

CONSERVATION REGISTER APPLICATION FORM

This form should be completed by the owner or manager of the conservation practice. The owner/manager should be accredited through one of the accreditation schemes recognised by the Conservation Register Advisory Board (see Appendix A). The owner/manager should be the person responsible for the standards of conservation work.

Section 1 Applicant's information

The answers to the questions in this section are used to confirm that the business meets the criteria for inclusion in the Conservation Register (see Appendix A).

| | | |
|---|---|---|
| Name of applicant | | |
| Are you an accredited member of one of the professional bodies or associations identified by the Conservation Register Advisory Board in the criteria for inclusion? | Yes / No | Your professional body or association will be contacted for confirmation of your accredited status |
| Are you able to demonstrate continuing professional development (CPD) should the Conservation Register Advisory Board request such information from your accrediting body? | Yes / No | It is understood that all accredited conservators keep up to date with developments in their profession as a condition of their accreditation. The Advisory Board may contact your professional body or association at any time for proof of CPD. |
| Do you employ staff or contract work to self-employed conservators? If you employ staff or subcontract work to self-employed conservators, do you as lead member of the business take responsibility for the standards of their work and ensure that they are supervised in accordance with their experience? | Yes / No Yes/No/NA | The Conservation Register Advisory Board requires that you take responsibility for the standard of work of subcontractors and employees and ensure that all staff are adequately supervised |
| Do you make records of condition and conservation treatments carried out, and are these provided to the owner / client? | Yes / No | It is important that accurate records are made both prior to and during conservation treatment. Where these records form part of the contract with the client they should be retained for the statutory minimum of five years. You are strongly advised to make |
| Does your business maintain suitable insurance cover against all risks appropriate to its operations? Where the value of an item or an activity is not covered by your insurance policy, is the owner/ client advised in writing that such insurance is their responsibility? Do you carry professional indemnity insurance? If you employ staff, do you carry employer's liability insurance? | Yes / No Yes / No Yes / No Yes/No/NA | It is important that your business has suitable insurance for all risks associated with its operations and for the premises in which you work. If there are occasions on which your insurance does not cover the value of an item or an activity this should be made clear in writing to the owner/ client. You are strongly advised to carry professional indemnity insurance. If you employ staff you are legally obliged to carry employer's liability insurance. |
| Does your business meet the requirements of current Health & Safety legislation? Have you completed risk (or COSHH) assessments for all processes undertaken in the course of your work? | Yes / No Yes / No | It is a legal obligation that your business meets current Health and Safety legislation including risk (or COSHH) assessments. Further information, including templates, can be obtained from the Health and Safety Executive www.hse.gov.uk |
| Do your business accounts and records meet statutory requirements? | Yes / No | Further information is available from the Inland Revenue www.inlandrevenue.gov.uk or from Business Link www.businesslink.org.uk . You are also advised to check compliance with the Data Protection Act www.dataprotection.gov.uk |

Section 2 About your business

This information allows potential clients to contact you and enables the Conservation Register to keep in touch with you for administrative purposes.

| | |
|---|--------------------------|
| Contact name | |
| Name of business/organisation | |
| Address Your full postal address will be included as part of the printed reports posted to enquirers. | |
| Postcode | |
| Address details on website Your full address will be given on the website if you indicate 'Yes'. If you prefer not to publicise your address on the website, please choose 'No' and only the county/city of location will be given. | Yes / No (please delete) |
| Telephone | |
| Fax | |
| Mobile | |
| Email | |
| Website | |
| Description (max 100 words) This is your opportunity to give a general description of your business. | |
| Year business established | |

Section 3 Who do you work for?

Indicating whether you carry out work for the public sector, the private sector, or both will determine whether enquirers from the public sector, private sector or both have access to the details of your business.

| | |
|--|--------------------------|
| Public sector? | Yes / No (please delete) |
| Private sector? | Yes / No (please delete) |
| Do you regularly work on site? | Yes / No (please delete) |
| Do you offer a collection / delivery service? | Yes / No (please delete) |

Section 4 Your charging policy

Information on your charging policy is useful for enquirers, particularly those who may be approaching a conservator for the first time.

If you do not wish to give an hourly rate, it would be helpful to give some other information (for example, whether you have a minimum charge) under the heading 'other charging information'

| | | |
|--|--------------------------------------|----|
| What is your current hourly rate? (GBP) | From | To |
| Do you charge for estimates? | Yes / No / Sometimes (please delete) | |
| Do you make additional charges for documentation? | Yes / No (please delete) | |
| Do you make additional charges for materials? | Yes / No (please delete) | |
| Do you make additional charges for transport? | Yes / No (please delete) | |
| Other charging information | | |

Section 5 Training, previous employment and membership of professional bodies

The information on training and prior employment helps potential clients build up a picture of the skills, experience and professional background of you and your staff. This section should record the details of everyone at the business who are directly involved in conservation (please continue on a separate sheet if necessary).

| | | |
|---|--------------------------|-----------------|
| Name | | |
| Position | | |
| Accredited | Yes / No (please delete) | Year Accredited |
| Accrediting organisation | | |
| Conservation training For training courses, please state: training organisation, course title, years started and completed. For internships/apprenticeships please state: organisation, discipline of internship, years started and completed. | | |
| Previous employment Please state: Name of organisation, job title, years started and completed | | |
| Other information | | |
| Membership of professional bodies | | |

| | |
|--|--------------------------|
| Name | |
| Position | |
| Accredited | Yes / No (please delete) |
| Accrediting organisation | |
| Conservation training For training courses, please state: training organisation, course title, years started and completed. For internships/apprenticeships please state: organisation, discipline of internship, years started and completed. | |
| Previous employment Please state: Name of organisation, job title, years started and completed | |
| Other information | |
| Membership of professional bodies | |

| | |
|--|--------------------------|
| Name | |
| Position | |
| Accredited | Yes / No (please delete) |
| Accrediting organisation | |
| Conservation training For training courses, please state: training organisation, course title, years started and completed. For internships/apprenticeships please state: organisation, discipline of internship, years started and completed. | |
| Previous employment Please state: Name of organisation, job title, years started and completed | |
| Other information | |
| Membership of professional bodies | |

Section 6 Examples of work

The descriptions of examples of work given by each business are an important source of information for potential clients. These examples provide an insight into the range of work carried out by your business. The project description will be included in the information made available to enquirers. The name of the organisation will also be included if it is a public institution (unless you request otherwise). The names and contact details of referees are only used by the Institute of Conservation for administrative purposes.

Please describe four projects or objects conserved within the last two years and provide the name and address of a different referee for each project. These referees will be contacted in confidence by the Conservation Register for their views on the work. You are advised to notify your referees that we will be in contact.

| | |
|---|--|
| Name of organisation (Please state if a private client) | |
| Description of project (max 100 words) | |
| Date (year) work completed | |
| Referee contact name | |
| Referee job title/position | |
| Referee address | |
| Postcode Email: | |

| | |
|---|--|
| Name of organisation (Please state if a private client) | |
| Description of project (max 100 words) | |
| Date (year) work completed | |
| Referee contact name | |
| Referee job title/position | |
| Referee address | |
| Postcode Email: | |

| | |
|---|--|
| Name of organisation (Please state if a private client) | |
| Description of project (max 100 words) | |
| Date (year) work completed | |
| Referee contact name | |
| Referee job title/position | |
| Referee address | |
| Postcode Email: | |

| | |
|---|--|
| Name of organisation (Please state if a private client) | |
| Description of project (max 100 words) | |
| Date (year) work completed | |
| Referee contact name | |
| Referee job title/position | |
| Referee address | |
| Postcode Email: | |

Please note that if your application is successful you will be asked to provide two new examples (to replace the oldest shown) every two years as part of the review process.
The appraisal process has been made straightforward for your clients to complete and consists of six Yes/No questions for return to us in a prepaid, preaddressed envelope.

Section 7 Search terms

Please indicate which search terms describe services provided by your business.

The search terms listed for your business should reflect services provided at a level consistent with accreditation. Your selection of search terms will be cross-referenced to evidence provided elsewhere in this application, for example training, experience and referenced examples of work. The Conservation Register reserves the right to request additional information to support the listing of search terms, or not to list search terms. The search terms are due to be revised by the Advisory Board in 2007-2008.

| | | |
|--------------------------------|------------------------------------|----------------------------------|
| CONSERVATION RESTORATION | Costume | Leather, upholstery |
| Accordion | Doll | Lining of paintings |
| Aircraft | Doll (ceramic) | Locks |
| Alarm clock | Doll's house | Locomotive |
| Archaeological material | Drawing (crayon, charcoal, pastel) | Longcase clock |
| Archaeological site | Drawing (ink) | Magnetic media |
| Architectural carving (stone) | Earthenware | Manuscript (paper) |
| Architectural carving (wood) | Easel painting | Manuscript (parchment) |
| Architectural model | Eastern art on paper | Manuscript volume |
| Archival material | Eastern manuscripts and books | Maps and plans |
| Archival material (post 1900) | Electro-mechanical object | Marble |
| Armour | Embroidery | Marine antiques |
| Arms and weapons | Enamels | Marquetry |
| Astronomical clock | Encaustic tile | Mask, ethnographic |
| Automata | Entomological specimen | Medal |
| Bakelite | Ephemera (paper) | Memorial (metal) |
| Banner | Ethnographic material | Memorial (stone) |
| Bark cloth | Fan (paper) | Metal detected finds |
| Barograph | Fan (textile) | Metalwork (architectural) |
| Barometer | Feathers | Metalwork (object) |
| Beadwork | Ferrous metal | Microfilm/Microfiche |
| Bell (hand) | Fibreglass | Mineralogical specimen |
| Bicycle | Film | Miniature (ivory) |
| Bone | Flag | Miniature (other support) |
| Book (binding – post 1700) | Fossil | Mirror |
| Book (binding – pre 1700) | Frame | Monument (megalithic) |
| Books (mass treatment) | French polishing | Monument (stone) |
| Botanic specimen | Fresco | Monumental brass |
| Boulle work | Fur | Mosaic (in situ) |
| Bracket clock | Furniture | Mosaic (panel) |
| Brass memorial | Garden statuary | Mother of pearl |
| Bronze (archaeological) | Geological specimen | Motor vehicle |
| Bronze (sculpture) | Gilded object | Multimedia work |
| Canework | Gilding (oil) | Mural |
| Carpet | Gilding (water) | Musical box (mechanism) |
| Carriage | Glass object | Musical instrument (brass) |
| Carriage clock | Globe | Musical instrument (mechanical) |
| Cartonnage | Harpsichord | Musical instrument (non-western) |
| Cast iron | Herbaria | Musical instrument (percussion) |
| Cast stone | Horse-drawn vehicle | Musical instrument (stringed) |
| Ceramics | Icon | Musical instrument (wind) |
| Chandelier | Illuminated manuscript | Natural history specimen |
| Chronometer | Industrial machinery | Newspaper |
| Clavichord | Inlay work | Non-ferrous metal |
| Clock dial | Ivory | Oil painting |
| Clock movement | Jade | Oil painting (paper) |
| Clock or barometer case | Japanning | Organ case |
| Coade stone | Jewellery | Organ (pipe) |
| Coins | Keyboard instrument case | Organ (reed) |
| Collage | Lace | Oriental lacquer |
| Concrete | Lacquer work | Ormolu |
| Contemporary art on paper | Lantern | Ornamental plasterwork |
| Contemporary / modern painting | Leaded lights | Outdoor sculpture |
| Copper alloy | Leather, object | Painted furniture |

| | | |
|---|------------------------------|--|
| Painted textile | Stucco | Flood damage |
| Painting (canvas) | Sundial | Immediate remedial treatment |
| Painting (non-western) | Sword | Leading/coordination of salvage |
| Painting (on copper) | Tapestry | Liaison with emergency services |
| Painting (panel) | Taxidermy | Loan of emergency equipment |
| Painting (tempera) | Teddy bear | Participation in salvage team |
| Palaeontological specimen | Telescope | Provision of drying facilities |
| Palm leaf manuscript | Terracotta | Provision of emergency materials |
| Panelling (wood) | Textiles | Provision of freezing facilities |
| Papier mache | Textiles (modern) | |
| Papyrus | Tile | EXHIBITIONS |
| Parasol (paper) | Toleware | Care in transit |
| Parquetry | Tortoiseshell | Condition assessments for loans |
| Pendulum | Toy (mechanical) | Display supports |
| Perambulator | Toy (stuffed) | Environment |
| Photographic album | Toy (wooden) | Exhibition cases |
| Photographic equipment | Tracing paper | Exhibition planning |
| Photograph (glass based) | Upholstery (rush) | Installation |
| Photograph (other supports) | Upholstery (seagrass) | Framing |
| Photograph (paper based) | Upholstery (textile) | Lighting |
| Photograph (plastic based) | Urushi | Mounting |
| Piano | Veneer | Packing for transportation |
| Pietra dura | Verre eglomise | Picture hanging |
| Pith painting | Vinyl | |
| Plasterwork | Wall painting | PREVENTIVE CONSERVATION/SURVEYS |
| Plastic | Wall painting (post 1700) | Benchmarking survey |
| Plated metal | Wall painting (pre 1600) | Boxing and protection |
| Polychrome sculpture | Wall paper (in situ) | Cleaning of collections |
| Porcelain | Wall paper (panel) | Condition survey, collection |
| Postage stamp | Watch | Condition survey, object |
| Poster | Watercolour | Development of conservation plans |
| Precious metals | Waterlogged organic material | Digitisation |
| Printed documents | Wax | Encapsulation |
| Prints | Weapons | Environmental control |
| Puppet | Weather vane | Environmental monitoring |
| Quillwork (paper) | Wood carving | Environmental survey (building) |
| Ranges and stoves | Wrought iron | Good housekeeping programme |
| Regulator | Zoological specimen | Handling of objects |
| Reverse-painted glass | | Light control |
| Rocking horse | ANALYSIS | Light monitoring |
| Rubber | Cross-sectional analysis | Microfilming |
| Rug | Digital photography | Mould |
| Sampler | FTIR spectroscopy | Pest control |
| Scagliola | Gas chromatography | Pest monitoring |
| Screen (paper) | Infrared reflectography | Pollution control |
| Scientific instrument | Mass spectrometry | Pollution monitoring |
| Scroll (archival) | Oddy testing | Preservation management policy |
| Scroll (Eastern) | Optical microscopy | Preservation prioritisation survey |
| Seal | Photomicrography | Security |
| Shagreen | Pigment identification | Storage (general) |
| Shell | Polarised light microscopy | Storage (materials) |
| Ship | Raman spectroscopy | Supervising collection moves |
| Ship model | Sample analysis | |
| Skeletal material | Sample identification | PROJECT MANAGEMENT |
| Social history object | Scanning electron microscopy | Project evaluation |
| Spirit preserve specimens | Ultraviolet fluorescence | Project management |
| Stained glass (reglazing stable painted | X-radiography | Supervision of projects on site |
| Stained glass (restoration lost /damaged painted glass) | X-ray diffraction | Supervision of staff |
| | X-ray fluorescence | Workshop organisation and supervision |
| Stained glass (conservation/protection | | |
| | EMERGENCY RESPONSE | TRAINING |
| Stoneware (pottery) | Emergency planning | Delivery of seminars/lectures |
| Stonework (carved) | Emergency response training | Developing/delivering training courses |
| Straw work | Fire damage | Training evaluation |

SECTION 8 Declaration

Admission to and continued inclusion in the Conservation Register are not automatic and depend on satisfactory completion of this form and ongoing compliance with the Conservation Register criteria for inclusion. The criteria describe basic standards and inclusion in the Conservation Register does not constitute a recommendation or an approval of the quality of work undertaken. The Conservation Register Advisory Board reserves the right to remove, omit, restore or vary any entry at any time without giving reasons. Not all the information that you provide us with will be made available to clients. All the information that you submit is held under secure conditions at the office of the Institute of Conservation.

If your application for inclusion in the Conservation Register is successful you will be invoiced for the remainder of the subscription year (plus £10.00 GBP administration). Continued inclusion in the Conservation Register is dependent on payment of the annual subscription, annual verification of your business's entry, and bi-annual review (including the provision of two new examples of work) against the criteria for inclusion in the Conservation Register.

Please read and sign the declaration below:

I request that the details of my conservation business be included in the Conservation Register and that the information included in this form be made available to the public.

I understand that the Conservation Register Advisory Board does not undertake to automatically include my business in the Conservation Register and that it reserves the right to make its own decision as to whether to do so. The information provided in this form is accurate to the best of my knowledge and belief.

| | |
|-----------------------------------|--------------|
| Signed: Print name: | Date: |
|-----------------------------------|--------------|

Thank you for completing the Conservation Register application form. Please print and sign the completed form and return it together with a **copy of your certificate(s) of insurance** and a **copy of an example risk or COSHH assessment** (businesses of five or more people should include a copy of their health & safety policy) to:

Dubravka Vukcevic
 Conservation Register
 form or the
 c/o Icon, the Institute of Conservation
 Unit 1.5 Lafone House
 The Leathermarket
 11/13 Weston Street
 London SE1 3ER

If you have any questions about this
 application process, please contact us:

Telephone: (+44) (0) 203 142 6789
Email: info@conservationregister.com

Receipt of your application form will be acknowledged. Please contact us if you do not receive an acknowledgement within one week. You are advised to make a copy of your application form and supporting information before sending it to the Conservation Register as we cannot be held responsible for its loss.

Office use only:

| | | | | |
|-----------------------------------|--|--------------------|-------------------------|-------|
| Date received: | | Date acknowledged: | | Code: |
| Date references out: | 1 | 2 | 3 | 4 |
| Date references in: | 1 | 3 | 3 | 4 |
| Name of accrediting organisation: | Date confirmation of accreditation received: | | | |
| Insurance certificate received: | Example risk/COSHH assessment received: | | | |
| Notes: | | | | |
| Outcome: | Date entered on system: | | Date business informed: | |

APPENDIX A CRITERIA FOR INCLUSION IN THE CONSERVATION REGISTER

- 1 The applicant (the owner or manager of the conservation business) should be an accredited member of a professional body or association approved by the Conservation Register Advisory Board ¹.
- 2 The applicant should be able to demonstrate that he or she has continued to develop his or her professional competence following initial training ².
- 3 If the applicant employs staff, employees must be supervised in accordance with their experience.
- 4 Records of condition and conservation treatments must be made and provided to the owner of an item. (Where these records form part of the contract with the client they should be retained in accordance with statutory requirements.)
- 5 The business must maintain suitable insurance cover against all risks appropriate to its operations. Unless insurance cover for objects in their care is included as part of the conservator's insurance policy, clients should be routinely advised in writing that such insurance is their responsibility.
- 6 The business must meet all current Health & Safety legislation including the completion of risk assessments for all processes undertaken.
- 7 Business accounts and records must be maintained in accordance with statutory requirements.
- 8 Referees must be provided for four separate projects/objects conserved. All the referees must confirm that the applicant offers a conservation service of good standard in an efficient and businesslike manner.

¹ The Conservation Register Advisory Board recognises accreditation by the following professional bodies and associations:

British Association of Paintings Conservator-Restorers (BAPCR) – fellow
British Antique Furniture Restorers' Association (BAFRA) – full and full specialist member
British Horological Institute (BHI) – accredited member (PACR scheme)
Institute of Conservation (Icon) – accredited member (PACR scheme)
Institute for the Conservation of Historic and Artistic Works in Ireland (ICHAWI) – accredited member
Society of Archivists (SoA) – accredited member (PACR scheme)

² The Conservation Register Advisory Board may contact the applicant's professional body or association at any time for proof of continuing professional development.