



Canadian Council of Independent Laboratories
Conseil canadien des laboratoires indépendants

Corporate Membership Application Form

Name of firm		
Address		
Mailing address (if different from above)		
Contact person and title		
Telephone		
Email		
Web site		
The firm is a: Sole proprietorship <input type="radio"/> Partnership <input type="radio"/> Corporation <input type="radio"/>		
Date of commencement of operations:		
Percentage of firm held by other corporations, partnerships, or non-employee individuals. If more than 50%, please provide details in cover letter.		
Does the firm or its principals hold a majority interest in any other consulting, inspection, or testing firm? If yes, please provide details in the cover letter. Yes <input type="radio"/> No <input type="radio"/>		
Is 25% or more of your business for clients with a financial or other vested interest in your firm? If yes, please provide details in the cover letter. Yes <input type="radio"/> No <input type="radio"/>		
Indicate whether the firm or its principals are associated with any of the following institutions or firms. Please check all that apply and provide pertinent details of affiliation in cover letter. Academic <input type="checkbox"/> Government <input type="checkbox"/> Trade group <input type="checkbox"/> Industry <input type="checkbox"/> Manufacturing <input type="checkbox"/> Other CCIL member firm <input type="checkbox"/> Other non-member consulting, testing and inspection firms <input type="checkbox"/>		
List executive officers and/or full- time professionals. Attach separate page if necessary. (Please attach resumes).		
Name	Title	Degree

CCIL National Office
Bureau chef CCIL
P.O. Box/C.P. 41027
Ottawa, Ontario K1G 5K9
Tel/Téléphone: 613.746.3919
ccil@ccil.com
ccil.com

Are the executive officers or full-time professionals listed above engaged full-time in the operations of the firm? Yes <input type="radio"/> No <input type="radio"/>	
If not, what proportion of their time do the executive officers spend on operations of the firm?	
Officer	% time
List branch laboratories and/or offices. Attach separate page if necessary	
Name of firm (branch)	
Address	
Contact Person	
Title	
Telephone	
Email	
Name of firm (branch)	
Address	
Contact Person	
Title	
Telephone	
Email	
Name of firm (branch)	
Address	
Contact Person	
Title	
Telephone	
Email	
Is each branch owned in full by the same owners as the primary operation? If no, please explain in cover letter. Yes <input type="radio"/> No <input type="radio"/>	
Is any branch operated as a separate corporate entity? If yes, please explain in the cover letter. Yes <input type="radio"/> No <input type="radio"/>	
Number of employees based on monthly payroll average for the 12 months prior to this application (including all part time, full time, temporary and permanent professional, technical, and administrative staff):	
List professional memberships, affiliations, qualifications, certifications and/or accreditations held by the firm or staff members:	
Scope of services – briefly describe the consulting, testing and inspection services offered by your firm:	

<p>References – CCIL reserves the right to ask for references.</p>
<p>Division Indicate the division under which you operate a certified laboratory.</p> <p>Geotechnical and Construction Materials <input type="radio"/></p> <p>Environmental and Life Sciences <input type="radio"/></p>
<p>Delegates – list company representatives delegated to attend meetings and eligible to hold office</p>
<p>Agreement</p> <p>I have read the attached Conditions of Membership, Code of Ethics and Schedule of Dues and attest that:</p> <ul style="list-style-type: none"> - The information given in this application is true and correct as of the date of application. - The applicant firm will adhere to the requirements of the Conditions of Membership and Code of Ethics, and - The applicant firm will accept the decision of the Board of Directors with respect to this application.
<p>Name of authorized officer and title:</p>
<p>Date:</p>
<p>Signature:</p>
<p>Dues for the full year are to be submitted with the membership application. Adjustment will be made on the following year’s dues depending on the number of months between start of membership and December 31.</p> <p>Cheque covering annual dues plus applicable GST/HST in the following amount is being mailed.</p>
<p style="text-align: center;">Include the following with your completed membership application:</p> <p>Cover letter, as required <input type="checkbox"/></p> <p>Resumes <input type="checkbox"/></p> <p>Brochures <input type="checkbox"/></p> <p>Cheque <input type="checkbox"/></p> <p>NOTE: Payment can also be made by EFT or INTERAC e-transfer; contact CCIL’s Head Office for instructions.</p>

Please email your complete application to: ccil@ccil.com

For office use only

Verified by:	
References, if applicable, checked by:	
Date:	Signature:
Approved on:	Company notified on:

CONDITIONS OF MEMBERSHIP

All applications for Corporate membership shall be sponsored by one member of the Council or supported by references from three different clients.

Applicants must normally have been operating for a period of twelve (12) consecutive months before their application will be considered.

Corporate membership is limited to organizations that are principally engaged in testing, analysis, inspection, sampling, consultation, process control and/or research for outside clients and which operate independently and without any conflict of interest as determined by the board. Corporate members must be operating under the direct supervision of one or more professional engineers and/or professional chemists or a person or persons having acceptable equivalent professional status deemed satisfactory by the Board of Directors.

Corporate membership shall become effective on the date of approval of the application by the Board of Directors.

The Council will issue membership certificates to Corporate members. Members have the right to declare membership in the Council to the public and use the CCIL logo. Membership certificates are the property of the Council.

A Corporate member may withdraw from the Council by delivering to the CCIL Head Office a written resignation. Dues for the fiscal year of resignation are non-refundable. Membership of any member may be terminated by a resolution passed by at least three-quarters of the votes cast at any General Meeting of the Council. Membership of any member may also be terminated for non-payment of dues. Termination for non-payment of dues will be decided solely by the Board of Directors and is only considered after fees are still outstanding after ninety (90) days.

Membership dues are subject to approval by the Board of Directors.

Membership is non-transferable and is automatically rescinded when a member organization ceases to operate.

CODE OF ETHICS (Section 2.2 of CCIL Policies)

All member companies and their employees shall maintain the spirit and ideals of the following Stated principles of conduct, and consider them essential to the profession or work in which they are engaged:

- a) A member shall act primarily in the public interest at all times and shall neither act nor induce others to act in a way which may affect unfavourably the practice of their profession, the community or the Corporation.
- b) A member shall adhere to the highest standards of honesty, accuracy, and trust and shall not knowingly disseminate false or misleading information.
- c) A member shall protect the confidence of present, former and/or prospective clients.
- d) A member shall not represent conflicting or competing interests without the express consent of those concerned, given after a full disclosure of the facts.
- e) A member shall allow its principals and staff to sign or seal only those plans, specifications or reports actually made by them or under their personal supervision and direction.
- f) A member shall conduct itself toward other members and the Corporation with courtesy and good faith and shall not by word or act maliciously injure the reputation or business of another member or the Corporation.
- g) A member shall deal fairly and equitably with its employees, and act in such a way that its employees are not in conflict with the Principles and Code of Ethics of the Corporation or their respective professions.
- h) A member shall make effective provisions for the safety of life and health of employees or other persons who may be affected by the work for which the member is responsible.
- i) A member shall not advertise in a false or misleading manner or in a manner injurious to the dignity of the Corporation or the members' professional affiliations.
- j) A member shall undertake only such work as it is competent to perform by virtue of the training and experience of its principals and staff, and shall, where advisable, retain and co-operate with members or other professional specialists.

A member shall uphold this Code, co-operating with fellow members in so doing and enforcing decisions on any matter arising from its application. If a member has reason to believe that another member has engaged in unethical or unfair practices, including practices in violation of this Code, such member shall advise the Executive Director or the Chairman of the Ethics Committee.