

Registration Procedure for Service Providers



Requirements for joining the Closed System Control Association (CSCA)

The CSCA follows the guidelines of the BSRIA BG 50/2021, BSRIA and CSCA BG 29/2021 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.