

## Registration Procedure for Service Providers



### **Requirements for joining the Closed System Control Association (CSCA)**

The CSCA follows the guidelines of the BSRIA BG50/2013, BSRIA and CSCA BG29/2020 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 ([Statement of Compliance Maintenance Water Treatment V3SEP18](#) and/or [Statement of Compliance Pre-commission clean of newly installed heating and cooling systems V1Feb19](#)) must be submitted for each category. On the SoC **Red Questions** are 'must-haves'; black questions are 'should-haves'. Any applicant who ticks all of the 'must-have' boxes will be granted **Service Provider Membership** on submission of SoC and required fees.

Applicants who achieve **Service Provider Membership** will be listed on the CSCA website.

### **Fees**

- £500.00 + VAT per year, per category; renewable annually on registration anniversary.

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

- **Registration Form** (*CSCA Registration Form 2020/V1Jun20*)
- **Statement of Compliance** (you must submit a SoC for each category that you are applying for).

**NOTE (1):** The SoC 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/V6SEP18](#)) for Maintenance Water Treatment for Closed Heating and Cooling Systems or ([CSCA SDS Pre-commission and remedial cleaning/V1FEB19](#)) 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.

Please see [Flow Chart – How to join the CSCA](#) for further information

## **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 will carry out periodic pre-arranged audits at the premises of CSCA - Registered Service Providers.