



Minimum Membership Requirements (May 2022)

IFA is considered a quality label throughout Europe and Members of IFA have a reputation for the quality and harmonisation of their services. The Association is proud of this and intends to maintain and continuously increase these quality levels. To this end, the IFA Plenary and Executive have defined a set of **Minimum Membership Requirements** for both existing members and new applicants. These rules apply to all organizations active in the field of fire testing and also, where relevant, in inspection and/or certification.

Membership and renewal of existing membership certificates shall be contingent upon fulfilment of these minimum requirements which are intended to complement and clarify those listed in Article 7 of the Association Statutes.

In order for IFA Executive to check compliance with these requirements, please complete and return the questionnaire below to the Secretary General.

1. Independence

The technical judgements of your organisation and staff must not be compromised by commercial, financial or other pressures. Does your lab. comply with the following conditions:

1.1 All influence on the results of tests and / or inspections performed, or on the content of certificates issued by persons or bodies external to the organisation is excluded.

Yes No

1.2 We do not engage in any activities that may endanger the trust in our independence and integrity in relation to our testing, inspection and / or certification activities.

Yes No

1.3 The remuneration of personnel engaged in testing, inspection and/or certification activities does not depend on the number of tests and inspections carried out or certificates issued, nor on the results of such activities.

Yes No

1.4 We do not perform official tests for a manufacturer that belongs to the same owner or shareholder.

Yes No

1.5 Please state the following (*with additional explanation if required. NB Testing laboratories which may belong to, or are partially owned by a manufacturer, cannot be granted membership status*):

i) Form of ownership (e.g. state, public, private, trade association, insurance, industry, university etc.)

ii) **Shareholders** – please list all shareholders with percentage of shares and nature of their business, as well as information about activities (including official tests) which are performed by your laboratory for a manufacturer that belongs to the same owner or shareholder

2. Facilities and equipment

- Does your organisation have its own in-house facilities and equipment, or facilities and equipment under its own exclusive and permanent control, to perform fire tests under the conditions which are specified for at least one of the EN fire testing standards (either fire resistance or reaction to fire, or both)

Yes No

- If your organisation performs Resistance to Fire testing (**NB** in the context of this questionnaire, roof tests are considered as reaction to fire and not fire resistance tests), does it have its own furnace, or a furnace under its own exclusive and permanent control, with dimensions at least 3 x 3 m², as well as the equipment to perform a fire test according to at least three of the fire resistance test methods mentioned in the relevant parts of the classification standard EN 13501.

Yes No

- If your organisation performs reaction to fire testing, does it have its own in-house equipment, or equipment under its own exclusive permanent control, to perform at least one of the reaction to fire tests mentioned in the relevant parts of the classification standard EN 13501-1

Yes No

3. Accreditation

- If your organisation performs fire tests, does it have accreditation to EN 17025 for the testing activities mentioned above?

Yes No

- If involved in Inspection and/or Certification activities, does your organisation have accreditation to EN ISO/IEC 17020 and/or EN ISO/IEC 17065) as appropriate?

ISO/IEC 17020 Yes No

ISO/IEC 17065 Yes No

4. IFA Agreements and Resolutions

Does your organisation agree to comply with all IFA Administrative and Technical Resolutions?

Yes No

5. English language proficiency

Are the staff in your lab. able to communicate in English, since this is essential for most IFA activities, including active participation in meetings, harmonisation courses and workshops as well as use of the helpdesk forum?

Yes No

6. IFA Harmonisation Courses and Round Robins

Does your organisation agree to attend IFA harmonisation courses and to participate in round robins in respect of those test methods for which it has the relevant accreditation?

Yes No

7. Attendance at IFA meetings

Does your organisation commit to participating in a minimum of two out of every three Plenary and relevant Technical Committee meetings?(*Three days of IFA meetings take place annually, in the Spring*).

Yes No

8. Member activities within IFA

(i) Is your organisation willing and able to undertake at least one task in the interest of other members every five years?

Yes No

Which activity or activities do you think you might contribute to (e.g. *article in Annual Report, development and/or provision of harmonisation course, organisation of workshop and/or round robin test, expert advice on Helpdesk Forum, hosting of IFA meetings etc.*)

9. Scope of accreditation

Please remember to attach to your completed questionnaire a copy (preferably in English) of your most recent scope of accreditation for fire testing.

10. I confirm that the information given above is correct

Name

Organisation

Position

Signature

Date