



NORAC
The National Organisation of Asbestos Consultants
RULES OF MEMBERSHIP

Contents

1.	INTRODUCTION	3
2.	GENERAL ARRANGEMENTS	3
3.	APPLICATIONS FOR MEMBERSHIP	3
4.	SUBSCRIPTION AND FEES	4
5.	FOLLOWING ACCEPTANCE BY THE ASSOCIATION	4
6.	USE OF LOGOS	5
7.	CODE OF CONDUCT	5
8.	COMPLAINTS PROCEDURE	6
9.	DISCIPLINARY PROCEDURE	7
	APPENDIX A – MEMBERSHIP FEES	8

1. INTRODUCTION

1.1 Objectives of the Association

- To promote best practice and improvements in the asbestos analytical and surveying sectors
- To share knowledge and understanding of asbestos related matters
- To provide independent technical guidance for analysts and surveyors where gaps exist
- To act as a focal point for members seeking advice and assistance with asbestos queries
- To allow members to co-operate with each other and share experiences including unusual finds and uses of asbestos

1.2 The National Organisation of Asbestos Consultants (NORAC) is a Trade Association for the asbestos analytical, surveying and management industry. These Rules of Membership set out the process for application and continuing membership of the Association.

2. GENERAL ARRANGEMENTS

2.1 The Management Committee is responsible for approving the Rules of Membership and for initial and final approval of membership applications.

2.2 The membership application process is managed by the General Manager. Once the General Manager is satisfied that an applicant has met all the requirements for membership, he/she will recommend to the Management Committee that that company be admitted into membership.

3. APPLICATIONS FOR MEMBERSHIP

3.1 Organisations may apply for membership who provide asbestos testing, surveying and consultancy services. Organisations can be of any size including sole traders. It is expected that all such organisations will operate an adequate quality management system for the services they provide. In addition members may also be 'Duty Holders' or clients with responsibility for the management of asbestos and maintenance works affected by asbestos.

3.2 Applicants for membership shall complete a membership application form and return it to NORAC along with the registration fee detailed within appendix A

3.3 If the General Manager is satisfied that the applicant should be accepted into membership, the application for membership shall be referred to the NORAC Management Committee for approval.

- 3.4 The NORAC Management Committee shall consider the application for membership at the next Management Committee meeting, and NORAC will advise the applicant of the decision of the Management Committee.
- 3.5 Following approval by the NORAC Management Committee a membership certificate shall be issued.
- 3.6 The General Manager has authority to suspend members for failure to comply with the Rules of Membership. The General Manager also has authority to lift such suspensions following compliance with all conditions related to such suspensions.
- 3.7 Should the General Manager be of the opinion that termination of membership is required due to non-compliance with the Rules of Membership, the General Manager shall recommend this to the Management Committee for approval.

4. SUBSCRIPTION AND FEES

- 4.1 Subscriptions and fees are set by the NORAC Management Committee and are detailed in Appendix A.
- 4.2 Annual Subscriptions shall become due for payment in full on appointment to membership and at the annual membership renewal date.
- 4.3 Members who fail to renew their Annual Subscription within two months following the due date shall be referred to the Management Committee with a recommendation that their membership be terminated.
- 4.4 Any member wishing to resign from NORAC shall give notice in writing to NORAC and membership shall expire on receipt of the notice within the NORAC office. No refund of subscriptions shall be made in these instances.

5. FOLLOWING ACCEPTANCE BY THE ASSOCIATION

- 5.1 Members are required to provide NORAC with a completed annual declaration statement that they will abide by the rules of membership within 1 month of it being requested
- 5.2 Members notifying the Association of a change of company name through a Certificate of Incorporation on Change of Name, shall have their membership details updated and shall automatically retain their membership status.
- 5.3 Members notifying the Association of a change of company name through a Certificate of Incorporation bearing a new company number, shall be considered as a new company, and a new application for membership shall be required.

- 5.4. The Management Committee may approve continuous membership where it is clear and evidenced that a new company is a wholly owned subsidiary of the original member company (which is still trading) due to a restructuring of the original company or group, where senior management remains essentially the same.

6. USE OF LOGOS

- 6.1 The following paragraphs detail the circumstances and manner in which the NORAC Logo may be used.
- 6.2 The logo may be used on company websites, email signatures, headed paper and similar to denote the organisation is a member of Norac.
- 6.3 The logo may only be used by the legal entity member and not any of its subsidiaries.
- 6.4 The logo must not be used on reports, certificates etc., to portray or imply validation or quality assurance of the contents and results.
- 6.5 The logo must not be used in circumstances which could imply any form of accreditation or endorsement.
- 6.6 It is a condition of use that the Logo may not be used in a manner likely to be taken as indicating that the member using the Logo is an Agent of the Association.
- 6.7 It is a condition of use that the Logo may not be used in a manner more prominent than the name or trading style of the member using the Logo.
- 6.8 Any member found to be using the NORAC logo in contravention of these Rules of Membership will be referred to the Management Committee, who will decide upon what action to take. Depending upon the severity of the misuse of the logo, the Management Committee may impose any sanction it feels appropriate, ranging from requiring the member to rectify any misuse of the NORAC logo and to demonstrate that this has been done, to expulsion from the Association.
- 6.9 Legal action is taken against non-members who use the NORAC logos.

7. CODE OF CONDUCT

- 7.1. As a member of the association we expect you to demonstrate the highest standards of ethics and professionalism.
- 7.2. Members are expected to behave in an open, honest and trustworthy manner. Examples of this type of behavior include; being truthful and transparent in all communications, being responsible and accountable for your actions and decisions, ensuring compliance with all relevant legislation and regulations, exhibiting and

defending professional integrity at all times.

- 7.3. Members are expected to act in the best interest of their customers and clients whilst serving them to the highest possible standards at all times.
- 7.4. Members are expected to continually develop and maintain professional knowledge and competence. Examples of this include; acting only in accordance with your level of capability and in accordance with the highest standards of professional behavior and performance, seeking support if asked to act beyond your level of capability and striving for excellence at all times.
- 7.5. Members are expected to respect their employees plus people and other organisations with whom they work. Examples of this include; supporting staff and others to fully understand their responsibilities and areas of accountability, encouraging and assisting staff to develop their skills and progress their careers and promoting, enhancing and encouraging best practice.
- 7.6. Members are expected to create a positive impact by challenging and if necessary reporting conduct or behavior which they suspect to be unlawful or unethical.
- 7.7. Members are expected to uphold the reputation of the association. This will include observing the standards of professional conduct and behavior as set out in this code and any other professional standard and upholding the profession's integrity and good standing and refraining from conduct which detracts from the reputation of the profession and association.
- 7.8. Where the code of conduct is disregarded or there are repeated failings this will be considered as a serious matter, and shall be thoroughly investigated. The investigation may result in a recommendation to the Management Committee for termination of membership.

8. COMPLAINTS PROCEDURE

- 8.1. Any complaint regarding the conduct of any NORAC member shall be investigated on receipt of written details of the complaint.
- 8.2. On receipt of the written complaint, NORAC shall record the details of the complaint in the Client Complaints Register. Details of the complaint shall be forwarded to the NORAC member concerned, along with a request for the member's explanation as to their interpretation of the reason for the complaint.
- 8.3. If, after investigation by the NORAC General Manager or their nominee, the NORAC member is believed to be at fault, disciplinary action may be taken as detailed in section 9.
- 8.4. In situations where it is found that a complaint has been made maliciously by another NORAC member then this shall be investigated with regards to the conduct of the member bringing the original complaint.

9. DISCIPLINARY PROCEDURE

- 9.1. Matters of discipline shall be referred to the NORAC General Manager, who shall oversee such matters.
- 9.2. Options available in dealing with disciplinary matters may include an office visit, suspension of membership or ultimately a recommendation to Management Committee for termination of membership.
- 9.3. Any company disagreeing with and refusing to comply with the disciplinary requirements has a right of appeal to the NORAC Management Committee. Appeals will be dealt with by a panel of at least two members of the Management Committee who have not been involved in the original decision. The Management Committee panel shall review the appeal, and shall have the option of upholding the original disciplinary requirements, or amending the disciplinary requirements as may be considered appropriate. The resulting decision of the Management Committee panel shall be final.
- 9.4. In the event that a member is suspended from NORAC, the following shall apply:-
- The company details shall be temporarily removed from the NORAC website for the suspension period.
 - During the period of suspension the company shall not be allowed to attend any NORAC meetings.
 - No refund shall be made for subscription payments.
 - The company shall not be asked to remove the NORAC logo during the period of suspension unless this ultimately leads to the termination of their membership.

APPENDIX A – MEMBERSHIP FEES

Small Organisations (4 employees and below)	
Registration Fee	£50.00 + vat
Annual Subscription Fee	£100.00 + vat

Other Organisations (5 employees and above)	
Registration Fee	£50.00 + vat
Annual Subscription Fee	£500.00 + vat