

MEMBERSHIP PROSPECTUS
2023



THE ROOFLIGHT
ASSOCIATION

The background of the lower half of the page is a photograph of a modern building's interior, featuring a complex glass and steel structure. The image is overlaid with a blue gradient that transitions from a lighter blue at the top to a darker blue at the bottom. The text is centered over this background.

TOOLS TO BUILD A BRIGHTER FUTURE

WELCOME TO THE ROOFLIGHT ASSOCIATION

We are the trade association representing the UK's rooflight industry: formerly NARM, the National Association of Rooflight Manufacturers. Our membership is open to rooflight manufacturers,

contractors, installers, specifiers, distributors and other rooflight-related businesses and individuals. Our mission is to support best practice and to ensure growth and sustainability in all sectors of our industry.

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OUR WORK

Soon after the Association's formation as NARM in the late 1990s, independent research commissioned by us, conclusively demonstrated the potential for energy saving and lower carbon emissions which could be brought about by installing rooflights. That work and our subsequent research played a major role in establishing rooflights as a key element in contemporary building design. Since then, our reach and influence have increased. Today's Rooflight Association undertakes wide-ranging activities in support of our industry:

RESEARCH & DATA PROVISION

We commission independent research through academic bodies, to enable greater understanding of the role that daylight can play in improving building performance and contributing to human health & wellbeing. We publish freely available Technical Documents and Guides covering all aspects of rooflighting.

STANDARDS & LEGISLATION

We have representation on both British and European Standards Committees and as such we play a leading role in the drafting and revision of product standards. Our Technical Committee has been instrumental in collecting, analysing and interpreting rooflighting data upon which the regulations pertaining to rooflighting in The Building Regulations Approved Document L (Conservation of fuel & power), have been based. As a member organisation of CPA (Construction Products Association) and Eurolux, the European trade association for rooflight manufacturers, we are able



to share our knowledge and resources across the wider construction industry.

SAFETY

Our collaboration with the ACR (Advisory Committee for Roofsafety) has played an important role in defining non-fragility of rooflights, making roofs a much safer place to work in recent years. We campaign to support the requirement for laminated inner panes on glass rooflights for safety reasons, bringing pressure on the British Standards Institute for a regulatory amendment. Members of our Technical Committee also sit on working groups related to fire safety.



THE ROOFLIGHT
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MEMBERSHIP CATEGORIES

FULL MEMBERSHIP

Full membership is open to manufacturers of rooflights, roof windows & daylight tubes and wholly owned subsidiaries operating in the UK.

ASSOCIATE MEMBERSHIP

Associate membership is open to specialist distributors of rooflighting products, suppliers and manufacturers of rooflight components, raw materials, and ancillary products, and architectural/survey/inspection practices operating in the UK

CONTRACTOR/ INSTALLER MEMBERSHIP

Contractor/Installer membership is open to roofing & building contractors and glazing installation businesses.

INDIVIDUAL MEMBERSHIP

Individual Membership is open to specifiers, inspectors and consultants

MEMBERSHIP BENEFITS

- Recognition of high standards of quality and compliance with relevant standards – all members undergo a detailed audit process.
- Member profile page on the Rooflight Association website with a link to your own website.
- Member marketing pack with Rooflight Association logo for use on your own marketing materials.
- Weekly industry news email bulletin.
- Access to technical & legislative information, including early access to changes.
- Networking opportunities with other member organisations, including manufacturers, installers, distributors, specifiers and other parties.
- Access to data from other trade associations.
- Training support and skills development.
- Targetted lobbying to support members.
- Representation on key industry technical/ legislative working groups and committees such as CEN and BSI (seats on WGs and committees available to full members only), providing an opportunity to influence guidance on best practice and future legislation.



THE ROOFLIGHT
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GETTING INVOLVED



GETTING THE MOST FROM YOUR MEMBERSHIP

Rooflight Association membership brings business benefits, plus opportunities for personal and career development, through closer involvement with your industry and networking with like minded individuals.

We welcome active participation in our friendly, inclusive and productive activities – the more you put in, the more you get out!

REGULAR GENERAL MEETINGS

The Rooflight Association holds 3/4 General Meetings per year. These are open to attendance by representatives of Rooflight Association member companies and individual members. One of these General Meetings per year is held as an in-person event. The others are conducted via video conferencing.

Meetings are run to a set agenda and the duration is generally under two hours. Refreshments and a buffet lunch are provided at in-person meetings

REGULAR TECHNICAL MEETINGS

Our Technical Committee meets 3/4 times per year, to discuss progress on industry working groups on which committee members sit and to progress projects which may include research, response to legislation, authoring of technical documents and other related subjects.

COMMITTEES AND WORKING GROUPS

The Rooflight Association Technical and Marketing Committees are open to membership by representatives of Rooflight Association member companies and individual members.

Full member company representatives may also represent the Association on key external industry technical/legislative working groups and committees such as CEN and BSI, providing an opportunity to influence guidance on best practice and future legislation.

Membership forms are available at: www.rooflightassociation.org



ANNUAL GENERAL MEETING

Our AGM is open to attendance by representatives of Rooflight Association member companies and individual members who may wish to discuss governance of the Association or associated topics.

The AGM is held as an in-person event on the same date as , and usually just prior to, the wider in-person General Meeting. This event is followed the same evening by an informal annual dinner for members.

MEMBERSHIP CRITERIA & CODES OF PRACTICE – FULL MEMBERS

Full Membership of the Association shall be open to firms or companies who comply with all the following conditions:

1. To those organisations that operate in the UK, by designing and/or manufacturing, rooflights.
2. Who agree to observe these Rules of the Association and any amendments agreed to them from time to time by the members.
3. Who agree to supply only products that are fully compliant with relevant UK and European Standards and UK building legislation.
4. Who agree that any product performance claims they make have been verified and are willing to make available on request the evidence on which their claims are based.
5. Who have obtained BS EN ISO 9001:2008 Registration or have been independently audited on behalf of The Rooflight Association to demonstrate that their quality systems are to the same or equivalent standard.
6. Who are able to offer balanced advice on the use of rooflights, rooflight materials and rooflight systems without misrepresentation.
7. Who are committed to the training and development of their staff, particularly with respect to their knowledge of rooflights, rooflighting and safe working practices.
8. Who promote good business practice and publish clear statements in plain English on their terms of sale and product warranties.
9. Members are required to present a “Member Declaration Statement” which will be lodged with the Secretary and available for inspection by the board of directors to be verified annually.
10. Who agree to pay, on time, an annual subscription of 100% of the agreed Annual Full Membership Fee.

MEMBERSHIP CRITERIA & CODES OF PRACTICE – ASSOCIATE MEMBERS

Associate Membership of the Association shall be open to firms or companies who comply with all the following conditions:

1. To those organisations that operate in the UK, as rooflight distributors, architectural practices, survey/inspection businesses or manufacturers of rooflight components, raw materials, and ancillary products
2. Who agree to observe these Rules of the Association and any amendments agreed to them from time to time by the members.
3. Who agree to supply/specify/approve/manufacture only products that are fully compliant with relevant UK and European Standards and UK building legislation.
4. Who have obtained BS EN ISO 9001:2008 Registration or have been independently audited on behalf of The Rooflight Association to demonstrate that their quality systems are to the same or equivalent standard.
5. Who are able to offer balanced advice on the use of rooflights, rooflight materials or rooflight systems without misrepresentation.
6. Who are committed to the training and development of their staff, particularly, where relevant, with respect to their knowledge of rooflights, rooflighting and safe working practices.
7. Who promote good business practice and publish clear statements in plain English on their terms of sale and product warranties.
8. Members are required to present a “Member Declaration Statement” which will be lodged with the Secretary and available for inspection by the board of directors to be verified annually.
9. Who agree to pay, on time, an annual subscription of 100% of the agreed Annual Associate Membership Fee.



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MEMBERSHIP CRITERIA & CODES OF PRACTICE – INSTALLER MEMBERS

Installer Membership of the Association shall be open to firms or companies who comply with all the following conditions:

1. To those organisations that operate in the UK, as roofing and/or building contractors or glazing installers.
2. Who agree to observe these Rules of the Association and any amendments agreed to them from time to time by the members.
3. Who agree to supply/install only products that are fully compliant with relevant UK and European Standards and UK building legislation.
4. Who have obtained BS EN ISO 9001:2008 Registration or have been independently audited on behalf of The Rooflight Association to demonstrate that their quality systems are to the same or equivalent standard.
5. Who are able to offer balanced advice on the use of rooflights, rooflight materials and rooflight systems without misrepresentation.
6. Who are committed to the training and development of their staff, particularly with respect to their knowledge of rooflights, rooflighting and safe working practices.
7. Who promote good business practice and publish clear statements in plain English on their terms of sale and product warranties.
8. Members are required to present a “Member Declaration Statement” which will be lodged with the Secretary and available for inspection by the board of directors to be verified annually.
9. Who agree to pay, on time, an annual subscription of 100% of the agreed Annual Installer Membership Fee, relevant to the business turnover.

MEMBERSHIP CRITERIA & CODES OF PRACTICE – INDIVIDUAL MEMBERS

Individual Membership of the Association shall be open to individuals who comply with all the following conditions:

1. To those individuals that operate in the UK, as specifiers, inspectors and consultants providing rooflighting-related services.
2. Who agree to observe these Rules of the Association and any amendments agreed to them from time to time by the members.
3. Who agree to specify or support only products and/or installations that are fully compliant with relevant UK and European Standards and UK building legislation.
4. Who have obtained professional qualification/s relevant to their field of expertise or have been independently audited on behalf of The Rooflight Association to demonstrate fitness to trade.
5. Who are able to offer balanced advice on the use of rooflights, rooflight materials and rooflight systems without misrepresentation.
6. Who promote good business practice and publish clear statements in plain English on their terms of sale and product warranties.
7. Members are required to present a “Member Declaration Statement” which will be lodged with the Secretary and available for inspection by the board of directors to be verified annually.
8. Who agree to pay, on time, an annual subscription of 100% of the agreed Annual Individual Membership Fee.



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Membership forms are available at: www.rooflightassociation.org

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