ASFP

GOVERNANCE DOCUMENT

Association Byelaws

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.

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

2. ASFP Vision & Mission

2.1. Vision

To offer the building design and construction industry:

- Knowledge and guidance in all aspects of 'built-in' passive fire protection products and systems
- 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, systems and installation through training and learning in products and methods designed to suit the respective audience(s) via a structured and auditable pathway

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 and cavity barriersetc.

C3 Structural Steel Protection Manufacturer
Manufacturer of PFP products/systems for the fire protection of structural steel and timber framesand concrete structures etc.

C4 Ductwork or Damper System Manufacturer
Manufacturer of PFP products/systems for fire resistance and smoke control, e.g. fire/heat resistingand smoke control ducts, dampers, and associated products.

C5 Active Curtain Manufacturer
Manufacturer of PFP products/systems of fire/heat and smoke control active fire curtain barrierassemblies.

C6 Non-Load Bearing Separating Element Manufacturer
Manufacturer of PFP products/systems for compartmentation and means of escape, e.g. fireresisting walls, floors, doors, partitions and glazing etc.

C7 Fire Retardant Coatings Manufacturer
Manufacturer of PFP fire retardant coatings.

C8 Fire Resistant Glazing & Glazed Systems and/or Curtain Walling Manufacturer/Fabricator
Manufacturer of fire resistant glazing and fire rated glazed systems.

C9 Fire Door Assembly/Set Manufacturer/Fabricator
Manufacturer of fire/smoke resistant door assemblies/sets.

C10 Distributor
Specialist supplier of PFP products and systems.

C11 Associate – Testing & Certification
An organisation whose principal business is the testing and/or certification of products and/or services, and businesses.

C12 Associate – Fire Engineering & Fire Risk Assessment
An organisation whose business is the providing of engineering and assessment services.

C13 Associate – Inspection Services
An organisation whose business is the providing of inspection and survey services.

C14 Associate – Architectural, Design and Build Management
An organisation whose business is the providing of architectural, design and building management services.

C15 Associate – Digital Data & Communication Systems
An organisation whose business is concerned with the provision of digital data and softwaresystems.

C16 Associate – Other
An organisation not being in the categories C11 to C15 but fitting into the Associate member category.

Note: An Associate member is a business not installing, manufacturing or distributing PFP products and systems.

C17 Principal Contractor
Management or primary contractor(s) who are responsible for the overall coordination of a project (Principal Contractor) but not necessarily involved in applications of PFP.

C18 Component and Materials Producers
A company that produces components and/or materials that contribute to (in part) the material make-up of passive fire protection products produced by ASFP Manufacturer members (member types C2-C9).

C19 Individual
A Member who is an individual (NOT A BUSINESS) but may work within a business, e.g. building control, building design or 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 whom they are employed.

C20 International Members
An organisation fitting into a 'full member type' category but operating outside of the United Kingdom and Ireland.

Note: Requirements in terms of quality systems, third-party certification, and other measures may vary for different countries and/or territories, such as where there is already an established ASFP organisation.

C21 Trade or Industry Representative Body / Associations
An organisation which is defined as a trade association, industry trade group, business association, sector association or industry body or organisation founded and funded by businesses that operate in a specific industry and/or sector. Which participates in public relations activities such as advertising, education, publishing and lobbying. Its focus is collaboration between organisations in producing conferences, setting industry standards and networking. Qualifying as a non-for-profit organisation and governed by byelaws and directed by officers and/or directors.

C22 Affiliate Member Organisation
An organisation that provides products and services not directly linked to PFP but are used by the Associations members, or that of wider stakeholders across the design, procurement, authority oroccupation sectors.

C23 Fellow
Fellow membership shall be awarded to the immediate past Chair of the ASFP upon serving their full tenure (including immediate past Chair) in the position. It shall also be awarded to any recipient of the 'ASFP Fellowship" award at the annual ASFP Awards ceremony. The membership shall be for a period of in-perpetuity and cannot be removed unless for breaches as per **Clause #6**. Nothing shall (in the receipt of a Fellow award) effect the usual rights and privileges of a Member company employee of the ASFP.

C24 Student / Apprentice
Student / Apprentice shall be open to individuals who are defined as being in full timeeducation and/or on a recognised apprenticeship scheme and can evidence the same.

4. MEMBERSHIP

4.1. General

The Association comprises the classes of membership as defined above. Each category of Member agrees to comply with the ASFP Byelaws 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

Requirement / Membership category	C1 Contractor	C2 – C9 Manufacturer	C10 Distributor	C11 – C16 Associate	C17 Principal Contractor	C18 Component & Materials	C19 Individual	C20 International	C21 Trade Body	C22 Affiliate	C23 Fellow	C24 Student / Apprentice
Provide evidence of appropriate insurance cover (product and public liability)	✓	✓	✓	✓	✓	✓	✗	✓	✓	✗	✗	✗
Provide details of PFP products and systems manufactured/distributed	✗	✓	✓	✗	✗	✓	✗	✓	✗	✗	✗	✗
Provide evidence of employed staff, e.g. CITB levy notice	✓	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗
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 Byelaws. (**Appendix #4**)	✓	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗
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**	✓	✓	✓	✗	✓	✓	✗	✓	✓	✗	✗	✗
Sign up to the Conflict Avoidance Scheme	✓	✗	✗	✓	✓	✗	✗	✗	✓	✗	✗	✗
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 member 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.

TABLE #2. MEMBERSHIP CATEGORY VOTING RIGHTS & REPRESENTATION

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

Membership category	Participate in Council elections	Voting rights	Use of logo	Attend Meetings & Groups	Comments
C1 – C17	Yes	Yes	Yes	Yes	Classified as full Members of the ASFP
C18 Component & Materials	No	No	Yes	Yes	
C19 Individual	No	No	No	Invitation	
C20 International	No	No	Yes	Invitation	Full voting rights can be attained by paying the full ASFP membership fee for the relevant class (C1-C17) and fulfilling relevant category requirements.
C21 Rep Body / Association	No	No	Yes	Invitation	
C22 Affiliate	No	No	No	Invitation	
C23 Fellow	No	No	No	Invitation	May use the postnominal FASFP.
C24 Student / Apprentice	No	No	No	No	

4.2. Cessation of Membership

Membership maybe 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* from the date of invoice.
- 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 membership fees are not received within 60 (sixty) days of receiving the membership invoice and/or date mark of said invoice.
- For behaviour detrimental to the interests and/or image of the Association.

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 and/or Executive Board shall otherwise determine.

Cessation of membership shall not preclude the ex-Member from subsequent re-application and re-admission to membership (subject to meeting the requirements of 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 and/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 and/or reappointment to membership.

All membership classes shall pay an entrance fee with exception of C19 to C24. The Executive Board shall annually (or as appropriate) set proposals for annual subscription rates/fees, with the same requiring approval (or not) by the Association Council; unless the ASFP Reserves Policy & Contingency Plan has been implemented, then not.

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 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/or re-application as laid down in the Association's Byelaws.

4.6. Association logo

The ASFP logo and all other associated Marks are registered Trademarks (™) and may only be used by applicable Members and organisations (in all classes) with the appropriate permission in writing by the ASFP. Upon cessation of membership, the logo and all relating Marks shall **immediately** be withdrawn from any website(s), social media platform(s), stationary, promotional literature, or other publicity material etc. which could infer membership of the ASFP.

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

- Product / service endorsement.
- Product / service approval in any/all supporting documents.
- To imply that the ASFP underwrites the products and/or services of the Members.
- To imply that the ASFP underwrites competency of the 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 company. Voting will be restricted to 1 (one) vote per Member company, the company's principal contact with the Association will have voting authority over and above any other employee of same, and override any other votes received. Only if no vote is received from the principal contact will a vote from another employee be taken into account for and on behalf of the Member company being the employee of the same; that being the first vote received from said 'other' employee. Members who have voting rights are encouraged and expected to cast their vote Council elections and other ASFP ballots. Full voting rights for Members in class C20 can be attained by paying the full ASFP membership fee for the relevant class (C1-C17).

4.8. Attendance at Meetings

Ability to attend ASFP meetings is given in **Table #2** 'Membership Category Voting Rights & Representation'.

Note: When meetings are attended remotely / virtually, any employee of an eligible Member company and/or invited/approved individual must present themselves in full vision and sound. If not, then the Chair and/or the convenor of the meeting has the authority to remove said attendee from the meeting.

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 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 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 agree, 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 any Annual and/or Extraordinary 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/company. 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 not 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 – C17), including the Chair and the Vice Chair.

The Council is elected **<u>every other year</u>** but approved every year at the Annual General Meeting (AGM) by ANY/ALL eligible voting Members (C1 – C17) of the Association present.

The Council ballot shall be held anonymously.

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 see Council Members removed and/or preclude them from standing for re-election to Council at the end of their term.

Only 1 (one) representative of a Member company can be elected to the Council at any one time/term. In the case of a parent company and/or any sub-group company to the said parent being Members in their own right,

the parent company takes precedence if there are not clear differences between the legal entity and commercial offering(s) of both parent and/or sub-group Member companies.

The quorum necessary for a transaction of Council business shall be a minimum of 6 (six) (eligible) 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 Association sub-committees and groups. Any such business transacted or decided by such Committees shall be subject to validation by the Council if no mandate to the contrary 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, Managing Director and Operations Director 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 or anything that could be construed as a conflict of interest 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.

Members of Council will by default become 'Shadow Directors' of the Association and therefore as per the Association's Memorandum & Articles of Association cannot take up a position on Council if they hold the status of being 'struck off' as a Company Director by Companies House, London or any other version of Companies House in any relating territory. This also applies to any individual who is being nominated for 'Proxy' or as a replacement or 'short-term' Council member.

- Maximum 4 (four) × C1 contractor
- Maximum 5 (five) × C2 – C9 manufacturers distributed as follows; from:
  - Maximum 2 (two) × C2 fire stopping manufacturer
  - Maximum 2 (two) × C3 structural fire protection manufacturer, at least one of whichshall be a manufacturer of reactive (intumescent) coatings
  - Maximum 2 (two) × C4 ductwork or damper system manufacturer
  - Maximum 1 (one) × C5 active fire curtain barrier manufacturer
  - Maximum 1 (one) × C6 non-load bearing separating element manufacturer
  - Maximum 1 (one) × C7 fire retardant coatings manufacturer
  - Maximum 1 (one) × C8 fire resistant glazing or glazed system/curtain walling manufacturer/fabricator
  - Maximum 1 (one) × C9 fire door manufacturer/fabricator
- Maximum 1 (one) × C10 distributor
- Maximum 2 (two) × C11 – C16 associates distributed as follows; from:
  - Maximum 1 (one) × C11 testing & certification
  - Maximum 1 (one) × C12 fire engineering & fire risk assessment
  - Maximum 1 (one) × C13 inspection services
  - Maximum 1 (one) × C14 architectural, design & building management services
  - Maximum 1 (one) × C15 digital data & communication systems
  - Maximum 1 (one) × C16 other
- Maximum 1 (one) × C17 Principal Contractor

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 – C17 directly after a Council election of said Members or at the stepping down (after 2 (two) years' service) of the incumbent Chair, whichever comes first.

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.

Eligibility of Council Members:

Members shall vacate their position at the point they cease to be an [1]employee of an eligible (C1 – C17) Member company, this includes any period(s) of garden leave or notice period, in that they would not be considered to be [1]employed within said period(s).

As per the aforementioned the same is applicable if the Council member moves roles and/or responsibilities within the Member company by whom they are employed, with such a move taking them outside the passive fire protection industry by product(s) and/or service(s) meaning the said Council member would not be eligible to stay on Council with a replacement being found via the following method(s).

Any vacant Council seat will be filled by way of either revisiting the previous / most recent Council election results for the applicable / allowable member type, or by way of holding a bye-election in/for the same. The governance decision of which will be decided by the ASFP Executive Board at the appropriate applicable time.

4.9.3. Executive Board

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

The Executive Board will comprise of Chair, Vice Chair, Managing Director and Operations Director.

The Executive Board may also contain up to 2 (two) non-executive members who can support the Association at a senior level by possessing unique skills, knowledge and/or experience that would add significant value to the members of the Executive Board / Council. If such an individual is identified, then a case must be developed for presentation to Council in support of a vote (for or against) by Council. The case must be made available a minimum of two weeks prior to any vote, the vote does not have to take place during a Council meeting, it can be achieved by way of an online poll or (extraordinary) Council meeting by way of Teams / Zoom etc. If Council votes in favour, this tenure will be for a maximum of 1 (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 full (C1 – C17) (serving) Member, nor a member of Council and will have no voting rights within the Executive Board and/or Council.

Executive Board:

	Non-Member	Member
Managing Director*	**1**	
Operations Director*	**1**	
Chair*		**1**
Vice Chair*		**1**
Non-Exec	**2**	

***Legal directors as listed on Companies House, London.**

4.9.4. Task Groups

The Association has several Task Groups including Technical, Testing and Certification, and Contracting; membership of which is open to each of the categories as defined in **Table #2**. In the case of some Technical, Certification or Marketing groups these may be deemed by invitation only depending on attendance capacity or subject and/or task requirements.

Voting protocols at all Task Groups will follow the same format, in that:

- Any item requiring approval must be featured on the relating agenda to the meeting in which the vote is required, the agenda must be circulated within a reasonable timescale prior to the relevant meeting date.
- Eligible votes will be recorded by those in attendance (physically and remotely*) at the meeting in which the item has been raised and to which the agenda item applies. If an individual has confirmed they're attending the meeting remotely and technology failure means they cannot be present by way of Teams / Zoom, then they can cast their vote by way of telephone during the vote at the meeting in real time.
- Voting is restricted to one member company one vote, regardless of how many employees / representatives of the same member company are present, this includes parent companies of the same.
- Voting is achieved by way of a show of hands if present in the meeting, or by way of a "YES" if attendees are present remotely or by telephone, with the latter two methods being recorded in terms of media method of voting against the attendee making the vote.
- Any Member company employee / representative who knowingly has as an individual, or their employer has a 'conflict of interest' concerning and/or in relation to any agenda item that requires a vote, they should declare this prior to any vote. The Chair has the discretion to request that the individual(s) concerned (either directly and/or indirectly) should leave the meeting while the agenda item is discussed and voted upon.
    - Note: Failure to declare any conflict of interest, which is found to be so at a later date, could result in said individual(s) being permanently removed from the relating and/or all ASFP (Technical) groups and/or meetings, and in very serious cases the Member company being removed from membership (subject to the policies and procedures as laid out in the ASFP Memorandum & Articles of Association, and Bye Laws).
- For an item to pass approval it must achieve 70% (seventy percent) or move of votes cast by those *present at the meeting.
- Proxy voting or voting by those not *present at the meeting will not have votes counted.
- The agenda item must be presented for vote by either the Chair, delegated Chair (in the Chair's absence) or by the ASFP convenor subject to approval by the majority of Member company representatives *present at the meeting.
- The results (positively or negatively) of any vote MUST be recorded in the minutes of the meeting relating to the vote and in which the required vote featured in the relating agenda.
- If any agenda item fails to be passed the reasons why must be recorded in the minutes of the meeting relating to the vote and in which the required vote featured in the relating agenda.
- The reasons why the agenda item failed to pass must be resolved within one calendar month of the date of the relating meeting in which the agenda item was not passed.

- Those that raised the reasons why the agenda item should not pass are required to give resolution to their objections within the same one-month period. If said resolutions to the objections are not received within the required period, then the objections will be deemed null and void, and the agenda item will be deemed as passed and recorded as such in the minutes of the meeting following that in which the agenda item was not passed.
- When all the items of resolution have been received (within the one-month period), then the item should be put back to those *present at the meeting for a re-vote, with the same rules applying to the required percentage of attendees required to pass the agenda item. If this cannot be achieved prior to the next meeting, then the agenda item should stay on the agenda for the following meeting to be presented, discussed and voted upon.
- Only employees of 'Eligible' Member companies will have votes accepted and counted.
- If an employee of a Member company has voted for (positively) an agenda item in a TG meeting in which they participate, if the same employee participates in TCOM and/or Council and chooses to vote against (negatively) the same agenda item, then this change in vote will not be accepted without a well-structured and qualified reason. In all instances the Chair has the final vote on whether the change in voting position is accepted.

The procedure for reviewing and selecting a new Task Group Chair each 2 (two) years is provided in **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 Executive Board shall calculate the required level of fees and subscriptions due for membership to the Association, latterly Council is to approve (or not) the same. The membership fees will be published on the ASFP website and updated annually as and where applicable.

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 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 Executive Board may decide, subject to the requirements of Law at that time in force.

6. MEMBERS' CODE OF CONDUCT

6.1. Member behaviour

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 and/or approved by the Council.

No Member, including any employee of the same shall knowingly represent the ASFP in any guise and/or form, or title or capacity without the express authority of the Council. Nor shall any Council member use their position within said ASFP Council to attain position(s) on/with 'other' organisations, associations, groups, committees, and boards. Failure to comply may result in the revocation of membership.

Council Members, including any employee of the same shall not promote their ASFP position in their day-to-day business. e.g. by use on e-mail signature, business card, presentation(s), speech(s), website or social media etc.

6.2. Social media

The ASFP recognises that social media plays an important role in the way in which the Association and its employees, and its Member companies and their employees communicate.

The ASFP considers employees of Member companies to be representatives of those companies, any views expressed in social media posts made by individuals employed by a Member company, will also be considered the views expressed by the Member company.

As Members of the ASFP, it is a requirement that all people must be treated with dignity and respect, including but not exclusive to employees of the ASFP and employees of other Member companies. This applies to all forms of communication, including social media. All Members and by extension any staff employed by them (either directly and/or indirectly) must ensure that posts being made via social media are respectful, are factually accurate and are not in breach of the ASFP code of conduct.

Any Members found to post inappropriate content on social media may be subject to cessation of Membership as defined in **Clause #4.2**.

7. CONTROL AND ARBITRATION

All Members shall receive a copy of the Memorandum and Articles of Association of 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 Executive Board, Council or Association (as a whole), 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**.

9. BYELAWS

The Council shall ratify 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.

Normally changes to the Byelaws 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 MD 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 MD 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 and/or Vice 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) 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 that 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 they 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.**

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 and specification 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 a 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 for Member (company) 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 CHAIRS

No.	Stage	Vehicle	Timescale	Decision points/comments -
1	TG secretary* reviews term of Chair every 2 (two) years.	N/A	Every 2 (two) years	*Secretary (convener) is the ASFP appointed person organising the group and cannot be from ASFP membership.
2	Call for candidates who wish to be considered. The incumbent Chair can run again.	E-mail to Members from secretary.	Give candidates 2 (two) weeks to respond	It is preferred that any Chair is from a Member company / organisation within the industry / sector / member type that is the primary discipline of the TG for which the candidate is putting their name forward.
3	Candidates put their name forward.	E-mail or phone call from candidate to secretary	2 (two) weeks (as above)	
4	Secretary to review candidates.	N/A	1 (one) week	If there is only 1 (one) candidate, that candidate is the Chair for another 2 (two) years (see **Clauses 8 & 9**). If there is more than 1 (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 (two) 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 (two) weeks	Secretary counts the votes on the basis of one Member 1 (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 (one) 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 3 (three) terms	After 3 (three) consecutive terms TG Chair should permanently step down to allow others the opportunity unless no other volunteers are found, and it is agreed by the TG members that the current Chair should continue for another term.
9	Change of status of TG Chair.	N/A	Within 1 (one) month of moving	If TG Chair changes employers (e.g., to another ASFP Member company). A review shall be undertaken (start at 1. again). If the Chair leaves the employment of a Member company, then the Chair must immediately step down from the position.
10	Vice Chair	N/A	N/A	Where a TG has a position of Vice Chair as well as Chair, the individuals cannot be from the same Member company, whether that be a parent and/or satellite company.

APPENDIX #4
ASFP MEMBERSHIP REQUIREMENTS JANUARY 2026 ONWARDS

All applicants must:

- Agree to commit to the ASFP training/qualification requirements, except in the case of a Fellow
- 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.

C2 – C9 Manufacturer
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 Fire Rated Glazing & Glazed Systems and/or Curtain walling Manufacturer/Fabricator
Manufacturer of fire rated glazing and fire rated glazed systems.

C9 Fire Door Assembly/Set Manufacturer/Fabricator
Manufacturer of fire/smoke resistant door assemblies/sets

C10 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.

C11 Associate – Testing & Certification
An organisation whose principal business is the testing and certification of products and/or services, and businesses.

C12 Associate – Fire Engineering & Fire Risk Assessment
An organisation whose business is the providing of engineering and assessment services.

C13 Associate – Inspection Services
An organisation whose business is the providing of inspection and survey services.

C14 Associate – Architectural, Design and Building Management Services
An organisation whose business is the providing of architectural, design and building management services.

C15 Associate – Digital Data & Communication Systems
An organisation whose business is concerned with the provision of digital data and software systems.

C16 Associate – Other
An organisation not being in the categories C11 to C16 but fitting into the Associate member category.

Note: An Associate member is a business not installing, manufacturing or distributing PFP products and systems. 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.

C17 Principal Contractor
Management or primary contractor(s) who are responsible for the overall coordination of a project (Principal Contractor) but not necessarily involved in applications 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.

C18 Component and Materials Producers
A company that produces components and/or materials that contribute to (in part) the material make-up of passive fire protection products produced by ASFP Manufacturer members (member types C2 -C9).

C19 Individual
A Member who is an individual (NOT A BUSINESS) but may work within a business, e.g. building control, building design or 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 whom they are employed.

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.

C20 International Members
An organisation fitting into a 'full member type' category but operating outside of the United Kingdom and Ireland.

Note: Requirements in terms of quality systems, third-party certification, and other measures may vary for different countries and/or territories, such as where there is already an established ASFP organisation.

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.

C21 Trade or Industry Representative Body / Associations
An organisation which is defined as a trade association, industry trade group, business association, sector association or industry body or organisation founded and funded by businesses that operate in a specific industry and/or sector. Which participates in public relations activities such as advertising, education, publishing and lobbying. Its focus is collaboration between

organisations in producing conferences, setting industry standards and networking. Qualifying as a non-for-profit organisation and governed by bylaws and directed by officers and/or directors.

C22 Affiliate Member Organisation
An organisation that provides products and services not directly linked to PFP but are used by the Associations members, or that of wider stakeholders across the design, procurement, authority or occupation sectors.

C23 Fellow
Fellow membership shall be awarded to the immediate past Chair of the ASFP upon serving their full tenure in the position. It shall also be awarded to any recipient of the 'ASFP Fellowship" award at the annual ASFP Awards ceremony. The membership shall be for a period of in-perpetuity and cannot be removed unless for breaches as per **Clause #6**.

C24 Student / Apprentice
Student / Apprentice shall be open to individuals who are defined as being in full time education and/or on a recognised apprenticeship scheme and can evidence the same.

ASFP

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 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 Byelaws.

Existing and new Members of all grades will need to demonstrate that they have put in place measures to implement the new requirements. All Members will then have 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 Award and/or Level 3 Certificate 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.

ASFP

REQUIREMENTS OF ASFP MEMBERSHIP BY CATEGORY FROM 1st JANUARY 2025

All Members				
Who in the organisation	**Requirement**	**Completion deadline[1]**	**Forum**	**Comments**
Management	Commit to following ASFP guidelines/documents /rules	1 year	All TGs	Required by Byelaws. [1] Completion deadline is calculated based on date of acceptance (refer to clause 4.5)
All	ASFP to hold a register of training/qualifications of all Members	1 year		Implement via ASFP office.
Contractors	To hold Third Party Certification from a UKAS accredited CB (e.g. ASFP Pass Mark scheme)	2 years	Council, Contractors TG, Certification TG,	

Contractor (C1 & C17)				
Who in the organisation	**Requirement**	**Completion deadline[1]**	**Forum**	**Comments**
Installers	All to do ASFP Online Installer Introduction Course unless they already hold 2 (two) of applicable ASFP/IFE Level 2 Award units or Level 3 Certificate qualification or NVQ Level 2/CSCS card	1 year[2]	Contractors TG	• 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 the most relevant ASFP Online Introduction Course as part of their induction • New Starter Site Supervisors cannot sign off without ASFP/IFE having passed at least 2 (two) relevant IFE Level 2 Award units • Relevant responsible person to pass IFE Level 3 Certificate
Installers	ASFP Fire Stopping Course and 2 (two) of applicable ASFP/IFE Level 2 Award units or NVQ Level 2 in PFP	2 years[3]		

	via manufacturers/CSCS cards			[1] Completion deadline is calculated based on date of acceptance (refer to clause 4.5) [2] Staggered throughout year e.g. 25% after 3 months [3] Staggered throughout 2 years e.g. 25% after 6 months
Site Supervisors	Anyone signing off – to have passed 2 (two) of ASFP/IFE Level 2 Award units	1 year[2]		
Relevant responsible person	ASFP/IFE Level 3 Certificate	1 year[2]		
Relevant technical Sales & Marketing	All to do applicable ASFP Online Introduction Course(s) and Fire Stopping Course, plus have passed 1 (one) relevant ASFP/IFE Level 2 Award units	1 year[2]	Contractors TG	New Starters to do the most relevant ASFP Online Introduction Course as part of their induction
Staff giving technical evaluations	ASFP/IFE Level 3 Certificate	2 years[3]	Contractors TG	
n/a	Third Party Certification for all the PFP they install where possible. Use third party certificated products where possible.	n/a	Contractors TG, Certification TG	

Manufacturer (C2 – C9 & C20)				
Who in the organisation	**Requirement**	**Completion deadline[1]**	**Forum**	**Comments**
Relevant Technical Sales & Marketing	All appropriate customer facing to do applicable ASFP Online Introduction and Awareness Course(s)	1 year[2]	Technical TGs	• Audit via declaration/certification and Member surveys during the year • Relevant technical sales & marketing new starters to do the most relevant ASFP Online Introduction Course as part of their induction • Technical advisors reading off a manual should get a minimum of 2 (two) Level 2 Award units • Technical advisors giving technical evaluations to get 4 (four) Level 2 Award units and/or Level 3 Certificate prior to giving advice
Technical Advisors	ASFP/IFE 2 (two) of applicable Level 2 Award units.	1 year[2]		

Technical Advisors (for giving technical evaluations)	ASFP/IFE Level 3 Certificate	2 years[3]		[1] Completion deadline is calculated based on date of acceptance (refer to clause 4.5) [2] Staggered throughout year e.g. 25% after 3 months [3] Staggered throughout 2 years e.g. 25% after 6 months
Relevant technical/ product Managers	Level ASFP/IFE Level 3 Certificate	2 years[3]		

Distributor (C10)				
Who in the organisation	**Requirement**	**Completion deadline[1]**	**Forum**	**Comments**
Relevant Technical Sales & Marketing	All appropriate customer facing to do applicable ASFP Online Introduction Course(s) and Fire Stopping Course	1 year[2]	Council	• Audit via declaration (not certification) and Member surveys during the year • New Starters to do the most relevant ASFP Online Introduction Course as part of their induction • PFP Specialists reading off a manual required to have passed at least 2 (two) relevant Level 2 Award units. • PFP Specialists giving technical evaluations require ASFP/IFE Level 3 Certificate [1] Completion deadline is calculated based on date of acceptance (refer to clause 4.5) [2] Staggered throughout year e.g. 25% after 3 months [3] Staggered throughout 2 years e.g. 25% after 6 months
PFP Specialists Technical Advisors	ASFP Fire Stopping Course and 2 (two) ASFP/IFE Level 2 Award units	1 year[2]		
PFP Specialists Technical Advisors (for giving technical evaluations)	ASFP/IFE Level 3 Certificate	2 years[3]		

Testing & Certification (C11)				
Who in the organisation	**Requirement**	**Completion deadline[1]**	**Forum**	**Comments**
Head of Body	ASFP/IFE Level 3 Certificate	2 years		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 • Audit via declaration (not certification) and Member surveys during the year • Ensure the company/individual hold ISO 17020 Certification
Certification Reviewer/Sign off	ASFP/IFE Level 3 Certificate	2 years[2]	Respective Technical TG	
Certification Handlers	All to do applicable ASFP Online Introduction Course(s) and Fire Stopping	2 years[2]		

	Course, plus have passed 1 (one) relevant ASFP/IFE Level 2 Award units			(1) Completion deadline is calculated based on date of acceptance (refer to clause 4.5) (2) Staggered throughout 2 years e.g. 25% after 6 months
Head of Laboratory	ASFP/IFE Level 3 Certificate	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
Tech Officer responsible for test (signature)	ASFP/IFE Level 3 Certificate	2 years(2)	Respective Technical TG	

Fire Engineering & Fire Risk Assessment (C12)				
Who in the organisation	**Requirement**	**Completion deadline(1)**	**Forum**	**Comments**
Senior Consultant	ASFP/IFE Level 3 Certificate	2 years	Respective Technical TG	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 (1) Completion deadline is calculated based on date of acceptance (refer to clause 4.5) (2) Staggered throughout year e.g. 25% after 3 months (3) Staggered throughout 2 years e.g. 25% after 6 months
Technical Consultation Advisors (for giving technical evaluations or making site/ project visits)	ASFP/IFE Level 3 Certificate	2 years(3)		
Technical Consultation Advisors	2 (two) ASFP/IFE Level 2 Award units	1 year(2)	Technical TGs	

ASFP

Inspection Services (C13)				
Who in the organisation	**Requirement**	**Completion deadline[1]**	**Forum**	**Comments**
Senior Inspector	ASFP/IFE Level 3 Certificate	2 years	Respective Technical TG	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 [1] Completion deadline is calculated based on date of acceptance (refer to clause 4.5) [2] Staggered throughout 2 years e.g. 25% after 6 months
Technical Inspection Advisors (for giving technical evaluations or making site/ project visits)	ASFP/IFE Level 3 Certificate	2 years[2]	Respective Technical TG	
Technical Inspection Advisors	ASFP Fire Stopping Course and 3 (three) ASFP/IFE Level 2 Award units or Level 3 Certificate	2 years[2]	Respective Technical TG	

Architectural, Design and Build Management (C14)				
Who in the organisation	**Requirement**	**Completion deadline[1]**	**Forum**	**Comments**
Designers, technicians and those giving technical advice and evaluations	All appropriate designers to do ASFP Fire Stopping Course and ASFP Awareness in Passive Fire Protection for Designers, plus have passed ASFP/IFE Level 2 Award Unit #1 - Structural	2 years[2]	Respective Technical TG	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 [1] Completion deadline is calculated based on date of acceptance (refer to clause 4.5)

Relevant responsible person (Signature)	ASFP/IFE Level 3 Certificate	2 years[2]	Respective Technical TG	[2] Staggered throughout 2 years e.g. 25% after 6 months

Digital Data & Communication Systems (C15)				
Who in the organisation	**Requirement**	**Completion deadline[1]**	**Forum**	**Comments**
Relevant Technical Sales & Marketing	All appropriate customer facing to do applicable ASFP Online Introduction Course(s) and Fire Stopping Course	1 year[2]	Respective Technical TG	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 [1] Completion deadline is calculated based on date of acceptance (refer to clause 4.5) [2] Staggered throughout year e.g. 25% after 3 months [3] Staggered throughout 2 years e.g. 25% after 6 months
PFP Specialists Technical Advisors (for giving technical evaluations)	ASFP/IFE Level 3 Certificate	2 years[3]	Respective Technical TG	

Component and Materials Producers (C18)	
Requirement	**Comments**
As per their specific role/responsibility	

Individual Members (C19)	
Requirement	**Comments**
As per their specific role/responsibility	

International Member (C20)	
Requirement	**Comments**
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 or Test Body etc
Trade or Industry Representative Body / Association Members (C21)	
Requirement	**Comments**
No current requirements	
Affiliate Members (C22)	
Requirement	**Comments**
No current requirements	
Honorary Members (C23)	
Requirement	**Comments**
No current requirements	
Student / Apprentice Members (C24)	
Requirement	**Comments**
No current requirements	

ASFP

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Approval of the Association's Byelaws is herein authorised and made by way of inclusion of the Associations Company seal:

ASFP