

Re-Registration Form 2018-19



Legionella Control Association
KEEPING WATER SYSTEMS SAFE

Company: _____ VAT Reg. No: _____

Number of employees directly concerned with legionella control:

- Sole trader
 Up to 5 employees
 Up to 10 employees
 Up to 50 employees
 Up to 100 employees
 Up to 200 employees
 More than 300 employees

Primary Contact Details:

Contact Name: _____
 Contact Address: _____

 Tel. N^o: _____
 Mobile N^o: _____
 Email: _____

Secondary Contact Details:

Contact Name: _____
 Contact Address: _____

 Tel. N^o: _____
 Mobile N^o: _____
 Email: _____

IS THIS ADDRESS THE SAME FOR COMPANY AUDIT VISIT?
 (PLEASE TICK): YES NO

Regions of operation:
 (tick all that apply)

- Channel Islands
 East Midlands
 Eastern Region
 Eire
 London
 North East
 North West
 Northern Ireland
 Scotland
 South East
 South West
 Wales
 West Midlands
 Yorkshire & Humberside

Company Website: _____

Company Invoice Address: _____

LCA requirements should be built into your day to day procedures for legionella control. There should be a primary and secondary contact for LCA matters within your company and both should be capable of taking responsibility for the LCA commitments. In the event of staff change or absence of the primary contact there should be no discontinuity of LCA commitment. Failure to follow your LCA commitments and to be able to provide the relevant evidence at audit can lead to suspension or removal of your membership.

FEES FOR RE-REGISTRATION

Annual Re-Registration fee 2018-2019

This fee is charged, together with category fees, annually at re-registration. Renewable July 1st.

£1070

Categories **x** **@ £75 each**

Sub Total

Plus VAT @ 20%

TOTAL

All re-registration paperwork & payment must be submitted from 2nd July 2018 onwards and accepted as satisfactory by the LCA before 31st August 2018. Please send in your paperwork in July 2018 to assist the LCA to re-register all LCA members before 31st August 2018. Failure to send in paperwork within a reasonable timescale will incur a £400 administration fee. Please note that we cannot re-register companies with outstanding invoices.

STATEMENT OF UNDERTAKING

I understand that Re-registration will be subject to:

- maintaining the LCA Service Standards criteria for each service offered, relevant to our LCA registration.
- acknowledging and agreeing to the LCA Bylaws and LCA Complaints and Disciplinary Procedure.
- a commitment to produce evidence of documented management procedures to ensure compliance with the LCA's Code of Conduct.
- informing the LCA of any impending legal action, relating to legionella control, involving the company named above.

Signed on behalf of (Company): _____

Signature: _____

Print Name: _____

Position held: _____

Date: _____

Are you aware of any formal letter from any enforcer such as HSE, EHO or CQC being served at any of your clients sites in relation, directly or indirectly, to legionella control or similar for your own activity? Yes No

Completed forms should be emailed to registration@legionellacontrol.org.uk. Please indicate method of payment below:

- Credit/Debit Card: Please call us to make your payment. (Amex/Diners Club not accepted).
 BACS: Please contact us for our bank account details if you would like to use this method of payment.
 Cheque: Made payable to Legionella Control Association Limited. TOTAL ENCLOSED: £

The legal duty to comply with relevant health and safety legislation (including avoidance or control of risk to exposure to Legionella bacteria) rests solely with the statutory dutyholder, being either the employer or the person in control of the premises or systems where any relevant risk is present, and this cannot be delegated. Specific functions (e.g. carrying out risk assessment) can be delegated and the Legionella Control Association (LCA) Code of Conduct is designed to help service providers, who also have duties under health and safety legislation, to establish appropriate management systems for the prevention or control of risk from Legionella bacteria. The LCA assesses the management systems of LCA members upon initial registration, reviews annually upon re-registration, and re-assesses by annual company audits. The LCA cannot and does not carry out other regular supervision of its members' commitments to the Code of Conduct nor their compliance with other LCA guidelines. A valid LCA certificate of registration (which is only valid if the Company named is listed on the LCA website www.legionellacontrol.org.uk/directory.php) confirms only that a service provider has satisfied LCA requirements at registration, re-registration and its most recent company audit. It does not confirm the service provider's actual or continuing compliance with their commitments to the LCA Code of Conduct and/or other LCA guidelines. The LCA does not approve specific products or services as being effective in controlling Legionella or verify the competence of service providers' staff and sub-contractors, which is the duty of the service provider and the statutory dutyholder. The LCA accepts no liability for any omission or any act carried out in reliance on the LCA Code of Conduct or other LCA guidelines, or any loss or damage resulting from non-compliance with such documents.