

MEMBERSHIP REQUIREMENTS

All applicants must:

- Complete the Association's Application Form
- Agree to commit to the ASFP training/qualification requirements
- Agree to comply with the ASFP Byelaws and Code of Practice



C1 Contractor

Applicator/installer of Passive Fire Protection products and systems.

Member companies must commit to the training/qualification requirements as given in Table 1. This will also include a commitment to follow ASFP technical guidelines and to hold third party installer certification for all the passive fire protection they undertake.

Manufacturer C2 – C7

Member companies must also commit to the training/qualification requirements as given in Table 1. This will also include a commitment to follow ASFP technical guidelines, to hold CE marking and/or third party product certification for the passive fire protection products they manufacture (to an appropriate level).

C2 Fire Stopping Manufacturer

Manufacturer of Passive Fire Protection products/systems of penetrations seals, linear joint seals, cavity barriers etc.

C3 Structural Fire Protection Manufacturer

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

C4 Ductwork or Damper System Manufacturer

Manufacturer of Passive Fire Protection products/systems for fire resistance and smoke control i.e. fire resisting and smoke control ducts, dampers and associated products.

C5 Active Fire Curtain Barrier Manufacturer

Manufacturer of Passive Fire Protection products/systems of active fire curtain barriers.

C6 Non-Load Bearing Separating element Manufacturer

Manufacturer of Passive Fire Protection 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 Passive Fire Protection fire retardant coatings.

C8 Distributor

Specialist supplier of Passive Fire Protection products and systems.

Member companies must commit to the training/qualification requirements as given in Table 1. This will also include a commitment to promote ASFP technical guidelines, to stock and promote the use of ASFP manufacturers' products to be installed by ASFP member contractors.

C9 Associate

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

Certification, Inspection and Test Bodies, consultants and Inspectors must commit to the requirements as given in Table 1 including obtaining the relevant qualification/undertaking the necessary training in line with their role and responsibilities e.g. those involved in design/specification/inspection should hold the IFE Level 3 certificate in passive fire protection.

C10 Individual

A member who is an individual and not a business but may work within a business e.g. Building Control.

Individual members involved in consultancy/design/specification/inspection must commit to the requirements as given in Table 1 including obtaining the relevant qualification/undertaking the necessary training in line with their role and responsibilities e.g. those involved in design/specification/inspection should hold the IFE Level 3 certificate in passive fire protection.

C11 International Members

A Manufacturer, Distributor, Contractor, Associate or Individual operating outside of England, Wales or Scotland.

International members must commit to the requirements as given in Table 1 for their specific discipline, i.e. Manufacturer, Contractor, Certification, Inspection and Test Bodies etc, including undertaking the necessary training/qualification in line with their role and responsibilities e.g. those involved in design/specification/inspection should hold the IFE Level 3 certificate in passive fire protection.

C12 Tier 1 Contractor / Primary Contractor

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.

Member companies must obtain the relevant qualification/commit to the training requirements as given in Table 1. This will also include a commitment to follow ASFP technical guidelines and to hold third party installer certification for all the passive fire protection they undertake.

C13 Ireland

ASFP Ireland members, who operate on the island of Ireland are subject to a slightly different set of requirements given in the ASFPI Registration Proposal document agreed by ASFP Council in March 2020.

C14 Business Affiliate

Open to companies or organisations which have influence on the incorporation of passive fire protection into buildings & those not necessarily involved in PFP, but providing services to ASFP members, e.g. insurance brokers, site equipment, plant providers etc.

FEES

Membership subscriptions are charged from the date of joining. Invoices for subscriptions will be sent upon appointment to membership.

	Value added Tax (VAT) will be added as applicable	
C1 – C9 & C12 Membership fee charged on annual turnover Including Contractors, Manufacturers, Distributors, Associates & Tier 1 Contractors	Entrance fee for C1 – C9 & C12	£300
	£0 - £500k	£1630
	£500k – £1m	£2450
	£1m - £5m	£3570
	Over £5m	£5400
C10 INDIVIDUAL	Subscription	£510
C11 INTERNATIONAL	Subscription	£950
C13 IRELAND (*see additional note below)	Full member subscription (€200 is due on initial application for full membership)	€1070
	Individual Subscription	€580
C14 BUSINESS AFFILIATES		£1630

*ASFP Ireland Members (C13)

- Must comply with the requirements as stated in the current Byelaws applicable for their membership category.
- Operating only on the island of Ireland pay a discounted subscription rate reflecting the reduced level of benefit available to them. No entrance fee applies.
- Operating in GB or participating in technical task groups pay the full subscription rate as an ASFP member, based on turnover in PFP, applicable for their membership category (Byelaws C1 – C9 & C12).

ANNUAL DECLARATION

Each member is required to make an annual declaration at the start of each year to confirm they continue to comply with the ASFP byelaws, Code of Practice and other requirements of the Association.

CESSATION OF MEMBERSHIP

Three months written notice is required if a member resigns from membership.

ASFP MEMBERSHIP QUALIFICATION AND COMPETENCY REQUIREMENTS

The qualification and competency requirements for different membership categories have been updated to demonstrate that ASFP members are more professional and exceeding the competency expectations of industry and will deliver better products and services than non-members.

By ensuring that those using the ASFP logo are seen as the most competent professionals in the PFP sector, those searching for PFP products and services can be confident that ASFP members are appropriately qualified for the task at hand.

The following qualifications and other requirements reflect minimum standards for the various types/grades of ASFP membership and will be formalised as requirements for membership of the association by incorporation into the ASFP Bye-laws.

Existing and new members of all grades will need to demonstrate by the end of 2021 that they have put in place measures to implement the new requirements. All members will then have a further two years to meet the qualification requirements detailed for each membership grade and type of job role. This includes demonstrating that a proportion of relevant staff have obtained IFE Level 2 or 3 qualifications; NVQ Level 2 in passive fire protection via manufacturer training and relevant CSCS card; or undertaken the ASFP Online Introduction to Passive Fire Protection.

The requirements are summarised in Table 1 below.



TABLE 1 – REQUIREMENTS OF ASFP MEMBERSHIP BY CATEGORY FROM 1 JANUARY 2021

Who in the organisation	Requirement	Time to plan/ implement	Deadline	Forum	Comments
All members					
Management	Commit to following ASFP guidelines/documents /rules	6 months	1 year	All TGs	Required by byelaws
All	ASFP to hold a register of training/qualifications of all members	1 year	2 years		Implement via secretariat.
Contractors	To hold Third Party Certification from a UKAS accredited CB (e.g. ASFP badged scheme)	1 year	3 years	Council, Contractors TG, Certification TG,	

Who in the organisation	Requirement	Time to plan/ implement	Deadline	Forum	Comments
Manufacturers (C2 – C7, C11, C13)					
Relevant Technical Sales & Marketing	All appropriate customer facing to do ASFP Online Introduction Course	3-6 months	1 year*	Technical TGs	<ul style="list-style-type: none"> Audit via declaration/certification and member surveys during the year Relevant technical Sales & Marketing new starters to do the Online Introduction Course within a month of starting Technical advisors reading off a manual should get level 2. Technical advisors giving technical evaluations to get Level 3 prior to giving advice * staggered throughout year e.g. 25% after 3 months ** staggered throughout 2 years e.g. 25% after 6 months
Technical Advisors Level 2	ASFP/IFE Level 2	1 year	2 years**		
Technical Advisors Level 3 (for giving technical evaluations)	ASFP/IFE Level 3	1 year	2 years**		
Relevant technical/product Managers	At least 1 at Level 3	1 year	1 year		

Who in the organisation	Requirement	Time to implement	Deadline	Forum	Comments
Contractors (C1, C12, C13)					
Installers	All to do ASFP Online Introduction Course unless they already hold level 2 or 3 Foundation course or NVQ Level 2/CSCS card	3-6 months	1 year*	Contractors TG	<ul style="list-style-type: none"> • Certification bodies to audit as part of their individual UKAS accredited schemes • Audit via declaration and via certification and member surveys during the year • New Starter Installers to do ASFP Online Introduction Course within a month of starting • New Starter Site Supervisors cannot sign off without ASFP/IFE Level 2 • Relevant responsible person to get Level 3 prior to commencing position <p>* staggered throughout year e.g. 25% after 3 months ** staggered throughout 2 years e.g. 25% after 6 months</p>
Installers	NVQ Level 2 in PFP via manufacturers/CSCS cards	1 year	2 years**		
Site Supervisors	Anyone signing off – ASFP/IFE Level 2	1 year	2 years**		
Relevant responsible person	At least 1 at ASFP/IFE Level 3	1 year	1 year		
Relevant technical Sales & Marketing	All appropriate customer facing to do ASFP Introductory	3-6 months	1 year*	Contractors TG	Relevant technical Sales & Marketing new starters to do the Online Introduction Course within a month of starting
Staff giving technical evaluations	ASFP/IFE Level 3	1 year	2 years**	Contractors TG	
n/a	Third Party Certification for all the PFP they install where possible. Use third party certificated products where possible.	n/a	n/a	Contractors TG, Certification TG	

Who in the organisation	Requirement	Time to implement	Deadline	Forum	Comments
Distributors (C8)					
Relevant Technical Sales & Marketing	All appropriate customer facing to have ASFP Online Introduction Course	3-6 months	1 year*	Council	<ul style="list-style-type: none"> Audit via declaration (not certification) and member surveys during the year Relevant technical Sales & Marketing new starters to do the Online Introduction Course within a month of starting PFP Specialists reading off a manual should get level 2. PFP Specialists giving technical evaluations to get Level 3 prior to giving advice * staggered throughout year e.g. 25% after 3 months ** staggered throughout 2 years e.g. 25% after 6 months
PFP Specialists Technical Advisors Level 2	ASFP/IFE Level 2	1 year	2 years**		
PFP Specialists Technical Advisors Level 3 (for giving technical evaluations)	ASFP/IFE Level 3	1 year	2 years**		
Associate Members - Certification, Inspection and Test Bodies (C9)					
Certification & Inspection Bodies					
Head of Body	ASFP/IFE Level 3	1 year	3 years*	Respective Technical TG	UKAS to check compliance at annual surveillance visits. (This will not be disclosed by UKAS unless ASFP gain agreement from Company and UKAS to have this disclosed.) Otherwise <ul style="list-style-type: none"> Audit via declaration (not certification) and member surveys during the year Ensure the company/individual hold ISO 17020 Certification Staff moving into a new (higher) position must be at the required level before they conduct activity in new role * staggered throughout year e.g. 33% after 1 year ** staggered throughout 2 years e.g. 25% after 6 months Most relevant CB staff should pass Level 3 without need for full training – maybe 1 or 2 day preparatory course.
Certification Reviewer/Sign off	ASFP/IFE Level 3	1 year	3 years*		
Certification Handlers	ASFP Introductory in relevant modules	1 year	2 years**		
Test Bodies					
Head of Laboratory	ASFP/IFE Level 3	1 year	2 years**	Respective Technical TG	UKAS to check compliance at annual surveillance visits. Staff moving into a new (higher) position must be at the required level before they conduct activity in new role ** staggered throughout 2 years e.g. 25% after 6 months.
Tech Off responsible for test (signature)	ASFP/IFE Level 3	1 year	2 years**	Respective Technical TG	

Who in the organisation	Requirement	Time to implement	Deadline	Forum	Comments
Associate Members – Consultancies, Inspection Practices and Individual members operating as a business (C9)					
Consultants					
Senior Consultant	ASFP/IFE Level 3	1 year	2 years**	Respective Technical TG	<ul style="list-style-type: none"> • Audit via declaration/certification and member surveys during the year • All relevant technical consultation advisors and new starters to do the Online Introduction Course within a month of starting • Technical advisors offering advise should get level 2. • Technical advisors giving technical evaluations or written recommendations to get Level 3 prior to giving advice <p>* staggered throughout year e.g. 25% after 3 months ** staggered throughout 2 years e.g. 25% after 6 months</p>
Technical Consultation Advisors Level 3 (for giving technical evaluations or making site/ project visits)	ASFP/IFE Level 3	1 year	2 years**		
Technical Consultation Advisors Level 2	ASFP/IFE Level 2	1 year	2 years**	Technical TGs	
Inspectors					
Senior Inspector	ASFP/IFE Level 3	1 year	2 years**	Respective Technical TG	<ul style="list-style-type: none"> • Audit via declaration/certification and member surveys during the year • Ensure the company/individual hold ISO 17020 Certification • All relevant technical inspection advisors and new starters to do the Online Introduction Course within a month of starting • Technical advisors offering advise should get level 2. • Technical advisors giving technical evaluations or written recommendations to get Level 3 prior to giving advice <p>* staggered throughout year e.g. 25% after 3 months ** staggered throughout 2 years e.g. 25% after 6 months</p>
Technical Inspection Advisors Level 3 (for giving technical evaluations or making site/ project visits)	ASFP/IFE Level 3	1 year	2 years**	Respective Technical TG	
Technical Inspection Advisors Level 2	ASFP/IFE Level 2	1 year	2 years**	Respective Technical TG	

Individual members (C10)					
					A person whose membership adds value to the association and influences best practice within the industry.
International Member (C11)					
As per their specific category					Must undertake to commit to the requirements as given in this table for their specific discipline, i.e. Manufacturer, Contractor, Certification, Inspection and Test Bodies etc
Affiliate and Honourary Members (C14, C15)					
No current requirements					