

Upon satisfactory completion of this form and appropriate payment, you will receive your UK-PHMES CSCS Registration Card, in accordance with the conditions of the UK-PHMES CSCS Registration Scheme. See the scheme guidance for further details, available from the website: www.jib-pmes.org.uk

HOW TO APPLY

Enter your name, address and other personal details on this page.

Provide a passport-size colour photograph of yourself. Write your name and National Insurance number clearly on the back of the photograph. Attach the photograph to this form in the space provided.

Provide details of the health and safety awareness training/testing you have received in Section 2 and at the appropriate section of the application form.

IMPORTANT NOTE: Please send good quality photocopies of NVQ/SVQ completion certificates or City & Guilds Craft/Advanced Craft completion certificates for verification. These must be the genuine copies, the JIB-PMES undertakes random checks for authenticity.

If you have any queries about this form or how to complete it, please refer to the scheme guidance or call 0800 197 1060 for assistance.

All applicants must complete Sections 1, 2, 3 and 4.

Applicants are also required to complete the appropriate Section for the UK-PHMES CSCS Card for which they are applying.

The appropriate Sections are detailed in the table opposite. Applicants must tick the appropriate box for the UK-PHMES CSCS Card they wish to apply for and ensure they complete the appropriate Section.

REMEMBER TO ENSURE THAT YOU ARE ELIGIBLE FOR THE CARD YOU ARE APPLYING FOR. IF YOU ARE NOT ELIGIBLE FOR THE CARD, YOUR APPLICATION WILL BE RETURNED WITHOUT REGISTRATION IN ANY OTHER CATEGORY.

Card Applied For

- Plumber
- Plumber
- Heating Fitter
- Heating Fitter
- Mechanical Pipe Fitter
- Mechanical Pipe Fitter
- Gas Service Fitter
- Gas Service Engineer
- Plumbing Related Occupations (Gas)
- Plumbing Related Occupations
- Plumbing Employee
- Plumbing Apprentice/Trainee
- Supervisor
- Manager
- Site Visitor

Card Colour

- Blue
- Gold
- Blue
- Gold
- Blue
- Gold
- Blue
- Gold
- White
- White
- Green
- Red
- Gold
- Platinum
- Yellow

Complete

- Section 5
- Section 6
- Section 7
- Section 8
- Section 9
- Section 10
- Section 11
- Section 12
- Section 13a
- Section 13b
- Section 14
- Section 15
- Section 16a
- Section 16b
- Section 17

Section 1

Your Details

Surname

First Name

House Number / Name

Street

Town

County

Postcode

National Insurance Number

Date of Birth

Home Telephone Number

Mobile Telephone Number

Email Address

Your Sex

Male Female

Date you started in the industry

How would you describe your Ethnic Origin?

- White
- Black (African descent)
- Black (Caribbean descent)
- Asian (Indian/Pakistani/Bangladeshi)
- Asian (Chinese)
- Other (e.g. mixed race)

If you are a member of Unite the Union and would like to apply for free UK-PHMES CSCS registration please enter your membership number here

Are you: Employed Unemployed Self-employed

If you are employed by a JIB participant company, and wish to apply for free registration please provide the company name

Please attach your photograph here. Remember to write your name and NI number on the back.

Section 2

Health and Safety Training

SECTION 2: Health and Safety Training

1. NVQ/SVQ Exemption

If you have obtained relevant Level 2 or 3 National or Scottish Vocational Qualification (NVQ/SVQ) within the past two years, tick this box
(To ensure the NVQ/SVQ exemption is accepted, you must attach a copy of your NVQ/SVQ completion certificate to this application).

Please Note: Level 1 or 6129 VRQ certificates are not acceptable

2. Recognised JIB-PMES/CITB Health and Safety Test

Full title of test taken

Organisation providing course

Date attended

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please attach your Test Certificate or Pass Letter

3. Other Safety Course

(Important note this must be a course that is recognized by the JIB-PMES (i.e. NEBOSH construction certificate, IOSH (construction related) or CCNSG safety passport.) Further details regarding suitable courses are included in the scheme guidance).

Title of course

Organisation providing course

Date attended

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please attach your completion certificate

Section 3

Fees

SECTION 3: Fees

Please ensure that the appropriate fee is included with the application. The table below shows the fees that are charged for individual cards, please tick the appropriate box to confirm that the fee has been included. Please make cheques payable to JIB-PMES. There is no fee to pay if the applicant is a member of Unite the Union or the company is a JIB-PMES Participant.

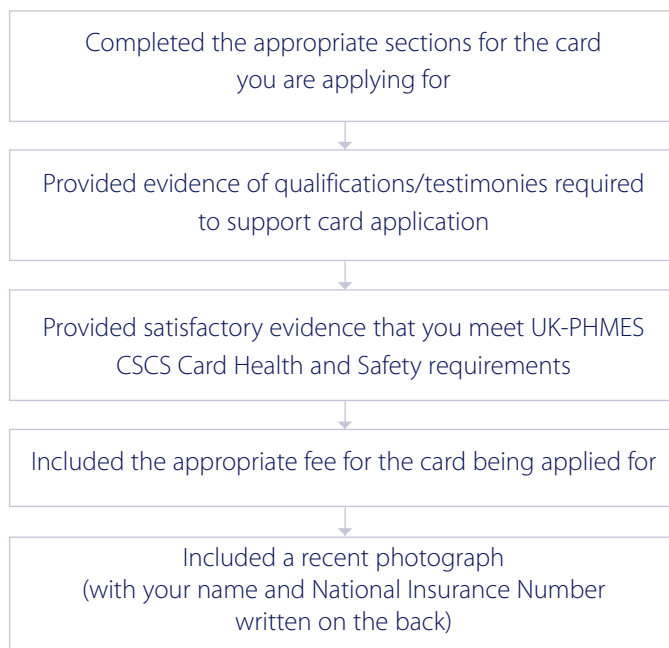
Fees at the time of publication (May 2010) are:

- Plumber, Heating Fitter, Gas Service Fitter & Mechanical Pipe Fitter Blue card £30.00
- Plumber, Heating Fitter, Gas Service Engineer & Mechanical Pipe Fitter Gold card £30.00
- Plumbing Related Occupation - Gas card £30.00
- Plumbing Related Occupation card £30.00
- Plumbing Employee card £30.00
- Apprentice/Trainee card £20.00
- Upgrade from Trainee/Apprentice to qualified operative £20.00
- Supervisors card £30.00
- Managers card £30.00
- Regular Visitor card £30.00
- Update and Replacement card £20.00
- Renewals (all categories) £25.00
- JIB-PMES Registered company FREE
- Member of Unite the Union FREE*

*Members of Unite the Union and NON JIB Companies will have to pay an additional £25.00 fee if they apply specifically for upgrading

Check List

Once you have completed all the other relevant sections of the application form please double check that you have:



If you are satisfied that you have completed all the steps outlined above, sign the declaration at Section 4 and return your form to the JIB-PMES. Please again note, that failure to comply with any of the requirements outlined in the check list will result in the immediate return of the application form.

Section 4

Declaration

SECTION 4: Applicants Declaration

I certify that the details on this application form are correct and completed to the best of my knowledge

I acknowledge that the personal information given here will be used for the purpose of processing my application for a card. I also understand that, once I have been issued with my card, information from this application form may be held on a database in accordance with the Data Protection Act 1998.

Signed

Date

D	D	/	M	M	/	Y	Y	Y	Y

Important Note: If all documentation is not enclosed with the application form, the whole application will be returned.

All documentation should be returned to: JIB-PMES

Lovell House,
Sandpiper Court,
Phoenix Business Park,
Eaton Socon,
St. Neots,
Cambridgeshire
PE19 8EP

Notes

The website www.jib-pmes.org.uk contains all the latest amendments to the UK-PHMES Registration Scheme rules.

All applicants whose application includes completion of any of the sections 5 - 12 will automatically be graded at the basic technical level for the discipline in which they work. If you would like to be re-graded please complete an Upgrading Application form which can be downloaded from www.jib-pmes.org.uk

SECTION A – Health & Safety

Please tick against safety qualifications obtained:

NVQ/SVQ Exemption JIB-PMES/CITB Manager Health & Safety test

Other Approved Safety Course

Please ensure you send copies of your test pass/course certificates with this application.

SECTION B, Endorsement 1 of 2 – For industry accreditation and NVQ/SVQ applicants. Your immediate manager or Director must complete this section. The applicant must not sign this section.

I confirm that the applicant has had at least one-year on-site experience or other experience appropriate to the occupation listed above, after initial training. I agree that the applicant has demonstrated competence that meets the minimum standards overleaf and recommend the issue of a card. I certify that the details on this form are correct to the best of my knowledge.

I have known the applicant for year(s).

Company name (if applicable):

Address:

Postcode

JIB-PMES Reg No. if applicable:

Telephone number:

Print name:

Position:

E-mail Address:

Signature:

Please note this section is double-sided. Sub-sections A, B and C **must** be completed.

SECTION C, Endorsement 2 of 2 – For industry accreditation applicants only. A current or previous employer or a professional person must complete this section and be different to the person who signs section B. The applicant must not sign this section.

I confirm that the applicant has had at least one-year on-site experience or other experience appropriate to the occupation listed above, after initial training. I agree that the applicant has demonstrated competence that meets the minimum standards overleaf and recommend the issue of a card. I certify that the details on this form are correct to the best of my knowledge.

I have known the applicant for year(s).

Company name (if applicable):

Address:

Postcode

JIB-PMES Reg No. if applicable:

Telephone number:

Print name:

Professional status/qualifications:

E-mail Address:

Signature:

THE FOLLOWING IS A GUIDE TO THE MINIMUM ACTIVITIES A COMPETENT PLUMBING/MECHANICAL ENGINEERING SERVICES MANAGER WOULD BE EXPECTED TO PERFORM TO ACHIEVE INDUSTRY ACCREDITATION

1. Manage project briefs

Agree and present a project brief
Advise stakeholders on project cost strategies
Prepare a schedule which meets the requirements of the project brief

2. Assess and manage project risks

Assess project risks
Specify and implement methods and procedures to manage project risks
Manage project health, safety and welfare

3. Establish and monitor project teams

Select and form a project team
Establish and monitor project team working methods
Establish and monitor project organisation and communication systems

4. Control project cost, quality and progress

Control project costs against agreed budgets
Control project against agreed quality standards
Control project progress against agreed schedules

5. Co-ordinate project handover and evaluation

Co-ordinate provision of information and guidance to support operation of the works and installations
Manage project completion and handover
Evaluate projects

Plus any 3 of the following 6

6. Establish criteria for project briefs

Agree client requirements and preferences
Assess user needs and options
Assess community factors

7. Evaluate and advise on development factors and potential design solutions

Evaluate development opportunities, constraints and potential solutions
Advise on potential options for development

8. Advise on and co-ordinate project design development

Advise stakeholders on the selection and modification of design
Facilitate the agreement of a detailed design
Manage the flow of design documents

9. Advise on and secure statutory consents

Advise on regulatory requirements and constraints
Confirm statutory control requirements and consent applications
Manage appeals and negotiate to secure statutory consent

10. Agree procurement and contract procedures

Select and agree a project procurement procedure with a client
Evaluate and agree potential tenderers
Select, recommend and agree a form of contract

11. Implement tenders and conclude contracts

Implement estimate, bid and tender procedures
Evaluate successful tenders and negotiate changes
Conclude a contract for the supply of works, goods, materials and consultancy services

Plus any 3 of the following 6

12. Select personnel for activities

Identify personnel requirements
Select required personnel

13. Manage the performance of teams and individuals

Allocate work to teams and individuals
Agree objectives and work plans with teams and individuals
Assess the performance of teams and individuals
Provide feedback to teams and individuals on their performance

14. Enhance working relationships

Develop and maintain relationships with stakeholders
Enhance the trust and support of colleagues
Enhance the trust and support of those to whom you report
Provide guidance on values at work

15. Advise on problems and solutions

Collate information and provide advice on technical problems
Re-frame and generate solutions to complex, indeterminate problems

16. Chair and participate in meetings

Chair meetings
Participate in meetings

17. Develop self and others

Optimise your own resources to meet objectives
Undertake personal development in the occupational practice area
Enable others to learn and benefit from one's experience

Important note:- Achievement of an NVQ Level 4 does not exempt the holder from the Managers Health and Safety Test. Before sending your form please check that it has been fully completed. Your form will be sent back if it has not been properly filled in.

If you need help with your form, telephone the **helpdesk on 0800 197 1060**. Please send your form, photocopies of certificates and payment by cheque or postal order (made payable to JIB-PMES) to: **JIB-PMES, Lovell House, Sandpiper Court, Phoenix Business Park, Eaton Socon, St. Neots, Cambridgeshire PE19 8EP**

Plumbing Manager UK-PHMES CSCS Registration Card (Platinum)

- i. A Platinum UK-PHMES CSCS Registration Card is issued to Plumbing managers who hold suitable NVQ/SVQ Level 4 qualifications or equivalent site experience and can provide a letter from their employer/clients to support their application.
- ii. UK-PHMES CSCS Registration Cards issued on this basis are valid for five years, and may be renewed after that period (subject to renewal rules).
- iii. This route of entry is permanently open.
- iv. To obtain a Plumbing Manager UK-PHMES CSCS Registration Card applicants must:
 - Correctly complete application form and supply the appropriate fee.
 - Pass CITB Managers Health and Safety Test
 - Provide evidence of a suitable NVQ/SVQ Level 4 qualification or equivalent site experience
 - Have the application form verified by an appropriate service manager/director