operative.</p>	
<p>6.05 Please provide the calibration certificate for your pull test equipment*</p>	
<p>6.06 Provide evidence of tie testing for 2 recent contracts to confirm that the company carry out testing of wall anchor ties in accordance with NASC Guidance note TG4.*</p>	
<p>6.07 Does the company hold a HSE Asbestos Ancillary Licence? If yes, please provide a copy and record details below.*</p>	

<p>6.08 Is, or has, the company been under HSE investigation, or received any Convictions, Prohibition Notices, Improvement Notices &/or other letters of concern which have been served on the company during the past 5 years. If yes, please attach details.</p>	
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7. Product

Please Note:

This section applies to the purchase of new scaffolding product. Reference should be made to NASC product purchasing guidance notes PG1:18 – PG6:18..

<p>7.01 Is EN 39:2001 Tube (4.0mm) purchased from an NASC Hire & Sale member company? If the answer is No please confirm compliance with NASC guidance PG1:18.*</p> <p>If the answer to this question is Yes no further action is required, other than a visual inspection of the supplier's certificate of product compliance with the NASC CoP audit report and listing which can be found on the NASC website, and by viewing copies of invoices and/or Delivery notes.</p>	<p>Yes</p> <p>No</p>
<p>7.02 Is EN 10219-1:2006 High Tensile Tube (3.2mm) purchased from an NASC Hire & Sale member company? If the answer is No please confirm compliance with NASC guidance PG2:18*</p> <p>If the answer to this question is Yes no further action is required, other than a visual inspection of the supplier's certificate of product compliance with the NASC CoP audit report and listing which can be found on the NASC website, and by viewing copies of invoices and/or Delivery notes.</p>	

<p>7.03 Are BS 2482:2009 Timber Boards purchased from an NASC Hire & Sale member company? If the answer is No please confirm compliance with NASC guidance PG3:18*</p> <p>If the answer to this question is Yes no further action is required, other than a visual inspection of the supplier's certificate of product compliance with the NASC CoP audit report and listing which can be found on the NASC website, and by viewing copies of invoices and/or Delivery notes.</p>	
<p>7.04 Are EN 74-1:2005 Couplers purchased from an NASC Hire & Sale member company? If the answer is No please confirm compliance with NASC guidance PG4:18*</p> <p>If the answer to this question is Yes no further action is required, other than a visual inspection of the supplier's certificate of product compliance with the NASC CoP audit report and listing which can be found on the NASC website, and by viewing copies of invoices and/or Delivery notes.</p>	
<p>7.05 Are aluminium beams purchased from an NASC Hire & Sale member company? If the answer is No please confirm compliance with NASC guidance PG5:18*</p> <p>If the answer to this question is Yes no further action is required, other than a visual inspection of the supplier's certificate of product compliance with the NASC CoP audit report and listing which can be found on the NASC website, and by viewing copies of invoices and/or Delivery notes.</p>	

7.06 Is EN 12810/11 System Scaffold purchased from an NASC Hire & Sale member company? If the answer is No please confirm compliance with NASC guidance PG6:18*

If the answer to this question is Yes no further action is required, other than a visual inspection of the supplier's certificate of product compliance with the NASC CoP audit report and listing which can be found on the NASC website, and by viewing copies of invoices and/or Delivery notes.

8. Scaffolding design

<p>8.01 Do you hold a UKAS accredited independent third party certificate of compliance with ISO9001 Quality Management Systems that includes for design?*</p> <p>If yes, please attach your certificate.</p>	
<p>8.02 Please tick the relevant boxes which describe your role:*</p>	
<p>8.03 Does the company have in-house facilities to cover works that fall under the scope of BS EN 12811 Part 2 (Design)?*</p> <p>If yes please provide the CV for your designer and copy of professional indemnity insurance.</p>	
<p>8.04 Does the company use external designers for non-TG20 designs?*</p> <p>If yes please provide the CVs / Practice Profile for your sub-contract designers and a copy of their Professional Indemnity Insurance.</p>	
<p>8.05 Please describe your process for works covered by BS EN 12811 Part 2 (i.e. working outside the scope of TG20).*</p>	
<p>8.06 How do you ensure your scaffolds are built in accordance with BS EN 12811 Parts 1 & 2 (i.e. working to TG20 or erecting to a design with calculations)?*</p>	

9. Security

<p>9.01 Please indicate the colour of paint used by the company to identify scaffolding plant and equipment.*</p> <p>Include BS I.D. & RAL numbers where applicable.</p>	
<p>9.02 Please indicate any additional measures taken to identify scaffolding plant and equipment including tube, fittings and boards.*</p>	

10. Motor vehicle fleet

<p>10.01 Please provide copy of motor vehicle insurance certificate and a current schedule of all company vehicles covered by policy.*</p>	
<p>10.02 Please provide copy of Goods Vehicle Operators Licence including current schedule of vehicles covered. Please ensure these are covered in the insurance policy schedule above and details of operating centres.*</p>	

11. Environment

<p>11.01 Please attach evidence that your timber scaffold board suppliers are registered under sustainable forestry scheme.*</p> <p>Timber supplier's certification can be checked at http://info.fsc.org/certificate.php or http://www.pefc.org/find-certified/certified-certificates</p>	
<p>11.02 Please provide a copy of the company's Environmental Policy?*</p>	
<p>11.03 How does the company dispose of equipment which is no longer serviceable or surplus to requirements?*</p>	
<p>11.04 Please give details of scrap metal merchant including name, address, telephone number and the waste carrier licence number.*</p> <p>Note: So to ensure only authorised sites are used the licenses of scrap metal dealers must be checked on the Environment Agency Public Register</p>	
<p>11.05 Do you hold a UKAS accredited independent third party certificate of compliance with ISO14001 Environmental Management Systems?*</p> <p>If yes, please attach your certificate.</p>	

12. References

Please provide three references for contracts completed in the past 12 months including Client name and address, Project name, and Contact name and telephone.

12.01*	
12.02*	
12.03*	

13. Declaration

By ticking this box I, the Managing Director, declare that the information provided and uploaded is accurate and correct to my knowledge.*

Managing Director's name*	Example
Date*	06/03/2019