



National Federation of Demolition Contractors
The voice of the UK Demolition Industry

THE NATIONAL FEDERATION OF DEMOLITION CONTRACTORS LTD

CORPORATE MEMBERSHIP CRITERIA

[Excerpt taken from NFDC Rules, as approved by National Council 06 March 2003]

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THE NFDC GUARDS ITS REPUTATION CLOSELY AND TAKES ITS RESPONSIBILITIES TO CLIENTS AND EMPLOYEES VERY SERIOUSLY, THEREFORE, MEMBERSHIP IS NOT GRANTED FREELY AS THE FEDERATION IMPOSES RIGID CRITERIA WHICH ALL COMPANIES APPLYING TO JOIN ITS RANKS MUST SATISFY. THE FEDERATION RESERVES THE RIGHT TO REJECT ANY APPLICATION FOR MEMBERSHIP FOR WHATEVER REASONS.

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2. QUALIFICATION OF MEMBERS

2.1 Corporate Members

All corporations or firms who engage either exclusively or substantially [which is deemed to be 65% or more of annual turnover] in the execution of works of demolition and dismantling and individuals carrying on business as aforesaid, may be admitted as Members of the Federation subject to conformance with the criteria described in Rule 3.1 and 3.3.

3. MEMBERSHIP

3.1 Applications for Membership

All applications for Membership shall be made on a form approved by the Council. All sections of the application form must be fully completed and NIL returns are not acceptable. The completed form shall be submitted with a non-refundable administration fee as determined by the Council from time to time; in the first instance to the appropriate Regional Committee within the area in which the applicant's Head Office is situated and/or business is normally carried out.

The Region considering the application shall take due regard of all the relevant information directly pertaining to the application. In particular the following information shall be ascertained:

- (a) The number of years the applicant has been engaged in carrying out demolition and or dismantling works.
- (b) The value and nature of the applicant's turnover for the most recent two consecutive complete years of trading and the proportion of such turnover, which has resulted

from demolition/dismantling contracts. The applicant will be required to provide an audited statement confirming the demolition/dismantling turnover of the applicant's firm. In the case of a Limited Company the applicant must furnish the most recent two consecutive years' annual accounts and in the case of a Partnership or Sole Trader the certified audited accounts for the most recent two consecutive years. Where a Partnership or Sole Trader has formed a Limited Company to take forward their own existing business then a combination of the accounts of the Limited Company and the Partnership/Sole Trader covering the two years will be required and full details of the constitution of the Limited Company must be submitted. The Region shall also satisfy itself that the applicant meets the conditions of membership as stated in Rule 3.3.

- (c) Each Regional Organisation shall appoint a Membership Sub-Committee to initially examine applications and to make a report of the outcome to The Council.

3.2 Disclaimer

For the avoidance of doubt; in no case shall the Council be bound to give any reason for the rejection of an application and the Council shall have full and absolute discretion to refuse any application for Membership.

3.3 Conditions of Admission to Membership

All applications for Membership shall satisfy the following conditions for admission:

- (a) Every application for Membership; shall be vetted initially by the Regional Membership Sub-Committee. If required [and provided the application conforms to the criteria set out above] the applicant's Principal or Director responsible for demolition/dismantling must be prepared to attend a meeting of the Regional Committee of the Region in which trade or business is conducted to discuss matters and answer questions pertinent to the application.
- (b) Every application for Membership shall include the names of a Director and/or Principal and/or details of the senior management team all of whom should be able to demonstrate that they have experience of carrying out demolition or dismantling business for a minimum period of five years.
- (c) Every application for Membership shall be the subject of a site visit to verify that the applicant can demonstrate experience of operating in the role of Controlling Contractor. For the purpose of these Rules, Controlling Contractor is deemed to mean being able to demonstrate control of all aspects relating to the control of a demolition or dismantling contract. An application shall be deferred by the Regional Sub-Committee, until a suitable current site has been inspected.
- (d) Every applicant for Membership must, upon request, be capable of satisfying the Federation of their financial probity, normally by supplying, immediately upon request, the names and addresses of persons, firms, companies or authorities for whom work has been done and authorising the Federation to take up references from such bodies.
- (e) Every applicant for Membership must have directly employed in full-time employment a significant proportion of their labour force who are trained demolition and dismantling personnel.
- (f) Every applicant for Membership must be registered with and currently operating and continue to operate during Membership, the B & C E Template Scheme.
- (g) Every applicant for Membership must be registered and maintain registration during Membership with ConstructionSkills.

- (h) Every applicant for Membership must be prepared to permit a Representative of the Federation to call at the applicant's office to verify records and also inspect any current contracts in progress. Such investigation to be subject to undertakings of confidentiality.
- (i) Every applicant for Membership must be able to demonstrate that they undertake demolition and dismantling in accordance with BS6187 -2000, Code of Practice [or any successor thereof], and in accordance with any Health & Safety Executive [HSE] Guidance Notes in force from time to time, and must continue to do so whilst in Membership.
A copy of each of the following must be submitted with every application:
 - (i) Applicant's Company Safety Health and Environmental Policy
 - (ii) A Construction Phase Health and Safety Plan for work previously carried out by the Applicant.
 - (iii) Applicant's Accident Statistics Record in the HSE format (for the past three years)
- (j) Every applicant must prove that they hold and continuously maintain DEMOLITION SPECIFIC employer's liability insurance cover and public liability insurance cover. [A letter from the applicant's Insurance Company or Broker will suffice]. The Membership Sub-Committee will require sight of the following:
 - (i) A copy of the renewal certificate of Current Employers Liability Insurance Cover relating specifically to their business together with a schedule to the certificate showing a minimum of £10 million cover, in accordance with statutory law.
 - (ii) A copy of the renewal schedule of Public Liability Insurance showing minimum £2 million cover, together with a schedule as described in (i) above.
- (k) All new corporate members of the Federation will be required to complete one year's probation, during this initial period new member companies will be subject to two further site inspections.
Either by.
 - i. The Regional membership committee. (Sub committee members expenses to be meet by the company being inspected)
 - ii. The Federation appointed auditors. On successful completion of an ASAS audit a certificate of compliance will be issued and the member's company name will be added to the list of accredited members. (Site audit fees will apply)
- (l) All corporate members of the Federation will be required to undertake one compulsory Site Audit per annum. Audits will be carried out in strict accordance with the rules and guidance notes as agreed by unanimous vote of National Council.

3.4 Annual Subscriptions

Upon becoming a Member of the Federation, a new Member shall immediately pay an Annual Subscription, which rate is determined by the Council from time to time. The Annual Subscription to be paid by a new Member shall be calculated on a pro rata quarterly basis depending upon the date of admission in any one year of membership.

- (a) The year of Membership shall be reckoned from 1 November to 31 October in the following year. All Members subscriptions are due on the 1 November in each year.
- (b) If the Annual Subscription of any Member is unpaid within two months of the same becoming due the Chief Executive shall notify the Member that the subscription is

overdue. The Council may require the Member to demonstrate that all terms and conditions of membership are being fully complied with.

- (c) If the Annual Subscription of any Member is unpaid within three months of the same becoming due, then Membership of the Federation will automatically be terminated in accordance with Rule 3.10.2(a).

3.5 Training

- 3.5.1 All Members are required, as a condition of Membership, to train all their demolition operatives. Operatives should hold or be working towards the recognised qualification for demolition site operatives and supervisors, which is the NDTG/NFDC/CITB Certificate of Competence of Demolition Operatives (CCDO) (CSCS affiliated) card scheme, which covers all grades of operative from new entrant to supervisor.
- 3.5.2 Plant operatives should hold or be under training to obtain the Construction Plant Certification Scheme (CPCS) plant operative card for the relevant category of plant, which they operate
- 3.5.3 The NVQ's level 2, 3 & 4 (Demolition Operative 2 Demolition Supervisor level 3 and Managers level 4) are now an integral part of the CSCS affiliated CCDO scheme.
- 3.5.4 On admittance to Membership of the Federation each new Member automatically becomes a member of the NDTG National Demolition Training Group and are required, as a condition of continuing Membership, to participate in courses provided by the training group.

3.6 Change of Title or Alteration in Company Structure

- 3.6.1 In the event of a Member wishing to continue in Membership under a new title or structure, (e.g. a Partnership or Sole Trader becoming a Limited Company or the Member operating under a New Company title) the Member shall advise the Federation of the details at the earliest opportunity. The Council shall then decide if the details given satisfy the criteria for continuation of Membership, which the Council may from time to time determine.
- 3.6.2 Members shall advise the Federation at the earliest opportunity of any changes in corporate structure affecting their organisation and it shall be at the Council's discretion to determine whether or not such changes invalidate the organisations Membership of the Federation.

3.7 Annual Membership Returns

- 3.7.1 All Members shall complete and return an Annual Membership Declaration Form, which shall be circulated with the notice of payment of Annual Subscription [Annual Subscription Form]. In conjunction with the Annual Membership Declaration Form, all Members shall also provide copies of their current Employers and Public Liability Insurance Renewal and complete and return the separate materials production return, and detailed reports in respect of any fatal accidents and dangerous or environmental occurrences including details of any such incidents involving sub-contractors or specialists employed on Members sites, which have occurred during the previous year of Membership. The Annual Subscription Form and the Annual Membership Declaration Form together with the appropriate renewal fee must be returned in accordance with the details contained therein.
- 3.7.2 Failure to complete and return the Annual Membership Declaration Form will be regarded by the Council as a breach of the Federation's Rules of Membership.

3.8 Notification of Fatal Accidents and Dangerous or Environmental Occurrences

Members are required to notify the Chief Executive within 14 days from occurrence of any fatal accident and dangerous or environmental occurrence concerning their business operations. In respect of fatal accidents or dangerous occurrences, a copy of the Form F.2508 or its successor or replacement as submitted to HSE will be considered an acceptable compliance with this Rule. In respect of environmental occurrences, the Environment Agency Notice as served will suffice. Such Notification received by the Federation will be treated as confidential information.

3.9 NFDC Accident/Occurrence Procedures

3.9.1 If a fatal accident, notifiable dangerous occurrence or environmental occurrence, takes place on premises at which a Member Company is working either alone, or with others, the Member Company shall notify the National Council, by writing to the Chief Executive, within 14 days of the event. The notification shall give all currently available information of the fatal accident, notifiable dangerous occurrence or environmental occurrence as required by Rule 3.8. On completion of any subsequent Official proceedings or prosecution, the Member Company may be required to give to the National Council full and unexpurgated details of the accident or occurrence. Information so provided shall be recorded, and if deemed necessary, the facts, matters and circumstances will be reviewed by the Federation's appropriate Committee and/or Sub-Committee, with the objective of distilling therefore any appropriate learning which can subsequently be issued by the Federation in the form of Guidance Notes for Members.

3.9.2 Further, in the case of a fatal accident and upon completion of any Official proceedings the Council may instruct the Accident Investigation Committee to act and the Committee shall invite and consider the Member Company's oral and written representations on the fatal accident.

3.9.3 The Accident Investigation Committee shall comprise of a Hon. Life-Vice President [Chairperson], appointed by Council, the Vice-President, and the appropriate Regional Chairperson of the Region to which the Member under investigation belongs (subject to there being no conflict of interest). The Chief Executive shall attend as Secretary of the Committee. If Council deems a conflict of interest exists, then a suitable replacement Committee Member or Members shall be appointed. The Accident Investigation Committee shall forward a detailed report in confidence, together with their recommendation(s) to the Council. Thereafter the Council shall take one of the following courses of action, which course shall be recorded in Council's minutes, namely:

- (a) The Member Company's NFDC Membership is placed on probation for such period as the Council shall determine;
- (b) The Member Company shall be suspended from Membership for such a period as the Council shall determine;
- (c) The Member Company shall be expelled from the Federation in accordance with the provisions of Article 9 of the Articles of Association;
- (d) Such other appropriate action, if any, that the Council deems fit.

3.10 Termination of Membership

3.10.1 The Membership of any Member may be terminated by a unanimous vote of the Council if at any time it is of the opinion that the act or conduct of the Member is not in the best interests of the Federation. The Member shall be notified in writing of the Council's unanimous decision. Upon service by post of such

notice the Member shall be required either to resign within eight days of receiving the Council's notification or, in lieu of such resignation, to attend in person the next meeting of the Council to offer an explanation (both verbally and in writing). If by unanimous vote of the Council it is agreed, after considering the Members' explanation, to expel the Member then Membership ceases immediately. If the decision of the Council is not unanimous the question of expulsion shall be referred to the Members of the Federation at an Extraordinary General Meeting (EGM). If it is resolved at such a meeting to expel the Member then Membership shall cease immediately.

3.10.2 Membership shall cease forthwith if:

- (a) The Member fails to pay the Annual Subscription within three months of the same becoming due.
- (b) The Member being a Corporation be wound up or dissolved or have its name struck off the Register of Companies (other than a voluntary liquidation for the purpose of reconstruction or amalgamation forthwith carried into effect) or if it enters into any arrangement or composition with or makes an assignment in favour of its Creditors.
- (c) The Member being a firm or an individual shall become bankrupt or enters into any arrangement or composition or makes an assignment in favour of the firm's Creditors or the individual's Creditors.
- (d) The Member being an individual shall die.
- (e) The Member gives notice in writing to resign Membership.
- (f) The Council agree that the controlling interest of the Member's firm has so altered as to invalidate the original Membership Application.
- (g) The Council determine that the Member is in breach of the Federation's Rules.
- (h) The Council determine that the action(s) of the Member has brought the Federation into disrepute.

3.11 Re-application for Membership by a former Member

Any application for membership of the Federation which includes Individuals, Partners or Directors from a former NFDC Member organisation will be required to submit all information in accordance with all sections of Rule 3.1 and further required to satisfy all sections of Rule 3.3.

3.12 Membership Certificates

3.12.1 Entitlement

All applicants, on becoming new Members of the Federation, and upon paying the required Annual Subscription [or part thereof, see Rule 3.4] shall be entitled to receive a Membership Certificate bearing the Seal of the Federation. The Certificate shall show:

- (a) The name of the Member Firm
- (b) The date of admittance to Membership
- (c) The designated Federation number of the Member Firm

3.12.2 Authorisation

All Membership Certificates shall be endorsed by the President, and the Chief Executive of the Federation.

3.12.3 Presentation and Issue

Membership Certificates shall be presented to new Members of the Federation at Regional Meetings.

3.12.4 Replacement Certificates

Replacement Membership certificates shall be issued to Members on application to the Chief Executive, and a fee, which shall be determined by the Council, shall be payable prior to despatch.