

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	June 2017	201	Removed LCA/SOC	18	29/06/2018	201.18 06-18
Preparation for a Statement of Compliance	June 2017	202		18	04/07/2018	202.18 07-18
Areas of Interest Form	June 2017	203		18	12/05/2018	203.18 05-18
Competence	April 2018	204	7, 9, Appendix Added	18	29/05/2018	204.18 05-18
Requirements for an Internal Audit	June 2017	205		18	10/10/2018	205.18 10-18
LCA Company Audit Requirements	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>
Registration Procedure and Application Instructions	November 2018	301	None	17	26/03/2019	301.17 03-19
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 2018-19	July 2017	304		18	09/05/2018	304.18 05-18
Re-registration Form 2018-19	June 2017	305		18	20/05/2018	305.18 05-18
Re-registration Procedure & Instructions 2018-19	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>
LCA BYLAWS	June 2017	401	Section 2 - Removed the word 'Recommended' Section 3 - a. 2. 'Provisional' removed	18	29/06/2018	401.18 06-18
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
COMPANY AUDIT FEEDBACK FORM		403		18	02/08/18	403.18 08-18
CONFIDENTIALITY FORM		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>
Adding Categories	Jun 2017	501	Updated course references to new system	19	01/05/2019	501.19 04-19

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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	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>
A Code of Conduct for Service Providers	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
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:

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>
Legionella Risk Assessment Services	June 2017	801		18	15/06/2017	801.18.06-18
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

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