

HVCA COSHH MANAGEMENT SYSTEM - www.hvacoshh.co.uk

The law requires all companies to comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), this is to protect both employees and others who may be exposed to hazardous substances at work which can put people's health at risk.

Failure to do so can result in your company becoming liable to enforcement action including prosecution under the regulations, civil claims and lost productivity to your business.

The Service

The first step in complying with COSHH is the assessment of risks and deciding what precautions are needed. HVCA Publications COSHH web based management system provides fully automated provision of sector specific hvacr COSHH assessments.

Each ready to use assessment contains information detailing the hazards associated with the material, the precautions required to minimise the risk associated with their use and control measures to reduce the potential harm when undertaking defined work activities.

Assessments are compiled by one of the UK's leading health, safety and environmental specialists (Sypol Ltd) in consultation with the Health and Safety Executive (HSE).

The Solution

The *COSHH Assessment Delivery System* has been developed to provide:

- hvacr sector specific ready to use assessments in a printer friendly, redistributable format
- automatic data aggregation ensuring assessments are always up-to-date
- e-mail notification of assessment changes

This ensures your business can improve productivity by using more effective controls and improves employee understanding and compliance with health and safety requirements.

To Subscribe

The COSHH web based management system is available on subscription. Annual licensing fees are payable 12 months in advance. Subscription payments commence 6 months after date of purchase.

Costs and order details are overleaf, or telephone our COSHH sales team to discuss your requirements on 01768 860405.

COSHH FEATURES

- **400 + hvacr COSHH assessments**
- **comprehensive search facility by supplier, material and/or code name or keyword**
- **facility to generate specific site COSHH assessment folders**
- ***new COSHH Assessment requests**
- **regular updates covering**
 - legal
 - product updates
 - information
- **online availability 24/7**
- **telephone helpdesk**

How to subscribe by order form:

1. **Tick which licence tier you wish to purchase** (please refer to the licence Terms and Conditions detailed on the COSHH website for usage information)
2. **Complete invoice address details, method of payment and direct debit mandate**
3. **Indicate the principal users email address** (It is essential the email address of the principal user of COSHH is supplied. This user will be given the rights to allocate additional users (applies to customers purchasing 2, 3 and 4 licence tiers). Tier 1 licence holders are also requested to supply their main user email address for licence allocation)
4. **Sign and date the subscription agreement**

Pricing matrix:

Tier	Organisation / Number of Personnel	Licences per tier	Price Plan Period					
			HVCA Member			Non-Member		
VAT – All prices shown are inclusive of VAT at 20%			Initial Annual Licence Charge	Subscription payable Six monthly	Tick the box to order licence(s)	Initial Annual Licence Charge	Subscription payable Six monthly	Tick the box to order licence(s)
1	Single Site / Consultant <10	1 user + 10 CARQ	£210	£105		£420	£210	
2	SME >=10 & < 100	5 users + 20 CARQ	£480	£240		£960	£480	
3	SME >=100 & < 2500	25 users + 50 CARQ	£900	£450		£1800	£900	
4	Corporate >=2500	100 users + 100 CARQ	POA	POA	POA	POA	POA	POA

Invoice address:

Company name:.....

Address:.....

.....Postcode:.....

To be marked for the attention of:..... Tel:.....

Customer order number (if applicable):.....

*Email address of primary user (administrator) of COSHH:.....

Method of payment

Cheque made payable to HVCA Publications Visa Mastercard Eurocard

Card Number:.....Expiry Date:.....

Security No: (last three digits on signature strip).....

Cardholder's address if different from dispatch address

Name:.....

Address:.....

.....Postcode:.....

Are you an HVCA Member? Yes No

Membership Number:.....

Subscriber Agreement

1. This Order form, together with the Terms and Conditions available at www.hvcacoshh.co.uk, and any other Terms published (whether online, and/or within any other publication or product) by Welplan Limited trading as HVCA Publications involving the use of the services, contained the entire agreement between HVCA Publications and the Organisation referred to above (hereinafter the 'Subscriber'). This Order Form shall take precedence over the Terms and Conditions. The Subscriber's order is subject to acceptance by HVCA Publications which will be evidenced by the issuing of Username(s) and password(s) to the Subscriber.
2. Save in the event of breach or insolvency (inc. presentation of petition or commencement of action), this Agreement shall continue for the Price Plan Period contained therein.
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4. Payment of all invoices shall be due on the date of this Order stated below.
5. * New COSHH Assessment requests (CARQ) are limited to the number allocated in the pricing matrix. Where a Subscriber exceeds the allocated amount a charge will apply for new COSHH Assessments requests within the subscription year.

Authorised Signature

Signature

Authorised signatory referred to above

Signature hereto signifies acceptance of the Terms and Conditions as published online, or any applicable attached and/or amended from time to time

Date of Signature

Print Name & Post of Signatory

CHECKLIST; have you included your:

- Payment**
- Completed and signed Order Form/Subscriber Agreement**
- Direct Debit Mandate**
- *Email address of the principal (administrator) user of the COSHH web-application**

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