



European Group of Organisations for Fire
Testing, Inspection and Certification

EGOLF INTERNAL RULES - 2013

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1 Introduction

EGOLF is an organisation established in Belgian law and its Statutes are published separately and referenced in these Internal Rules. Within the Statutes the terms Assemblée Générale and Conseil de Gérance are used; the English terms Plenary and Executive are used for these Bodies within these Internal Rules.

2 Membership

There are two categories of membership (see Article 7 of EGOLF Statutes – Members and Admission) and both shall fulfil the requirements of the most recent version of the EGOLF Quality Policy

full membership – open to those organisations which are based in countries geographically in Europe.

associate membership - open to those organisations which are based in countries geographically outside Europe. An associate member may participate in all EGOLF activities.

Unless otherwise stated, whenever the term 'member' is used in these Internal Rules, it refers to both full members and associate members.

3 Structure of EGOLF

Plenary – this is open to all EGOLF members and is where policy and procedural matters are discussed and decided, together with any matters referred to it by the Technical Committees.

Executive – this is chaired by the President and is composed of three other elected persons.

Technical Committees – these are established by the Plenary and are open to all members.

Currently the following have been established:

- TC1 Reaction to fire
- TC2 Fire resistance
- TC3 Research and development (dormant)
- TC4 Accreditation, inspection and certification
- TC5 Active fire protection (dormant)

4 Plenary

The responsibilities of Plenary are defined in the Statutes. Plenary meets twice per year; at its second meeting it agrees the budget and membership subscription for the following year.

Plenary appoints two internal auditors to monitor the financial activities of the organisation. The rules governing the appointment of the internal auditors are given in table 1 and the responsibilities are given in annex A.

The voting procedures for matters addressed in Plenary are given in table 1.

5 Executive

EGOLF is controlled and administered by the Executive which directs the work and coordinates the activities of the various committees. One member of the Executive is delegated the responsibility for monitoring and reporting the activities of each Technical Committee. The Executive guides the activities of the Plenary.

The Executive represents the organisation in external matters.

The voting procedures for matters addressed in the Executive are given in table 2.

6 Technical committees

Plenary establishes technical committees to undertake technical matters. The activities and priorities of the technical committees are given by the Plenary and the technical committees report to the Plenary.

The voting procedures for matters addressed in technical committees are given in table 3.

7 Secretary General

The day to day management and administration of EGOLF is undertaken by the Secretary General, whose responsibilities are summarised in annex B. The Secretary General reports to the Executive.

8 Election of officials

8.1 General

All elected officials shall be employees of full member organisations and only full members are permitted to nominate, second and vote for such officials.

8.2 Election of President

The President of the organisation shall be appointed under the following conditions:

- a) The President shall be appointed for 3 years and is eligible for re-election only once.
- b) Between six and twelve months prior to the end of term of office, the EGOLF Executive shall nominate a candidate for President. EGOLF Plenary shall be able to nominate alternative candidate(s). There shall be voting to confirm the election of the new President.
- c) In the event of early retirement or resignation of the President, the election procedure must be initiated without delay. The remaining Executive members shall appoint one amongst their body to assume the duties of President until formal election procedures have been carried out.

8.3 Election of TC Chairs

The technical committees elect their own chair in accordance with the following principles:

- a) Chairmen are elected for an initial 3-year period
- b) After this they shall be eligible for re-election for one further 3-year term in office.
- c) A person may return to the position of chairman of a committee, provided that at least one year has expired since retirement from that position.

The voting procedure for election of TC chairs is given in Table 3.

8.4 Election of the Executive

Members of the EGOLF Executive shall be appointed for 3 years and shall retire by rotation after 3 years. They shall be eligible for re-election twice only consecutively.

9 Recording of EGOLF decisions

9.1 EGOLF Resolutions

EGOLF Resolutions are subject to voting by Plenary and shall be applied by all members.

9.2 EGOLF Technical Recommendations (EGRs)

Conclusions reached in Technical Committees are encapsulated in EGRs. EGRs shall be applied by all members unless an obstacle exists at national level.

9.3 EGOLF Position Papers (EGPs)

EGOLF position papers are intended to deal with situations where EGOLF discovers errors or problems in a standard which prevent members from resolving problems which they have raised in helpdesk items. These are not recommendations as to how to interpret a standard and shall be forwarded via the Secretary General to the relevant body.

10 Appeal procedure

Any appeal against any decision arising from the EGOLF Executive or any one of the Technical Committees shall be dealt with by EGOLF Plenary.

11 Reimbursement of extraordinary expenses incurred by members whilst participating in the work of the organisation.

Reimbursement of extraordinary expenses incurred by members whilst participating in the work of, or representing, the organisation shall be permitted, according to the following principles:

- a) Official EGOLF representation or business shall be defined as that which the member is making purely on the behalf of EGOLF and would not have otherwise been making in any other capacity and for any other organisation. Travel to EGOLF Plenary and technical committee meetings shall not be termed official EGOLF business in this respect except in respect of members of the Conseil de Gérance and technical committee chairmen whose travel expenses (economy class only) and EGOLF appointed hotel accommodation will be reimbursed by the Association.
- b) Official status for such business shall be confirmed by the President and/or other member of the EGOLF Executive, on a case by case basis and permitted expenses which may be reimbursed, agreed before travel commences. Formal guidelines against which such decisions shall be made are held by the President and members of the EGOLF Executive.
- c) The member shall, where appropriate, submit a report of the work or visit made on the behalf of the organisation to the EGOLF Executive before expenses shall be sanctioned.
- d) A formal invoice for reimbursement of agreed expenses should be presented for signature to the authorising official (President and/or member of EGOLF Executive) before payment shall be sanctioned.

12 Observers to EGOLF activities

EGOLF meetings are open to observers from non-member organisations. Such observers should meet the criteria for membership as given in article 7, §1 and §2 of the EGOLF Statutes before being invited to EGOLF meetings.

The period of time that observer organisations shall be permitted to attend EGOLF meetings, as observers, shall be limited to a maximum of one year. Thereafter, such observer organisations shall cease to be observers to EGOLF activities.

Observer organisations shall be permitted to receive agendas for EGOLF meetings, but shall not receive EGOLF papers issued on any other occasion or for any other purpose.

13 Membership application procedure

13.1 General

EGOLF membership is confined to those organisations which are involved in fire testing, inspection and certification in support of legislative control and willing to follow the EGOLF rules and agreements / resolutions and participate in relevant EGOLF activities and meetings and thereby support EGOLF and its visions.

13.2 Conditions for membership

The requirements for membership are set out in article 7 of the EGOLF Statutes. New applicants are expected to consider these carefully and be prepared to comply with all of them prior to receiving a formal application.

13.3 Membership application

Applications for membership shall be made in writing to the EGOLF Secretary General enclosing a completed application form and all necessary supporting documentation. When all the necessary information is obtained and all the initial criteria for membership are demonstrated, the application is then addressed by a membership panel which, if outcome of review is positive, will visit the applicant organisation. The applicant organisation is expected to compensate the individuals on the membership panel for their time as well as their travel and subsistence costs.

13.4 Membership visit

In countries where there is an existing EGOLF member the membership panel shall comprise 2 persons, consisting of either one person from the applicant member country or the Secretary General and one person representing the Executive

Where possible, in countries where there is not an existing member the membership panel should have one member from a neighbouring country who is familiar with the language and local situation.

Prior to the visit, the Secretary General will propose a detailed agenda and inform the applicant organisation of the composition of the membership panel.

Although it is not the purpose of the membership panel to duplicate the investigations of the national accreditation body, some detailed questions about laboratory activities may be raised during the visit, in order to ensure a thorough understanding of the activities and to offer advice where appropriate.

Applicants will be expected to make a detailed presentation of their organisation. This will include information about organisational structure, independence, activities of the fire department, possible development plans, external affiliations and staff numbers, qualifications and training. This will be followed by a presentation of EGOLF activities and membership benefits.

During the visit, the panel will undertake such investigations necessary to acquire and report

detail information such as:

- a) basis and scope of "approval" at a national level. "Approval" is here defined as an official acceptance of an organisation by a governmental body to provide testing, inspection and/or certification within its area of control. Evidence of an organisation's 'approval' may not be clearly defined, as it may not be in written form and its scope and period of validity may not be referenced.
- b) accreditations and similar proof of acknowledgements available in the fields of testing, inspection and / or certification.
- c) extent to which the organisation is involved in fire testing, inspection and / or certification for regulatory control purposes.
- d) overall extent of the organisation's facilities.
- e) a summary of the job function and responsibilities of the organisation's staff.
- f) any other adequate information being requested from EGOLF members.
- g) extent of support for the application of the organisation from other EGOLF members within the country of the applicant, and the extent of government support for the application.
- h) impartiality and integrity of the work undertaken by the organisation for regulatory purposes.

13.5 Processing the application

The panel will report and make a recommendation to the Executive regarding acceptance of the application and the category of membership. The Executive shall inform the full membership in writing of any recommendation in favour of acceptance of the application and a secret letter ballot shall take place. Reasons for all negative votes shall be given in writing.

Where an application for membership is not supported by the full membership, the applicant shall be informed and given the opportunity to appeal to the Plenary (within 3 months) or to reapply at a later date.

Members joining after the beginning of the membership year

If a member joins within the first six months of the year (January to June 2013), the full annual subscription will be due; if a member joins during the second half of the year, 50% subscription will be due.

14 Re-confirmation of membership following organisational change

If an existing EGOLF member undergoes one or more of the following specified changes, then the new status of that member should be formally re-assessed in one or other way and membership be re-confirmed (or discontinued if appropriate):

a) Loss of national approval and/or accreditation

Where the member suffers complete withdrawal of its national approval and/or accreditation, in one or more areas of expertise or competency, that member shall notify the change, in writing to EGOLF, giving full details of the changes which have occurred.

b) Change of ownership

If the member becomes part of a new organisation under which its technical judgements might become compromised by commercial, financial or other pressures, e.g. it becomes part of a manufacturing organisation and does most of its work on products for that organisation, the member shall notify the change, in writing to EGOLF, giving full details of that change of ownership. The EGOLF Plenary, on recommendation from the EGOLF Executive, shall decide if a full membership visit or other re-evaluation shall be necessary to confirm the continued membership of that organisation.

Note: This is unlikely to apply to Government or University Organisations whose "ownership" may change ministry to ministry under governmental reorganisations or department to department under university reorganisations etc.

c) Reduction of a member's scope of expertise or competency:

Where there is a significant reduction in the work done by a member in an area of expertise, that member shall notify the change, in writing to EGOLF, giving full details of the changes which have occurred.

15 Training

Personnel involved in inspection and/or certification activities must be suitably trained. Information on training laboratory technicians in member laboratories is given in annex C.

16 General information to members

16.1 Use of EGOLF logo

Guidance for those members who wish to use the EGOLF logo is given in annex D.

16.2 Mutual acceptance of test reports

Guidance on this is given in annex E.

Table 1 Voting procedures for Plenary (article references refer to the EGOLF Statutes 2013)

All voting procedures are open to full members

Object	Majority required for acceptance	Quorum ^{notes} 3, 4	Type of ballot	Proxy vote allowed	Abstention means	Min. notice prior to meeting	Note
Admission of members Article 7	At least 2/3 of all votes cast by members are positive	None required	Secret letter	No	Not counted	None	1, 2, 8
Exclusion of members Articles 10 / 11	At least 2/3 of all votes cast by members + proxy votes are positive	> 50% members entitled to vote	Secret ballot	Yes	Counted against the exclusion	28 days	1, 2, 3, 8
Amendment of EGOLF Statutes Article 22	At least 2/3 of all votes cast by members present + proxy votes are positive	>2/3 members at first meeting	Open ballot	Yes	Counted in the quorum	28 days	1, 3, 4, 8
Amendment of EGOLF Internal Rules Article 36	At least 2/3 of all votes cast by members present + proxy votes are positive	>2/3 members at first meeting	Open Ballot	Yes	Counted in the quorum	28 days	1, 3, 8
Election of Officers [President, Executive] Articles 24 / 25	At least 1/2 of all votes cast by members are positive	> 50% members entitled to vote	Secret letter	No	Counted in the quorum	28 days	1, 2, 3, 5, 6, 8
Election of Internal Auditors Article 33	At least 1/2 of all votes cast by members present + proxy votes are positive	> 50% members entitled to vote	Open Ballot	Yes	Counted in the quorum	None	1,3, 8, 9
EGOLF Resolutions Article 16	At least 1/2 of all votes cast by members present + proxy votes are positive	> 50% members entitled to vote	Open ballot	Yes	Positive vote	None	1, 3, 7, 8, 9

Table 2 Voting procedures for Executive (article references refer to the EGOLF Statutes 2013)

Object	Majority required for acceptance	Quorum	Type of ballot	Proxy votes allowed	abstention means	Min. notice prior to meeting	Note
General decisions Article 30	At least 2/3 of all votes cast by those present are positive	3/4	Open	Yes	Not counted in quorum	None	1, 3, 8, 9

Table 3 Decision procedures for technical committees

Object	Majority required for acceptance	Quorum ^{notes} 3, 4	Type of ballot	Proxy votes allowed	abstention means	Min. notice prior to meeting	Note
Election of Convenor	At least ½ of all votes cast by members are positive	> 50% members entitled to vote	Secret	No	Counted in quorum	28 days	1, 3, 5, 6
Technical Recommendations	Consensus opinion of full members	None	Open	No	-	None	

notes

- 1 Every member shall have one voting right for voting in both EGOLF Plenary and Technical Committees. For voting by secret letter (electronic or letter-post) or secret ballot (electronic or letter-post), members shall vote only on their own behalf and proxy votes shall not be permitted. For voting by open ballot (electronic or letter-post or in person) proxy votes may be permitted.
- 2 The results of secret letter ballots (electronic or letter-post) in respect of applications for EGOLF membership shall be reported to members in writing, confirmed at the next meeting of EGOLF Plenary and recorded in the minutes of that meeting.
- 3 The Quorum within meetings shall be considered to comprise the votes of those members present, plus, where permitted (see note 1), any proxy votes from absent members.
- 4 Following the 1st meeting, either a letter ballot (electronic or letter-post – quorum considered as 100%) may be taken or the matter may be raised at a 2nd meeting. No quorum is required for that 2nd meeting.
- 5 Requests for nominations for election of EGOLF Officers shall be made at least 60 days before the position becomes available. An election shall take place by secret letter ballot (electronic or letter-post). Ballot forms shall be completed and returned by all members within 28 days of receipt. The result of the secret letter ballot shall be reported to members in writing, confirmed by EGOLF Administrative Resolution (see table: Article 16) at the next meeting of EGOLF Plenary and recorded in the minutes of that meeting).
- 6 In the case of more than two nominations being received, if the required majority is not obtained by one candidate at the first ballot a second ballot shall be made between the two candidates having obtained the highest number of votes in the first ballot. Where no majority is reached, another vote is required to ensure outright majority. In the case of a single nomination there shall still be a confirmatory secret letter ballot of all members.
- 7 The item upon which an EGOLF Technical or Administrative Resolution is to be taken shall be included within the meeting agenda, which shall be available to members at least 28 days before the meeting. EGOLF Technical and Administrative Resolutions are binding and mandatory for all members of the organisation.
- 8 Reference to “all votes” refers to all negative and positive votes and does not include abstentions.
- 9 President has casting vote.

Annex A

Responsibilities of internal auditors

- a) Verify that the funds have been properly spent to the benefit of EGOLF
- b) Verify that all membership subscriptions have been paid
- c) Ensure that expenditure / income are under proper control
- d) Verify that the independent accountants report is correct
- e) Report to EGOLF plenary
- f) Propose (or otherwise) to EGOLF plenary acceptance of the accounts and that the EGOLF Executive be discharged of its responsibilities / liabilities for the year in question.

Annex B

Responsibilities of the Secretary General

- a) Providing advice and support to EGOLF in relation to its activities.
- b) Providing liaisons with the appropriate bodies.
- c) Monitoring, maintaining accounts and reporting to Executive.
- d) Maintaining membership details and handling new membership enquiries.
- e) Maintain website through content management system.
- f) Provide full secretariat support to:
 - Executive
 - Plenary
 - Technical committees
- g) Undertake any other tasks as instructed by Executive and Plenary (e.g. Annual Report and Newsletter).

Annex C

Training policy for laboratory staff

C.1 Training required by members

All members are required to have sufficient internal quality systems to ensure their staff are adequately trained to undertake fire tests. There are two aspects to this:

- **initial** training to teach new staff existing test methods or existing staff new test methods
- training organized by EGOLF to ensure **harmonisation** in the manner in which these tests are undertaken by EGOLF members.

C.2 Initial training

This is a matter for each EGOLF member to organize internally. Some EGOLF members organize training courses on specific test methods, as a private commercial exercise, and other members may use these as they wish. EGOLF does not involve itself with these activities.

C.3 Harmonisation training

C.3.1 General

As part of the EGOLF Quality policy all member laboratories agree that if they undertake EN reaction to fire and fire resistance tests they will send at least one member of their staff on an EGOLF harmonisation course for the relevant test methods.

It is assumed that persons attending these courses have undergone initial training in their own laboratory and are already experienced in carrying out reaction to fire tests or fire resistance tests as applicable, and therefore have a minimum level of knowledge and practical expertise.

The EGOLF harmonization training programme was established to:

- ensure harmonization of testing techniques throughout all EGOLF laboratories
- provide a means of continuous professional development for EGOLF laboratory staff.

C.3.2 Developing the EGOLF harmonisation training material

The material for these courses is developed by 2 persons identified by the Executive and Secretary General and include two persons from member laboratories who have experience in testing and fully understand the key aspects of the test which ensure correct, consistent results. This material is presented to the Executive for approval before any courses are organized. This development work is funded by EGOLF and material made available to the Secretary General to keep on file for future reference and use by members.

C.3.3 Course presenters

The two course developers who have prepared the material give the first one or two courses and in these they identify any possible individuals who could themselves present courses i.e. become course presenters. For this, they require a good understanding of the test method and good presentational skills. These course presenters are then expected to offer the EGOLF courses to members and non-members. This is run as a commercial operation by the course presenters and they establish the course fees; for each course run, EGOLF is paid a copyright fee of €200 per EGOLF member trainee and €500 per non EGOLF member trainee. All trainees are sent a certificate of attendance by the EGOLF Secretary General who maintains a list of all course presenters and trainees. This record is included in the members' database on the members' area of the EGOLF website. The public area lists those EGOLF members who have course presenters.

A procedure has been developed whereby a person who has attended an EGOLF course can apply to be

considered as a course presenter. This involves an application to Executive who, in turn, will liaise with the relevant TC chairman.

C.3.4 Review of training material

The material is based around the published standard, so any amendment or revision to the standard would require a corresponding change to the training material. Also any EGOLF Recommendations relating to the test method (which are for clarification and do not affect the test result) would require inclusion in the material. Every five years after preparation the Secretary General will instigate a review of the material, taking these factors into consideration. The result of this review is presented to the Executive which will decide if an amendment / revision of the course material is needed. Any such action is undertaken by the course developers and funded by EGOLF.

Annex D

Use of EGOLF logo

The EGOLF logo may be used by members

- To demonstrate their membership of the organisation, for example, in company brochures and websites.
- On Company letter paper to indicate a member of the organisation, but not to indicate any endorsement of the contents of the letter. It must be secondary to the member's own logo
- On the cover sheet of a test or classification report to indicate membership of the organisation, but it must be presented in such a way that it cannot be interpreted as being EGOLF endorsement of the contents of the report. The EGOLF logo must be secondary to the member's own logo.
- It must be used in the proportions indicated below and in a single colour (black, white or blue only) accompanied by the word 'member'
- If a member wishes to use the logo in any way different from above or they wish to confirm the correct usage they should contact the Secretary General.



Annex E

Mutual acceptance of test reports

Note: In the context of this document the word 'accept' means to recognise the report and be able to use it as one would use one's own laboratory's reports for various purposes e.g. in support of a product being installed in a building, in support of an assessment (opinion) etc. To accept a report means to use it as one's own. Irrespective of this, any restrictions on the use of the report e.g. restrictions on the use of reports as primary or secondary evidence e.g. in support of an assessment (see EGOLF TC2 N 275 Guidelines for assessments) still apply.

E.1 Presumption

The presumption shall be that any EGOLF member shall accept any other EGOLF member's test report in the absence of a valid reason not to. The default condition shall be to accept other members' report(s).

E.2 Situation within the CPD i.e. for CE marking

When the product tested is covered by the CPD and the use of the test is as part of the CE marking process, then if the laboratory producing the test report is a notified test laboratory for that particular product (by technical specification) the 'receiving' laboratory (or certification body) must accept the report.

E.3 Situation outside CE marking

If the laboratory producing the test report is accredited (usually against ISO 17025) by a national accreditation body which is part of EA, or 'approved' by (usually by a government department e.g. interior ministry), then the 'receiving' laboratory (or certification body) should accept the report.

E.4 Laboratories which are not accredited or 'approved'

If the laboratory producing the test report is not accredited or 'approved' then it is up to the discretion of the 'receiving' laboratory if it will accept the report. However, EGOLF encourages mutual acceptance of test reports between its members.

E.5 Technical problems with reports

Technical problems with reports (missing/inadequate tests/data) should be resolved between 'producing' and 'receiving' laboratories. A report can only be rejected on technical grounds if the 'supplying' laboratory cannot satisfy the 'requests' of the receiving laboratory.

FLOWCHART FOR ASSESSING AND JUDGING TEST REPORTS FROM OTHER EGOLF MEMBERS

