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o AUTUMN | o 2016

Newsletter of the
Commissioning Specialists Association

PROFICIENT PROFESSIONAL COMMISSIONING



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L I M I T E D

GCC CHAPTER (GULF COOPERATION COUNCIL)



We are pleased to announce that the CSA GCC chapter is now in place. Over recent years, Commissioning in the UAE has become a mandatory requirement on all construction projects thanks to the Green Building initiatives such as LEED and Estidama.

Whilst the implementation of these initiatives displays an intent and understanding of the benefits effective commissioning of building services can bring to a development, the actual application of the commissioning process is still often neglected or compromised on projects in the region.

Over recent years Corporate members of the CSA have been working on major projects in this part of the world, helping to raise the standards of commissioning. To assist these goals even further the CSA have recently formed a GCC chapter based in Abu Dhabi. This consists of all the CSA corporate companies working in the GCC area.

Educating the project developers and property owners about the benefits of having effective commissioning process on their buildings is essential. The CSA intends to play a leading role in this process in the region, by ensuring that developers and consultants are aware of the standards that would be implemented towards commissioning on their projects when it is enforced that CSA corporate members are utilised.

The CSA intends to play a major part in raising the standard of commissioning throughout the region by training all corporate members employees, whether they are technicians or engineers, utilising the Path of Development. The Distance Learning Courses and framework of grading for CSA members helps to ensure that members have the theoretical knowledge of commissioning required as well as the practical skills needed to implement effective and efficient commissioning on projects.

Andrew Lawlor – CSA GCC Chapter Chairman

NEW MEMBERS *We would like to welcome the following new members to the Association.*

ASSOCIATE: *RESCOM MIDDLE EAST ELECTROMECHANICAL EQUIPMENT MAINTENANCE
BUREAU VERITAS S.A. ABU DHABI*

INDIVIDUALS: *Dayle Hetherington, Daniel Hughes, Gregory Hewitson, Matthew Nye, Wentoo Chen,
Bryn Howells, Liam Dolan*



Jules' News

Welcome to the Autumn edition of Index – only 67 days until Christmas from the date I am writing this!! I am sorry that the Summer edition wasn't out this year which was unfortunately beyond our control but hope you enjoy some of the interesting/informative articles in this edition.



It has been an extremely busy and tumultuous year what with another member of staff leaving and employing someone new again which involves a vast amount of training as everything is not straight forward in the CSA office and can be quite daunting to a new member of staff. I am very pleased to introduce Tracey Underhay, Tracey replaced Filomena and started in July as Part-time Administration Assistant. Some of you will have met Tracey at the Gala Awards evening in June and Tracey is settling in really well. Also, Jo has been with me for 1 year on 19 October, she is doing fabulously and is a very valuable member of our team.

Jo has now included the CSA on Facebook and Twitter as well as already being on LinkedIn. She has been posting Press Releases and news articles regularly on all 3 social media sites.

Please go on our website www.csa.org.uk and the links are on the home page at the bottom.

Procedure for Applying for Individual Membership of the CSA

The application form for individual membership can be found on the website at the following link:
http://www.csa.org.uk/Commissioning_Specialists_Association/file/membership.php

The individual application form must be completed in full including the suggested grade. The highest grade that can be applied for on initial application is a Grade 3, unless you have previously passed the Grade 4 Exam.

Please ensure that the application is both proposed and seconded by a Manager/MD of a CSA Corporate member or by a current individual member Grade 4 or above. The application will not be accepted by the assessment panel if these areas are not completed in full.

Once complete, the application needs to be emailed directly to the CSA office with a full up-to-date copy of your CV and a digital photo: office@csa.org.uk.

Distance Learning Courses – A, B & C

Well Done to those listed below who have recently passed the DLC tests.

DLC A	DLC B	DLC C
Michael Boardman	George Evans	Sam Denny
	Jack Nixon	Nick Boardman

To enrol on a DLC Course simply download and complete the appropriate enrolment form – see the CSA website www.csa.org.uk – and e-mail it to office@csa.org.uk. (If you join as an Individual member and enrol on a DLC at the same time you get your first year's Individual membership free).



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INTRODUCTION TO COMMISSIONING MANAGEMENT 2-DAY COURSE

With an already established and renowned portfolio of training courses, the CSA has constructed the 'Introduction to Commissioning Management' course to give real life insight and guidance to the Commissioning Management Process.

This 2-day course is split into 8 sessions, providing exercises to assess and guide Delegates through specific activities.

Each session contains:

- the source material
- detailed guidance through the process
- an interactive session "exercise" to end each session

On successful completion of all 8 sessions each delegate will be awarded a CSA Introduction to Commissioning Management certificate and CSA members who are a Grade 5 and have the relevant path of development experience would then be able to apply for their Grade 6.

Course Location

In keeping with its other training programmes, this course will be conducted at the CSA offices in Horsham, West Sussex.

Course Dates (TBC)

Although the final dates have yet to be confirmed, it is envisaged that two courses will be run during the latter part of this year, in the months of November and December.

Course Pricing

This unique 2-day course is priced at £500.00 + VAT for CSA Members and £600.00 +VAT for non-members.

For further information and to express interest in attending this important training course, please contact Julie Parker or Joanne Rowe at the CSA on +44 (0) 1403 754 133 or by email at office@csa.org.uk.

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Your contact point: Ashley Simmons (DipCii), *left*. Ashley Simmons joined P W White & Partners Ltd in 1997 having previously been employed by Lloyds Bank for 9 years. Ashley holds four ACIB banking qualifications and attained the Diploma (DipCii) in Insurance in 2009

Ashley's areas of specialism are Commercial Insurances - Liability, Motor Fleet, Professional Indemnity, Combined and Office – to name a few). Contact us for a quote or let me have your renewal date to diary to contact you at the right time

Liability Cover is a must for many members to protect in the event of a loss such as flooding of a building whilst carrying out for example water treatment (even if caused by a sub-contractor). Often contractors require this cover so you can be paid for work. Most of the claims we see tend to be from water damage – are your current insurers aware if you carry out this aspect if you do?

Professional Indemnity (PI) Cover is often asked for in Insurance / sub contractor questionnaires. Whilst many HVAC companies feel this cover is not appropriate to them we have seen claims made against companies for negligence which falls outside of the liability policy and therefore under PI cover. Even if you are not found negligent, legal defence costs can add up and are normally covered under a PI policy

Our Exclusive Thistle Scheme offers optional professional negligence cover of £50,000 for a cost of only £55 for companies with a turnover of up to £1m. This might help you to win more tenders as well as protect you in the event of a claim. Higher limits of indemnity are available subject to the completion of a form

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Your Responsibilities

Below is a short article from P W White Ltd , regarding the changes made to the duties of the policyholder under the recently introduced insurance Act 2015.

The Insurance Act 2015 will apply to all policies placed or varied after 12 August 2016. This document describes your duties, as a policyholder, in relation to The Act.

As a purchaser of insurance, it remains your responsibility to disclose every material circumstance that you know or ought to know about the risk. A material circumstance is something that would affect the judgement of an insurer in deciding whether to accept the risk and on what terms.

Through the creation of a new duty, the duty of Fair Presentation, the Act provides clarity around what information you need to provide to the insurer and whose knowledge needs to be captured when presenting a risk.

Any information you provide must be in a clear and accessible format. You do not need to overload insurers with too much information. Information that is important should be highlighted to ensure it is considered.

You must ensure that the information you provide is substantially correct and every material representation about an expectation or belief is made in good faith. Matters which are suspected must be substantiated; it is not acceptable to deliberately refrain from confirming them or enquiring about them.

What you are expected to know will depend on the size and complexity of the risk you are wishing to insure. When collating the information about the risk you must involve people who know the risk, can present the risk information and senior personnel who can sign the information off as accurate. You must include the knowledge of the senior management team, the risk and insurance team and the knowledge held by third parties e.g. accountants, solicitors and your insurance broker.

You will be expected to make a reasonable search of the information available in order to make a fair presentation of the risk. What is reasonable will vary depending on the size of your business but information includes information held within the organisation or held by external parties such as those mentioned above.

If you are unsure that all material circumstances have been disclosed please discuss this with us and/or your insurer. If put on alert, your insurer will make further enquiries to ensure every material circumstance is revealed and your insurance is provided on the correct terms and for the correct premium.

Copies of the information we as your brokers submit to insurers will be provided for you to validate.

The duty of fair presentation has been created to ensure fairer outcomes in the event of a claim. However, failure to make a fair presentation of the risk may result in the insurer avoiding the policy and refusing all claims. Depending on the circumstances premiums may not be returned.



Chairman's Thoughts

As I write this, the days are getting shorter and there is now more of a chill in the air and the summer holidays do seem a while ago.

There were many subjects I was going to write about including Brexit, the sacking of another England Football manager or even the US Election with Hillary Clinton and Donald Trump. However, I thought I would write something a bit closer to home and our Commissioning Industry.

As you will no doubt have read in this issue of Index we are proud and excited to announce the date of our Annual Gala Awards – which will take place on the evening of Thursday 15th June 2017.

The Awards are a truly entertaining evening and provide a great way to catch up with old friends and colleagues and they are a chance for us to celebrate our industry wide successes.

One thing I have heard time and time again is that the same people always win – but as the saying goes “you need to be in it to win it”!

It is our industry Awards and we need you to be a part of them. If one of your colleagues is a great engineer or you have worked on a particularly special project – all you have to do is visit the Awards website and fill in a form. The website link will be available shortly. It is that easy.

Everyone appears busy at the moment which is great to hear and certainly gives our industry a buzz – but albeit does give the labour managers and planners a bit of a headache!

During this busy time – I will still ask everyone to continue to support the CSA, keep pushing forward with training and the Distance Learning Courses, and most importantly to stay safe.

2017 CSA Awards Programme Announced



Launched just two years ago, the CSA Awards is already regarded by many as one of the building sectors most valued events. By recognising and rewarding those companies and individuals that 'go the extra mile' to make buildings work as the designer intended, and by acting as a motivator to encourage more companies and commissioning engineers to fulfil their potential, the core values of the Commissioning Specialists Association are reflected through this annual awards programme.

Following the success of this year's awards, the CSA is delighted to announce that the 2017 CSA Awards Dinner will again be held at the Copthorne Effingham Park Hotel, near Gatwick Airport, on the evening of Thursday 15th June. Having opted to hold the presentation dinner on a Friday evening for the 2016 awards, it is felt that a return to a Thursday evening will be more convenient for all those attending – sponsors, entrants and guests alike.

The evening's celebrations will commence at 7.00pm with a champagne drinks reception, followed by a delicious 3-course banquet. The awards ceremony will then be conducted, with all the finalists and eight worthy winners being invited up on stage to be presented with their certificates and trophies.

Some further entertainment will follow, along with an amusing game of Head's and Tails, which will once again be conducted on behalf of the CSA Chairman's nominated Charity. This year, a fantastic £1125.00 was collected through this activity, which will help to raise awareness about young sudden cardiac death and the work that CRY (Cardiac Risk in the Young) does to prevent such tragedies.

A fun casino and networking in the bar will continue until the early hours, with the 'not-to-be-missed' Survivors Breakfast being served for those still enjoying the party.

Commenting on the awards, CSA Chairman, Andrew Watkin said "Once again the 2016 CSA Awards proved to be a huge success and provided an excellent forum through which to celebrate business and professional excellence right across the commissioning arena. I very much look forward to building on that success with the 2017 awards programme, and would encourage all those operating in this wonderful sector of ours to put forward a nomination. As the saying goes, 'you need to be in it to win it', so please do go online, review the categories and begin preparing your entries, for what we are sure will be the biggest event yet".

The 'Call for Nominations' was launched in September, and will be supported by a new website, a series of promotional emailers, advertisements in the trade press, and of course a comprehensive and dedicated publicity campaign through the CSA itself. Full details can be found online at www.csa-awards.co.uk. Book your tickets for this special event now!

Reader Enquiries to: Julie Parker, CSA Secretary

Tel: +44 (0) 1403 754133

Email: office@csa.org.uk

Web: <http://www.csa.org.uk>



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INDIVIDUAL MEMBERS UPGRADES

In the Spring 2013 edition of Index, Nick Ward wrote regarding the Individual members upgrading their membership. Again this year we reviewed membership and grades and it has become apparent that there are still a large number of Individual members who could possibly be on a higher grade than their existing level.

It is important for the CSA to have its members correctly graded, so as to show the industry that we take the grading of our members seriously. Having members who have the experience and are carrying out work at grade 3 or 4 level, but only hold a grade 1 detracts from the whole grading system.

The Construction industry is becoming more aware of the CSA and its grading system for commissioning Technicians and Engineers, it is not unusual, with some of the more enlightened consultants, for specifications to require certain grades of commissioning engineers on projects. Also Clients and Main contractors are also requesting that the commissioning engineers on their projects be a certain grade.

Therefore for your own benefit and your company's it is important that you have the correct grade. I suggest that you have a look at the Path of Development and also the CSA Training and Career Development Handbook, both of which can be found on the CSA website (www.csa.org.uk) under Training and Career. The Path of Development can be found on page 18 of the handbook and there is also a direct link to this on the Home page of the website.

Establish which grade you feel your experience and qualifications would entitle you to be, compare this with your present grade which can be found on the front of your membership card. If you feel you are entitled to have a higher grade then discuss this with your Manager or Director.

From the Path of Development it can be seen that to become a grade 4 or above you will need to first take and pass the grade 4 exam, which is currently held every 6 months at various locations. As an aside, from previous analysis of the grade 4 exam results, it was noted that members who had successfully taken the CSA Distance Learning Courses had a higher chance of passing the grade 4 exam. This was very similar to previous analysis taken over the last few years. Therefore a few years ago the Path of Development was adjusted to allow students a six month reduction in the years of experience required to obtain higher grades for each DLC completed, as at present several students each year fail to complete the course.

To apply for a higher grade all you have to do is e-mail the CSA office stating your membership number and what grade you feel you are entitled to, together with an up to date detailed CV. This application will then be put before the Assessment Committee for review. You will then be informed of the committee's decision.

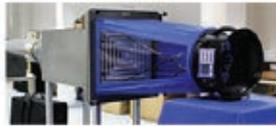
As an added incentive, the first 10 applications applying for an upgrade will be given a free copy of the 2015 Commissioning Engineers Compendium.



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