

# INTERNATIONAL FIRE ASSOCIATION (IFA)

## INTERNAL RULES 2022

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**1. Introduction** The International Fire Association (IFA) is a globally recognized entity committed to advancing knowledge, technology, and resources in fire safety. Established under [Country] law, these internal rules govern our operations and member interactions, ensuring we uphold the highest standards of integrity and professionalism.

**2. Membership, Minimum Requirements, Steps to Excellence, and Quality Policy** Membership is open to professionals, laboratories, and entities significantly involved in fire safety and prevention. Members must adhere to our Steps to Excellence, a continuous improvement pathway ensuring consistent, high-quality contributions to the fire safety field. Our Quality Policy, accessible on the IFA website, outlines our commitment to excellence, detailing the expectations and regulations all members agree to uphold.

**3. Structure of IFA** IFA comprises various bodies, including the Plenary (all members), the Executive (elected officials), and several Technical Committees focused on different fire

safety aspects. These structures facilitate comprehensive, expert-led advancement of fire safety standards and practices.

**4. Plenary** The Plenary, including all IFA members, meets bi-annually to discuss and decide on policy, procedural matters, and any concerns raised by the Technical Committees. It's also responsible for electing the organization's internal auditors and overseeing their reports.

**5. Executive** The Executive administers IFA, coordinating activities across committees and representing the organization in external engagements. It's composed of the President and other elected officials, each serving a three-year term, with responsibilities including strategic direction, financial oversight, and high-level decision-making.

**6. Technical committees** Technical Committees, established by the Plenary, handle specific fire safety areas. Current committees include Fire Resistance, Fire Prevention Education, and Emergency Response Strategies. They propose standards, conduct research, and provide expert guidance on their respective topics.

**7. Secretary-General** The Secretary-General manages IFA's daily operations, including member communications, document preparation, and logistical support for IFA events and meetings. They report directly to the Executive, ensuring smooth organizational functioning.

**8. Election of officials** Officials, representing the membership's diverse expertise, are elected through a transparent, democratic process. Positions, including the President and Technical Committee Chairs, have three-year terms, ensuring varied opportunities for member leadership.

**9. Recording of decisions** IFA maintains detailed records of all decisions, categorized as Resolutions (binding actions), Agreements (mandatory technical guidance), Recommendations (best practice guidance), and Position Papers (responses to standard-related issues). These documents are accessible to all members for review.

**10. Appeal procedure** Members can appeal decisions made by the Executive or Technical Committees, with a thorough review process conducted by an independent appeal panel. This procedure ensures fairness and transparency in all IFA decisions.

**11. Reimbursement of extraordinary expenses** Members may receive reimbursements for exceptional expenses incurred while representing IFA, subject to prior Executive approval. This policy ensures financial fairness for all members actively contributing to IFA's work.

**12. IFA meetings – Members and Observers** IFA meetings are exclusive to official representatives of member entities and approved observers. These sessions are critical for information exchange, professional development, and decision-making on IFA's future direction.

**13. Membership application procedure** Prospective members submit applications reviewed by a Membership Panel, ensuring they meet IFA's stringent requirements for expertise and ethical conduct. The panel's recommendations are then voted on by the current membership.

**14. Re-confirmation of membership following organizational change** Members undergoing significant changes, like ownership transfer or accreditation status shifts, must have their membership re-confirmed, ensuring continued compliance with IFA standards.

**15. Training** IFA commits to continuous member education through workshops, webinars, and resources, promoting the latest in fire safety research, technology, and strategy. Participation is tracked to ensure active, ongoing member development.

**16. General information to members** Members receive regular updates via various channels, keeping them informed on IFA activities, industry developments, and opportunities for involvement or professional development.

### **Annex A: Minimum Membership Requirements**

To maintain the integrity and professional standard of the IFA, prospective members must meet the following minimum requirements:

1. Proof of involvement in fire safety, which could include fire testing, inspection, certification, or fire safety research and education.
  2. Compliance with national and international fire safety standards and regulations.
  3. Possession of necessary permits and licenses for operation in the fire safety field.
  4. Commitment to the IFA's Code of Ethics and Professional Conduct.
  5. Agreement to participate in regular training and development programs.
  6. Payment of applicable membership fees.
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### **Annex B: Responsibilities of Internal Auditors**

Internal auditors play a crucial role in maintaining the IFA's operational integrity. Their responsibilities include:

1. Conducting regular, impartial reviews of IFA's financial records.
  2. Assessing the organization's internal controls and risk management practices.
  3. Ensuring compliance with applicable laws, regulations, and IFA policies.
  4. Reporting findings directly to the Executive or the Plenary.
  5. Recommending improvements to current procedures and practices.
  6. Verifying the proper allocation and use of IFA funds.
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### **Annex C: Responsibilities of the Secretary-General**

The Secretary-General is instrumental in the IFA's daily operations, with responsibilities such as:

1. Overseeing administrative functions, including member communications and record-keeping.
2. Preparing for and coordinating IFA meetings and events.
3. Serving as the primary point of contact for external entities.

4. Managing IFA's internal resources, including staff and physical assets.
  5. Implementing decisions made by the Executive and the Plenary.
  6. Representing the IFA in the absence of the President.
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#### **Annex D: Training Policy for Laboratory Staff**

IFA is committed to the continuous professional development of laboratory staff, with policies including:

1. Mandatory participation in IFA-approved training programs.
  2. Regular competency assessments to ensure adherence to current fire safety standards.
  3. Encouragement of cross-training to promote a versatile skill set.
  4. Access to resources for self-guided learning and professional development.
  5. Recognition and reward for exceptional skill development and knowledge contribution.
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#### **Annex E: Use of IFA Logo**

The IFA logo is a registered trademark and represents the organization's reputation and credibility. Guidelines for its use include:

1. Members in good standing may use the IFA logo for promotional purposes related to their affiliation with the organization.
  2. The logo must not be modified in any way and should be displayed according to the provided specifications.
  3. Use of the IFA logo does not imply the organization's endorsement of a member's overall business activities.
  4. Unauthorized use may result in disciplinary action, including possible termination of membership.
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#### **Annex F: Mutual Acceptance of Test Reports**

IFA promotes collaboration and standardization across the fire safety industry through policies like the mutual acceptance of test reports:

1. Test reports issued by IFA-accredited laboratories are to be recognized and accepted by all member organizations.
2. All tests must be conducted according to IFA-approved methods to qualify for mutual acceptance.
3. Discrepancies or disputes related to test results are to be resolved through a formal review process established by the IFA.
4. The mutual acceptance policy aims to streamline regulatory approvals, promote international trade, and enhance public trust in fire safety products.

