



## **MEMBERSHIP CRITERIA**

When applying to the National Insulation Association as an Installer, Manufacturer or Associate member, you commit yourself to comply with the terms and conditions of the following policies and procedures as published by the Association:

- ❖ The Code of Professional Practice
- ❖ Memorandum & Articles of Association
- ❖ The Member v Member Procedure (MP1)
- ❖ The Complaints & Disciplinary Procedure (MP2)
- ❖ Applications & Appeals Procedure (MP3)

Members must also comply with any other policies, procedures or guidelines as published by the Association. Members also agree to comply with relevant industry standards and work to the best practice guidelines for the industry.

Members agree to supply the Association with full and accurate details of the company and for Installers and Manufacturer member's, copies of their Employers and Public Liability Insurance. Members must inform the Association of any change or circumstances within the business that may affect their membership in any way.



## **SUMMARY OF NEW APPLICATION & MEMBERSHIP CRITERIA**

**Membership of the Association will only be considered if the prospective member has been trading for twelve months, and meets membership criteria.**

There are two exceptions which may be taken into consideration:

1. If the prospective member has been trading for less than 12 months, but has been trading in the construction industry for at least 12 months under a different company name and has diversified into the insulation industry and can provide 12 months trading accounts for that construction company (or energy efficiency field) and provides six months bank statements/accounts for the new company. This is in addition to all other membership criteria.
2. Providing trading rule is met, in the event that BBA/CIGA registration has not been completed, the Association will consider Provisional Membership, for a period of three months only, if a reference of support/recommendation from a Member System Designer states that they are undergoing training and are able to use their BBA/CIGA registration numbers. In the event that Accreditations are not granted the NIA will not be liable to refund any membership fees paid.

## MEMBERSHIP CRITERIA

### Installer

#### CWI:

Must supply evidence of:-

- ❖ Completed Application Form
- ❖ Additional Depot Information (if applicable)
- ❖ BBA Accreditation
- ❖ CIGA Registration
- ❖ Loft and Draught Proofing Accreditations, as appropriate
- ❖ Employers Liability Insurance
- ❖ Public Liability Insurance (The Association requires at least £3m)
- ❖ Customer Care Policy

If an installer is applying on a **Loft or Roof only** basis they will need to supply the following evidence:-

- ❖ Completed Application Form
- ❖ Relevant Accreditation:  
**Loft:** BS 5803: 1985 **Draught Proofing:** BS 7880: 1997
- ❖ A letter of reference from a Manufacturer who is a member of the Association
- ❖ Employers Liability Insurance
- ❖ Public Liability Insurance (The Association requires at least £3m)
- ❖ Customer Care Policy

**All New Members** will be asked to supply the Association with the following additional documentation:-

- ❖ Accounts for a period ending within twelve months
- ❖ Copy of company's Certificate of Incorporation

## **Manufacturer/System Designer**

Need to supply evidence of:-

- ❖ Completed Application Form
- ❖ BBA/ Related Products Accreditation Certification
- ❖ Approximate Annual Turnover
- ❖ Employers Liability Insurance
- ❖ Public Liability Insurance (The Association requires at least £3m)
- ❖ Product Liability Insurance

## **Associate Member**

Need to supply evidence of:-

- ❖ Completed Application Form
- ❖ Resume of 100/150 words outlining the interest and aim of Company
- ❖ JPEG of Company Logo

### **NEW MEMBERSHIP DOCUMENTATION ISSUED**

Membership Certificate  
Code of Professional Practice  
Van Stickers  
&  
Membership Gift

### **PROVISIONAL MEMBERSHIP**

Provisional Membership Certificate  
Code of Professional Practice  
&  
Membership Gift

[Upon completion of provisional period a new certificate will be issued, together with Van Stickers]

**ASSOCIATE MEMBER**

Membership Certificate  
Code of Professional Practice  
&  
Membership Gift

**Associate Logo**