

April 2017



International Federation of Inspection Agencies

Application form for Associated Membership



Applicants for IFIA Associated Membership:

Please complete the attached questionnaire and return it by email to:

secretariat@ifia-federation.org

Application for Associated Membership

All information given in responding to this questionnaire will be treated in confidence

The Articles of Association of IFIA and Council Regulations set out the criteria to be met in order to be considered for membership of IFIA. In order to assist us to process your application, would you please complete the questionnaire below and return it to IFIA.

IFIA Council Regulation 5, which sets out the Associated Membership criteria, and IFIA Council Regulation 1, which is referenced, are both available to be downloaded from the IFIA website.

Notes to assist the IFIA Associated Membership Application Process

If you wish to apply for associated membership, the application process is in three steps:

1. The first is completion of the Application Form. Please complete and sign the Application Form and attach extra sheets if necessary to contain all relevant information. Then please return the completed Application Form and relevant documents to IFIA via email (secretariat@ifia-federation.org). On receipt of the Application Form an invoice for an application fee of 1000€ will be issued. This Fee is to cover the expense of IFIA in reviewing and processing your application. This is a non-returnable application fee.
2. Your application will then be reviewed by the Director General and Secretary of IFIA to ensure that the intent of the associated membership regulations is satisfied. Normally this will include a face to face meeting between the Director General and a representative of the applicant's senior management team (Council Regulation 5 paragraph 8.2)
3. When the Director General is satisfied that you fully meet the IFIA associated membership criteria he will submit your application to the Council of IFIA for approval. (Council Regulation 5 paragraph 8.3)

Note 1. IFIA has a group membership structure, which means that if your testing/inspection/certification business operates as a group of subsidiary or associated companies or similar entities the group as a whole has to become the Member of IFIA, subject to all group members meeting the membership criteria. In this case one entity (usually the group holding company or principal operating company) is designated as the IFIA Member or Associated Member and represents the other group entities.

For further assistance, please contact the Director General.

International Federation of Inspection Agencies

Questionnaire for completion by applicants for Associated Membership

PART 1 DETAILS OF THE APPLICANT

1. Applicant's details [If the application covers a group of organisations, these details should relate to the group head office or other entity which will be nominated as the group's representative in the event of admission to membership of IFIA]

1.1 Full name of applicant entity

1.2 Name of national government, Government agency or government controlled entity to which the applicant is related

1.3 Registered address of applicant

1.4 Operational address if different from 1.3

1.5 Telephone number

1.6 Fax number

1.7 E-mail address

1.8 Website address

2. Category of Associated Membership (based on full membership categories in Council Regulation 1 paragraph 1.2)

What is the annual turnover of the applicant's business in the provision of testing/inspection/certification services? (please specify currency) *Please note that the annual turnover for organisations applying for Associated membership should be in excess of €100 million.*

Which category of IFIA associated membership are you applying for:

A1 Greater than 800 million Euros?

A2 Between 500 million and 800 million Euros?

B1 Between 300 million and 500 million Euros?

B2 Between 100 million and 300 million Euros?

3. Legal Status of the Applicant (Council Regulation 5 paragraph 2)

What is the legal status of the applicant? [Complete either A, B, C, D or E]

A. Limited private company

A1. Names of controlling shareholders

B. Unincorporated Firm or Partnership

B1. Full names of all the partners or proprietors

C. Trust, Foundation or other legal entity

C1. Please describe the structure

D. Part of Government

D1. Please describe the structure

E. Other

E1. Please describe (eg company listed on stock exchange)

To be answered by applicants for group associated membership only. Please see Note 1 on page 2 above for the explanation of group membership

Please provide a list of the names and/or countries of operation of all companies or other legal entities included in your application for group membership:

Is every entity included in this list either a subsidiary or associated entity of the group holding entity (or a related firm in the case of partnerships), that is, either at least 50% owned or under effective management control or the subject of substantial long term investment giving significant influence to the investing entity?

Yes

☐

No

☐

PART 2 CONFORMITY WITH IFIA'S ASSOCIATED MEMBERSHIP REQUIREMENTS (See Council Regulations 1 and 5)

1. Fields of Activity of the Applicant and its Organisation (Council Regulation 1 Requirement 2.1)

- 1.1 Please give a brief explanation of the business of your organisation and the sectors of testing/inspection/certification business in which it is active. Please attach a copy of your Annual Report and any group directory if available:

- 1.2 In respect of activities falling within the Profession (as defined in Council Regulation 1 Requirement 2.1):

- 1.2.1 Indicate, by ticking the relevant box(es), the sector(s) of testing/inspection/certification business in which your organisation is active. Please see the IFIA website (www.ifia-federation.org) 'Committees' for details of the following sector activities:

Testing/inspection of Agricultural Products

☐

Testing/inspection of Mineral Products

☐

Testing/inspection of Petroleum/Petrochemical Products

☐

Inspection of imports for Governments

☐

Inspection of Industrial Services

☐

Testing/inspection/certification of Consumer/Industrial Products

Testing/inspection/certification of Food Products

Social Compliance Auditing

Other testing/inspection/certification services. Please specify:

1.2.2 What is the total number of personnel employed by the applicant either on a permanent, contract or part time basis in these activities?

1.2.3 How many of these personnel are full time permanent employees:

1.3 Please list any companies, firms or other bodies under the applicant's effective legal or management control which are engaged in activities falling outside the Profession (as defined in Council Regulation 1 Requirement 2.1) and briefly describe the fields of business in which they are active:

2. **Date of commencement in the business of the Profession** (Council Regulation 1 Requirement 2.2)

3. **Management** (Council Regulation 1 Requirement 2.3)

Has any Director or Officer of the applicant organisation been convicted of any offence related to the management of any company or its business?

Yes

No

4. Financial Resources (Council Regulation 5 Requirement 4.1.2)

Please provide information on how the applicant organisation's testing/inspection/certification activities are financed, and what financial resources would be available to meet liabilities in the event of the winding up of the business

5. Professional Negligence (Council Regulation 5 Requirement 4.1.3)

Please describe how the applicant organisation makes provision to meet damages etc for liabilities incurred from professional negligence and what risk assessment analysis it has undertaken for this purpose

6. Subsidiary Company (Council Regulation 1 Requirement 2.6)

Is the Applicant for IFIA membership a subsidiary or division of a larger entity?

Yes

No

If the answer to this question is Yes, are all of the entity's worldwide activities in the business sector(s) identified in Part 2 Q1 above undertaken by, or under the control of, this subsidiary or division?

Yes

No

7. Impartiality, Independence and freedom from conflicts of interest
Council Regulation 5 Requirement 4.1.4)

Please describe how the applicant organisation manages to maintain its impartiality, independence and freedom from conflicts of interest, and in particular in respect of its relationship with its governmental owner

Is the applicant and/or its personnel the designer, manufacturer, supplier, installer, purchaser, owner, user or maintainer or authorised representative of any of these with respect to any goods, services or materials that are subject to the applicant's testing/ inspection/certification activities?

Yes

No

8. Quality Management System Certification (Council Regulation 5 Requirement 4.1.5)

Please describe how the applicant organisation manages quality within its organisation and provide information on any relevant accreditations (i.e. to ISO/IEC 17020, 17021, 17024, 17025, 17065) or ISO 9001 accredited certifications

9. Health and Safety Management Programme (Council Regulation 1 Requirement 2.11)

Does the applicant have a formal Health and Safety Management Programme currently in operation?

Yes

No

If the answer to the above is 'No' please answer the following question.

If admitted to associated membership of IFIA, do you expect to be able to demonstrate implementation of a Health and Safety Management Programme throughout your organisation, as required by Requirement 2.11 of IFIA Council Regulation 1 within the first three years of associated membership?

Yes

No

10. Compliance Programme (Council Regulation 5 Requirement 4.1.1)

Does the applicant organisation have a formal Compliance Programme currently in operation?

Yes

No

If admitted to associated membership of IFIA, do you expect to be able to demonstrate implementation of the IFIA Compliance Code throughout your Organisation, as required by Requirement 2.12 of IFIA Council Regulation 1, within the first three years of associated membership?

Yes

No

[IFIA invites you to discuss the practicalities and timescale of your company's implementation of an approved Compliance Programme when you are preparing your application for associated membership. You will probably not have all the elements of such a programme in place at the time of application but it will be necessary to assure the IFIA Council, as and when a recommendation is made that your company be accepted into full IFIA membership, that you have adopted an approved version of the Code and that its implementation throughout your organization is in progress. Paragraph 1.4 of Council Regulation No. 1 specifies the time scale within which an external auditor's Report will be required under the Compliance Code in respect of new full Members.]

11. Personnel Qualifications (Council Regulation 1 Requirement 2.13)

11.1 Do all of the applicant organisation's personnel involved with the testing/inspection/certification process fully comply with Council Regulation 1 Requirement 2.13?

Yes

No

- 11.2 Do you have any form of Training Programme currently in operation to ensure ongoing compliance with the above requirements?

Yes

No

12. Sector Specific Requirements (Council Regulation 1 Requirement 2.14)

If the applicant organisation is active in a sector which has additional membership criteria or codes of practice, would you be willing to implement fully these sector specific requirements upon becoming a full member of IFIA?

Yes

No

Please see the Committees section of the IFIA website for the current status of all relevant additional membership criteria and codes of practice.

13. National Prohibitions

Please provide information on any governmental or judicial act that, either currently or within the last three years, has prohibited any part of your organisation from working in any country.

Signed: _____

Date: _____

Print Name: _____

Position (Job
Title): _____