



BACK TO BASICS – INTRODUCTORY RC

RESPONSIBLE CARE SEMINAR

DATE:

**1ST NOVEMBER
2018**

VENUE:

**CBA OFFICES
GROUP HOUSE
SOUTHMERE COURT
ELECTRA WAY
CREWE BUSINESS
PARK
CREWE
CW1 6GU**

DELEGATE COST:

**MEMBER RATE
£110.00 PLUS VAT**

CHEMICAL BUSINESS
ASSOCIATION
GROUP HOUSE
SOUTHMERE COURT
ELECTRA WAY
CREWE BUSINESS PARK
CREWE, CHESHIRE CW1 6GU

Phone: +44 01270 258200
Fax: +44 01270 258444
E-mail: cba@chemical.org.uk

Why attend?

Responsible Care is the chemical industry's commitment to continual improvement in health, safety and environmental performance.

Compliance with the Responsible Care (RC) is mandatory for all CBA Distributor and Logistics Services members.

One of the first steps on joining the CBA is that the company appoints an RC Co-ordinator who should then attend a Back to Basics seminar.

Who should attend?

This introductory seminar will help the RC Coordinators of companies new to Responsible Care understand the key elements of the CBA RC programme.

It is also suitable for newly appointed RC Co-ordinators in existing member companies, as well as for those who would like a general introduction to the CBA RC programme.

The seminar provides an introduction to the CBA

Responsible Care programme including:

- ◆ *The 8 Guiding Principles*
- ◆ *The cycle of Responsible Care*
- ◆ *The Responsible Care logo*
- ◆ *The Responsible Care Awards*



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PROPOSED OUTLINE AGENDA AND BOOKING DETAILS

CONFIRMATION

Confirmation of booking will be issued by email, when the booking is processed. **DO NOT make any travel arrangements without confirmation.**

Joining instructions will be issued by email two weeks prior to the event.

PAYMENT

ALL PAYMENTS MUST BE RECEIVED BEFORE 17TH OCTOBER 2018 AND ANY CANCELLATIONS MADE AFTER THIS DATE ARE NON-REFUNDABLE.

Payment may be made by Cheque, BACS, or Credit Card (Credit / Debit Card charges apply as follows; Debit Cards + 0.55% / Personal Credit Cards (Visa or Mastercard only) + 1.681% / Corporate Credit Cards (Visa or Mastercard only) +2.555%). Cheques and bankers drafts must be in Sterling and should be made payable to Chemical Business Association. Please ensure that the total amount includes VAT.

Chemical Business Association bank details:

NatWest Bank plc, Liverpool Street Station

216 Bishopsgate, London, EC2M 4QB

Sort Code: 50-00-00

Account No 00420034

Swift No: NWBK GB 2L

IBAN No: GB063 NWBK 5000 0000 4200 34

VAT No:

Under UK excise regulations delegates from all countries are required to pay VAT on any course taking place in the UK.

TRANSFERS

Delegates unable to attend may be transferred to the next available Introductory RC workshop, subject to an administration fee of £30 plus vat, to be paid on transfer. Only one such transfer can be made.

SUBSTITUTIONS

Substitutions at the same membership level can be accepted at any time

CONTENT

There may be occasions when changes in programme content, speakers, timing and location have to be made for reasons outside our control. CBA accepts no responsibility for the opinions of speakers or any other persons expressed on its courses. In the event that CBA has to cancel a course a full refund will be given. CBA accepts no responsibility for any travel arrangements or cost due to cancellation.

ACCESS REQUIREMENTS

To help us ensure that all delegates attending the event are able to participate fully, please let us know about any requirements you have by contacting vanessa.henshall@chemical.org.uk

DIETARY REQUIREMENTS

Please inform us if you need us to cater for any specific dietary requirements.

DATA PROTECTION

CBA processes the information provided by its members and non-members to enable it to carry out its activities in accordance with its objectives and for its administrative purposes. We may use the information to tell you about our other products and services. We will not make it available to any other person without prior consent from you.

10:00	WELCOME AND REGISTRATION
10:15	Introduction – What is Responsible Care?
	The Eight Guiding Principles
	Self-Assessment Questionnaires
	3-Year Improvement Plan
	Indices of Performance
12:40	LUNCH
	Security
	Code of Conduct
	Use of RC logo
	Validation and the future
	RC Awards
15:15	Q&A

COMPLETE IN BLOCK CAPITALS

BOOKING FORM

Company:		
Address (including Postal Code)		
Tel No.		Fax No.
Booked by:		
Email Address:		
Membership Category	Member	Non-Member
Purchase Order No.		
Delegate Details		
Name	Email Address	
Any Special Dietary Requirements?		