**Affiliate Contractor Membership to the Arboricultural Association.**

**Additional guidance can be found at the end of the Affiliate Contractor Application Form.**

This grade is open to any arboricultural contractor that can meet the qualifying criteria.

**What is Affiliate Contractor Membership?**

Affiliate Contractor membership of the Arboricultural Association recognises a business that has made the commitment to becoming a full Arboricultural Association Approved Contractor (ArbAC) within 2 years (24 months) after joining. Affiliate Contractors will have:

* undergone a desk based audit of their business documentation;
* shown commitment to improving their arboricultural knowledge;
* agreed to the Arboricultural Association’s Codes of Ethics and Professional Conduct;
* committed to the Statement of Intent (see below & membership form);
* paid the appropriate membership fees.

***Statement of Intent***

*Affiliate Contactors will be actively involved in leading the company to ArbAC status within 2 years (24 months) of becoming an Affiliate Contractor. Affiliate Contractors are expected to increase their underlying knowledge of arboriculture and its application. This will be evident in how their business is run and the quality of work it outputs in relation to its working sector.*

*In addition to the Association’s Code of Ethics and Code of Professional Conduct, Affiliate Contractors are expected to work to industry best practice, including BS3998 Tree Work – Recommendations (2010), as applicable and to uphold the integrity of the profession. Where actions deviate from industry best practice this must be justified.*

(NB - The above extract is reproduced from the Affiliate Contractor Membership Application Form).

It is expected that Affiliate Contractors will embrace the ethos, principles, and standards (as applicable) of the ArbAC scheme and, in effect, voice their support for and intention to progress to ArbAC status.

Affiliate Contractors can only hold the membership grade for a maximum of 24 months.

If they have not achieved full ArbAC status within this timeframe they will not be able to re-apply for Affiliate Contractor status again for 12 months.

This will not affect their opportunity to apply and be assessed for full ArbAC status during that period.

**Summary of benefits for Affiliate Contractor Members**

Affiliate Contractor Members will be entitled to:

* Access general advice and guidance from the Scheme Manager and Technical Officers.
* Receive the Arb Magazine and regular e-bulletins.
* Receive ‘Arb Digest’ emails from the Scheme Manager to keep up-to-date with industry news (but not Contract Notices / Contract Opportunities.)
* Benefit from AA training discount for the business owner/proprietor and one other person.
* Access to the AA’s Member Benefit Scheme
* Free Arb Show Entry for the business owner/proprietor and one other person (upto a maximum of two persons.)
* Continued access to the Help for Arborists section of the AA website with all supporting documents.
* Stand for election to sit on committees and groups such as the Arborists’ Working Group (AWG) & Utility Arboriculture Group (UAG) or other relevant working groups as deemed appropriate by the Arboricultural Association.
* 25% discount on the ARB Approved Contractor initial assessment fee.

**Clarification Regarding Affiliate Contractor Membership.**

**Affiliate Contractor membership will NOT entitle the use of either the industry recognised ARB Approved Contractor (ArbAC) logo, or the Arboricultural Association logo. Nor will members be entitled to infer compliance with, or accreditation of, the ArbAC Scheme.**

**Benefits associated with ArbAC status do not apply, unless listed above.**

Affiliate Contractors will be members of the Arboricultural Association (this is **not** an accreditation.)

An Affiliate Contractor will **not** be entitled to advertise their membership other than to state it as a business credential, i.e. ‘XYZ’ Tree Surgeons Ltd. are an Affiliate Contractor Member of the Arboricultural Association (this must include the word member.)

Affiliate Contractor Membership will not contribute to progression through individual grades such as technician or professional membership. It is advised that contractors requiring this and intending progression are encouraged to become individual members.

Affiliate Contractor Membership cost: £250 +VAT per year (the first year **includes** a £50.00 + VAT application portfolio assessment fee paid in advance, this is non-refundable and a further review fee may be incurred in exceptional circumstances.)

**Qualifying Criteria for Affiliate Contractor Membership**

Contactors applying for Affiliate Contractor membership must:

1. Complete the application form including nominating a manager who has a minimum of 3 years arboricultural industry experience.

The application must include a copy of their CV and evidence of their relevant work experience, qualifications and continuous professional development (CPD).

2. Pay the appropriate fee.

3. Have a bona fide operating business, with its own direct customers or client base. Self-employed climbers or arborists working for other contractors will not be eligible.

4. Hold and provide evidence of the following current insurance policies:

4.1 Employers Liability (EL) - as applicable (usually a min. of £5 million.)

4.2 Public liability (PL) ‘essential’ minimum of £2 million cover.

4.3 Professional Indemnity - as applicable (usually a min. of £500,000.00)

5. Hold and adhere to the following Health and Safety (H&S) requirements:

5.1 H&S policy statement:

This must be signed and dated.

5.2 Risk assessments:

Three (3) completed site specific examples and associated generic risk assessments are required.

5.3 LOLER:

Two (2) current ‘thorough examination’ records are required including 1 x climbing kit and 1 x rigging kit.

6. Provide evidence of the following office and administration documents:

6.1 Written quotations:

Two (2) completed examples are required, including 1 x crown reduction specification to BS3998 (2010) written by the contractor.

6.2 Invoices:

Two (2) completed examples are required.

6.3 Terms and Conditions:

As applicable – even if only payment terms.

…cont’d.

7. Provide evidence of appropriate training and/or competence relevant to the work, in line with current legal requirements / HSE good practice and to include:

7.1 OPERATIVE 1:

Practical skills qualifications up to and including “Level 3 Award in aerial cutting of trees with a chainsaw using free fall techniques” (formerly CS39) from either City & Guilds / NPTC or Lantra Awards.

7.2 OPERATIVE 2:

Practical skills qualifications up to and including “Level 3 Award in Aerial Tree Rescue Operations” (formerly CS38) from either City & Guilds / NPTC or Lantra Awards.

7.3 Wood-chipper certificate of training:

This should be externally accredited Lantra Awards or City & Guilds / NPTC training. However “in-house” training, if evidenced with a suitable record of training including content and outcome, may be accepted.

7.4 First Aid certification:

A minimum of Emergency First Aid at Work (EFAW) for 2 persons.

8. Provide a portfolio of completed works, including crown reductions, which demonstrates the applicant contractor’s ability to comply with BS3998 and follow good arboricultural practice.

9. Agree to the “Statement of Intent” (see above):

This will be demonstrated via the signature on the application form, to accord with industry best practice as applicable.

10. Provide three testimonials from independent clients:

We are reliant on these being supplied in an honest and truthful manner. However a selection of testimonials supplied with applications may be checked at the discretion of the Scheme Manager.

*Document end.*