

# 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>
<b>Toolbox Talk - Formal Written Procedures</b>	June 2017	201	Removed LCA/SOC	18	29/06/2018	201.18 06-18
<b>Preparation for a Statement of Compliance</b>	June 2017	202		18	04/07/2018	202.18 07-18
<b>Areas of Interest Form</b>	June 2017	203		18	12/05/2018	203.18 05-18
<b>Competence</b>	April 2018	204	7, 9, Appendix Added	18	29/05/2018	204.18 05-18
<b>Requirements for an Internal Audit</b>	June 2017	205		18	10/10/2018	205.18 10-18
<b>LCA Company Audit Requirements</b>	June 2017	206	None	17	15/06/2017	206.17 06-17

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## Application Forms:

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>
<b>Registration Procedure and Application Instructions</b>	November 2018	301	None	17	26/03/2019	301.17 03-19
<b>Full Re-Registration Pack 2017-2018</b>	June 2016	302	n/a new in June 2017 – a mixture of documents	17	15/06/2017	302.17 06-17
<b>Full Registration Pack 2017-2018</b>	July 2016	303	n/a new in June 2017 – a mixture of documents	17	15/06/2017	303.17 06-17
<b>New Registration Form 2018-19</b>	July 2017	304		18	09/05/2018	304.18 05-18
<b>Re-registration Form 2018-19</b>	June 2017	305		18	20/05/2018	305.18 05-18
<b>Re-registration Procedure &amp; Instructions 2018-19</b>	June 2017	306		18	28/06/2018	306.18 06-18

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## Miscellaneous:

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>
<b>LCA BYLAWS</b>	June 2017	401	Section 2 - Removed the word 'Recommended' Section 3 - a. 2. 'Provisional' removed	18	29/06/2018	401.18 06-18
<b>LCA COMPLAINTS &amp; DISCIPLINARY PROCEDURE</b>	Dec 2014	402	n/a new in June 2017 – a mixture of documents	17	15/06/2017	402.17 06-17
<b>COMPANY AUDIT FEEDBACK FORM</b>		403		18	02/08/18	403.18 08-18
<b>CONFIDENTIALITY FORM</b>		404	Changed all paragraph wording Updated to current LCA document branding	18	10/10/18	404.18 10-18

## 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>
<b>Adding Categories</b>	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>
<b>Knowledge &amp; Skills Matrix</b>	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
<b>Sub-contractors and the LCA</b>	June 2017	602		18	18/05/2017	602.18 05-18

## 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>
<b>A Code of Conduct for Service Providers</b>	June 2017	701	1. 'Recommended' removed 2.1, 2.2 'Service provider' changed to 'your' 2.3 'procedures' removed 4.4 new / added section	18	29/06/2018	701.18 06-18
<b>A Buyer's Guide to Using the Code of Conduct for Service Providers</b>	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:

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>
<b>Legionella Risk Assessment Services</b>	June 2017	801		18	15/06/2017	801.18.06-18
<b>Water Treatment Services</b>	Oct 2016	802		17	15/06/2017	802.17.06-17
<b>Monitoring &amp; Inspection Services</b>	Oct 2016	803		17	15/06/2017	803.17.06-17
<b>Cleaning &amp; Disinfection Services</b>	Oct 2016	804		17	15/06/2017	804.17.06-17
<b>Independent Consultancy Services</b>	Oct 2016	805		17	15/06/2017	805.17.06-17
<b>Training Services</b>	Oct 2016	806		17	15/06/2017	806.17.06-17
<b>Legionella Analytical Services</b>	Oct 2016	807		17	15/06/2017	807.17.06-17
<b>Plant &amp; Equipment Services</b>	Oct 2016	808		17	15/06/2017	808.17.06-17
<b>Facilities Management Services</b>	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>
<b>What You Can and Cannot Say</b>	n/a	901	n/a	17	15/06/2017	901.17 06-17
<b>Escalation Procedure Guidance</b>	n/a	902	n/a	17	15/05/2018	902.17 05-18
<b>Escalation Letter Example</b>	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>
<b>Change to CA response time</b>	n/a	1001	n/a	17	25/07/2017	1001.17 07-17

## Guide to LCA Standards for Service Delivery:

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>
<b>Guide to LCA Standards for Service Delivery</b>	July 2019	800		18	26/03/2019	800.18 03-19