

# Index

○ WINTER | ○ 2018

Newsletter of the  
Commissioning Specialists Association

PROFICIENT PROFESSIONAL COMMISSIONING

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## Celebrate at the 2019 CSA Awards

27th June 2019,  
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***Thank you to all our Members for making 2018 another great year!***

*This year's final quarterly Committee meeting was held at the Bermondsey Square Hotel and comprised of the Main, Marketing, Training and Technical Committees. Thank you to everyone who attended and for your continued support throughout the year. As a thank you for all the hard work the various committee volunteers give to these committees, Julie organised a lovely Christmas lunch post meeting which was enjoyed by all.*



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

**CORPORATE:** SESC Group, UAE

**ASSOCIATE:** GMF Consulting Engineers Ltd, Mauritius, Emmeti Uk Ltd, Oxfordshire

**INDIVIDUALS:** Muhammed Aslam, Jason Bravo, Barry Wormald, Ameir Salum, James Vega, Albert Philpot, Jamie Andrews, Daniel Newton, Lee McCann, Martin Richards, Luke Robinson, Ryan Hood, Joe Rivett, Jonathan Hunt, Ben Weatherley, Alex Bullimore, Allan Jacob Manual, Adrian Gillon, Cathal Carlin, Colin Smyth, Liam Robertson, Reginald Lechauga, Frederick Aquino, Georgia Nassos, Mark Derbyshire, Edhilyn Lipato, Kenneth Carlos, Jeremiah Garcia, Jeffrey Cruz, Mike Baluca, Jae Arr Martin, Matt Atienza, Gino Martin, Mark Mamitag, Earl Guevarra, Mark Beley, Carl Lababit, Louis Jamesolanini, Teodulo Quintillan Jr, Jovelito Ampler Jr, Anbazhagan Manickam, Ryan Balongay.



# Jules' News

*Hi everyone welcome to the Xmas edition of Index. The last meeting of the year took place at The Bermondsey Square Hotel, London SE1 on 6th December and was a combined meeting with all four CSA Committees coming together to report and reflect on the progress for the year and outline their key objectives for 2019. This was followed by a special Xmas lunch as a thank you to all our Committee members for their voluntary contributions throughout the year. If you would like to join one of our committees please contact me and you can come along and join the team and have your say.*

**2019 Annual Membership invoices will be sent/e-mailed to you around 13 December 2018, these are strictly 45 days payment from date of invoice, so please pay promptly to ensure you get your 10% discount.**

The CSA Awards website is up and running [www.csa-awards.co.uk](http://www.csa-awards.co.uk) so please don't forget to take a little time to make your Nomination and also reserve your table. This will be a truly fantastic event on 27th June 2019, which is being held at the Guoman Tower Bridge Hotel and I look forward to seeing you there.

Another reminder to all Individual members – if you want your CSA Grade to be upgraded – all you need to do is supply us with your CV asking for an upgrade and this will be sent to the Assessment panel for approval – so many of you sit at the same grade without realising this is such a simple process.

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## GRADE 4 EXAM RESULTS & DATE OF NEXT EXAM

Congratulations to all those listed below who passed the Grade 4 Technical & Theory Examinations on 13 October 2018.

<b>George Evans</b>	<b>Mazen Hudhud</b>
<b>Dean Brinton</b>	<b>Barry Wormald</b>
<b>Sam Tomlinson-Read</b>	<b>Ahmed Ismail</b>
<b>Georgia Nassos</b>	

**The next Grade 4 Exam will be held on Saturday 11 May 2019.** If you wish to take this exam, please e-mail to confirm – [office@csa.org.uk](mailto:office@csa.org.uk) – You will then receive a copy of the Mock Grade 4 Exam paper.

## Distance Learning Courses – A, B & C

*Well Done to all those listed below who have recently passed the DLC tests:*

<b>DLC A</b>	<b>Oliver Allison</b>
	<b>Matthew Wilding</b>
	<b>Jessie Amar</b>
	<b>Robert McNeice</b>
	<b>Louis Boon</b>
	<b>Steven Evens</b>
	<b>Steven Thomson</b>
<b>DLC B</b>	<b>Michael Boardman</b>
	<b>George Evans</b>
	<b>Volodymyr Franyuk</b>

*This just leaves me to thank all our members for their support throughout the year and look forward to our continued future successes! Wishing you all a great Christmas and Happy New Year!*

## GRADE 5 THESIS

*Well Done also to the following for passing the Grade 5 Thesis.*

**Thomas Dunn**  
**Nick Boardman**  
**Richard Sanderson**



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We currently insure over Seventy HVAC companies many of which are CSA members and so understand your trade resulting in a competitive premium being charged. We have a good relationship with the CSA and have been CSA supporting brokers for over ten years



Your contact point: Ashley Simmons (DipCil). left. Ashley Simmons joined PW 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 (DipCil) in insurance in 2009.

Ashley's areas of specialism are Commercial Insurance - 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 so that they can get paid by contractors but also 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 sub contractors). Most of the claims we see tend to be from water damage - are your current insurers aware if you carry out this aspect?

#### **Zywave Template Documentation Suite**

For only £50 per year for CSA Index readers (normally £100 p.a.) we can give you access to regularly updated templates including Health & Safety Documentation, sub-contractor questionnaires, fleet manuals, driver handbooks etc - an invaluable resource for any business - can your broker do this?

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# CSA NEW TM9 – WATER TREATMENT AND THE COMMISSIONING ENGINEER & NEW GN7 – SAFE USE OF MERCURY WATER MANOMETERS

## TM9 – Water Treatment and the Commissioning Engineer

This TM is intended to assist the commissioning engineer when he is conducting his pre-commission checks, and to ensure that the system is commissionable. It is hoped that this TM will assist the Commissioning Engineer in understanding the requirements necessary for a satisfactory pipework system clean and water treatment. Free download for CSA members.

## GN7 – Safe Use of Mercury Water Manometers

In the Commissioning industry mercury is often used in instruments such as thermometers and water manometers. Provided the Mercury is contained within the instrument there is no danger to either the user or the environment. The major risks in using such instruments lie in dealing with breakages and the resulting spillage of Mercury. This Guidance Note gives advice associated with the use, transportation and repair of Mercury Water Manometers. Free download.



**CSA EXHIBITION STAND AT  
BSRIA BRIEFING HELD ON 16  
NOVEMBER 2018 AT THE  
BREWERY, CHISWELL STREET,  
LONDON EC1**

The Annual BSRIA Briefing entitled 'Disruption in Construction' was a great event and Alan Gilbert and his team made us all feel very welcome. There were some excellent speakers with special guest speaker Andrew Strauss OBE who is among the world's most respected cricketers.

The CSA had an exhibition stand at the event and a table for the luncheon. It was good to catch up with a few old faces and provided a great networking opportunity.





# The CSA Awards are back and calling for your entries!

*It's your chance to prove to peers, clients and competitors that you're at the top of your game!*

*Building on the success of the 2018 event, which saw the awards ceremony move to central London, the 2019 CSA Awards Dinner will be held at the Guoman Tower Hotel. Nestled amidst the River Thames, the Tower of London and St Katherine Docks, with spectacular views of Tower Bridge, this venue will allow the awards to further develop and make London its home for years to come.*

For anyone involved with 'commissioning', this awards programme provides the perfect platform to get your achievements noticed. Entry is easy and completely free of charge. Just visit [www.csa-awards.co.uk](http://www.csa-awards.co.uk) to complete an online entry form... and if selected as a Finalist, enjoy some fantastic publicity. Experience amazing hospitality, celebrate with colleagues, network with peers and be part of the commissioning industry's best celebration.

**The date: Thursday 27th June 2019.**

## THE CATEGORIES

- Project of the Year
- Commissioning Management Award
- Product Innovation of the Year
- Commissioning Provider of the Year
- Investment in Training Award
- Student of the Year
- Engineer of the Year

## 2019 EVENT CALENDAR

**NOMINATIONS  
OPEN**

1st November

**2018**

**NOMINATIONS  
CLOSE**

12th April

**2019**

**JUDGING  
SESSION**

May

**2019**

**FINALISTS  
ANNOUNCED**

May

**2019**

**WINNERS  
ANNOUNCED**

27th June

**2019**

## 2019 EVENT PARTNERS

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# Chairman's Say

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Christmas is always a tricky time of the year to tie up loose ends and finalise things in the office before the holiday, however, I'd like to invite everyone to have a think over the next couple of weeks about helping raise the profile of the CSA.

Let's hit the ground running in the New Year with fresh ideas and plans of action to really hike our profile in the industry and beyond. We need to push the CSA forward to not only recruit more members who are willing to be active within the association, but also to promote our work to Mechanical and Electrical consultants, main contractors etc. Having the CSA link on your company website's landing page is a good idea and very easy to start with. Use of social media sites such as company Instagram, Facebook, and Twitter is one of the best tools we can use for marketing and as such can be used to get the CSA name out there. Hyperlinks and CSA logo/images are simple to incorporate into any social media platform and frequent use of these will help with brand recognition. The CSA needs to be the most recognisable thing about our industry; a one stop shop for information, a connective hub for all of our businesses, and a mark of excellence for those outside of commissioning so that they know they can trust our various firms to do the job well, and they can pick up any information they need from one place, quickly and with ease.

Corporate members can start to implement these ideas in the New Year and any other ideas in a similar vein would be very much appreciated. Please do contact me via the CSA office to discuss anything you feel might work to spread the word about the organisation.

Individual members can also aid and abet here, too. Having the CSA website link on the signature in your emails will hit hundreds of people over a short space of time and create traffic to our site in the process. Hyper linking the CSA logo is a neat and unobtrusive way to do this. Switchboards with recorded intros and voicemail can have an add on message, for example, "Thank you for calling 'Company', proud members of the CSA. Please leave your message after the tone." This too is easy and quick to implement as will reach a large volume of people with minimum effort. Letter and email headers and footers can include the CSA logo to promote companies' membership of the association and get the name out there so others can see it. These little measures are almost subliminal but will work towards putting the CSA in the forefront of clients' minds. For hardware items used on site that have corporate branding, our logo can be used to the same effect.

Perhaps the CSA could have some small items of merchandise such as pens, post it notes etc to use as a reminder to clients; I'd be interested to know what you think, if you would them and if you believe they work.

As ever promoting our trade is paramount to the CSA and putting the CSA's name out into the industry sphere is paramount to making that happen. We need to assure clients that we are a trusted benchmark in the construction business. This is up to all of us to support.

***And finally, I wish everyone a jolly happy Christmas, a prosperous New Year and I raise a glass to all of you for the hard work, time and effort you've shown over the last twelve months.***



## CSA INTRODUCTION TO COMMISSIONING MANAGEMENT 2-DAY COURSE

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.

### An Overview of the Training Course

#### Day One

- Project delivery in the 21st Century built environment
- Commissioning: what is it and why it is important?
- The commissioning process for a construction project
- Management of the Commissioning process
- The commissioning management specialist
- Getting started on the project
  - Forming a commissioning team
  - Producing a commissioning plan
  - Commissioning team administration
- Commissioning-focused design reviews
- Programming commissioning activities

#### Day Two

- Factory acceptance tests
- Preparation for site-based commissioning works
  - Pre-start commissioning workshops
  - Production of pre-start documentation
- Monitoring and controlling commissioning works on site
  - Tracking Commissioning activities
  - Verifying and documenting commissioning works
- Project handover and close-out
  - Producing a final project commissioning report
  - Initial occupation support

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

**Course Dates:** (next 2-day course date 2019— 5 & 6 FEBRUARY & 9 & 10 APRIL 2019 - Please note that we require 4 weeks cancellation notice or you will be charged)

**Course Pricing:** This unique 2-day course is priced at £600.00 + VAT for CSA Members and £700.00 +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](mailto:office@csa.org.uk).

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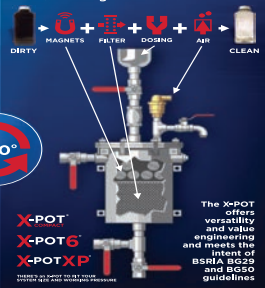
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