



## Association for Specialist Fire Protection Byelaws

### 1. TITLE AND INTRODUCTORY MATTERS

The Organisation shall be called the Association for Specialist Fire Protection [ASFP]

In these Byelaws, “the 2006 Act” means the Companies Act 2006 or any alteration or re-enactment therefore for the time being in force.

### 2. OBJECTIVES

The Association’s objectives are:

- To be the leading trade association relating to Passive Fire Protection [PFP].
- To develop the market for PFP.
- To be dedicated to the protection of life, property, the environment, and our heritage.
- To promote continuous improvement in all aspects of PFP.
- To foster the education and training of all those involved in the development, specification and use of PFP.
- To promote excellence in the design and installation of PFP products through high quality and technical expertise.
- To operate the Association within a legal and robust operational framework whilst maintaining financial stability.

### 3. MEMBERSHIP

#### 3.1 Eligibility

The Association comprises the following classes of membership.

Members may be either:

- Companies, Corporate Bodies, or other Organisations.
- Individuals who do not have limited status and rights as outlined below:

#### 3.2 Membership classes

Those classes of membership **with** voting rights are C1 to C9 & C12 listed below, with one vote per member.

Membership classes **without** voting rights are C10, C11, C13, C14 and C15.

Full voting rights can be attained by paying the full ASFP membership fee for the relevant class (C1-C9 & C12).

#### C1 Contractor

Applicator/installer of PFP products and systems.

#### C2 Fire Stopping Manufacturer

Manufacturer of PFP products/systems of penetrations seals, linear joint seals, cavity barriers etc.

#### C3 Structural Steel Protection Manufacturer

Manufacturer of PFP products/systems for the fire protection of structural steel and timber frames, concrete structures etc.

#### **C4 Ductwork or Damper System Manufacturer**

Manufacturer of PFP products/systems for fire resistance and smoke control, e.g. fire resisting and smoke control ducts, dampers, and associated products.

#### **C5 Active Curtain Manufacturer**

Manufacturer of PFP products/systems of active fire curtain barriers.

#### **C6 Non-Load Bearing Separating Element Manufacturer**

Manufacturer of PFP products/systems for compartmentation and means of escape, e.g. fire resisting walls, floors, doors, partitions, glazed screens etc.

#### **C7 Fire Retardant Coatings Manufacturer**

Manufacturer of PFP fire retardant coatings.

#### **C8 Distributor**

Specialist supplier of PFP products and systems.

#### **C9 Associate**

A business not installing, manufacturing or distributing PFP products and systems, e.g. testing organisations, certification bodies, raw materials suppliers, or professional service providers within the PFP industry.

#### **C10 Individual**

A member who is an individual – and not a business – but may work within a business, e.g. building control. This category of membership is designed specifically for individuals to help further their knowledge and understanding of PFP. All invoices from ASFP will be addressed to the named individual member and not to the company by which they are employed. This class of membership may **not** use the ASFP logo.

#### **C11 International Members**

A manufacturer, distributor, contractor or associate operating outside England, Wales, Ireland, or Scotland. Requirements in terms of quality systems, third-party certification, and other issues may vary for different countries, such as where there is already an established ASFP organisation.

#### **C12 Tier 1 Contractors / Primary Contractor**

This is a category for management or Tier 1 contractors who are responsible for the overall coordination of a project, but not necessarily involved in actual applications of PFP, to participate in ASFP activities and to acquire a greater understanding and knowledge of the importance of PFP.

It is a prerequisite of membership that, for fire protection works, the Tier 1 contractor, or its nominated sub-contractor, engages only third-party certificated contractors, in line with building regulations.

#### **C13 IRELAND**

Manufacturer, distributor, contractor or associate operating solely within the Republic of Ireland & Northern Ireland. This Class of Member should use the **ASFPI** logo.

#### **C14 Business Affiliates**

Open to companies not necessarily involved in PFP, but providing services to ASFP members, e.g. insurance brokers, site equipment, plant providers etc. This class of membership may **not** use the ASFP logo.

#### **C15 Honorary & Fellowship**

Honorary & Fellowship membership shall be open to such other persons whose backgrounds are related and or relevant to the PFP industry and whom the Council of Management reasonably considers it appropriate to invite to accept Honorary & Fellowship Membership in order to further the aims and objectives of the ASFP. Honorary & Fellowship Members shall be entitled to receive notice of and attend (but not vote at) general meetings of the Association. This class of membership may **not** use the ASFP logo.

### **Multiple Type Memberships**

It is permissible to be a member of more than one class (e.g. manufacturer and contractor) provided that the requirements of each type are met.

### **3.3 Requirements**

Each applicant for membership shall:

- Complete the Association's application form.
- Agree to comply with the ASFP Byelaws and Regulations.
- Comply with the application membership criteria as follows:

#### **C1 Contractors**

Applicants for this class of membership shall:

- Demonstrate an ability to trade in PFP products and systems.
- Provide evidence of appropriate levels of insurance.
- Provide evidence of employed staff, e.g. CITB levy notice.
- Submit one year's accounts.
- Participate in the ASFP training programme for PFP at a level determined by the Council.
- Obtain third-party Certification for Installation. Certification should be accredited by the United Kingdom Accreditations Service (UKAS) or an equivalent body that is signatory to the International Accreditation Forum (IAF) Multilateral Recognition Arrangement (MLA).
- Employ workers in strict compliance with current legal requirements regarding employment.
- Comply with the code of practice for the supply, design, and installation of PFP products or systems.
- Be certified to ISO 9001 or submit details of Quality System, identifying the method of operation and management appropriate to their status as contractors.

If an applicant does not yet hold third-party certification, probationary membership may be granted in the interim for a maximum of 12 months. The applicant must demonstrate that they have applied for third-party certification, e.g. by showing that they have paid the associated application fee.

#### **C2 – C7 Manufacturers**

Applicants for this class of membership shall:

- Provide details of PFP products or systems manufactured.
- Provide evidence that the products/systems comply with the requirements and conditions of entry into the appropriate ASFP publications.
- Participate in the ASFP training programme for PFP at a level determined by the Council.
- Obtain third-party certification for products where appropriate. Certification should be accredited by the United Kingdom Accreditations Service (UKAS) or an equivalent body that is signatory to the International Accreditation Forum (IAF) Multilateral Recognition Arrangement (MLA).
- Comply with the Code of Practice for the supply, design, and installation of PFP products or systems.
- Be certified to ISO 9001 or submit details of Quality System, identifying the method of operation and management in accordance with ISO 9001.

#### **C8 Distributors**

Applicants for this class of membership shall:

- Provide details of PFP products or systems distributed.
- Provide evidence that the products/systems comply with the requirements and conditions of entry into the appropriate ASFP publications.
- Comply with the Code of Practice for the supply, design, and installation of PFP products or systems.
- Participate in the ASFP training programme for PFP at a level determined by Council.
- Certified to ISO 9001 or submit details of Quality System, identifying the method of operation and management appropriate to their status as distributors.
- Promote the use of third-party certificated products.

### **C9 Associate Members**

Each application is assessed on an individual basis. Applicants for this class of membership shall:

- Certified to ISO 9001 or submit details of Quality System, identifying the method of operation and management appropriate to their status as associates, e.g. UKAS accreditation for testing laboratories and certification bodies.
- Associate members who are operating as fire risk assessors shall either be a member of a UKAS accredited third-party certification scheme for fire risk assessors or be listed in an appropriate register, e.g. that operated by IFE, IFSM etc.
- Associate members who are operating as fire consultants or other members offering professional services such as software design shall have appropriate experience and qualification, e.g. by being a member of a professional body or hold a professional qualification.
- Participate in the ASFP training programme for PFP at a level determined by the Council.

### **C10 Individual Members & C11 International Members (not covered by the above criteria)**

Each application is assessed on an individual basis.

### **C12 Tier 1 Contractors / Primary Contractor**

Applicants for this class of membership shall:

- Provide evidence of appropriate levels of insurance.
- Provide evidence of employed staff, e.g. CITB levy notice.
- Where fire protection packages are let by the Tier 1 contractor, they engage third-party certificated contractors under an appropriate third-party scheme in line with the guidance of Building Regulations concerning PFP works.
- Where packages are let by the nominated sub-contractors, they engage third-party certificated contractors in line with the guidance of Building Regulations concerning fire protection works.
- Employ workers in strict compliance with current legal requirements regarding employment.
- Comply with the code of practice for the supply, design, and installation of PFP products or systems and follow UK guidance on internal fire spread, for the utilisation of third-party certified products under an appropriate third-party scheme.
- Be certified to ISO 9001 or submit details of Quality System, identifying the method of operation and management appropriate to their status as contractors.
- Participate in the ASFP training programme for PFP at a level determined by the Council.

### **C13 Ireland**

Applicants for this class of membership shall:

- Be required to complete and provide information according to Classes C1 – C9 & C12 where appropriate.
- Commit to undertake training as detailed in the ASFP registration proposal.

### **C14 Business Affiliates**

Each application is assessed on an individual basis by the Council.

## **3.4 Cessation of Membership**

Membership may be terminated pursuant to the powers set out in the Articles of Association:

- If a member resigns by 12 months' written notice.
- In the event of the receivership, administration, administrative receivership, or winding-up of a member.
- If the member fails in its obligations in these Byelaws or otherwise substantially contravenes the Memorandum and Articles of association or any special resolutions of the Association.
- If the member fails to pay its fees or subscriptions within three calendar months of the invoice date and the subsequent fourteen-day notification period.
- For behaviour detrimental to the interests of the Association. This shall only occur after the member has been notified of its alleged failures in writing and has been given the opportunity to present its explanations to the Association and the Council, having considered those explanations, votes by a majority of at least 75% of votes cast in favour of the expulsion. Any member subject to such expulsion

shall have the right of appeal to an Appeals and Complaints Panel constituted pursuant to Appendix 1 to these Byelaws.

- On cessation of membership a former member shall not be relieved from any liability to the Association or in respect of the Association, including for any fee or subscription which shall have become payable by that former member before the date of cessation of membership unless the Council shall otherwise determine. Cessation of membership shall not preclude the ex-member from subsequent re-application and re-admission to membership.

### **3.5 General**

Should a member elect to change its trading name(s) it shall advise the Association of such proposed prior to any changes being implemented. Membership is **not** transferable. Members may change membership class provided they meet the criteria for the revised class and the Association consents to the change.

### **3.6 Fees**

Membership subscriptions are charged for 12 months from the date of appointment. The renewal date for subscriptions will be the anniversary of the joining date. Invoices for subscriptions will be sent upon appointment to membership. Members may pay subscriptions by Direct Debit over a six-month period.

All classes shall pay an entrance fee with exception of C10, C11, C14 & C15. The Council shall annually (or as appropriate) set subscriptions which will generally be measured against the UK Consumer Price Index [CPI].

### **3.7 Acceptance**

Any applicant approved for membership must meet **all** applicable membership requirements. Acceptance for membership shall be determined by the Association's member verification process and is deemed to meet all ASFP membership requirements as detailed within the Association's Byelaws.

Where membership is not accepted, the applicant shall be notified of the reason(s) in writing and shall have the right of appeal and re-application as laid down in the Byelaws.

### **3.8 Association logo**

The ASFP logo is a registered trademark and may only be used by all members in all classes with exception of C10, C14 & C15.

Upon cessation of membership, the logo shall **immediately** be withdrawn from any letterheads, promotional literature, or other publicity material etc. which could infer membership of ASFP.

Members are encouraged to use the logo on:

- Company information and literature.
- Member's advertising.
- Transport, e.g. vans etc.

The logo shall not be used for:

- Product endorsement.
- Product approval in multi-product documents.

There are special adaptations of the logo for members to use in conjunction with products that appear in ASFP publications.

### **3.9 Voting rights**

The voting rights shall be in accordance with the Articles of Association viz only Classes C1- C9 & C12. More than one delegate may represent each member. However, voting will be restricted to one vote per member. Members who have voting rights are encouraged and expected to cast their vote for membership of Council. Full voting rights for members in other classes can be attained by paying the full ASFP membership fee for the relevant class (C1-C9 & C12).

### **3.10 Attendance at Meetings**

Classes C10, C11, C13, C14 and C15 shall be permitted to attend only General Meetings of the Association (including the Annual General Meeting). Attendance at any other meetings is prohibited without the express

agreement of Council. Those attending any ASFP meetings shall be members, proprietors, directors, or direct employees of a member firm.

#### **4. MANAGEMENT STRUCTURE, PROCEEDINGS AND GENERAL MEETINGS**

##### **4.1 General Meetings**

The Association shall observe the applicable provisions of the 2006 Act for the time being in force. The provisions of these Byelaws regarding General Meetings shall be read and construed subject to the 2006 Act and to applicable provisions of the Articles of Association.

General Meetings, including the Annual General Meeting, shall be convened, and held in such manner as required or permitted by the 2006 Act and the Articles of Association. The contents of the meeting notice and notice periods, the quorum required, the proxy rights of members, the voting rights of membership classes, types of resolution and voting majorities required for those types of resolution, and the chairmanship of the meeting shall all be as required or permitted by the 2006 Act and the Articles of Association *viz* meetings shall be at such a time and place as the Council shall decide and be notified to the membership at least 14 days in advance in writing, or 21 days for an Extraordinary General Meeting. The notice of the meeting will include an agenda and any special resolutions, e.g. changes to the Memorandum and Articles etc.

All members shall be entitled to attend and speak at General Meetings.

Votes may be given by voting members in person, or by their duly appointed proxies, in writing, who shall be members, proprietors, directors or employees of a member firm. Votes may also be cast in writing by post or electronically, provided that they are duly signed and authorised by the member.

No member whose current fee or subscription is unpaid for more than 3 months beyond its invoice date shall be entitled to vote.

##### **4.2 Management of the Association and the Council**

The Council shall manage the Association in accordance with its powers and duties under the 2006 Act and the Articles of Association.

The Council is the governing body of the Association and is elected as set out below at the Annual General Meeting from voting members (C1 – C9) as set out below. Unless otherwise determined by a General Meeting, the Council consists of a maximum of fifteen representatives from the following membership classes.

- Maximum 6 x C1 contractors
- Maximum 9 x C2 - C7 manufacturers distributed as follows:
  - Maximum 3 x C2 fire stopping manufacturers
  - Maximum 2 x C3 structural fire protection manufacturers, at least one of which shall be a manufacturer of reactive (intumescent) coatings
  - Maximum 3 x C4 ductwork or damper system manufacturers
  - Maximum 1 x C5 active fire curtain barrier manufacturer
  - Maximum 1 x C6 non-load bearing separating element manufacturers
  - Maximum 1 x C7 fire retardant coatings manufacturers
- Maximum 2 x C8 distributors
- Maximum 3 x C9 associates
- Maximum 1 x C13 Ireland

In respect of Ireland, nominations for the ASFP Council representative shall be received by the Secretariat and a ballot form shall be distributed to ASFP membership **only**. This position is allocated automatically to an ASFP member to sit on ASFP Management Council, without having to go through UK ballot process.

The Chairman and Vice-Chairman shall be elected by the Council from categories C1 – C9, normally for a period of two years. The Council has the power to co-opt any eligible member to fill a vacancy (or to assist with specialist input or guidance) and Council members shall vacate their position if they cease to be a

representative of a voting member. Council members shall be expected to attend at least 75% of Council meetings in each Association year; failure to do so may preclude them from standing for re-election.

The Council will normally appoint a CEO, COO, Secretary, and other Association Officers. Their annual remuneration and terms of employment will also be agreed by Council.

Only one representative of a member company shall be elected to the Council at any one time. The Council shall have the authority to co-opt any eligible member to fill any vacancy during the year. Anyone so co-opted will be eligible for election at the following Annual General Meeting.

The quorum necessary for a transaction of Council business shall be a minimum of eight.

Meetings of the Council shall be held as the Council sees fit or called by the Secretary on requisition of at least eight members of the Council. At least 14 days' clear notice of the meetings, date and time shall be given to members of the Council.

Each Council member shall have one vote and in the case of equality of votes the Chairman shall have a casting vote.

The Council may appoint and delegate business to appropriate sub-committees. Any such business transacted or decided by such Committees may be subject to validation by the Council if no mandate has been previously issued. The Council may transact its business in writing – which shall include the medium of electronic mail – where appropriate.

The Chairman and Vice-Chairman shall be appointed as Directors, as appropriate under the provisions of the Act.

Any member of the Council shall be obligated to declare **any** vested outside interests in matters then under consideration by the Council upon which declaration Council shall consider and vote upon whether said member shall be entitled to vote upon the matter in which he has declared his vested interest.

#### **4.3 Strategy Group**

The Strategy Group will comprise Chairman, Vice-Chairman, Immediate Past-Chairman, CEO, and three other members of the Council (agreed each year on a rotational basis); other Officers of ASFP can attend at the discretion of the aforementioned members. The Strategy Group will meet on a frequent basis to develop the strategy of the Association and the implementation of its agreed policies. Recommendations coming from the Strategy Group require ratification by the Council before moving forward. Strategy Group members shall be expected to attend at least 75% of meetings.

The Chairman, Vice-Chairman, Immediate Past-Chairman will serve for a period of two years before retiring from the Group but will not be required to present for re-election to Council after the first year, thereby being a Council member for 6 years.

#### **4.4 Task Groups**

The Association has several Task Groups including Technical, Contracting & Marketing, membership of which is open to each of the eligible categories, on which refer to section 3.10.

The procedure for reviewing and selecting a new Task Group and TCOM Chairman each two years is attached at Appendix 3.

### **5. FINANCE**

#### **5.1 Financial year**

Subject to the requirements of the 2006 Act, the Association's financial year shall run from 1 January to 31 December.

#### **5.2 Fees and subscriptions**

The Council shall agree the level of fees and subscriptions due for membership to the Association.

### **5.3 Accounting by members for their expenses relating to the Association**

Members shall account for their own expenses relating to the Association, including the expenses of their individual representatives or proxies attending general meetings of the Association. No such expenses may be reclaimed from the Association.

### **5.4 Accounting records, public annual accounts and reports**

The Association shall make and keep accounting records and shall prepare and make publicly available (including filing at Companies House) such annual accounts and reports as may at any time be required by law. The accounting records may be kept at such location and in such form as the Council may decide, subject to the requirements of law at that time in force.

## **6. MEMBERS' CODE OF CONDUCT**

All members are required to act in such a way that the reputation of the ASFP is protected and enhanced. Members shall pay due heed to such other non-mandatory standards and guidelines to good practice as may be proposed by the Council.

No member shall knowingly represent the ASFP without the express authority of the Council. Failure to comply may result in the revocation of membership.

Council members shall not promote their ASFP position in their day to day business. e.g. by use on e-mail signature, business card etc.

## **7. CONTROL AND ARBITRATION**

All members shall receive a copy of the Memorandum and Articles of Association of the Association and all changes to those and copies of the Byelaws and records of all General Meetings of the members of the Association.

All members, applicants, clients, and others shall be entitled to register a complaint or appeal against the Association and request arbitration and review of such complaint or appeal. Such complaints or appeals may refer to – but not necessarily be limited to – decisions of the Council and Association, membership applications, and the actions of members of the Association.

## **8. COMPLAINTS AND APPEALS PROCEDURE**

The Complaints and Appeals procedure shall be as set out in Appendix 1, below-

## **9. BYELAWS**

The Council shall have power in its discretion from time to time to make Byelaws or other regulations for the internal or domestic arrangements of the Association and to add to, amend, alter or, repeal any Byelaws or other regulations so made.



## **APPENDIX 1**

### **APPEALS AND COMPLAINTS PROCEDURE FOR ASFP**

In the event of a member company, representative of a member company, or members of the public making a complaint, the procedure outlined below should be followed.

Note that in the event of this process not being correctly employed, the matter may not be able to be pursued because of the necessity for the Association to avoid taking an action that might unfairly prejudice a person or company in their business or trade and, further, put at risk the finances of the Association.

It should also be noted that papers presented to the Association in connection with a complaint cannot be used in a complaints procedure unless they carry the signature of the person providing such papers along with their full name printed out and contact details included. Any papers that carry restrictions on the circulation of the document may not be considered.

#### **1 REPORTING THE COMPLAINT**

- 1.1. The report should be in writing and sent by post or e-mail to the registered office of the Association.
- 1.2. The report should be limited to the facts of the case and the details required for it to be understood by parties who have no previous knowledge of it. The originator of the complaint should bear in mind that the item will receive wider circulation if further action is taken and that this will certainly include the person or company that is subject of the complaint.
- 1.3. The four officers mentioned below will decide whether or not there is a case to answer.
- 1.4. The complainant should either provide all possible evidence at the time of the initial report or, alternatively, let it be known at this stage what further evidence can be provided if the case is to be taken further.
- 1.5. With reference to appropriate members of the Council where necessary, the Secretary and CEO shall decide within 14 days whether there is a case to answer but may delay this decision should they feel further facts need to be obtained. Once a decision is taken to proceed, they may take two courses of action –
- 1.6. Advise the party who is the subject of the complaint of the allegations made and provide copies of the papers detailing the issues by post or e-mail. In this case a response will be required within 14 days, or:
- 1.7. As above, but if a disciplinary hearing is deemed necessary, advise the party of this and that a date and venue will be supplied when known.
- 1.8. In the event that a hearing is considered necessary then a panel will be created from the Council of the Association. It will consist of the Secretary or CEO of the Association, but not both, and three other members of the Council. Should insufficient members of the Council be available then the Chairman of the Association is empowered to second a former member of this Council for the purpose of creating the panel. If possible, the Chairman of the Association should not be part of the first panel in order that he may be free to participate in any appeals hearing that is subsequently called for.
- 1.9. All parties involved in any hearing should receive copies of all papers from the case received by the Secretary prior to the event. No other papers can be used at the hearing other than these. The person or company against whom the complaint is issued is free to produce any evidence that directly concerns the complaint but must also provide this to the Secretary sufficiently far in advance to enable its full circulation to the Hearing Panel.
- 1.10. The hearing shall be held in private and, at this stage, involve only members of the Hearing Panel and the individual or employees of the company that is the subject of the complaint. Should the individual or company that is the subject of the complaint wish to have a legal assistant present he must advise the Secretary at least seven days before the hearing that this is the case.
- 1.11. There will be no time limit on the discussion of the case unless either party has requested it in advance.
- 1.12. The hearing shall follow a semi-formal pattern that allows for the ASFP personnel present to outline the details of the complaint in accordance with the written and visual evidence already circulated. The party that is subject of the complaint shall be given time to answer any or all of the accusations as they are presented and to also address the panel once these presentations are complete. The panel shall be able to seek further information from the accused party in order to clarify specific points affecting

the case under examination and on other matters affecting his business procedures, methods, and staffing.

- 1.13. The hearing will be completed by statements by a nominated member of the panel and the person or company called before the Panel.
- 1.14. The Panel shall notify all parties of their findings within ten days. Should any action be required whereby membership or Association qualifications are to be revised then this shall take place on the day of the notification of the panel findings.
- 1.15. The accused party shall notify the Association within 24 hours of the original hearing if they have any complaints about it. The accused party shall have the right of appeal after receiving the notification of any penalty applied but shall not be allowed to question the procedures of the Disciplinary Hearing unless accused party has done so in accordance with this clause.
- 1.16. The extent to which any penalty imposed by the Hearing Panel is broadcast to the Association and elsewhere is decided by the personnel listed in Clause 1.1 above.
- 1.17. In the event of an appeal being lodged, it will be circulated to the four persons listed in Clause 6 and the decision taken on how to action the appeal. Should a new Hearing be required then the panel shall be made up of different personnel to the first.

## **APPENDIX 2**

### **CODE OF PRACTICE FOR THE DESIGN, SUPPLY AND INSTALLATION OF PFP SYSTEMS**

The Code of Practice represents a commitment on the part of each member of the ASFP to work towards the highest standards of quality, integrity, safety, and reliability in the manufacture, supply and installation of built in fire protection systems. Each Member shall observe and comply where appropriate with the following requirements in all of its activities.

#### **1. PRODUCTS / SUPPLY**

- 1.1** Shall supply all products free of defect and of equivalent quality to that supplied for testing and approval purposes.
- 1.2** Shall supply all necessary Health and Safety data for the material(s) in accordance with the relevant regulations
- 1.3** Shall supply materials/products that provide fire protection that are fit for purpose when applied/installed in accordance with the manufacturer's comprehensive instructions.
- 1.4** Shall supply materials/products that are tested and assessed for UK and Overseas markets in accordance with the guidelines and principles laid down in the Association's publications.
- 1.5** All members, including Associates, who conduct fire tests and assessments shall ensure that they follow, where appropriate, the guidelines and principles laid down in the Association's publications.
- 1.6** Shall ensure that the information and training necessary to ensure the correct application/installation are available.
- 1.7** Shall handle and store materials/products as directed by the manufacturer.
- 1.8** Shall promote that materials/products are applied/installed by a third-party certificated installer wherever possible.
- 1.9** Shall hold appropriate third-party certification for materials/where possible. Certification should be accredited by the United Kingdom Accreditations Service (UKAS) or an equivalent body that is signatory to the International Accreditation Forum (IAF) Multilateral Recognition Arrangement (MLA).

#### **2. STANDARD OF WORKMANSHIP**

All workmanship, goods, and products shall comply with the contract requirements.

All work in progress shall be regularly monitored in order to eliminate the risk of defective workmanship or material failings.

Third-party certificated installers should be used wherever possible

#### **3. EMPLOYMENT**

The Member shall operate a fair and reasonable pay structure for their employees and conform to an appropriate Wage Regulatory Body. The Member shall not discriminate unlawfully or improperly in respect of employment.

#### **4. QUALITY ASSURANCE**

The Member shall be certified to, or demonstrate a commitment towards, a Quality Assurance System to comply with ISO 9001 or an appropriate third-party scheme and obtain Accredited Registration of the System, in accordance with Clause 3.3 above. For contractors, this shall be a UKAS or an equivalent body that is a signatory to the International Accreditation Forum (IAF) Multilateral Recognition Arrangement (MLA).

**5. HEALTH AND SAFETY**

The Member shall demonstrate that it is adopting a positive commitment to Safety and at all times is working in accordance with the requirements of the Health and Safety at Work Act and any regulations made under that Act, together with the Codes of Practice and Guidance Notes issued under or in connection with the said Act or Acts.

**6. TRAINING**

**6.1** The Member shall demonstrate a positive commitment to training and shall take all necessary steps to ensure that all operatives and staff receive correct and continuing training in all relevant aspects of the work.

**6.2** All members shall participate in the appropriate ASFP training programme for PFP to a level determined by Council.

**7. BUSINESS INTEGRITY**

The Member shall observe the highest standards of business integrity in all of its business dealings and shall act as a committed member of the ASFP.

### APPENDIX 3

No.	Stage	Vehicle	Timescale	Decision points/comments
1	TG secretary* reviews term of chair every 2 years.	N/A	Every 2 years	*Secretary is the person organising the group.-For Technical TGs and TCOM that is Technical Officer TO. For other TGs it is the secretariat.
2	Call for candidates who wish to be considered. The incumbent chair can run again.	E-mail to members from secretary.	Give candidates 2 weeks to respond	
3	Candidates put their name forward.	E-mail or phone call from candidate to secretary	2 weeks (as above)	
4	Secretary to review candidates.	N/A	1 week	If there is only one candidate, that candidate is the chair for another 2 years (but see 8 & 9 below). If there is more than one candidate; the secretary needs to call an election.
5	Secretary calls an election for the post.	E-mail to all TG members, including papers only members.	2 weeks	Candidates may put forward a short (1-2 page) CV or manifesto to the secretary for reviewing (for inappropriate content) and then circulating to TG membership. Ideally this should go out with the election calling email.  [Agreed at Council 27-6-16 for election to go to TG members only and include 'papers only' members].
6	Election (by e-mail) held.	E-mail votes to secretary	2 weeks	Secretary counts the votes on the basis of one member one vote (company or individual). Only votes from members sitting on the TG can vote. See 5. Above. They can be 'papers only' members.  Simple majority wins. In the event of a tie, it is proposed that the next committee higher up decides; so, for Technical TGs that would be TCOM, for TCOM it would be Council. For Contracting/certification/marketing TGs it would be Council.
7	New chair appointed.	E-mail	1 week if decision is clear	If a tie, will have to wait for next meeting of next group up.
8	Maximum service period.	N/A	Maximum three terms	After three terms (consecutive or interrupted) TG chair has to permanently step down to allow others the opportunity.
9	Change of status of TG chair.	N/A	Within 1 month of moving	If TG chair changes employers (e.g. to another ASFP company). A review shall be undertaken (start at 1. again)

#### PROCEDURE FOR REVIEWING AND SELECTING NEW TASK GROUP AND TCOM CHAIRS