



application for incorporated membership

APPLICATION FOR INCORPORATED MEMBERSHIP

Part 1 Personal Details

Surname		Title	
First Names			
Date of birth			
Address			
Address			
Address			
Address			
Postcode			
Company			
Address			
Address			
Address			
Postcode			

Please indicate preferred mailing address for all future correspondence **Home** **Work**

Home Tel		Please indicate preferred contact telephone number	
Work Tel			
Mobile			
Home email		Please indicate preferred e-mail contact address	
Work email			

Please indicate your main profession or background
(Please tick one option only)

Architect	Construction management	
Architectural technologist	Contractor	
Building surveyor	Developer	
Building services design	Planning/building control	
Civil engineering	Project management	
Construction client	Quantity surveyor	
Construction health and safety	Specialist contractor	
Construction phase H&S advisor	Structural engineering	
Pre-construction H&S advisor		
Other (please complete):		

Please indicate your choice of APS regional group
(Please tick one option only)

Scotland North	East Midlands	
Scotland East	East Anglia	
Scotland West	London	
Northern Ireland	South East England	
Northern England	South West England	
Yorkshire	South Central England	
North West England	Isle of Man	
Wales	Overseas	
Midlands		



application for incorporated membership

Part 2 Points, CPD and Training

MINIMUM CREDIT POINTS REQUIRED FOR INCORPORATED MEMBERSHIP IS **10**

A. QUALIFICATIONS – MINIMUM OF 5 CREDIT POINTS

DESIGN			
Awarding Body	Description (complete ALL columns using the references in the Credit Tables document)	Credit Value	APS Ref

HEALTH AND SAFETY		MINIMUM OF 3 POINTS REQUIRED	
Awarding Body	Description (complete ALL columns using the references in the Credit Tables document)	Credit Value	APS Ref

CONSTRUCTION			
Awarding Body	Description (complete ALL columns using the references in the Credit Tables document)	Credit Value	APS Ref

B. EXPERIENCE – MINIMUM OF 5 CREDIT POINTS – refer to entrance criteria and application guidance Section 3

EXPERIENCE IN THE CONSTRUCTION INDUSTRY	Credit Value	Dates
Brief description of your Pre-construction phase health and safety or construction health and safety experience. Please include credit values and dates.		

TOTAL POINTS	
---------------------	--

C. CPD AND TRAINING

CONTINUING PROFESSIONAL DEVELOPMENT
I enclose my CPD history for the previous 2 years, listing topic, date and duration (tick to confirm)



application for incorporated membership

Part 3 Project related experience

ARE YOU PRACTISING IN PRE-CONSTRUCTION HEALTH AND SAFETY OR CONSTRUCTION HEALTH AND SAFETY FULL TIME?

YES NO

IF NO, PLEASE ADVISE HOW MANY DAYS PER WEEK (ON AVERAGE) YOU CARRY OUT THE ROLE:

Please complete brief details of projects you have been involved in. Please do not list any more than 10 projects.

Title of Project	Type of Project (e.g. Civils, Refurb, M&E)	CDM Role (PD, Designer, Adviser etc)	Duration of Appointment (weeks)	Start Date (Month/Year)



application for incorporated membership

Part 4 Practical Evidence

SUPPORTING EVIDENCE SELECTED FROM PROJECTS AND CDM ROLES LISTED IN PART 3 IS REQUIRED THOSE ITEMS INDICATED WITH A FILE NAME REFERENCE

EVIDENCE SHOULD BE FOR A PROJECT WITHIN THE PREVIOUS 12 MONTHS (OR MOST RECENT WITHIN PREVIOUS 3 YEARS)

Capability Areas	Summary of Practice Elements Covered	Skills, Knowledge, and experience (tick as appropriate)	Evidence Required
1. Advising and assisting duty holders	Discuss and confirm project health and safety requirements and roles and responsibilities with duty holders Advice on Pre-construction phase issues	SKILLS <input type="checkbox"/> KNOWLEDGE <input type="checkbox"/> EXPERIENCE <input type="checkbox"/>	Provide evidence of ways you have advised and assisted duty holders on projects File Name: _____
2. Communication arrangements and methods	Establish and maintain effective project communication systems (in respect of co-ordination and co-operation) Communicate with people who are affected by your work Participate in meetings	SKILLS <input type="checkbox"/> KNOWLEDGE <input type="checkbox"/> EXPERIENCE <input type="checkbox"/>	Demonstrate ways in which you communicate effectively with other project team members and duty holders File Name: _____
3. Pre-construction information	Obtain, evaluate and provide pre-construction related information to relevant project team members	SKILLS <input type="checkbox"/> KNOWLEDGE <input type="checkbox"/> EXPERIENCE <input type="checkbox"/>	Provide a recent real project example of how you identify, collect, record and distribute Pre-Construction Information (do <u>not</u> include the PCI itself) File Name: _____
4. Design risk management	Identify and assess design related hazards and methods of managing significant residual risks Principles of prevention	SKILLS <input type="checkbox"/> KNOWLEDGE <input type="checkbox"/> EXPERIENCE <input type="checkbox"/>	Provide a recent real project example of a Risk Register/Schedule which identifies outcomes of design risk management in Design or Project Teams File Name: _____
5. Health and safety file	Identify the information needed in response to the project; identify the source of the information, when it should be made available and its relevance to future construction work	SKILLS <input type="checkbox"/> KNOWLEDGE <input type="checkbox"/> EXPERIENCE <input type="checkbox"/>	Provide evidence of information you have provided for a recent Health and Safety File (do <u>not</u> include the whole File) File Name: _____
6. Construction phase	Liaison with the Principal Contractor, considering the effect of design changes, and the response to project specific design risk management issues	SKILLS <input type="checkbox"/> KNOWLEDGE <input type="checkbox"/> EXPERIENCE <input type="checkbox"/>	Provide evidence of how you liaise with Principal Contractors regarding pre-construction phase design work undertaken during the Construction Phase File Name: _____
7. CDM resources and management appointment	Evaluate CDM service for a project Assess resources required and costs for delivery of service Negotiate, deliver and conclude contract for CDM duty holder service	SKILLS <input type="checkbox"/> KNOWLEDGE <input type="checkbox"/> EXPERIENCE <input type="checkbox"/>	Provide evidence of formal appointment to CDM role File Name: _____
8. Providing advice in a proportionate and professional manner	Identify, analyse and resolve complex situations Make sure your own actions reduce risks to health or safety	SKILLS <input type="checkbox"/> KNOWLEDGE <input type="checkbox"/> EXPERIENCE <input type="checkbox"/>	Provide evidence of providing advice and own actions File Name: _____

