



MEMBERSHIP APPLICATION FORM

The Institution of Construction Safety

Heriot - Watt Research Park Edinburgh EH14 4AP; Tel +44(0)131 449 4646; Fax +44(0)131 445 4126; www.instcs.org

Registered in the UK No. 156501

I hereby apply to become a **Member / Associate / other** (delete as necessary) of the Institution of Construction Safety and provide the following information in support of my application:
(please use block letters and black ink):

| | | |
|---|-------------------|-----------------|
| Title: | Forenames: | Surname: |
| Job Title: | Employer: | |
| Specialism: | | |
| Home | | Work |
| Address: | Address: | |
| Post Code: | Post Code: | |
| Telephone: | Telephone: | |
| Fax: | Fax: | |
| E-mail: | E-mail: | |
| Please indicate your preferred contact address by ticking one of the following: Home <input type="checkbox"/> Work <input type="checkbox"/> | | |
| Publication of Data | | |
| Please indicate if you wish your details to be published on the ICS register Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Professional Qualifications <i>(Please attach copies of relevant certificates)</i> | | Dates |
| | | |
| Membership of Professional Bodies | | Dates |
| | | |
| By signing this application, I confirm that my professional activity is governed by the Code of Conduct of my professional body | | |
| Approved CDM-C Training <i>(Please attach copies of relevant certificates)</i> | | |
| Please indicate if you have attended an approved training course Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Current Studies | | Dates |
| | | |
| CPD record and Curriculum Vitae | | |
| Please attach your CPD record for the last 24 months and a Curriculum Vitae | | |

Main area of work – please indicate which sector / sectors you work in

| | | | | | | | |
|------------------|--------------------------|------------------|--------------------------|------------------|--------------------------|---------------------|--------------------------|
| Conservation | <input type="checkbox"/> | Commercial | <input type="checkbox"/> | Education | <input type="checkbox"/> | Government & Public | <input type="checkbox"/> |
| Health & Medical | <input type="checkbox"/> | Houses & Housing | <input type="checkbox"/> | Interiors | <input type="checkbox"/> | Industrial | <input type="checkbox"/> |
| Refurbishment | <input type="checkbox"/> | Retail | <input type="checkbox"/> | Sports & Leisure | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Work Experience

List in brief your personal involvement with particular reference to health, safety, design & management

Continue on additional sheet if required

Names and contact details of two referees

| | |
|-------------------|-------------------|
| Name: | Name: |
| Address: | Address: |
| Post Code: | Post Code: |
| Telephone: | Telephone: |
| e-mail: | e-mail: |

I hereby declare that all the information given by me in support of this application is correct and that, if granted membership of the Institution of Construction Safety, I will abide by the rules and standards as may be amended and notified to me from time to time, and that I will not knowingly take any action or allow any inaction which could reasonably be expected to harm the interests or good name of the Institution or its members.

Signature of applicant: **Date:**

Training & Experience Report in Support of Application for Membership of ICS

Applicants for membership of the ICS should attach to their application forms a report on their training and experience.

Reports should be typed with the applicant's name appearing with the page number at the top right -hand side of each page.

Reports should preferably be attested by an independent person capable of verifying the information supplied. The attester should:

1. initial the foot of each page, and
2. sign a signature block after the text on the final page of the report

The signature block should contain the following:

Having made all reasonable enquiries, I confirm that to the best of my knowledge the information given in this report of pages is correct.

Signature: Name:

Date: Appointment:

Address:

Telephone:

Fees

Applications should be accompanied by a cheque for the amount appropriate to the category of membership sought and made out to **The Institution of Construction Safety**.

For office use only

| | | | | | | | |
|------------------------|--|--------------------|--|-------------------------|--|------------------------|--|
| Date received | | Documents complete | | Documents satisfactory | | Referred to Mem. Cmte. | |
| Accepted by Mem. Cmte. | | Mem. cat. awarded | | Date applicant notified | | Admin. sig. & date | |

Guidance for Applicants

ICS Individual Membership

Categories of Membership

There are 6 categories of membership:

Fellow (FInstCS)

Awarded to Members of the Institution who have given particularly distinguished service.

Member (MInstCS)

Awarded to Construction Industry professionals who can demonstrate the following:

- That they hold a professional or vocational qualification in a design or construction discipline,
 - Are Members of a professional body through which they can demonstrate a commitment to maintaining CPD (a minimum of 10 hours CPD on Health and Safety topics is recommended to maintain membership and inclusion in the ICS Register).
- or**
- Can demonstrate a commitment to CPD through attendance records (a minimum of 10 hours CPD on Health and Safety topics is recommended to maintain membership and inclusion in the ICS Register). Applicants are requested to submit their last 2 years CPD attendance record with their application. Most professional institutes require a minimum of 35 hours CPD per annum.
- Have demonstrable experience as a Health and Safety practitioner,
 - Have satisfactory work experience in design or construction,
 - Can demonstrate a commitment to improving safety,
 - Have attended appropriate training – usually a 3-day course with examination on CDM and the role and duties of a CDM-C by an approved training provider.

Applicants who may not have a professional or vocational qualification, but can demonstrate their knowledge and experience along with the following specific requirements may be eligible and would, in addition to criteria in 1.2 above, submit the following with their application:

- A CV describing relevant experience,
- Confirmation of any relevant qualifications,
- Confirmation of courses attended,
- Demonstration of membership of relevant construction institute such as, ABE, CIBSE, CIOB, etc whose members abide by a Code of Conduct

When a Member has **demonstrated** competency through assessment by experienced practitioners to carry out the duties of CDM Co-ordinator (CDM-C) they are accredited by ICS and their name is included on the CDM-C Register.

Associate Member (AMInstCS)

Awarded to those who do not meet all the requirements for full Membership but are working in health and safety and are committed to improving construction safety. In certain cases, Associate Members who are suitably qualified can be included in the CDM-C Register.

Technical (TMICS)

Awarded to those who do not yet have the appropriate academic qualifications but do have a working involvement in CDM Co-ordination and are committed to improving safety in the Construction Industry.

Retired (RMICS)

Awarded to those who no longer wish to practice but wish to keep in touch with the Institution and the profession.

Honorary Member (Hon MICS)

Awarded by a special resolution of the Committee to professionals from other industries who have made a significant contribution to safety in the Construction Industry or to furthering the achievements of the Institution and its members.

Important note:

Applications must be supported by an attested training and experience report. Candidates who cannot have their reports attested may be required to attend interviews.

Individual members may describe themselves in their professional business by ascribing membership letters after their name. (FInstCS, MInstCS, AInstCS, TMICS, RMICS, HMIInstCS)

Individual members will be issued with a certificate of membership of the Scheme, Certificates remain the property of ICS and must be returned to ICS should the individual cease to be a member of the Scheme for whatever reason.

A discount of 25% off the membership subscription is offered for four or more full members from the same organisation.

Membership Fees

The initial application fees and annual charges for membership are:

| | |
|-----------|------|
| Fellow | £145 |
| Member | £135 |
| Associate | £105 |
| Technical | £65 |
| Retired | £25 |

The full amount should be submitted with the application form. An administration fee of £50.00 is included in the initial application fee. In the event of an application being unsuccessful and is non refundable.

Application forms and enclosures with your cheque should be sent by post to:

The Institution of Construction Safety, Heriot-Watt Research Park, Edinburgh EH14 4AP

In order to meet our environmental objectives and to avoid needless copying of documents, ICS can accept the application forms and scanned documents electronically to admin@instcs.org.

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