

GOVERNANCE DOCUMENT

Association Byelaws

1. TITLE AND INTRODUCTORY MATTERS

The Organisation shall be called ASFP Australia & New Zealand Branch (referred to ASFP (ANZ), registered at Companies office as ASFP (ANZ) Ltd, a not for profit limited company).

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

2. ASFP (ANZ) 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(ANZ) 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 barriers etc.

C3 Structural Steel Protection Manufacturer

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

C4 Ductwork or Damper System Manufacturer

Manufacturer of PFP products/systems for fire resistance and smoke control, e.g. fire/heat resisting and 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 barrier assemblies.

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 and glazing etc.

C7 Fire Retardant Coatings Manufacturer

Manufacturer of PFP fire retardant coatings.

C8 Fire Resistant Glazing & Glazed System 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 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 software systems.

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(ANZ) 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(ANZ) 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 Australia and New Zealand.

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 or occupation sectors.

C23 Fellow

Fellow membership shall be awarded to the immediate past Chair of the ASFP (ANZ) upon serving their full tenure in the position. It shall also be awarded to any recipient of the "ASFP (ANZ) Fellowship" award at the annual ASFP (ANZ) 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 (ANZ).

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.

C25 BCA

Membership criteria for any person that is employed and engaged in a technical role within a Local Government, Council or Accredited Private BCA.

4. MEMBERSHIP

4.1. General

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

The membership requirements for each category are given in **Table #1** 'ASFP (ANZ) Membership Category Requirements'.

4.2. Cessation of Membership

Membership may be terminated pursuant to the powers set out in the ASFP (ANZ) Byelaws:

- 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 (ANZ) 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 Constitution of the Association or any special resolutions of the Association.
- If membership fees are not received within 60 (sixty) days of receiving the membership invoice.
- For behaviour detrimental to the interests 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 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 (ANZ) Board.

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 and/or re-appointment to membership.

The Board shall annually (or as appropriate) set proposals for annual subscription rates, with the same requiring approval (or not) by the Board.

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 (ANZ) 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 (ANZ). 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 (ANZ).

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

- Product endorsement.
- Product approval in multi-product documents.
- To imply that the ASFP (ANZ) underwrites products or services of its Members.
- To imply that the ASFP (ANZ) underwrites competency 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 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 to cast their vote for Board elections and other ASFP (ANZ) ballots. Full voting rights for Individual Members can be attained by paying the full ASFP (ANZ) corporate membership fee pertaining to their total staff number.

4.8. Attendance at Meetings

Ability to attend ASFP (ANZ) 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

General Meetings, including the Annual General Meeting, shall be convened and held in such manner as required or permitted by association constitution or byelaw's. 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 association byelaws and constitution viz meetings shall be at such a time and place as the Board 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 Byelaws or constitution 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 Board

The Board shall manage the Association in accordance with its powers and duties laid out in the constitution and byelaws of the Association.

The Board 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 Board consists of a maximum of 9 (nine) representatives from the membership classes including the Managing Director.

The Board is elected every three years at the Annual General Meeting (AGM) by ANY/ALL eligible voting Members of the Association present.

All Association ballots / voting shall be held anonymously.

Board Members shall be expected to attend at least 75% (seventy-five percent) of Board meetings in each Association year; failure to do so may preclude them from standing for re-election to the Board. Only 1 (one) representative of a Member company can be elected to the Board at any one time. 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 commercial offerings of both parent and/or sub-group Member companies. The Board shall have the authority to co-opt any eligible Member(s) to fill any vacancy during the term of the Board. Anyone so co-opted will be eligible for election to the Board at the following appropriate Annual General Meeting.

The quorum necessary for a transaction of Board business shall be a minimum of 5 (five) (eligible) Board Members.

Meetings of the Board shall be held as the Board sees fit or called by the Secretary on requisition of at least 5 (five) Members of the Board. At least 14 (fourteen) days' clear notice of the meetings, date and time shall be given to Members of the Board.

Each Board Member shall have 1 (one) vote and in the case of a tied vote, the Managing Director shall have a (additional) casting vote.

The Board 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 Board. The Board and any 'appropriate sub-committee' shall record its business in writing – which shall include the medium of electronic mail – where appropriate.

Members of the Board 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 Board upon which declaration the Board shall consider and vote upon whether said Member shall be entitled to vote upon the matter in which they have declared a vested interest.

Following appointment, the Board will appoint a person from the Board to become the Managing Director following byelaw protocol. The appointment of Board members, Managing Directors, Chairs or Vice-Chairs of task groups, committees or sub-committees must achieve a 70% (seventy percent) or more of votes cast by those present at the meeting. Voting class members will appoint the Board; the Board will appoint a Managing Director, task groups, committees and sub-committees and members of those task groups; committees and sub-committees will appoint a group Chair and Vice-Chair. Any decisions unable to be settled by the voting process at the meeting will be referred to the Board. Once the decision to create a task group, committee or sub-committee has been made by the Board, an expression of interest will be sent to all applicable class members to join the group / committee. Once the group / committee membership has been created, an election form will be sent to each group / committee member to nominate a Chair and Vice-Chair of that group / committee. Directors, Chairs and Vice-Chairs agree to stand down after an initial 3 (three) year term with the option to be elected for two further 3 (three) year terms.

Co-Opted Members of the Board:

The Board has the power to co-opt any eligible Member to fill a vacancy (or to assist with specialist input or guidance) and Board Members shall vacate their position at the point they cease to be an employee of an eligible Member company and/or be directly involved in the passive fire protection industry. This includes any period(s) of garden leave or notice period, in that they would not be considered to be employed within said period(s).

4.9.3. Task Groups / Committees / Sub-Committees

The Association has several Task Group / Committee / Sub-committee categories relating to the betterment of the passive fire protection industry.

Task groups are proposed and approved by the Board.

Each task group will nominate and vote the appointment of a Chair and Vice-Chair. Both must be from the specialist sector the group represents. Appointment of all Chairs and Vice-Chairs are approved by the Board.

- 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.

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- 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 (ANZ) 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 (ANZ) Constitution and Byelaws).
- For an item to pass approval it must achieve 70% (seventy percent) or more 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 / Vice-Chair or by the ASFP (ANZ) convenor.
- 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.
- If a Task Group cannot reach a decision, the agenda item will be referred to the Board.

5. FINANCE

5.1. Financial year

The Association's financial year shall run from 1st April to 31st March of any given year.

5.2. Fees and subscriptions

The Board shall calculate the required level of fees and subscriptions due for membership to the Association. The membership fees will be published on the ASFP (ANZ) website and updated annually as and where applicable.

Fees are invoiced on an annual basis utilising a datum of company staff numbers as submitted by the 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. The accounting records may be kept at such location and in such form as the 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 (ANZ) is enhanced in accordance with the Association Code of Conduct (Appendix #2). Members shall protect and all pay due heed to such other non-mandatory standards and guidelines to good practice as may be proposed and/or approved by the Board.

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

Board Members, including any employee of the same shall not promote their ASFP (ANZ) 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 (ANZ) 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 (ANZ) 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 (ANZ), it is a requirement that all people must be treated with dignity and respect, including but not exclusive to employees of the ASFP (ANZ) 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 (ANZ) 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 Byelaws and Constitution 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 Board, membership applications, or 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 Board 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.

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APPENDIX #1

APPEALS AND COMPLAINTS PROCEDURE FOR ASFP (ANZ)

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 Board where necessary, the Managing Director 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 Board of the Association. It will consist of the Managing Director of the Association and 4 (four) other Members of the Board. Should insufficient Members of the Board be available then a former Member of the Board will be appointed for the purpose of creating the panel.
- 1.6. The 5 (five) 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 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 (ANZ) 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 panel.
- 1.15. In the event of an appeal being lodged, it will be circulated to the 5 (five) persons on the panel 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.

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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 (ANZ) 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 Australia and New Zealand 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.

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.

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 demonstrate a commitment towards a Quality Assurance System.

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 Health Safety legislation together with the Codes of Practice and Guidance Notes issued under or in connection with the said legislation.

6. TRAINING

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.

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 (ANZ).

TABLE #1. ASFP MEMBERSHIP CATEGORY REQUIREMENTS

Requirement	Membership category	C1	Contractor	C2 - C9	Manufacturer	C10	Distributor	C11 - C16	Associate	C17	C18	C19	Individual	C20	C21	Trade Body	C22	C23	C24	C25	BCA
Provide evidence of appropriate insurance cover (product and public liability)		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Provide details of PFP products and systems manufactured/distributed		✗		✓	✓	✓	✓	✗	✓	✗	✓	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗
Participate in ASFP training programmes		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Comply with the code of practice for the manufacture, supply and installation of PFP products or systems in Appendix #2		✓		✓	✓	✓	✓	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓

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 Board 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	Invitation	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 Honorary	No	No	No	Invitation	
C24 Student / Apprentice	No	No	No	No	
C25 BCA	Yes	No	Yes	Yes	