

TIC Council

Application form

Full membership

January 2019



Applicants for TIC Council Full Membership:

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

secretariat@tic-council.org

Application for Membership

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

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

TIC Council Global Board Regulation 1 sets out the membership criteria for Full Membership.

Notes to assist the TIC Council Full Membership Application Process

If you wish to apply for Full Membership, the application process is in four steps:

1. The first step is completion of the Application Form. Please complete and sign the Application Form and attach any extra documents if necessary. Then please return the completed Application Form and relevant documents to TIC Council via email (secretariat@tic-council.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 TIC Council in reviewing and processing your application. This is a non-refundable application fee.
2. Your application will then be reviewed by the TIC Council Secretariat to ensure that the intent of the membership regulations is satisfied. You will be asked to implement the TIC Council Compliance Code along the lines of the corresponding Implementation Guidelines throughout your organisation (Global Board Regulation 1 paragraph 1.6.2).
3. Once the Compliance Code has been fully implemented, the Secretariat will arrange for TIC Council's auditors (using a branch local to you where possible) to visit you in order to review, on behalf of TIC Council, your conformity with the criteria for membership specifically on the implementation of the compliance programme. This third step will incur the costs of the auditor's visit and any travel expenses. The cost of this audit will be estimated in light of the size of your company and the location of your offices. You will then be asked for payment in advance to cover those costs. The overall audit costs are unlikely to exceed the annual membership subscription for a C2 member of TIC Council (Global Board Regulation 1 paragraph 1.6.3).
4. When the Secretariat is satisfied that you fully meet all TIC Council membership criteria it will submit your application to the Council of TIC Council Global Board for approval. This decision will need to be confirmed by the General Assembly. (Global Board Regulation 1 paragraph 1.6.4)

Application Form Nomenclature

General Guidelines

1. Profession

The “Profession” means the fields of business concerned with the assessment of relevant requirements as per normative documents such as standards, technical specifications, client specific requirements, codes of practices and regulations including, but not limited to, sampling, testing, inspection, analysis, evaluation, verification, conformity assessment and certification. It also includes, amongst others, the provision of services facilitating trade as well as services required by governments to monitor and facilitate imports and exports.

2. Group membership

TIC Council has a group membership structure, which means that if your testing/inspection/certification business operates as a group of subsidiary or associated companies the group as a whole has to become the Member of TIC Council, subject to all group members meeting the membership criteria. In this case one company (usually the group holding company or principal operating company) is designated as the TIC Council member and represents the other group companies. If this applies to your business, you should complete question 3.2 of the application form.

3. Categories of Members

FULL MEMBERSHIP

Full Membership is open to any company, partnership, association or other legal person (but not to an individual) resident in Belgium or anywhere else in the world, that carries on the business of the Profession for at least 3 years and which meets the following cumulative criteria for membership, including:

a. Compliance programme

Members are expected to implement and comply with the requirements of TIC Council's Compliance Code before being admitted as a Member. The Compliance Principles address technical and business professional conduct and ethics in relation to the following areas: Integrity, Conflict of Interest, Confidentiality and Data Protection, Anti-bribery, Fair Business Conduct, Health and Safety, and Fair Labour.

b. Accreditation/Management System

OBSERVER MEMBERSHIP

Any company, partnership, association or other legal person (but not to an individual) resident in Belgium or anywhere else in the world, that carries on the business of the Profession for at least 3 years and which is not yet in a position to fulfil all the criteria for membership (i.e. full implementation of TIC Council Compliance Code) can apply for Observer Membership. Observer Members shall commit to work towards achieving Full Membership of TIC Council within two years.

ASSOCIATED MEMBERSHIP

Associated Membership is open to any company, partnership, national or international trade associations/federations or other legal person (but not to an individual) which is connected with or interested in the Profession, but which does not meet the criteria for membership (e.g. full implementation of TIC Council Compliance Code).

4. Compliance Programme

Membership of TIC Council implies that all members behave in the highest ethical business standards in line with the TIC Council Compliance Code, including the Compliance Principles relating to Integrity, Conflict of Interest, Confidentiality and Data Protection, Anti-bribery, Fair Business Conduct, Health & Safety and Fair Labour. A Full member's implementation of the Programme is required to be verified annually.

For further assistance, please contact the Secretariat.

Questionnaire for completion by applicants

PART 1 DETAILS OF THE APPLICANT

1. **Applicant's details** [If the application covers a group of companies, 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 TIC Council]

1.1 Full name of applicant entity

1.2 Registered address

1.3 Operational address if different from 1.2

1.4 Telephone number

1.5 E-mail address

1.6 Website address

1.7 Contact person

2. Category of Membership (Global Board Regulation 1 paragraph 1.2.2)

What is the annual turnover of the applicant group of companies? *(please specify in €)*

Please specify the period to which the above turnover applies *(e.g. financial year to end December 2018)*

Which Full membership category are you applying for?

A(1) Greater than 2500 million Euros?

A(2) Between 1000 million and 2500 million Euros?

A(3) Between 700 million and 1000 million Euros?

B(1) Between 400 million and 700 million Euros?

B(2) Between 100 million and 400 million Euros?

C(1) Between 10 million and 100 million Euros?

C(2) Less than 10 million Euros?

3. Legal Status of the Applicant (Global Board Regulation 1 paragraph 1.2.1)

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

A. Limited company quoted on a stock exchange

A.1 If quoted, state which stock exchange

B. Limited private company

B.1 Names of controlling shareholders

B.2 Full names of all the partners or proprietors

C. Trust, Foundation or other legal entity

C.1 Please describe legal status and ownership

3.2 To be answered by applicants for group membership only. Please see Note 2 above for the explanation of group membership.

3.2.1 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:

3.2.2 Is every company included in this list either a subsidiary or associated company of the group holding company that is, either at least 50% owned or under its effective management control?

Yes

No

PART 2 CONFORMITY WITH TIC COUNCIL'S MEMBERSHIP REQUIREMENTS

1 Fields of Activity of the Applicant and its Organisation (Global Board Regulation 1 Requirement 1.2.1)

- 11 Please give a brief explanation of the business of your company or group and the sectors of business in which it is active. Please attach a copy of your Annual Report and any group directory if available:

- 12 In respect of activities falling within the Profession (Please see Note 1 above for the explanation of Profession):

- 1.2.1 Indicate, by ticking the relevant box(es), the sector(s) of business in which your company or group is active. Please see the TIC Council website 'Committees' for details of the following sector activities:

Testing/inspection of Agricultural Products	<input type="checkbox"/>
Testing/inspection of Mineral Products	<input type="checkbox"/>
Testing/inspection of Petroleum/Petrochemical Products	<input type="checkbox"/>
Inspection of imports for Governments	<input type="checkbox"/>
Inspection of Industrial Services	<input type="checkbox"/>
Testing/inspection/certification of Consumer/Industrial Products	<input type="checkbox"/>
Testing/inspection/certification of Food Products	<input type="checkbox"/>
Social Compliance Auditing	<input type="checkbox"/>
Automotive	<input type="checkbox"/>
Aerospace	<input type="checkbox"/>
Non-Destructive Testing	<input type="checkbox"/>
Testing/inspection/certification of IoT Products	<input type="checkbox"/>
Cybersecurity	<input type="checkbox"/>
	<input type="checkbox"/>

Connected devices

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 your effective legal or management control which are engaged in activities falling outside the Profession and briefly describe the fields of business in which they are active:

2 Date of commencement in the business of the Profession (Global Board Regulation 1 Requirement 2.1)

3 Management (Global Board Regulation 1 Requirement 2.2)

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

Yes

No

4. Professional Liability Insurance (Global Board Regulation 1 Requirement 2.3)

Are all of the activities of the applicant covered by adequate professional liability insurance?

Yes No

What risk assessment analysis was carried out to determine the level of insurance?

Who carried out this assessment?

5. Subsidiary Company (Global Board Regulation 1 Requirement 2.4)

Is the Applicant for TIC Council membership a subsidiary or division of a larger group?

Yes No

If the answer to this question is Yes, are all of the group's worldwide activities in the business sector(s) identified in Q1.2.1 above undertaken by, or under the control of, this subsidiary or division?

Yes No

6. Independence and Ownership (Global Board Regulation 1 Requirement 2.5)

Does any trader, broker, insurance company or other such user of the services of the Profession have any shareholding or management involvement in your company or any group company to which this application relates?

Yes No

If the answer to this question is yes, please provide details

7. Conflicts of Interest (Global Board Regulation 1 Requirement 2.7)

Is the applicant and/or its personnel the designer etc. of any goods, services or materials that

are subject to the applicant's testing/ inspection/certification activities?

Yes No

8. Quality Management System Certification¹ (Global Board Regulation 1 Requirement 2.9)

With which international standard(s) does your company's quality management system comply?

9. Personnel Qualifications (Global Board Regulation 1 Requirement 2.10)

91 Do all of the applicant's personnel involved with the testing/inspection/certification process fully comply with Global Board Regulation 1 Requirement 2.10?

Yes No

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

Yes No

10. Sector Specific Requirements² (Global Board Regulation 1 Requirement 2.11)

Membership to TIC Council entails commitment to the implementation of sector specific Codes of Practice, developed and agreed by the members. If you are active in a sector for which a Code of Practice exists, do you commit to fully implementing its requirements?

Yes No

11. 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.

¹ Please attach to this application form a copy of the current certification/accreditation body certificate (including annexes) confirming the applicant's compliance with the appropriate international standard.

² Please see the Committees section of the TIC Council website for the current status of all relevant additional membership criteria and codes of practice.

Signed: _____

Date: _____

Print Name: _____

Position: _____