

LCA Members Document Register

Preparation Guide:

Document name	Previous document date	Reference Number	Changes to Document	Current Document Issue number	Current Document Date	Current Document Code Number <i>(can be found in bottom right hand corner of the document)</i>
Toolbox Talk - Formal Written Procedures	Dec 2014	201	None	17	15/06/2017	201.17 06-17
Preparation for a Statement of Compliance	July 2016	202	Amended disclaimer: 1. <u>annual audits</u> . 2. <u>Which is only valid if the Company named is listed on the LCA website directory.</u>	17	15/06/2017	202.17 06-17
Areas of Interest Form	July 2016	203	1. Amended disclaimer: 1. <u>annual audits</u> . 2. <u>Which is only valid if the Company named is listed on the LCA website directory.</u> 2. 7.2 & 7.3 changed from Sub Contracted to External.	17	15/06/2017	203.17 06-17
Competence	June 2017	204	Removed old section 7. replaced with new content & bullet points.	17	16/04/2018	204.17 04-18
Requirements for an Internal Audit	Dec 2014	205	None	17	15/06/2017	205.17 06-17
LCA Company Audit Requirements	Dec 2014	206	None	17	15/06/2017	206.17 06-17

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Application Forms:

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Registration for new applicants procedure and Instructions	July 2016	301	None	17	15/06/2017	301.17 06-17
Full Re-Registration Pack 2017-2018	June 2016	302	n/a new in June 2017 – a mixture of documents	17	15/06/2017	302.17 06-17
Full Registration Pack 2017-2018	July 2016	303	n/a new in June 2017 – a mixture of documents	17	15/06/2017	303.17 06-17
New Registration Form 2017-18	April 2017	304	Amended disclaimer: 1. <u>annual</u> audits. 2. <u>Which is only valid if the Company named is listed on the LCA website directory.</u>	17	15/06/2017	304.17 06-17
Re-registration Form 2017-18	April 2017	305	1. Amended disclaimer: 1. <u>annual</u> audits. 2. <u>Which is only valid if the Company named is listed on the LCA website directory.</u> 2. <u>Two contacts</u> 3. <u>Response timescale</u>	17	15/06/2017	305.17 06-17
Re-registration Procedure & Instructions 2017-18		305	None	17	15/06/2017	306.17 06-17

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Miscellaneous:

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LCA BYLAWS	Jan 2015	401	August see email to Johns	17	15/06/2017	401.17 06-17
LCA COMPLAINTS & DISCIPLINARY PROCEDURE	Dec 2014	402	n/a new in June 2017 – a mixture of documents	17	15/06/2017	402.17 06-17

Procedures:

Document name	Previous document date	Reference Number	Changes to Document	Current Document Issue number	Current Document Date	Current Document Code Number <i>(can be found in bottom right hand corner of the document)</i>
Adding Categories	Sep 2016	501	None	17	15/06/2017	501.17 06-17

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Service Providers Commitments:

Document name	Previous document date	Reference Number	Changes to Document	Current Document Issue number	Current Document Date	Current Document Code Number <i>(can be found in bottom right hand corner of the document)</i>
Knowledge & Skills Matrix	July 2016	601	Amended disclaimer: 1. <u>annual</u> audits. 2. <u>Which is only valid if the Company named is listed on the LCA website directory.</u>	17	15/06/2017	601.17 06-17
Sub-contractors and the LCA	Dec 2014	602	None	17	15/06/2017	602.17 06-17

Buyers Guide:

Document name	Previous document date	Reference Number	Changes to Document	Current Document Issue number	Current Document Date	Current Document Code Number <i>(can be found in bottom right hand corner of the document)</i>
A Recommended Code of Conduct for Service Providers	July 2016	701	Amended disclaimer: 1. <u>annual</u> audits. 2. <u>Which is only valid if the Company named is listed on the LCA website directory.</u>	17	15/06/2017	701.17.06-17
A Buyer's Guide to Using the Code of Conduct for Service Providers	July 2016	702	Amended disclaimer: 1. <u>annual</u> audits. 2. <u>Which is only valid if the Company named is listed on the LCA website directory.</u>	17	15/06/2017	702.17.06-17

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Service Standards:

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Legionella Risk Assessment Services	Oct 2016	801		17	15/06/2017	801.17.06-17
Water Treatment Services	Oct 2016	802		17	15/06/2017	802.17.06-17
Monitoring & Inspection Services	Oct 2016	803		17	15/06/2017	803.17.06-17
Cleaning & Disinfection Services	Oct 2016	804		17	15/06/2017	804.17.06-17
Independent Consultancy Services	Oct 2016	805		17	15/06/2017	805.17.06-17
Training Services	Oct 2016	806		17	15/06/2017	806.17.06-17
Legionella Analytical Services	Oct 2016	807		17	15/06/2017	807.17.06-17
Plant & Equipment Services	Oct 2016	808		17	15/06/2017	808.17.06-17
Facilities Management Services	Oct 2016	809		17	15/06/2017	809.17.06-17

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Important Information for LCA Members:

Document name	Previous document date	Reference Number	Changes to Document	Current Document Issue number	Current Document Date	Current Document Code Number <i>(can be found in bottom right hand corner of the document)</i>
What You Can and Cannot Say	n/a	901	n/a	17	15/06/2017	901.17 06-17
Escalation Procedure Guidance	n/a	902	n/a	17	15/05/2018	902.17 05-18
Escalation Letter Example	n/a	903	n/a	17	15/05/2018	903.17 05-18

News Bulletins:

Document name	Previous document date	Reference Number	Changes to Document	Current Document Issue number	Current Document Date	Current Document Code Number <i>(can be found in bottom right hand corner of the document)</i>
Change to CA response time	n/a	1001	n/a	17	25/07/2017	1001.17 07-17