

# Index

○ SPRING/SUMMER | ○ 2020

Newsletter of the  
Commissioning Specialists Association

PROFICIENT PROFESSIONAL COMMISSIONING



In this edition of Index:

- CSA PROCEDURES INCLUDING MEMBERSHIPS DLCs ETC.
- GALA AWARDS 2020 – new date
- JULES' NEWS
- CHAIRMAN'S SAY
- And more...

## Stay Home – Keep Safe – Save Lives



Making Buildings Work  
The Crystal, London | 15th Sept 2020

BOOK YOUR TICKETS

***This edition of Index is dedicated to our CSA members, so please take time to read through some of the CSA procedures which will enable all our members to understand more clearly how the CSA functions.***

It was going to be dedicated to our “Making Buildings Work” Seminar originally booked on 31st March 2020. Unfortunately, we postponed this event due to the outbreak of Coronavirus and the uncertainty this brings each day. We took the precautionary measure to ensure the safety of all our delegates, speakers and exhibitors. The date of this event is now scheduled for the **15 September 2020** at The Crystal, London E17. Thank you to all those delegates, speakers and exhibitors who have not cancelled on us and are happy with the new date.

For those who have not yet booked please do so straight away by going on our website [www.csa-conference.co.uk](http://www.csa-conference.co.uk).

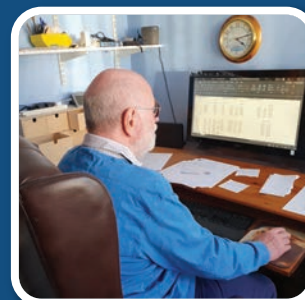
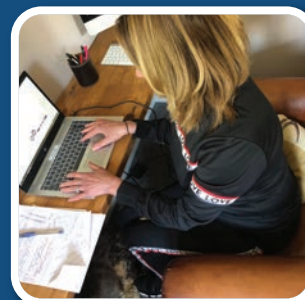
**CSA GALA AWARDS & AGM 2020 – Friday 20th November 2020 more information on page 4**

### CSA OFFICE – COVID-19

We would like to assure all of our members and customers that the CSA have a robust plan in place to ensure we still meet your needs during these difficult and testing times ahead. Staff here are geared up to do whatever it takes to keep things moving and try to keep things very much business as usual.

The CSA are doing all they can to ensure the continued health of our staff and you can e-mail us on [office@csa.org.uk](mailto:office@csa.org.uk) or phone us (you will find details of our contact numbers on our e-mail and website). The CSA office will be manned intermittently and Julie, Jo, Tracey and Alan are working from home to keep things running as smoothly as possible.

We'll keep our website updated as changes inevitably happen. You can see all our services and information on our website [www.csa.org.uk](http://www.csa.org.uk).



## ALL CSA SOCIAL MEDIA #CSAHORSHAM

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

**INDIVIDUALS:** Erol Dervish, Daniel Murry, Louis Birbeck, Graham Blues, Harvey McKay, Connor Carter, Gerard Quirke, Cameron Futter, Shane Fagan, Jake McEaney, Dean Foran, Danny Duneclift, Mark Pritchard, Regan O'Neil, Lee Pantry, Jason Curtis, Ray Neville, Bradley Parons, Archie Fogarty, Duncan Ruse, Charlie Friston, Teofilo Paras, Antonio Rioveros, Ronald Magnampo, Dannie Tabanaar, Orlando Ponestas, Johnny Nunez, Jonathan Alberto, Julios Tamar, Donald Marana, Michael Usi, Rogelio Thelmo, Maximo Esmenda, Wilson Nava, Salvador Adviento, Loreto Cruz Jr, Selcuk Peken.

**ASSOCIATE MEMBERS:** DOSAFIL LIMITED, WATER ENGINEERING GROUP LIMITED.

**INDIVIDUAL ASSOCIATES:** Christopher Jayakanthan.



# Jules' News



**H**i everyone welcome to the Spring/Summer Edition of Index. Firstly I hope you are all well and keeping safe. These are definitely difficult times for us all and we are doing our very best to keep the CSA office running as usual.

**2020 Annual Membership invoices were sent/e-mailed to you in December 2019. I ask those of you who still have not paid your yearly subscription to please do so now! You can pay by bank transfer (details on your invoice) PLEASE MAKE SURE YOU QUOTE THE CSA INVOICE NUMBER ON YOUR TRANSACTION – I am wasting so much time trying to discover who has paid me and for what without this as many come through under a different name or company name and without the invoice number it is difficult to find out who this is.**

**CSA GALA AWARDS 2020 – the Gala Awards and AGM 2020 have been postponed** Friday 20th November – **further details are on the Awards website [www.csa-awards.co.uk](http://www.csa-awards.co.uk).**

I am dedicating this edition of Index to CSA members and feel it is important for all our members to understand fully the services we provide, as we still have many members not quite sure how it all works:

- Categories of Membership (Corporate, Associate, Individual, Individual Associate)
- CSA Grading (Individual Members only)
- Individual Members upgrading their membership i.e. from Grade 2 to 3 etc.
- Distance Learning Courses (DLCs) A, B & C
- Enrolling on a DLC
- Grade 4 Technical & Theory Examinations (twice yearly May & October)
- Grade 5 Thesis

We receive a number of enquiries from members who still do not quite understand the CSA grading system in conjunction with the Distance Learning Courses, the common query being ***"I have just completed by Grade 2 so will I now be made a Grade 2 member and I am going to start my Grade 3?!!"***.

The CSA Individual membership Grades are totally separate to the DLC's hence why the DLC's are entitled A, B and C and the individual member Grades are 1, 2 and 3.

## **Individual Membership (graded by Assessment Panel)**

This category of membership involves you completing an Individual membership Application form (latest version always available to download from our website under members and then membership). Complete the application form in full (do not leave sections blank as this will only delay your application). E-mail your application form with accompanying CV and references, if requested, to the CSA office and this is then sent to our Assessment Panel for approval and Grading. Once approved you will receive a CSA ID card which includes your grade and a certificate and welcome pack. You will then be added to our databases and you will receive all the benefits and discounts of membership.

## **Distance Learning Courses A, B and C**

Members and non-members can enrol on one of our Distance Learning Courses and these are entitled A, B or C. **A** is predominantly for beginners/Trainees to the Commissioning industry and **B** for more intermediate commissioning engineers and **C** is for more advanced engineers with hands-on commissioning experience. All course contents are listed on the CSA website [www.csa.org.uk](http://www.csa.org.uk).

## **Enrolling on a DLC**

Enrolment forms available to download on the CSA website under Training & Career tab then Distance Learning. Complete appropriate enrolment form and e-mail it to the CSA office. We will invoice you or your company and then e-mail you the first 3 modules of your DLC together with your instructions. These inform you that you have 1 year to complete the course and includes full details of your personal tutor who you can contact at any time if you have any queries with the course. All homework and course modules are electronically e-mailed to you via Tracey in the CSA office.



### Upgrading your Individual Membership

This seems to be something that our Individual members don't quite understand, as many join sit on the grade they are originally awarded i.e. Grade 1 2 or 3 even though they have been in the industry with hands-on commissioning experience for many years. All you need to do is e-mail the CSA office asking for an upgrade and attach your current full CV which goes to our Assessment Panel for approval and upgrading (it's as simple as that!)

### Grade 4 Technical & Theory Examinations (May & October annually)

This exam is held twice yearly and consists of a 2 hour Technical exam and 1 hour Theory exam – we supply every candidate with a copy of the “Mock” Grade 4 paper which gives examples of the type of questions asked. Once you pass both Technical and Theory exams you are automatically awarded a CSA Grade 4 membership. Please note – you **MUST** be an Individual member to take this exam and have the required commissioning experience which is 7 years or see “**Path of Development**” on CSA website. (The Grade 4 Individual membership is the “benchmark” of the CSA).

### Grade 5 Thesis – A Guide

If you are planning on writing a CSA thesis please take the following documents into consideration::

- Read the CSA Grade 5 Thesis – A Guide (available via CSA website)  
[www.csa.org.uk/Commissioning\\_Specialists\\_Association/file/PDF/Thesis/Guide\\_to\\_Grade5\\_Thesis.pdf](http://www.csa.org.uk/Commissioning_Specialists_Association/file/PDF/Thesis/Guide_to_Grade5_Thesis.pdf)
- Read the Training and career development handbook (Grade 5 Thesis, Page 16) (available via CSA website)  
[www.csa.org.uk/Commissioning\\_Specialists\\_Association/file/PDF/Training\\_and\\_Career\\_Development\\_Handbook.pdf](http://www.csa.org.uk/Commissioning_Specialists_Association/file/PDF/Training_and_Career_Development_Handbook.pdf)
- Read through fellow members' Thesis (available via CSA website)  
[www.csa.org.uk/Commissioning\\_Specialists\\_Association/file/grade5.php](http://www.csa.org.uk/Commissioning_Specialists_Association/file/grade5.php)

Almost without exception, all first thesis synopsis drafts received do not follow a thesis pathway. This inevitably leads to re-rejection of thesis synopsis and time wasted for the student, the marker and takes up valuable CSA office staff time.

The most common mistakes are to pick a subject matter and simply describe the subject or to have a generic thesis topic. The CSA have provided a clear pathway for a Thesis as defined as:

- an opinion supported by reasoned argument
- a proposition put forward for consideration (especially one to be discussed and proved or to be maintained against objections)

By reading and adhering to the above guidance and requirements this will greatly reduce the time required to produce the thesis and synopsis.

As a further checkpoint and before submitting your thesis synopsis for approval, the CSA have created a quick check guidance process flow chart “Thesis synopsis approval guide” that will help fast track approval time.

## Distance Learning Courses A, B & C

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

DLC A	Mark Paton, Daniel Newton, Robert Lynch, Joseph Berry, Alex Bullimore, Josh Charlton, Bradley Harrison, Thomas Meehan, Nathan Smith, Daniel Newton, Stuart Shrubbs, Matthew Riley
DLC B	Kevin Wood, Steven Gomm, Ben Greenland
DLC C	Robbie McNeice, Robbie Maiden

## NEXT GRADE 4 EXAM Saturday 3rd October 2020

Due to Covid-19 the Grade 4 Exam scheduled for 16th May has been postponed.

**The date of the next Grade 4 Exam will be Saturday 3rd October, please e-mail me if you want to book yourself on the exam. [Office@csa.org.uk](mailto:Office@csa.org.uk)**





# Recognising and Rewarding Commissioning Excellence

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

***Following the huge success of the CSA Awards over the past five years, 2020 will again see the sector come together in celebrating the wonderful achievements of commissioning businesses, large and small, on the 20th November at The Tower Hotel, St Katherine's Way, London.***

If you or your company have something to shout about these awards provide the perfect platform to get your accomplishments noticed.

Check out the categories opposite and see which ones you will be entering! Entry is easy, completely free of charge and you can submit as many nominations as you like. 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 as we count down to the Gala Awards Ceremony.

## 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

## 2020 EVENT CALENDAR

NOMINATIONS  
OPEN

1st Nov 2019

NOMINATIONS  
CLOSE

2nd Oct 2020

JUDGING  
SESSION

20th Oct 2020

FINALISTS  
ANNOUNCED

29th Oct 2020

WINNERS  
ANNOUNCED

20th Nov 2020

## 2020 EVENT PARTNERS

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# Chairman's Say



**B**enjamin Disraeli said, "There is no education like adversity". We are, indeed, facing a sheer rock face of adversity at the moment and it's global.

The virus, SARS - COV 2, which causes COVID 19, the disease that renders our respiratory system unable to maintain normal function, is now pandemic. The fight to prohibit transmission of the virus is of paramount importance and the responsibility is upon every individual to protect themselves and others in order that infection is minimised. Companies have a responsibilities to their staff in terms of protection, prevention of unnecessary contact with others, and financially supporting them through the period of time required before business operations return to normal operating procedure. We know the importance of PPE, keeping our proximity to others as distant as possible, and general hygiene practices, however, we would be irresponsible to ignore the mental health aspects that this pandemic situation has brought up as well. Isolation and working from home is incredibly difficult and will only become more so the longer the shutdown continues. Fear from potential infection while working out on site or in close relations to others in offices is also a real concern. Taking time to reach out to those who may need extra support via safe media like Zoom/Skype/WhatsApp etc can help to alleviate their sense of anxiety or stress and it's up to every one of us to do so. Companies need to be doing this as a general operational procedure, too. Maintaining the health of the workforce has never been more critical.

The fiscal aspect of the current national and international lockdown is incredibly worrying; not only for the individual but also for small and medium scale firms in the construction industry. Investments have been frozen, profits are being eaten into, deficits will be seen, and debts will rise. That is not to say the industry is doomed at all, we just need to employ a new economic model to tide us over until things regain stability and recover. The financial slump will feed into a global down turn and as we have seen, the markets are already on friable ground, however, this can be turned to our advantage if we come together and run new models for financial security. If any industry has ever survived global economic recessions, it's construction! The literal bricks and mortar of society are financial bedrock. Governments are helping SMEs survive the worst of the initial hit and though the process is slow and the administration of payments is uncertain at the moment, the money is available and the government have vowed to expedite all support.

Foundational front line building services are essential right now as anyone working on the new Nightingale field hospitals will attest. Wards and wings are being commissioned all over the UK and we are providing these with unprecedented speed. We are servicing locations and sites like never before in order that our fellow citizens can be treated by our brilliant NHS. We are literally building the future of the UK, right here, right now. While other projects may have been put on hiatus, these have given our work so much more value in terms of the inherent human investment. It's a fantastic learning ground and the pressure on time and resources is forcing new strategy, new game play. We must make sure we build on and hone these new developments and use what we've observed to refine and finesse our usual day to day business, after all, Disraeli suggested, there's nothing that forces us to change, adapt, learn, improve, and move forward quite like a moment of strife and hardship.

Let's take this opportunity to reflect while we have time. Let's use this time to reassess and evaluate some of the hard problems we've faced in previous business years. Let's communicate our new possibilities safely and conscientiously. We have the tools to hand to make moves towards real palpable change for the better, indeed, change for the best. There is much talk in the press of the British spirit being a source of national pride, let's make sure that we take that and out it to good work and forge positively ahead. It is up to each company, each worker, each human being to focus now, join together, do away with the extraneous and embrace the things that actually work. We got this! I know there are plenty of obstacles but let's lead the way by actively showing other industries how to navigate this situation. This is an opportunity to showcase our technical brilliance.





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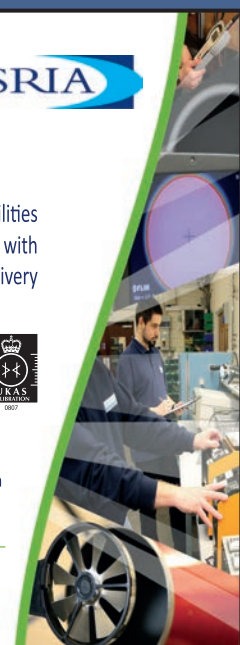
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