

Requirements for joining the Closed System Control Association (CSCA)

The CSCA follows the guidelines of the BSRIA BG50/2013, BSRIA BG29/2012 and BS8552/2012. We would therefore recommend that you are fully up to date and working to these guidelines before you proceed with your application to join the CSCA.

1. There are two categories that you can register with the CSCA for; you can register for either one or both:

- Pre commission and Remedial Cleaning of Closed Heating & Cooling Systems
- Maintenance Water Treatment for Closed Heating & Cooling Systems

A completed Statement of Compliance must be submitted for each category. **Red Questions** are 'must-haves'; black questions are 'should-haves'. Any applicant who ticks all of the 'must-have' boxes will immediately be granted **Full Membership**. Any company who is unable to tick all of the 'must-have' boxes would be granted **Provisional Membership** for a six month period – if within the six months you have managed to upgrade yourselves to the extent that you can legitimately tick all of the 'must-have' boxes you will then be granted **Full Membership**. If, however, by the end of the six months you have not accomplished this but would nevertheless like to do so you will be invited to apply for assistance from the CSCA. **Provisional Membership** will be maintained for a further 6 months and at the end of which time, membership status will be reviewed.

Applicants who achieve **Full Membership** will be listed on the CSCA website as **Full Members**. Applicants who achieve **Provisional Membership** for a six month period will be listed as a **Provisional Member** on the CSCA website.

Fees

- **£500.00 + VAT per year, per category; renewable annually on 1st May**

NOTE: Fees paid from 1st December 2017 will be valid until 30th April 2019

2. The documents that you need to submit, by email only, are:

- **Registration Form** (*CSCA Registration Form 2017/V2MAR17*)
- **Statement of Compliance** (you must submit a Statement of Compliance for each category that you are applying for).

NOTE (1): This statement of compliance document is in-effect a 'self-audit'

NOTE (2): Before completing the SoC it is strongly recommended that you read through the corresponding Service Delivery Standard: (*CSCA SDS Maintenance Water Treatment/V5NOV16*) for Maintenance Water Treatment for Closed Heating and Cooling Systems or (*CSCA SDS Pre-commission and remedial cleaning/V5NOV17*) for Pre-commission and remedial cleaning of Closed Heating and Cooling Water Systems

- Please make your payment via:

Cheque – payable to “Closed Systems Control Association Ltd”

BACS – please contact us on 01827 219 508 for bank details

Please note that your application cannot be sent to your CSCA Assessor until payment has been received.

What happens next?

1. Upon receipt of all the required paperwork and payment, your application will be sent to a CSCA Assessor for a desktop review.

CSCA Audits

The CSCA is aiming to carry out periodic pre-arranged audits at the premises of CSCA - Registered Service Providers. This scheme will commence June 2018.