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## BUFCA Criteria for Membership Applications

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**The following are some brief notes for dealing with membership applications:-**

The company:-

**Full installer membership:**

- shall demonstrate a proven track record in the field of spray applied, or injected polyurethane foam and meet the other requirements laid down in the membership application form.
- must be able to demonstrate at least 2 years' experience in the industry.
- must have the full support of a BUFCA supplier member (their sponsor) who has trained the installer to a high standard of workmanship.
- shall hold public liability insurance for a minimum of £2 million.
- shall hold employer's liability insurance (which must be displayed as required by law).
- The applicant's equipment and training for the correct use of this has to be assessed by their equipment supplier: BUFCA needs a reference for this.
- must only use Class 1 fire rated foam on internal, exposed applications.
- must agree to adhere to BUFCA's Code of Professional Practice.
- NB: If an applicant is unable to meet all the requirements, then Associate Membership may be considered following completion of training with a BUFCA approved supplier.

**Associate installer membership:**

- is required to have the necessary training in the field of spray applied, or injected polyurethane foam and meet the other requirements laid down in the membership application form.
- The application must be supported by the installer's BUFCA approved supplier (their sponsor) who can verify their training.

**Other criteria:**

- The applicant's equipment and training for the correct use of this has to be assessed by their equipment supplier: BUFCA needs a reference for this.
- shall hold public liability insurance for a minimum of £2 million.
- shall hold employer's liability insurance (which must be displayed as required by law).
- must only use Class 1 fire rated foam on internal, exposed applications.
- must agree to adhere to BUFCA's Code of Professional Practice.
- After 12 months the company's membership will be reviewed with a view to transferring to full membership, providing it has carried out quality installations (in order to maintain the high standards of quality within the industry) and traded successfully.
- At the discretion of the Committee an application may be considered for fast-tracking: the application can be discussed via a conference call, inviting all Committee members, but certainly the applicant's sponsor – if there are any negative comments, the application should be deferred to the next Committee meeting.
- For fast-tracking, applications should hold BBA certification for the cavity installation of polyurethane foam and the support of a BUFCA approved supplier (their sponsor) which has undertaken their training.

**Manufacturers/suppliers/equipment suppliers:**

- should have a polyurethane foam system suitable for spraying or injecting on to building substrates, marine applications, or other applications at the agreement of the Committee (material suppliers only).
- should have suitable equipment relevant to the polyurethane foam industry (equipment suppliers).
- should declare that their materials comply to relevant standards (material suppliers only).
- The material should have an appropriate fire rating certificate (material suppliers only).
- must have a quality management system in place (such as ISO 9001 or ISO 14001).
- should have a base in the UK.
- should have a UK VAT registration number.
- is required to briefly explain how it intends to police their installers and maintain quality.
- hold public and product liability insurance for a minimum of £2 million.
- hold employer's liability insurance (which must be displayed as required by law).

**Membership rejection:**

- BUFCA has a duty to ensure that its members are appropriately trained and qualified for the installation of PU foam and to ensure that the principles of BUFCA's Code of Professional Practice are observed.
- Should a membership application be rejected then the company should be informed in writing of the reason for the rejection. The applicant should also be clearly informed why the refusal happened and also what action is needed to work towards membership.

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