



FCB Member Code of Conduct

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Purpose

The purpose of the Federation of Certification Bodies (FCB) is to provide Accredited Certification Bodies with a membership forum to allow discussion of matters of common interest, with the view to support the delivery of Accredited Certification Services. This may include collective discussion with representatives of Accreditation Body(s) and others to help this aim.

Confidentiality

As an FCB Member I agree that the information disclosed and/or discussed during FCB meetings, information circulated by email and information stored on the Members Pages on the FCB (www.fcb-uk.co.uk) website is confidential and shall not be distributed or communicated (regardless of media type or form of communication) to any non-FCB Member.

Membership Requirements

Membership of the FCB is open to all UKAS accredited certification bodies (and accredited certification bodies of other IAF MLA members), on application to the current FCB Chair. Temporary membership is also available to those Certification Bodies with ongoing pre-accreditation assessments based on achieving accreditation within one year of the membership start date. New members will be announced at the subsequent meeting or by email if sooner.

Membership of the FCB is currently free, however, all Member Certification Bodies agree to equally share the costs of meetings, whether they attend the meetings or not. This is to cover both the cost of hiring the venue and of providing refreshments. Member Certification Bodies are invoiced after each meeting and shall make prompt payment. Failure to promptly pay meeting invoices may lead to removal from FCB membership.

Members agree to attend at least one meeting per year which is held in the UK, to remain in FCB membership. Members may provide up to 2 delegates per meeting, who are both bound by this Code of Conduct.

All Member Certification Bodies receive meeting Minutes and other related communications.

Members of the FCB will be subject to regular review to ensure these requirements continue to be met. The Chair shall retain authority in such matters but is subject to a simple majority ruling at regular meetings.

Online Membership Information

FCB Members may enjoy the benefits of the Members Pages on the FCB website and may participate in the discussion pages on the FCB LinkedIn closed group. Participation and joining these online facilities is voluntary by the FCB Member. The FCB does not guarantee the ongoing maintenance of these online facilities and they may be withdrawn at any time without notice and any liability to FCB Members.

FCB Member Agreement

I confirm my Agreement to the conditions set out in this Code of Conduct by signing below:

Name of Certification Body:

UKAS (or other) Accreditation Number *:

Full Name:

Signature:

Date:

* For CBs at the pre-accreditation stage, please provide a supporting letter/email from the accreditation body to confirm that the pre-accreditation process is ongoing.