



British Compressed Gases Association

**4a Mallard Way
Pride Park
Derby
DE24 8GX**

**Tel: 01332 225120
www.bcga.co.uk**

Membership Application Form

To: THE COUNCIL OF THE BRITISH COMPRESSED GASES ASSOCIATION

Sirs

We
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Note: For companies registered with Companies House quote your registered name and Company Number.

whose registered office is at: and whose main business address is at:
.....
.....
.....

Post Code: Post Code:

Company Telephone:

Website:

being engaged in one or more of the fields of activity specified (within), hereby apply to be admitted as a member of the Association.

Membership categories:

BCGA has **two** primary categories of membership and applicants will naturally fit one or the other. It is not a matter of choice:

1. Full Membership. This is for companies or individuals who have any practical involvement in the manufacture, mixing, handling, sales, distribution, storage or transportation of industrial, medical or food gases or related equipment.

2. Associate Membership. This is for companies or individuals who have no practical involvement, as above, and is therefore for designers, consultants, training providers, academics, interested individuals involved with the industry, other associations or simply those that just use gases in their work environment.

Start-up Scheme. To encourage new entrants, BCGA operates a “Start-Up” scheme which is designed to support young companies working in the compressed gases industry.

To qualify for BCGA “Start-up” scheme, the company must meet the following conditions:

- the same conditions as associate members;
- they have introduced their first product or service to market within 24 months or are planning to do so in the upcoming 12 months;
- their company has not previously been a BCGA member under another membership category;
- membership in the “Start-up” category can last no longer than two years, and an appropriate membership application would have to be completed after this time;
- the fee for a “Start-up” will be the same as the base fee for a Scale A subscription.

Both Full, Associate and Start-up Scheme members have the rights to attend Technical Sub-Committees, to download free copies of BCGA publications and to enjoy member discounts on hard copy publication purchases and on attendance at BCGA events, such as our Annual Conference. Full members have voting rights at annual general meetings (AGM) and extraordinary general meetings (EGM), whereas Associate and Start-up Scheme members do not.

To apply:

Please **tick one box** below for the relevant membership category:

- Full Membership
- Associate Membership
- Start-up Scheme

Please **tick the activities** your Company is involved with:

- (a) the manufacture, separation, compression, liquefaction and solidification of gases or kindred substances including acetylene, argon, ammonia, carbon dioxide, chlorine, hydrogen, oxygen, petroleum gases and nitrogen, or any combinations thereof, by any process;
- (b) the distribution and application of any such gases, substances and combinations for any purpose (medical, industrial, scientific or otherwise);
- (c) the design and manufacture of containers, including cylinders, pressure vessels and evaporators for use in connection with any such gases, substances or combinations;
- (d) the design and manufacture of apparatus and appliances of all kinds used, or capable of being used, in the consumption of any such gases, substances or combinations;
- (e) the design and construction of plant for the manufacture, separation, compression, liquefaction and solidification or distribution, including piped systems or vehicles of such gases, substances or combinations;
- (f) the selling or servicing of equipment, containers, installations or vehicles in any of the fields referred to in (a) to (e) above;
- (g) the provision of expert information, advice and training in any of the fields referenced in (a) to (e) above.

We **agree**, if elected to Membership, to be bound by the provisions of the Articles of Association of the British Compressed Gases Association. In particular, we **undertake** to pay an initial subscription in respect of the current BCGA financial year, calculated according with prevailing fee scales, and adjusted pro-rata for the unexpired part of the calendar year.

A copy of the Articles of Association of BCGA can be seen on the BCGA website (www.bcgaco.uk) under 'Membership'.

We **will**, if elected to Membership, follow the best practices of the gases industry as embodied in BCGA's Codes of Practice and will, wherever appropriate, contribute to the work of the Association's Technical Sub-Committees.

Additionally, we understand that once we are a member of the Association, we will be bound by the terms of the Articles of Association, particularly, should we ever decide to resign from membership. These terms require that a resigning member must do so in writing to the Secretariat no later than the end of June in any year, or else shall be liable to pay due fees for the full following calendar year. In line with this, new members who join the Association within the second half of any calendar year also commit to remaining in membership and paying membership fees for the full calendar year which follows the year in which they are admitted.

SIGNED:

Designation:

.....

Email

Telephone Number

FOR AND ON BEHALF OF:

Date:

.....

QUESTIONNAIRE FOR BCGA MEMBERSHIP

*Please complete for Full, Associate and Start-up Scheme
Membership Category*

INTRODUCTION

Applications for Membership of BCGA are considered by the BCGA Council following a recommendation by members of the Technical Committee and due diligence carried out by the Association. The questions that follow are intended to generate a picture of how your Company operates. Please submit supplementary information that may be of relevance.

COMPANY NAME:

1. COMPANY DETAILS

Please provide details of:

- | | |
|---|-----|
| (a) Your Company's legal status. | (a) |
| (b) Your Company's Parent Company (if applicable). | (b) |
| (c) The number of years over which you have been trading. | (c) |
| (d) The number of years of involvement in the gases and related equipment business. | (d) |
| (e) Start-up scheme only:
Month and year of company formation. | (e) |

2. EMPLOYEES

- | | |
|-----------------------------------|------|
| (a) How many people are employed: | (a) |
| (i) Full-time | (i) |
| (ii) Part-time | (ii) |
| (b) Do you use contractors? | (b) |

Note: Contractors are expected to comply with BCGA Codes of Practice and to operate to the same standards as a Member company.

3. MANAGEMENT

(a) If accepted into Membership, who would be the person, with whom BCGA would routinely communicate? (a)

(Please quote name, position, contact email & telephone number).

(b) Who is your Technical Manager or authority on technical and safety issues? (b)

(c) What are his/her qualifications and experience? (c)

Professional Registration e.g. CEng
Professional Qualification e.g. Degree, HND
Member of a Technical Institution e.g. IMechE

(d) Please outline his/her experience in engineering and safety matters, particularly any that relates to gases and equipment. (d)

(e) Do you have a separate Safety Manager, if so, please quote their name, position and qualifications? (e)

(f) Who is responsible for preparing procedures for safe working on customer sites? (f)

4. FORMAL CERTIFICATION

(a) Has your Company been certified to a recognised health and safety, quality and environmental management standard, e.g. ISO 9000, ISO 14001, ISO 45001? (a)

(b) Has your Company been assessed / holds accreditation by UKAS, Gas Safe etc.? (b)

(c) Do you hold any certificates to show that you have passed customer qualification procedures? (c)

5. HEALTH & SAFETY

(a) Do you have a written Health and Safety policy? (Please provide a copy) (a)

(b) Please provide a copy of your Employers Liability Insurance Certificate. (b)

(c) Do you undertake hazard identification and risk assessment of your primary work activities? (c)

(Please provide a copy of a typical risk assessment).

(d) How is Health and Safety information conveyed to your workforce? (d)

(e) Do you carry out regular workplace assessments, e.g. for noise exposure, confined spaces, fire and manual handling? (e)
(Please provide examples).

(f) Do you operate a Permit to Work System? (f)

(Please provide a typical example).

(g) Please provide the following accident data for the past 12 month period: (g)

Lost Time Injuries (LTI's) *Note 1*

Restricted Work Cases (RWC) *Note 2*

Medical Treatment Cases (MTC) *Note 3*

RIDDOR reportable events *Note 4*

Notes:

1. Any injury at work, including death, suffered by an employee in the normal course of their duties and leading to unfitness for work for at least one full working day beyond the day the injury occurred.
2. Any injury at work that does not lead to absence after the day the injury occurred, but does mean the employee cannot carry out their normal work activity and is assigned to other duties.
3. Any injury at work requiring treatment by a doctor, or nurse in consultation with a doctor, before the injured person can resume normal work.
4. Any incident at work that falls within the scope of the "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995"

6. QUALITY ASSURANCE SYSTEMS

(a) Please provide a summary of your in-house quality assurance (QA) system(s). (a)

7. SCOPE OF YOUR WORK

(a) Please provide a summary of your gases-related business activities (as indicated on your completed application form). (a)

(b) Please indicate the sectors of industry in which you work. (b)

(c) Are you in a "high risk" business activity as defined below? (c)

- filling beverage cylinders. Yes / No

Note: Applicants in a "high risk" category of business activity will be audited for compliance with the industry's Codes of Practice and related standards.

(d) Which BCGA Codes of Practice do you work with? (d)

(e) What are your areas of expertise? (e)

(f) Are you involved with the work of Standards Committees e.g. BSI, CEN, ISO? (f)

If not, would you like to be?

Note: BCGA is a nominating organisation at BSI and has representation on many standards committees.

(g) Are there any other Trade Associations and Technical Institutions of which you are a Member? (g)

8. TRAINING POLICY

(a) Please provide a summary of your training policy, particularly for new employees. (a)

9. REASONS FOR APPLYING

(a) How do you expect Membership to be of benefit? (a)

(b) Would you like to contribute to the work of BCGA's Technical Sub-Committees (TSC)? (b)

Note: It is not mandatory to take part in the work of the TSC's, but all members are welcome to participate.

If Yes, please indicate which interest you.

TSC1 - Plant

TSC2 - Cylinders and valves

TSC3 - Welding and equipment

TSC4 - Transport

TSC5 - Chemicals

TSC6 - Health and safety

TSC7 - Medical gases

TSC8 - Environment

TSC9 - Hydrogen and alternative fuel gases

TSC10 - Security

If you require any guidance when providing your response, do please ask BCGA for advice.

Thank you for completing this Membership Application Form.

To return, please either email / or post to:

BCGA
4a Mallard Way, Pride Park
Derby DE4 8GX

admin@bcga.co.uk

UK +44 1332 255120