

Form 2.1 – Corporate / Business Membership (Consultancy) Application

Section 1: Eligibility

A business is deemed eligible to join the Asbestos and Hazardous Materials Consultants Association (AHCA) by demonstrating the following:

- Business activities include a substantial practice in hazardous materials management with specialist staff employed to perform full-time in the area of asbestos, hazardous materials, occupational hygiene and associated health and safety management.
- Demonstrate professional competency and appropriate qualifications in asbestos and hazardous materials management.
- Demonstrate Ethical Standards, legal and cultural.

Eligibility is subject to the Committee's final consideration and decision.

Section 2: Code of Conduct Acceptance

Membership of AHCA is only open to businesses willing to accept and abide by our Code of Conduct.

Please download the AHCA Code of Conduct www.ahca.org.au and attach a signed copy (signed by an authorised company representative) with this application.

Section 3: Business Details

Business Name:

ABN:

COMPANY (CONTACT) ADDRESS:

POSTAL ADDRESS:

Same as Street Address:

STREET ADDRESS (MUST NOT BE A PO BOX):

Unit number / Street number / Property number:

Unit number / Street number / Property number:

(PO BOX/GPO BOX/Private Bag)

Street name:

Street name:

Suburb:

Suburb:

State:

Postcode:

State:

Postcode:

Section 4: Name and Title of Appointed Contact

Contact name:

Position:

Mobile:

Phone:

Email:



Section 5: Application Information / Selection Criteria

Within this section your organisation is required to demonstrate the implementation of the following selection criteria:

- Professional competency / qualifications.
- Quality management system.
- Management of projects.

It is expected that your organisation will attach supporting documentation to demonstrate the above, the AHCA membership sub-committee will assess the appropriateness of documentation your organisation issues, against the following:

- The size and structure of your organisation.
- Nature of the work your organisation conducts and how it relates to AHCA.
- Familiarity with basic concepts, policies and legislative frameworks.

Required Evidence: (Your membership application will be assessed on the merit of the documentation provided)	Documentation: (Examples of documentation)	Attachment: (Please organise your file attachment names as follows YYYYMMDD-Attachment 1-NAME:)
Business Insurances. (PL, PI, Workers Compensation)	Certificate of currency.	
Business qualifications (Industry accreditations, memberships / affiliations)	NATA accreditation AS17020 / AS17025, Int. Standards	
Reference letter to verify the quality of works undertaken (minimum of 2)	Professional body, industry business, client	
Full-time equivalent staff members working in hazardous materials management.	Business Organisation Chart, quantity of staff	
Recognised and relevant qualifications. (List of relevant personnel minimum of 2)	Staff Licences (LAA), CV's etc.	
In-house training / external training in all relevant industry practices.	Training register and/or training certificates	
Implementation of an appropriate QMS for controlling quality / adequacy	Quality policy, certificate of accreditation	
Adequacy of QMS for the size and structure of the organisation	Table of Contents from current Quality Manual	
Internal audit procedure	Audit checklist	
Demonstrate appropriate work practices and standards	Sample of final reports (generic, if preferred)	
Demonstrate appropriate Health and Safety requirements	Health and Safety Plan / SWMS	
Demonstrate organisations commitment to consistency of performance across the organisation	Standard Operating Procedures	

If documentation cannot be provided, then generic examples can be provided. Sensitive organisational, client details and site details need not be provided, and all submissions will be treated as confidential.



Section 6: Declaration

I, representing declare that:

- The information in this application is true and correct to the best of my knowledge.
- I am an authorised representative of the organisation and have the authority to make this application on behalf of the business.
- I consent to the AHCA making enquiries regarding any matter relevant to this application.
- I consent to the AHCA making enquiries and validating qualifications issued with educational providers and regulatory bodies.
- I consent to the AHCA contacting references to verify evidence of experience.

Has your organisation been subject of any disciplinary action by SafeWork NSW / NSW EPA or other regulatory authorities? If so, please provide details below:

**Authorised Representatives
Signature:**

Position:

Date:

Note: It is an offence to make a false or misleading statement in applications under section 307A of the Crimes Act 1900. Referees may be contacted to verify the information provided within this application.



Section 7: AHCA Review Process

The assessment of applications is undertaken broadly as follows:

The AHCA Membership Sub-committee considers the membership application in the first instance. A system of scoring is applied in considering the application with respect to membership criteria:

- a) Conformance with Code of Conduct.
- b) Ethical Standards.
- c) Professional Competency/Qualifications.
- d) Quality Management System (QMS).
- e) Management of Asbestos & Hazardous Materials Surveying & Removal Projects.
- f) Nature of the work your organisation conducts and how it relates to AHCA.

If the Membership Sub-committee identifies any issue with the application, or considers that further information is required, the applicant will be informed in writing, which may include a request to provide further information / examples and possibly a meeting with the Membership Sub-committee. The applicant will be invited to provide a timeline for addressing any application issues.

The application, including outcomes from addressing any application issues, are then provided by the Membership Sub-committee to the AHCA Executive Committee, together with the Membership Sub-committee's recommendations. The Executive Committee then votes on whether the application meets membership requirements.

If the application is not successful, the Executive Committee provides the applicant with a list of non-conformance items and invites the applicant to resubmit the application. If that re-application is unsuccessful, no further application can be submitted by the applicant until the next membership year.

We will inform you of the Membership decision as soon as possible, however, please be advised that this process may take at times several months to complete, as the Membership Sub-committee meets to review applications every 2-3 months. Please don't hesitate to contact **John Batty, AHCA Secretary** on the details below if you have any queries.

John Batty

AHCA Secretary

mobile: +61 404 562 200

email: membership@ahca.org.au



Section 8: Lodgement Fees

Payment can be made either through direct deposit or via Master Card or Visa transaction.

The fee must be paid on lodgement of the application form.

Refer to the following fee schedule:

	Joining Fee	2019-2020 Annual Fees	Total Payable
Business Membership:	\$500	\$1,000	\$1,500

Please charge \$ to Master Card Visa Credit card payments incur a 2% transaction fee

Card number:

Card expiry date (MM/YYYY):

Cardholders name (please print name as display on credit card):

Cardholder signature:

Date (DD/MM/YYYY):

EFT Deposit:

Bank: ANZ Bank

Account Name: Asbestos & Hazardous Materials Consultants Association

BSB: 012 593

Account Number: 316 098 374

Please ensure you include the business name in the reference field

