



Association for Specialist Fire Protection

Bye Laws

1. TITLE AND INTRODUCTORY MATTERS

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

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

Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.

2. ASFP Vision & Mission

2.1 Vision

To offer the construction industry:

- Knowledge and guidance in all aspects of ‘built-in’ passive fire protection products and system
- Technical support and impartial advice in relation to passive fire protection
- Information relating to regulatory and behavioural change as an independent authority
- Competence in passive fire products and systems through training and learning products designed to suit the respective audience(s)

2.2 Mission

- The ASFP serves and represents the needs of its Members and the wider passive fire protection industry, by raising standards and competence through training, testing, certification and quality of installation and maintenance.

3. CATEGORIES OF MEMBERSHIP

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 associated with the PFP industry (includes designers fire risk assessors, fire consultants and insurers).

C10 Individual

A Member who is an individual – and not a business – but may work within a business, e.g. building control, building design, consultancy. 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.

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.

C13 Republic of Ireland & Northern Ireland

Manufacturer, distributor, contractor or associate having its main registered office in the Republic of Ireland or Northern Ireland.

C14 Affiliate Member Organisation (influencer organisations)

An organisation which has influence on the incorporation of passive fire protection into buildings.

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.

4. MEMBERSHIP

4.1 General

The Association comprises the classes of membership defined above. Each category of Member agrees to comply with the ASFP Bye Laws and Memorandum & Articles of Association.

The membership requirements for each category are given in Table #1. ASFP Membership Category Requirements.

Table #1. ASFP MEMBERSHIP CATEGORY REQUIREMENTS

Membership category Requirement	C1 Contractor	C2 - C7 Manufacturer	C8 Distributor	C9 Associate	C10 Individual	C 11 Int'l	C12 Tier 1	C13 Ireland	C14 & C15	Comments/ questions
Provide evidence of appropriate insurance cover. (Product liability and public liability)	✓	✓	✓	✓	✗	✓	✓	✓	✗	
Provide details of PFP products and systems manufactured/distributed	✗	✓	✓	✗	✗	✓	✗	✓	✗	
Provide evidence of employed staff, e.g. CITB levy notice (or equivalent in Ireland)	✓	✗	✗	✗	✗	✗	✓	✓	✗	
Submit one year's accounts/submit a most recent 'Company Accounts' statement	✓	✓	✓	✓	✗	✗	✓	✓	✗	
Participate in the ASFP training programme for PFP at a level determined by the Council or as defined in these Bye Laws. (Appendix #4)	✓	✓	✓	✓	✓	✓	✓	✓	✗	Ireland as per registration agreement
Hold third party certification*. Certification should be accredited by a body that is a signatory to the International Accreditation Forum (IAF) Multilateral Recognition Arrangement (MLA) e.g. UKAS/INAB	✓	✓	✗	✗	✗	✓	✗	✓	✗	
Be certified to ISO 9001 or submit details of Quality System, identifying the method of operation and management appropriate to their status	✓	✓	✓	✓	✗	✓	✓	✓	✗	✓
Comply with the code of practice for the manufacture, supply and installation of PFP products or systems in Appendix #1	✓	✓	✓	✗	✗	✓	✓	✓	✗	
Members operating as fire consultants or offering professional services e.g. software provision shall have appropriate experience/qualifications, by e.g. membership of a professional body/qualification	✗	✗	✗	✓	✓	✗	✗	✗	✗	
Members operating as fire risk assessors shall either be a Member of a UKAS accredited third-party certification scheme or be listed in an appropriate register, e.g. operated by IFE, IFSM etc.	✗	✗	✗	✓	✓	✗	✗	✗	✗	

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

The Member voting rights, attendance at meetings and representation on the ASFP Council is given in Table #2.

TABLE #2. MEMBERSHIP CATEGORY VOTING RIGHTS & REPRESENTATION

Membership category	Participate in Council elections	Other voting rights	Use of logo?	Comments
C1 - C9	Yes	Yes	Yes	Classified as full Members of the ASFP
C 10 Individual	No	No	Yes	Certain restrictions exist in respect to voting rights and attendance at technical meetings
C11 International	No	No	Yes	As per C10 - Full voting rights can be attained by paying the full ASFP membership fee for the relevant class (C1-C9 & C12) and fulfilling relevant category requirements.
C12 Tier 1s	No	No	Yes	As per C1 – C9
C13 Ireland	Yes: Member category C13 only	Via their representative	Yes	As per C10 - Full voting rights can be attained by paying the full ASFP membership fee for the relevant class (C1-C9 & C12) and fulfilling relevant category requirements.
C14 Affiliate	No	No	No	As per C10
C15 Honorary & Fellowship	No	No	No	As per C10

4.2 Cessation of Membership

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

- If a Member resigns giving 3 (three) months' written notice.
- Non-payment of any (due) membership subscription or other invoice(s) as issued by the ASFP within the required timescale.
- In the event of the receivership, administration, administrative receivership, or winding-up of a Member.
- If the Member fails in its obligations in these Bye Laws or otherwise substantially contravenes the Memorandum and Articles of Association or any special resolutions of the Association.
- If membership fees are not received within 60 (sixty) days of receiving the membership invoice. No additional time allowance will be given.
- 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% (seventy-five percent) of votes cast in favour of the expulsion at a meeting of the ASFP Council. 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 Bye Laws.

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, except in cases of 'behaviour detrimental to the interests of the Association', which would require an approval of votes by majority of at least 75% (seventy-five percent) of votes cast in favour of the re-admission at a meeting of the ASFP Council.

4.3 Changes to name or category

Should a Member elect to change its trading name(s) it shall advise the Association of such proposed prior to any changes being implemented. Members may change membership class provided they meet the criteria for the revised class and the Association consents to the change.

4.4 Fees

Membership subscriptions are charged for 12 (twelve) 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.

All classes shall pay an entrance fee with exception of C10, C11, C14 & C15. The Council shall annually (or as appropriate) set subscriptions.

4.5 Acceptance

Any applicant approved for membership must meet **all** applicable membership requirements (see Table #1). 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 Bye Laws.

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-apply as laid down in the Bye Laws.

4.6 Association logo

The ASFP logo is a registered trademark and may only be used by all Members in all classes with exception of classes C14 and 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.

The logo shall **not** be used for:

- For product endorsement.
- For product approval in multi-product documents.
- To imply that the ASFP underwrites products or services of its Members.

4.7 Voting rights

The voting rights shall be in accordance with the Table #2 membership category voting rights & representation. No more than 1 (one) delegate may represent each Member. Voting will be restricted to 1 (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 classes C13 can be attained by paying the full ASFP membership fee for the relevant class (C1-C9 & C12).

4.8 Attendance at Meetings

Ability to attend ASFP meetings is given in Table #2 membership category voting rights & representation.

4.9 MANAGEMENT STRUCTURE, PROCEEDINGS AND GENERAL MEETINGS

4.9.1 General Meetings

The Association shall observe the applicable provisions of the 2006 Act for the time being in force. The provisions of these Bye Laws 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 chair ship 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 (fourteen) days in advance in writing, or 21 (twenty-one) 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 Meeting.

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.

Members whose current fee or subscription remains unpaid for more than 60 (sixty) days beyond its invoice date shall be entitled to stand for election or participate in any voting process.

4.9.2 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 Memorandum and Articles of Association.

The Council is the governing body of the Association and is elected from the membership as outlined in Table #2.

Unless otherwise determined by a General Meeting, the Council consists of a maximum of 11 (eleven) representatives from the following membership classes (C1 – C13), including the Chair and the Vice Chair.

The Council is elected each year at the Annual General Meeting by ALL eligible voting Members (C1 – C12) of the Association.

The Council representative for Ireland (C13) is determined by way of a vote amongst the C13 classification Members.

The Council ballot shall be held anonymously.

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

Council Members shall be expected to attend at least 75% (seventy-five percent) of Council meetings in each Association year; failure to do so may preclude them from standing for re-election to Council.

Only 1 (one) representative of a Member company can be elected to the Council at any one time. In the case of a parent company and any sub-group company to the said parent being Members in their own right, the parent company takes president if there are not clear differences between the commercial offerings of both parent and/or sub-group Member companies.

The Council shall have the authority to co-opt any eligible Member(s) to fill any vacancy during the year. Anyone so co-opted will be eligible for election to Council at the following Annual General Meeting.

The quorum necessary for a transaction of Council business shall be a minimum of 6 (six) official Council Members.

Meetings of the Council shall be held as the Council sees fit or called by the Secretary on requisition of at least 6 (six) Members of the Council. At least 14 (fourteen) days' clear notice of the meetings, date and time shall be given to Members of the Council.

Each Council Member shall have 1 (one) vote and in the case of a tied vote, the Chair shall have an (additional) casting vote.

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

The Chair, Vice-Chair, CEO and Business Manager shall be appointed as Directors, as appropriate under the provisions of the Act.

Any Director and/or Member of the Council shall be obligated to declare **any** vested outside interests in any matters 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 they have declared a vested interest.

- Maximum 4 (four) x C1 contractors
- Maximum 5 (five) x C2 - C7 manufacturers distributed as follows:
 - Maximum 2 (two) x C2 fire stopping manufacturers
 - Maximum 2 (two) x C3 structural fire protection manufacturers, at least one of which shall be a manufacturer of reactive (intumescent) coatings
 - Maximum 2 (two)x C4 ductwork or damper system manufacturers
 - Maximum 1 (one)x C5 active fire curtain barrier manufacturer
 - Maximum 1 (one) x C6 non-load bearing separating element manufacturers
 - Maximum 1 (one) x C7 fire retardant coatings manufacturers
- Maximum 1 (one) x C8 distributors
- Maximum 2 (two) x C9 associates
- Maximum 1 (one) x C13 Ireland (Member's representative)

The Chair:

The Vice Chair shall become the Chair when the incumbent Chair steps down after a maximum of a 2 (two) year tenure.

Any Member having held the position of Chair cannot put themselves forward for re-election to Vice Chair for a minimum period of 2 (two) years from the end of their period of office as Chair has passed.

The Vice Chair:

The Vice Chair is elected by the Council Members from categories C1 – C9 & C12 directly after a Council election of said Members,

If there is the same number of candidates as there is vacancy for the Vice Chair post, that candidate shall be declared elected unopposed. In the event of there being more candidates than vacancies for the position of Vice Chair, there shall be an election held by eligible Council Members at the soonest opportunity.

The ballot shall be anonymous for the eligible Council Members participating in the election of the Vice Chair.

Co-Opted Members of the Council:

The Council has the power to co-opt any 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 company.

4.9.3 Executive Board

The Executive Board of the ASFP is responsible for the legal and operational elements of the association.

The Executive Board will comprise of Chair, Vice Chair, CEO and Business Manager.

The Executive Board may also contain up to two non-executive members who can support the association at a senior level by possessing unique skills, knowledge or experience that would add significant value. If such an individual is identified, then a case will be developed by the Executive Board and presented to Council (or visa-versa) for appointment as a non-executive member. If Council votes in favour, this tenure will be for a maximum of one calendar year after which they will need to be reappointed by Council if this is requested by the Executive Board. Non-executive Board members cannot be a (serving) Member of Council and will have no voting rights.

4.9.4 Task Groups

The Association has several Task Groups including Technical, Certification, Contracting & Marketing, membership of which is open to each of the categories as defined in Table #2.

The procedure for reviewing and selecting a new Task Group and TCOM Chair each 2 (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 1st January to 31st December of any given year.

5.2 Fees and subscriptions

The Council shall agree the level of fees and subscriptions due for membership to the Association. The membership fees will be published on the ASFP website and updated annually.

Fees are invoiced on an annual basis utilising the turnover declaration information as submitted by the Member company.

If the Member fails to submit its annual declaration within 60 (sixty) days from the date-mark of the declaration document issued, then an additional levy of a 20% (twenty percent) increase will be applied to the relating invoice to the equivalent of a 'Large-Plus' full ASFP Member.

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 in accordance with the Association Code of Conduct (Appendix #2). 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 or social media etc.

7. CONTROL AND ARBITRATION

All Members shall receive a copy of the Memorandum and Articles of Association and all changes to those and copies of the Bye Laws 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. BYE LAWS

The Council shall ratify Bye Laws or other regulations for the internal or domestic arrangements of the Association and to add to, amend, alter or, repeal any Bye Laws or other regulations so made. Normally changes to the Bye Laws shall only be made annually.

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 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.
- 1.4. With reference to appropriate Members of the Council where necessary, the Secretary and CEO shall decide within 14 (fourteen) 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 2 (two) courses of action –
 - a) 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 (fourteen) days, or:
 - b) 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.
- 1.5. 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 3 (three) other Members of the Council. Should insufficient Members of the Council be available then the Chair of the Association is empowered to second a former Member of this Council for the purpose of creating the panel. If possible, the Chair 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.
- 1.6. The 4 (four) Council officers mentioned above will decide on whether or not there is a case to answer.
- 1.7. 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.
- 1.8. 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 7 (seven) days before the hearing that this is the case.
- 1.9. There will be no time limit on the discussion of the case unless either party has requested it in advance.
- 1.10. 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.

- 1.11. The hearing will be completed by statements by a nominated member of the panel and the person or company called before the Panel.
- 1.12. The Panel shall notify all parties of their findings within 10 (ten) (working) 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.
- 1.13. The accused party shall notify the Association within 24 (twenty-four) 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.
- 1.14. 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.
- 1.15. In the event of an appeal being lodged, it will be circulated to the 4 (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 MANUFACTURE, 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. Product shall be supplied with detailed instructions for installation including method statements.
- 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 a body that is signatory to the International Accreditation Forum (IAF) Multilateral Recognition Arrangement (MLA) e.g. UKAS in the UK or INAB in Ireland.

2. STANDARD OF WORKMANSHIP

All workmanship, goods, and products shall comply with both legal and 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.
- 6.3** Appendix #4 contains the training requirements of Members' employees.

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
PROCEDURE FOR REVIEWING AND SELECTING NEW TASK GROUP AND TCOM CHAIRS

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)

APPENDIX 4
ASFP MEMBERSHIP REQUIREMENTS MAY 2020 ONWARDS

All applicants must:

- Agree to commit to the ASFP training/qualification requirements
- Agree to comply with the ASFP Bye Laws 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 and invoiced in accordance with the current fee structure.

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 Bye Laws, 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 the table below.

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 Bye Laws
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 <p>* staggered throughout year e.g. 25% after 3 months ** staggered throughout 2 years e.g. 25% after 6 months</p>
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	<p>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</p> <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 <p>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.</p>
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.

Tech Off responsible for test (signature)	ASFP/IFE Level 3	1 year	2 years**	Respective Technical TG	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.
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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
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	
* staggered throughout year e.g. 25% after 3 months ** staggered throughout 2 years e.g. 25% after 6 months					
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 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	<ul style="list-style-type: none"> • 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>
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Individual Members (C10)	
As per their specific role/responsibility	A person whose membership adds value to the association and influences best practice within the industry. Must undertake to commit to the requirements as given in this table for their specific discipline
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 Honorary Members (C14, C15)	
No current requirements	