

# Registration Procedure and Application Instructions



This document includes guidance on the registration of a company under the Legionella Control Association Code of Conduct.

To avoid disappointment and wasted time, please make sure that you have all the procedures in place together with evidence that they are being applied, **BEFORE** you apply for registration

Please note the procedure that must be followed and what you can expect from the LCA:

## YOU SHOULD:

1. **Complete the New Registration Form** (304.18 05-18) giving all details requested.
2. **Complete the Areas of Interest Form** (203.18 05-18) making sure that all categories of service you offer are ticked.
3. **Make your payment** – the following methods are accepted:  
**Credit/Debit Card:** Please call us to make your payment. (Amex/Diners Club not accepted).  
**Cheque:** Made payable to the 'Legionella Control Association Limited' with the correct amount.  
**BACS** with email remittance advice: Account Name: Legionella Control Association;  
Sort Code: 40-44-02; Account No: 51381083; Ref: Registration.
4. **Write your Statement of Compliance** following the 'Preparation for a Statement of Compliance' guide (202.18 07-18) enclosed in this pack and making sure that the Scope of your activities agrees with the categories you have marked on the Areas of Interest Form.
5. **Familiarise yourself with the Standards for Service Delivery** (800.18 06-18) included in this pack and shown on the LCA website and ensure that the services you offer that relate to your application meet, or are better than, these standards.
6. **Enclose a completed copy of a recent internal audit** indicating that you have this procedure in place and that it is being applied. Refer to 'LCA Internal Audit Guidance' (205.18 10-18)
7. **Enclose a copy of your training procedure** and an example of an employee's training record.
8. **Enclose a copy of your procedure to check competence** and an example of a record (NB: this is not the same as point 7)

Please send all of the above by email to [registration@legionellacontrol.org.uk](mailto:registration@legionellacontrol.org.uk).

Please note that failure to supply any of the above will delay administration of your application.

## PROVIDED YOU HAVE SUPPLIED ALL OF THE DOCUMENTS REQUESTED THE LCA WILL:

1. Send your submission out to two LCA Assessors for scrutiny.
2. The Assessors will issue an assessment report, which will advise either:
  - that you need to do more work on your submission to make it closer to the criteria set. (In this case no certificate will be issued and the company will not be named on the website) or
  - that your submission meets LCA criteria and that a company audit can now take place.
3. You will be contacted within one month by an Assessor who will make an appointment to carry out this company audit at your offices
  - the audit will verify your procedures and if necessary make constructive suggestions as to how your management practices can be improved and recorded, to protect your company; any changes should be completed within three months
4. If, following this audit, the Assessor confirms that the LCA criteria are being met then a Full Certificate will be issued and your company will be entered onto the LCA website.  
If, following this audit, the Assessor concludes that the LCA criteria are not being met then you will be required to amend your submission along the lines of the Assessor's company audit report.
5. There are now two possible stages of progress:
  - If your procedures are judged to be of a sufficient standard, a Provisional Certificate may be issued and your company entered onto the LCA website; any changes required by the Assessor should be completed within 3 months following which, if the Assessor is then satisfied, a Full Certificate will be issued.
  - If your procedures are judged to be below the standard required for the issue of a Provisional Certificate, then no certificate will be issued and your company will not be entered onto the LCA website at this stage; any changes required by the Assessor should still be completed within 3 months.
6. Once the Assessor is satisfied that outstanding issues have been resolved, then a Full Certificate will be issued.