



NACS INDUCTION TRAINING COURSE
APPLICATION FORM

(If applying as a CORPORATE MEMBER (i.e. a Company or Person not sweeping chimneys themselves) a Membership Subscription is payable for each employee in addition to the Corporate Membership Subscription)

Name.....

Company Name (if applicable)

Are you a novice:

Or an experienced Chimney Sweep: Year commenced as a Professional Sweep

Status: Director Proprietor Partner Employee Subcontractor None
(Please indicate one)

Address

.....

County Post Code

Telephone Mobile

Fax E-mail

VAT No Website

Are you **GAS SAFE** registered? Yes / No Reg. No

Are you **OFTEC** registered? Yes / No Reg. No

Are you **HETAS** registered? Yes / No Reg. No

Please ensure a copy of your PUBLIC LIABILITY INSURANCE certificate is enclosed (see Item 3 NACS Code of Conduct overleaf).

Public Liability Insurance applies to experience Chimney Sweeps only.

Would you like details of the
NACS/NFU Mutual Insurance Scheme: YES / NO

For Office Use Only:- Date Received: Account No: M/Ship No: Invoice No: Observation: ID Card: Database: Website: Cardfile: Map:

The following prices are fully inclusive of the 2 day training course, one day assessment, one-off joining fee and pro-rata Membership subs for 2012. Lunch and refreshments will be provided on both days. Accommodation is not included in the course price.

Only when you have passed your assessment day will you be able to trade as a NACS Member and issue NACS certificates.

Please note Membership Subs will become renewable on 1st January each year.

Training Course Date	Fee	VAT @ 20%	Total to pay	Please select your required course date
13/14 February 2012	£1,105.83	£221.17	£1,327.00	<input type="checkbox"/>
19/20 March 2012	£1,083.75	£216.75	£1,300.50	<input type="checkbox"/>
21/22 May 2012	£1,039.58	£207.92	£1,247.50	<input type="checkbox"/>
18/19 June 2012	£1,017.50	£203.50	£1,221.00	<input type="checkbox"/>
23/24 July 2012	£995.42	£199.08	£1,194.50	<input type="checkbox"/>
20/21 August 2012	£973.33	£194.67	£1,168.00	<input type="checkbox"/>
24/25 September 2012	£951.25	£190.25	£1,141.50	<input type="checkbox"/>
16/17 October 2012	£929.16	£185.83	£1,114.99	<input type="checkbox"/>

**Please make cheques payable to the National Association of Chimney Sweeps.
A VAT invoice will be issued on receipt of payment.**

PERSONAL PROTECTIVE EQUIPMENT (PPE)

You are requested to bring with you and **wear**:

- * **Working overalls**
- * **Respirator (dust mask)**
- * **Protective Industrial Footwear (safety shoes)**
- * **Protective Industrial Gloves (Rigger)**

in accordance with the NACS Health and Safety Policy. A limited amount of disposable dust masks and hard hats will be made available.

DISCLAIMER

BUILDING REGULATIONS, BRITISH STANDARDS, HEALTH & SAFETY

The NACS endeavours to ensure that all information is correct and factual but cannot be held liable for any incorrect information given and candidates should always refer to the current, relevant Building Regulations and British Standards. The NACS expects all candidates to comply with the above PPE requirements to protect themselves and the NACS cannot accept any liability for failure to observe the above Health & Safety Policy

Signed.....Date.....

IMPORTANT NOTE TO ALL APPLICANTS APPLYING FOR MEMBERSHIP.

The following information is requested for our files to assist efficiency in making referrals when enquiries from the public request information as to whether Members carry out specific jobs other than sweeping, i.e. fixing cowls, terminals, building-repair work, carrying out lining work, attending weddings, etc.

The following work is carried out by my/our company:
(please tick and delete as appropriate)

	Yes	No
Fitting / Repointing / Rebuilding of Chimney Pots		
Fitting Bird Guards / Cowls / Terminals		
Fitting and Repairing Fireplaces / Stoves		
Supplying Fireplace Parts / Repairing Fire Backs / Hearths, etc		
Fitting / Servicing Boilers / Appliances (oil, gas, solid fuel)		
Re-Lining Chimneys (state types of linings)		
Surveying Chimneys / CCTV		
Smoke Testing of Flues		
Attend Weddings		

Other work involved within the scope of the chimney industry:

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The following counties are covered by my/our company:

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NB – WE WOULD ADVISE YOU TO ENSURE THAT YOUR CURRENT INSURANCE POLICY DOES COVER ALL TYPES OF WORK CARRIED OUT BY YOU AND/OR ANY OTHER MEMBER CARRYING OUT WORK FOR YOUR COMPANY

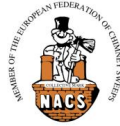
I agree with and will abide by the Memorandum and Articles of Association, Code of Practice and Code of Conduct of The National Association of Chimney Sweeps.

Signed..... Date.....



NACS CODE OF CONDUCT FOR CHIMNEY SWEEPS

- 01 The objectives of a chimney sweep is to serve the public politely, reliably and efficiently and so uphold the dignity of the Association
- 02 *A Member of the Association is expected to operate with cleanliness and conform to the NACS Code of Practice (see back of NACS Certificate)*
- 03 *Members must hold public liability insurance cover*
- 04 *A chimney sweep should be trained in the profession and the public is entitled to ask for references*
- 05 *In the event of any dispute between a member of the public and a Member of the Association, the disciplinary procedure of the Association, as agreed in April 1994, shall be adhered to*
- 06 *Members of the Association should use the identity card provided by the Association*
- 07 *NACS logo stickers should be used on vehicles advertising membership, where applicable*
- 08 *The public will be advised of the necessity for regular chimney sweeping and will be invited to ask for a list of Members*
- 09 *Members must use the NACS Certificate of Chimney Sweeping on completion of a sweeping contract*
- 10 *At all times, Members will be expected to be loyal to the aims and objectives of the Association*
- 11 *Members shall not form a franchise operation or similar scheme and shall not train any non members or novices without the approval of the Board of Directors.*
- 12 *Members shall not be members of other chimney sweeping organisations, establishments or companies that may cause a conflict or threat to the interests of the NACS*
- 13 *Members are bound by the rules and regulations of membership of the Association which are contained in the Articles of Association of The National Association of Chimney Sweeps Limited, a copy of which is available on request*
- 14 *On ceasing to be a Member of the Association, Members must return their identity cards and remove all references on stationery, premises, vehicles etc to the Association, the words NACS and its logo. Any future use of the name of the Association or any of its logos is strictly prohibited*



NACS RECOMMENDED TOOL KIT CHECKLIST & ASSESSMENT GUIDELINES

The National Association of Chimney Sweeps has issued the following guidelines for a Recommended Tool Kit. The Recommended Tool Kit listed below should be used in conjunction with the work being carried out, with regards to the height and diameter of flues, the materials used in the construction of flues, and the fuels used.

<u>Item</u>	<u>Yes</u>	<u>No</u>
<u>ROD KIT</u>		
40 feet x 1 inch dia. Polypropylene - suitable for conventional brick/terracotta flues/pre-cast liners		
40 feet x 1.1/8 inch dia. Polypropylene - suitable for conventional brick/terracotta flues/pre-cast liners		
30 feet x 7/8 inch dia. Polypropylene - suitable for conventional brick/terracotta flues/pre-cast liners		
30 feet Superflex/Nylon – Compulsory - suitable for flexible stainless steel flue liners		

<u>POLYPROPYLENE CHIMNEY BRUSH KIT</u>		
Soft Bristle - 1 x 4 inch diameter, Short stock - (Oil, Gas, Smokeless Fuel)		
Soft Bristle - 1 x 5 inch diameter, Short stock - (Oil, Gas, Smokeless Fuel)		
Soft Bristle - 1 x 6 inch diameter, Short stock - (Oil, Gas, Smokeless Fuel)		
Soft Bristle - 1 x 8 inch diameter, Short stock - (Oil, Gas, Smokeless Fuel)		
Soft Bristle - 1 x 14 inch diameter, Short stock - (Oil, Gas, Smokeless Fuel)		
Soft Bristle - 1 x 10 inch diameter, Short stock - (Oil, Gas, Smokeless Fuel)		
Medium Bristle - 1 x 18 inch diameter, Short stock - (Smokeless Fuel, Coal Soot)		
Medium Bristle - 1 x 16 inch diameter, Short stock - (Smokeless Fuel, Coal Soot)		
Medium Bristle - 1 x 14 inch diameter, Short stock - (Smokeless Fuel, Coal Soot)		
Medium Bristle - 1 x 10 inch diameter, Short stock - (Smokeless Fuel, Coal Soot)		
Medium Bristle - 1 x 9 inch diameter, Short stock - (Smokeless Fuel, Coal Soot)		
Medium Bristle - 1 x 8 inch diameter, Short stock - (Smokeless Fuel, Coal Soot)		
Stiff Bristle - 1 x 20 inch diameter, Short stock - (Coal/Wood Soot, Tar Deposits)		
Stiff Bristle - 1 x 16 inch diameter, Short stock - (Coal/Wood Soot, Tar Deposits)		
Stiff Bristle - 1 x 14 inch diameter, Short stock - (Coal/Wood Soot, Tar Deposits)		
Stiff Bristle - 1 x 12 inch diameter, Short stock - (Coal/Wood Soot, Tar Deposits)		
Stiff Bristle - 1 x 10 inch diameter, Short stock - (Coal/Wood Soot, Tar Deposits)		

<u>PERSONAL PROTECTIVE EQUIPMENT (PPE)</u>		
Gloves - Essential		
Eye Protectors - Essential		
Overalls (with cuffs) x 2 - Essential		
Safety Footwear - Essential		
Suitable Respirator - Essential		
Site Helmet - Essential		

<u>OTHER ESSENTIAL EQUIPMENT</u>		
Spanners		
Screwdrivers (slot & Phillips head)		
Chimney Scrapers 4 – 8 inches		
Extension Lead		

Shovel and Hand Brush		
Wire Hand Brush		
Mirror		
Soot Cloths – 36, 48 and 72 inches		
Dust Sheets 9ft x 12ft min x 2 min		
Nest Hook		
Torch & Inspection Lamp		
Industrial Vacuum Cleaner		
Binoculars		
Smoke Pellets		
Sealing Gaffa / Masking Tape		
Heavy Duty Plastic Sacks		
First Aid Kit, including eyewash solution, finger bandages, triangular bandages, antiseptic wipes		

<u>BOILER CLEANING KIT (Optional)</u>		
1 and 2 inch spiral wire brushes on wire handles - cleans boiler flue-ways, open fires and appliances		
4, 5 and 6 inch flue brushes - clean flue pipes		

<u>OTHER OPTIONAL EQUIPMENT & CONSUMABLES</u>		
Fire Blanket		
Small Fire Extinguisher		
Heat Resisting Gloves		
Knee Pad or Mat		
WD40 Lubricant		
Fuses 3, 13, 15amp		
Fibreglass Sealing Rope		
Fire Cement		
Tile Cement		
Copper Grease		
Self Tapping Screws		
Metal Bucket		
Coring Ball		
Spare vacuum motor/top		

<u>POWER SWEEPING EQUIPMENT (OPTIONAL)</u>		
Number of rods		

<u>CCTV EQUIPMENT (OPTIONAL)</u>		

Notes

Brushes to be used for flexible stainless steel flue liners can be fitted with 1/2 inch Whitworth threads at both ends to enable a protective nylon ball to be fitted, to prevent damage to the interior of the flue liner. The two 1/2 inch Whitworth threads also allow the brushes to be reversed, if they lose their shape during use. Choice of adaptors (Lockfast or Universal joints) should be fitted to the bottom of brushes for fitting to the appropriate type of rod.

Assessment Guidelines

For onsite Assessment purposes all NACS Candidates must sweep Flues & Chimneys manually by the two methods as described in the NACS Code of Practice i.e. a line and weights, or rods and brushes. Candidates must also demonstrate knowledge of flues, appliances and flue terminations. They must be able to identify and diagnose chimney and appliance defects and be able to issue the appropriate NACS documents.

Personal Protective Equipment (PPE)

For your own protection PPE i.e. gloves, overalls, respirator etc. must be worn whilst working, in accordance with the NACS Code of Practice.

Booking Your Assessment With A Regional Officer

If you have any queries please contact your Regional Officer who will help and advise you before you book your Assessment.

Remember your Regional Officer is there to assist you and will explain what you will need to complete on your Assessment. Please ensure you have adequate tools and equipment and have fully completed the training certificates of sweeping. You will be expected to provide a varied assortment of different types of chimneys to clean. Your Assessment will start with an inspection and equipment check of tools and equipment in your working vehicle. Note your Regional Officer is available for support and guidance throughout your Assessment.

If whilst on site any unsafe / dangerous working practices are observed your Regional Officer has the right to stop the Assessment and you will be advised accordingly.

Please remember if you fail your Assessment you will need to rebook and pay again for a second Assessment. Your Regional Officer will explain to you what areas you have failed in and will provide guidance to prepare you for another Assessment. A letter from the NACS Office will be sent to you on what to do. In the event of any disputes you will have the right to appeal and change your Regional Officer for another Officer. Any disputes or complaints must be put in writing to the NACS Board of Directors.