



NATIONAL CONTRACT CLEANERS ASSOCIATION

APPLICATION FORM FOR MEMBERSHIP

*** CATEGORY – ASSOCIATE MEMBER ***

I/We the undersigned, do hereby make application for membership of the Gauteng Branch of the National Contract Cleaners Association.

Please tick applicable box of the NCCA Branch you wish to join:

Border-Kei	East Cape	Gauteng	Kwazulu Natal	West Cape	Limpopo
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I/We agree, if admitted as a member, to uphold and abide by the Constitution, the Code of Ethics, any Legislation applicable to the Industry, and any rules and decisions of the Association as may be determined from time to time.

In addition to the above:

- **Manufacturers, Suppliers and Distributors of cleaning chemicals are required to comply and subscribe to the NCCA Approved Chemicals programme – as applicable, details enclosed with this application form.**
- **Manufacturers, Suppliers and Distributors of cleaning equipment are required to comply with the NCCA Cleaning Equipment Standards – as applicable, details enclosed with this application form.**

1. DETAILS OF APPLICANT

Trade name of applicant.....

Indicate Sole proprietor, Partnership, Ltd or Pty Ltd Company, or CC.....

Street address.....

Postal address.....Code.....

E-mail address..... Web site address.....

Telephone No (Code.....).....Fax No (Code.....).....

Full names of Proprietor, Partners, Directors, Members
.....
.....

Name of representative to whom all correspondence should be directed i.e. the main contact person
.....Cell No.....

E-mail address.....

- **Associate Member:** means a Supplier Company or Individual not being eligible for admission as a Contract Cleaning Member, but by nature of products and/or services supplied to the Contract Cleaning Industry, is in the opinion of the Branch Membership Committee eligible for membership.

Additional persons in your organisation who you would like to receive NCCA correspondence:

Name:.....E-mail address.....

Name..... E-Mail address.....

Name.....E-mail address.....

Name.....E-mail address.....

2. **DATE OF ESTABLISHMENT OF BUSINESS**.....

3. **DATE, IF ANY, OF ACQUISITION OF BUSINESS BY PRESENT**

OWNER.....

4. **TRADE REFERENCES**

Give the names and addresses of two trade references:

.....

5. **SCOPE OF BUSINESS**

State briefly the scope of your business:

.....

6. **BRANCHES/SUBSIDIARY COMPANIES**

Do you have any branches and/or subsidiary companies? YES/NO

If yes, state address and name under which branch/subsidiary is trading:

NAME OF BRANCH/SUBSIDIARY

ADDRESS

.....
.....
.....

7. **SKILLS DEVELOPMENT LEVY**

State your SARS registration number, if applicable?.....

State to which SETA you contribute?.....

8 **INSURANCE**

8.1 Compensation for Occupational Injuries and Diseases Act (COID) –
State your registration number for this fund.....

8.2 State the name of the Insurance Company with whom you have Public Liability Cover
.....

8.3 What is the amount of cover you hold? R.....

DECLARATION BY APPLICANT

I declare that I am authorised to complete this application on behalf of the applicant and if accepted will be responsible for the payment of fees as set out on page 4.

SIGNATURE..... DATE.....

NAME..... DESIGNATION.....

NOTE

The NCCA reserves the right to accept or reject any application for membership.

FOR OFFICE USE ONLY

BRANCH MEMBERSHIP COMMITTEE

APPROVAL..... **REFUSAL**.....

CHAIRMAN..... **BRANCH**.....
Print Name

SIGNATURE..... **DATE**.....

**SCHEDULE OF FEES APPLICABLE PER REGIONAL BRANCH FOR THE
FINANCIAL YEAR 1st APRIL 2021 TO 31st MARCH 2022**

ASSOCIATE MEMBER – SUPPLIER

<u>FEES</u>	<u>EASTERN CAPE (EC) / BORDER-KEI (BK)</u>	<u>GAUTENG & LIMPOPO</u>	<u>KWAZULU - NATAL</u>	<u>WESTERN CAPE</u>
<u>NON-REFUNDABLE ADMINISTRATION FEE</u> (applicable for all Branches except Border- Kei and is payable on submission of form)	R200 (EC) n/a (BK)	R400	R400	R200
<u>ENTRANCE FEE</u> (Once off)	R500	R560	R600	R550
<u>ANNUAL SUBSCRIPTION FEE</u>	R1 900	R2 295	R1 800	R2 000

NOTES

- Annual Subscription**
Companies joining in any month after the beginning of the financial year will be invoiced on a monthly pro rata basis.
- Payment of fees**
Do not send any fees with your application (except the Admin fee for Gauteng, KZN, Limpopo and Western Cape Provinces).
Fees will only be due after your application has been approved by the applicable Branch Membership Committee, whereupon an invoice will then be raised.
- Payment of fees**
After completion please email or fax this form to the Secretary at the applicable Branch Office as detailed below.

Branch Offices

Border-Kei
The Secretary
NCCA
9 Longfellow Str
Quigney Beach
East London 5201

Tel: 043 722 6106

E-mail:
border-kei@ncca.co.za

Eastern Cape
The Secretary
NCCA
P O Box 12516
Centrahill
Port Elizabeth 6000

Tel: 041 484 3773
Fax: 041 364 2458

E-mail:
ecbranch@ncca.co.za

Gauteng & Limpopo
The Secretary
NCCA
c/o P O Box 46319
Orange Grove
2119

Tel: 0861 105 881
Fax: 086 773 1743

E-mail:
gauteng@ncca.co.za
limpopo@ncca.co.za

KwaZulu Natal
The Secretary
NCCA
P O Box 47321
Greyville
4023

Tel: 031 312 2630
Fax: 031 312 2583

E-mail:
nccakzn@telkomsa.net

Western Cape
The Secretary
NCCA
P O Box 12997
Mowbray
7725

Tel: 021 686 3394

E-mail:
nccawc@telkomsa.net

NATIONAL CONTRACT CLEANERS ASSOCIATION



STANDARDS

FOR

CLEANING

CHEMICALS

March 2002

INTRODUCTION

This programme was developed by the manufacturer members of chemical products, with the objective of setting minimum standards to ensure chemically based products used in the cleaning process are “fit for the purpose”.

One of the NCCA’s major functions is to research, develop and publish standards, and a number of reasons dictated why such a programme should be implemented, namely:

- ***As the programme gains momentum, it will have the effect of gradually eliminating the many poor quality products that are being manufactured and used in the market place.***
- ***Contract Cleaners will be given confidence in the knowledge that they are using products that will not only achieve desirable results, but moreover will significantly reduce their risk of expense due to non-performance.***
- ***Building Owners and Occupiers of buildings will have “peace of mind” by specifying that their outsourced cleaning service provider shall only use NCCA approved products.***
- ***Manufacturers of NCCA approved cleaning products will be able to demonstrate their products are equal or better than the published NCCA performance standards.***

Notes

The following standards are intended to be fit for purpose when used in **general purpose and disinfections in low risk areas e.g. offices and toilets.**

Higher specification standards may be required for higher risk areas e.g. **food processing and hospitals/clinics.**

GENERAL

The first phase of this programme considered standards for “large volume” products commonly used in the Industry. Once this phase has been successfully implemented commencing April 2002, then standards for other cleaning products will gradually be phased into the programme.

“This programme for product approval is only open to members of the NCCA”- refer 8.1 on page 6”.

DEFINITIONS

pH - concentrate

The pH measurement may have a permissible tolerance of plus minus 0.5

pH product guideline

Acid	0 - 6
Neutral	6.1 - 9
Alkaline	9.1 – 14

Minimum % actives - concentrate

Means “any raw material which will assist in the cleaning process, excluding water, from all sources.

Minimum % actives in use solution

Means the minimum actives in the diluted solution to give a satisfactory cleaning result in a medium soil condition.

Minimum dilution ratio

Means the volume of the product added to the volume of water.

PRODUCT CRITERIA

The following performance criteria are designed to ensure the products shown will perform the function for which they are sold:

<u>Product</u>	<u>PH – concentrat e</u>	<u>Minimum % actives – concentrate</u>	<u>Minimum % actives in use solution</u>	<u>Dilution ratio</u>
Neutral Detergent	6 – 9	12	.10	1 – 120
Heavy Duty Hard Surface Cleaner	12 – 14	16	.20	1 – 80
Toilet Bowl Cleaner	0 - 2	12	12	Undiluted
#Detergent / Disinfectant	5 – 12	12	.20	1 – 60
Low Foaming Heavy Duty Degreaser	10.5 – 14	15	.20	1 – 75
Non- Ammoniated Stripper	13 – 14	15	1.50	1 – 10
Polymer Floor Dressing	7 – 8	15	15	Undiluted
Window Cleaner	7 – 8.5	6	2	1 - 3
Bleach	12 – 14	3.5	.10	1 – 35
Mop & Buff Detergent	7 – 8	10	.20	1 – 50

Notes concerning the above criteria

- # In addition to the above criteria, it should be noted all Disinfectants and Detergent Disinfectants must be registered with the South African Bureau of Standards (SABS) in terms of the compulsory specification as published in Government Gazette No 19999 dated 14th May 1999, promulgated under Section 22(1)(a)(1) of the Standards Act, 1993 (Act 29 Of 1993).
- **Chemical Raw Materials**
In terms of **health and safety and the environment** the following raw materials will **not** be permitted to be used in the manufacturing process:

***Hydrofluoric Acid
Carbon Tetrachloride
Chlorofluoro Carbons
Cresols***

- **Performance Control**

The NCCA has the right to request any member to test from time to time any product, in order to provide proof of compliance with minimum % actives and performance standard. The cost of such test shall be for the member's own account.

PRODUCT DATA SHEET

Product data sheets must be available for each product and the following minimum requirements shall be stated:

- Description of the product.
 - Usage – i.e. where the product should be used.
 - Directions – i.e. how to use (these should be kept as simple as possible).
 - Precautions to take in use.
-

MATERIAL SAFETY DATA SHEET (MSDS)

It shall be obligatory for each product to carry a MSDS equal and equivalent to the format contained in the Occupational Health and Safety Act, 1993.

CONTAINER MARKING

The following minimum marking criteria on chemical containers shall apply:

1) Product Name

Each product shall have a name and description.

2) Language

English.

3) Hazardous Warning Statement

A hazardous warning statement must be shown as necessary in terms of current legislation in the RSA.

4) Company Identification

Company name and physical address.

5) Batch Number

A batch number must be shown.

6) Cautionary Procedures

A statement concerning any cautionary procedures/s to be taken with regard to skin, eye and ingestion contact.

7) Labels

Labels on any container shall be securely fixed, and be non-smear.

8) Display of NCCA logo

8.1 Who is eligible to display the NCCA logo and stating approved product on a container?

- NCCA Chemical Manufacturing members
Manufacturing members who sell any of the designated products under their own brand name – only after signing the NCCA’s “undertaking of compliance”.
- Supplier and Contract Cleaning members i.e. members who do not manufacture chemicals
Supplier and Contract Cleaning members who purchase any of the designated products from a compliant NCCA manufacturing member, and sell/distribute under their own brand name –only after signing the NCCA’s “undertaking of compliance”.

8.2 Who is not eligible to display the NCCA logo and stating approved product on a container?

- **This applies when an NCCA compliant “manufacturing member”, “supplier member” or a “contract cleaning member” sells designated products to a non-member, who in turn wishes to sell/distribute under their own brand name. In this instance there can be no transfer of compliance until the organisation concerned applies to become a member of the Association.**

9) NCCA Logo

Compliant members must display the NCCA logo on each container, with the words “Approved Product” underneath. The size of the logo is optional.

Note

Members are responsible for their own printing requirements, including the NCCA logo.

PUBLICATION OF APPROVED PRODUCTS

The NCCA will on an ongoing basis publicize details of products which are approved. These products will be listed by type, alphabetical order, and by Company.

COMPLIANCE

All applicable members of the Association as defined in terms of 8.1 of this standard, are required to give an undertaking of compliance to the Association, a draft of which is attached.

For further information contact:

**The Administration Office of the Secretariat
National Contract Cleaners Association**

Tel: 0861 105 881

Fax: 086 773 1743

e-mail: gauteng@ncca.co.za

MEMBER LETTERHEAD

Date.....

The Administration Office of the Secretariat
National Contract Cleaners Association
P O Box 13633
Northmead
1511

e-mail: gauteng@ncca.co.za

Dear Sirs

**UNDERTAKING OF COMPLIANCE -
CLEANING CHEMICALS**

We refer to the NCCA'S "Cleaning Chemicals" Standards, dated March 2002, and hereby agree to comply with its requirements for any of the listed products manufactured / sold by ourselves.

I hereby declare that I am authorised to sign this undertaking on behalf of my Company.

Signature.....

Print Name.....

Designation.....

NATIONAL CONTRACT CLEANERS ASSOCIATION



CLEANING EQUIPMENT

COMPLIANCE

STANDARD

October 2001

1. **INTRODUCTION**

The use of cleaning equipment is an integral part of the cleaning process. It is legally, morally and financially essential that equipment used is “safe” and does not endanger the operator/s or members of the public in the surrounding areas where the equipment is being used.

Under the Occupational Health and Safety Act, 1993, it is the responsibility of every Employer to ensure that products used are safe and without risk to health, and moreover providing adequate training and supervision for establishing safe working practices.

This responsibility also extends to asking the supplier of cleaning equipment for specific information in terms of compliance to relevant standards.

The following standard is recommended to minimize the chance of an accident resulting from faulty equipment.

All end-users, and clients of end-users, are therefore advised to ensure equipment used onsite whether purchased or leased, comply with the following standards:

2. **SCOPE**

- This standard covers all equipment used for general cleaning purposes.

3. **STANDARD**

- All products shall be “fit for the purpose.
- In the case of electrically operated equipment, products shall comply with the following applicable SABS standard:

* **Vacuum Cleaners** and Water Suction Cleaning Appliances: SABS IEC 335-2-2.

* **Floor Treatment and Wet Scrubbing Machines:** SABS IEC 335-2-10.

* **General Purpose Cleaning Appliances:** SABS IEC 335-2-54.

* **Wet and Dry Vacuum Cleaners including power brush for industrial and commercial use:** SABS IEC 335-2-69.

* **Floor Treatment and Floor Cleaning Machines for industrial and commercial use:** SABS IEC 335-2-67.

* **Spray Extraction Appliances for industrial and commercial use:** SABS IEC 335-2-68.

Note: Written proof of compliance with the above specification should always be requested.

4. **TRAINING**

A supplier of cleaning equipment shall:

- Ensure all relevant personnel undergo in-house training on an ongoing basis concerning the products they market and/or service.
- Provide as required training in product use to users of equipment, in accordance with the cleaning equipment “unit standards” as published by the Services SETA – Cleaning Chamber.

5. SPARES AND SERVICE BACK-UP

The NCCA recommends that suppliers of equipment are able to provide a full back-up service, by trained personnel.

6. WARRANTIES

The NCCA recommends that a warranty in writing be given for all equipment supplied.

***Note:** Industry warranties are normally for a period of between one and two years, Where extended spares availability e.g. 10 years is offered, the supplier shall be called upon to prove they are currently supplying spares for equipment 10 years old or more in the market place.*

7. APPROVED NCCA EQUIPMENT SUPPLIER

Means that:

- The supplier is a member of the NCCA.
- The member on request shall show evidence that they comply with this standard.

8. COMPLAINTS

When a client i.e. end-user of equipment has cause for a complaint pertaining to this standard, which cannot be resolved with the supplier member, the client may request the NCCA to conciliate in the matter.

9. CODE OF COMPLIANCE

All members who supply cleaning equipment are required to subscribe to a code of compliance which is attached to this standard.

Enquiries to:

The Administration Office of the National Secretariat
 National Contract Cleaners Association
 Tel: 0861 105 881
 Fax: 086 773 1743
 e-mail: gauteng@ncca.co.za

MEMBER LETTERHEAD

Date.....

The Administration Office of the Secretariat
National Contract Cleaners Association
P O Box 13633
Northmead
1511

e-mail: gauteng@ncca.co.za

Dear Sirs

CODE OF COMPLIANCE CLEANING EQUIPMENT

We refer to the NCCA's "Cleaning Equipment", Compliance Standard dated October 2001, and hereby agree to comply with its contents at all times.

I hereby declare I that I am duly authorised to sign this letter on behalf of my Company.

Signature..... Print Name.....

Designation.....