



POLICIES AND PROCEDURES

January 2019

Update quarterly

This document is to be reviewed frequently and evolve with the growth of PATTA

On 9th January 2018, at the Hilton Hotel, Sheffield, it was agreed by vote that the PAT Testing Network would be changed to the Portable Appliance Testing Trade Association and a steering group was formed from the existing membership base, to see the project through.

Portable Appliance Testing Trade Association

Mission statement:

"The Portable Appliance Testing Trade Association provides a service to companies and individuals carrying out Portable Appliance Testing by helping to establish appropriate support and training, devising and implementing appropriate professional standards, providing a forum for discussion and support and information to assist them in their business and operations."

Objectives

PATTA shall have the following objectives:

1. To promote the portable appliance testing industry.
2. To be a central representative body to put the views of portable appliance testing companies to Government departments and agencies, Parliament, and other relevant organisations.
3. To research and develop needs for training and support for those conducting portable appliance testing and other relevant market information.
4. To be a technical centre providing commentary, guidance and advice on all legal and other regulatory developments of relevance to portable appliance testing.
5. To provide a forum for the exchange of non-competitive information and support.
6. To provide opportunities for members to network with other members

Introduction

The PAT Testing Network has evolved into a new organisation to be referred to as the Portable Appliance Testing Trade Association, in short, known as "PATTA".

The Portable Appliance Testing Trade Association and PATTA are trading names of the Portable Appliance Testing Trade Association Limited, a company limited by guarantee with 2 shareholders appointed as directors; Tim James and Richard Ayre.

The PAT Testing Network, was formed in 2013 with the aim of becoming a standards raiser for the "PAT testing" industry; the Portable Appliance Testing Trade Association is the next step to achieving this aim.

The Portable Appliance Testing Trade Association will be managed by a Steering Group; appointed by the directors.

The association is a new enterprise, replacing the PAT Testing Network; existing members of the PAT Testing Network have been invited to transfer their membership to the new association, but are not automatically moved across due to different subscription fees, different working standards and the constitution.

The objectives of the association, and the newly formed Steering Group is to achieve the aims and objectives listed above. Funds will be raised to cover incurred costs through the sale of memberships of the association.

An applicant for membership will be a supporter of the aims and objectives of the association.

The purpose of this constitution is to safeguard the interests of the associations members against each other and to ensure on-going success of the association.

The Steering Group was formed from a collective of (PTN) members in January 2018 – all members were invited to an open meeting, from those that attended the SG was formed.

The Portable Appliance Testing Trade Association, as a trade name for the PAT Testing Network Limited is run on a not-for-profit basis; the purpose of returning profit to shareholders is not a corporate goal, giving incentive to members to commit to the purposes and aims of the organisation rather than for personal gain.

The purpose of funds raised by the association are to cover the costs incurred to achieve the target aims and objectives.

The association is managed democratically, with the day to day activities by the business and decisions that affect the association members made by the Steering Group.

The structure is as follows: the directors are responsible for the management of the company's business, for which purpose they may exercise all the powers of the company.

The Constitution - Overview

1. The "Portable Appliance Testing Trade Association" (PATTA) is a member's trade association managed and ran by the directors in association with the members of the Steering Group (SG); appointed by the directors.
2. "PATTA" and "Portable Appliance Testing Trade Association" are trading names of the PAT Testing Network Limited (by guarantee) so dividends are not paid to shareholders.
3. Monies raised by the association will be held in an association bank account, with funds coming from members' subscriptions, sponsorships and donations.

4. The association is a not-for-profit organisation, and any profits will be used to further the objects of the company and not paid to members or directors as dividends.
5. General day to day business activities will be carried out by the directors and members of the steering group.

The Steering Group

1. The SG has been formed by a group of people from within the industry, in January 2018.
2. The SG will help to research, develop and implement systems and procedures as required; in the running of the association, to achieve the objectives, and represent the associations members.
3. The SG members are equally responsible for upholding the constitution and Working Standards.
4. The SG format and members will be reviewed internally every 12 months, and if deemed necessary, will invite applications for, or appoint, new members from the current membership base
5. The SG is not an elected committee, although a chair will be elected from the group members.
6. Existing SG members can only be removed from the group by their own resignation, or in extreme cases a majority vote by the other members
7. The business directors are members of the SG but cannot be voted off the panel
8. Existing PATTA members can apply to join the SG or attend meetings, by written application to the postal address only, with their application to be considered at the next SG meeting.
9. Members of the SG will not pay membership to the association whilst they hold a seat.
10. SG members are not paid a wage, but may be paid expenses if the business allows
11. Each member of the SG has an equal vote in all matters arising; a majority vote is required (2-1 is acceptable)
12. In order to achieve the associations objectives, persons from the industry may be invited to attend meetings or to join the SG
13. The SG will establish and maintain two sub-groups from the main number: Members and Standards
14. The SG may appoint technical panels to advise and assist it.

Membership

1. Full membership of the association is available to all trading businesses within the PAT industry, by online application. Each potential member must provide specific information to accompany their application and may at any time before or during their membership be asked to providing supporting documents; failure to provide these documents may lead to the prevention or cancellation of their application or membership
2. A reduced level membership is available to individuals who have a vested interest in the industry; those that are employed within member companies, those that need an understanding of PAT for their employment, and any others, at the discretion of the membership SG.

3. The fees associated with membership are changeable, and will be agreed by the SG
4. At the discretion of the committee organisations that do not carry out PAT but who have an interest in the industry such as suppliers and manufacturers can apply to become Associate Members – to become an associate member an applicant must agree to provide an exclusive discount to members, donate to the association or sponsor an event or operation.
5. Admission to membership is at the discretion of the SG.
6. By applying to join the association the applicant (to become member) must agree to this constitution and to operate in line with the Working Standards.
7. Members believed to be placing the association in disrepute, failing to provide documentation, or otherwise behaving in ways inconsistent with the constitution, Working Standards and values of the association may have their membership cancelled by the SG, without notice if necessary.
8. Any member that has had a membership cancelled must cease using reference to the association in all documents and must cease the use of the association logo immediately.

Finance

1. The financial year of PATTA will run from 1st October.
2. The accounts will be managed and maintained by the business; and audited by the SG
3. Additional funds may be gained through the sale of advertising and sponsorship
4. No member of the SG may commit the association to any contract or expense in excess of £1 without the consent of the business and all expenses must be agreed to in advance, and will be returned only when the association can afford to do so.

Meetings

1. The business will have meetings as required
2. There will be at least one SG 'meeting' per annum, plus working days
3. The association will hold at least one annual national event for all members to attend on the last Thursday in September each year, followed by a social gathering on the evening.

Publicity

1. The association shall publish an annual report on its activities and a list of subscribing members. Both these documents will be published on the associations' website with the membership list being always up to date.
2. The association need not publish financial accounts.
3. Additional updates may be published on the association website
4. Marketing will be via the website and social media platforms; the association will only respond and post official statements during normal working hours, Monday to Friday.

Changes to the constitution and running of the association

Under the present format, any amendments to the constitution, the associations purposes or the arrangements for conducting affairs will be made by majority agreement within the SG.

To change company name, introduction of:

Articles of association to include an objects clause, a one-member one-vote clause and a non-profit distribution clause, which provides that any profits are used to further the objects of the company and not paid to the members as dividends

Social media policy

Media policy (internal) -
Regardless of platform, personal or PATTA

PATTA officials will -

- Not enter into any slanderous or discriminative comments (see section 1)
 1. In the event of this happening, posts must be copied and deleted immediately. Evidence will be considered and analysed by the Director(s) and steering group, upon agreement, Disciplinary Action may be taken.
 2. If a breach from section 1 is made from a member or affiliate, the post should be copied and deleted immediately. Evidence will be considered and analysed by the Director(s) and steering group, upon agreement, a warning letter should be made to the member(s) membership can be revoked if severe enough.

- Not discuss products or favour products that may be construed to benefit the individual(s) (PATTA official) or for PATTA (as a group)
 1. If a comment or a non-approved advert is commented on for one's individual gain or PATTA's gain will be considered as damaging to the reputation of PATTA. Evidence will be considered and analysed by the Director(s) and steering group, upon agreement, Disciplinary Action may be taken.

- Enter into discussion(s) regarding named companies and poor quality of work or "name and shame" or encourage such behaviour.
 1. PATTA is to encourage best practice and help to raise the standards regardless of standards other companies/individuals or businesses have. If it is a healthy debate, then encouragement and advice on correct procedures must be made with full discretion.
 2. Direct naming of businesses relating to poor practice must be copied and deleted immediately. Evidence will be considered and analysed by the Director(s) and steering group, upon agreement, Disciplinary Action may be taken, or membership revoked.
 3. It is permitted to use photos as reference to poor quality of work as long as previous PAT Labels or advertising must not be associated with it.

- Not give individual advice without the consent from the steering committee and Directors.
- Give official replies during the standard working week and hours between 9am and 5pm.

Social media policy (Public/External)

Your use of the Portable Appliance Testing Trade Association ("PATTA") social media channels is subject to these Terms of Use and the terms of use of the social platform from which you accessed these Terms of Use.

The PATTA and The Portable Appliance Testing Trade Association Facebook pages/groups, @PATTA_UK Twitter account (collectively, “social media channels”) are social media locations for community members, affiliated companies and the steering group/Directors to connect to and learn about PATTA through information, pictures and video concerning questions related to PAT testing, PATTA, initiatives, training and programs. Our goal is to provide useful and interesting content about our Association and foster an open and respectful dialogue relating to the specific issues and topics covered in our posts and tweets and other multi-media.

PATTA reserves all rights relating to the company's social media channels, including but not limited to:

1. adding, removing, or modifying any content,
2. blocking disruptive users; and
3. discontinuing any of our social media channels at any time.

Discussion of Electrical Installations and Fixed Wiring topics should never be construed as exacting advice as this and should only be about portable appliance testing. You are advised to contact a professional body for Electrical advice. PATTA does not represent that the information on PATTA's social media channels is accurate, complete, reliable, useful, timely or current. You read all content at your own risk. Do not rely on the information or advice in any of these postings.

PATTA may, in its sole discretion, delete irresponsible content or content that is otherwise inconsistent with the purpose of the PATTA social media channels; namely, dissemination and sharing of on-topic, appropriate content. To the extent applicable, PATTA reserves the right to block any user that fails to follow these Terms of Use. Examples of inappropriate or off-topic messages include, but are not limited to, {see Section 1}

Our social media channels are not the appropriate place to resolve issues, complaints or suggestions about individual sales and service experiences or our affiliates' products. This does not mean we do not want to hear about such issues, but these types of concerns are best handled by trained representatives. If you're interested in sharing comments or feedback outside the scope of these channels, you can send a message through the “Contact Us” tab on www.patta.co.uk. Comments may be forwarded to other PATTA representatives and personnel to ensure appropriate follow-up.

Please keep in mind that PATTA does not create, control, represent, or endorse any opinions or statements expressed by others within its social media channels, including those that Follow/Like PATTA and those Followed/Liked by PATTA and that any content posted by anyone other than PATTA is the responsibility of the submitter and not PATTA. Links which take you out of our social media channels, websites, and digital assets are not under the control of PATTA, and PATTA is not responsible for the terms and conditions, privacy policy, or content of any such site or any further links from such site. PATTA is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of the linked site by PATTA. Also, please keep in mind that if PATTA follows another user's account, “likes” another page, re-tweets, “favourites”, shares, or otherwise re-posts another user's content, such an action does not constitute an endorsement.

You should understand that content you submit to our social media channels is public and will not place PATTA under any obligation to you. This means PATTA is free to disclose and use the ideas contained in content on a non-confidential basis to anyone without any liability to you. You should also not use PATTA's social media channels to submit unsolicited ideas. Generally we don't accept these, and if you submit any – for example by posting them – you need to understand that you don't have ownership rights in such ideas, that we won't compensate or reward you, and that we don't waive any rights to use similar or related ideas previously known to us, or obtained from other sources. You agree that by posting content on our social media channels, you grant us a worldwide, non-exclusive, royalty-free license (with the right to sublicense) to use, copy, reproduce, process, adapt, modify, publish, transmit and display and distribute such content in any and all media or distribution methods now known or later developed. Further, by submitting content you represent and warrant to PATTA that you are the sole owner of the content and that PATTA's use of the content will not violate the rights of any third party, including, but not limited to copyright rights; and that you will defend and hold PATTA's harmless from any and all claims arising therefrom. By submitting content, you waive any right to inspect or approve of such uses and agree to hold harmless PATTA's and all others identified above from any

and all claims you, your heirs, executors or assigns may at any time have against PATTA on account of the granting of the license or arising out of PATTA's use of the content.

This page is intended for the United Kingdom audience only. All Terms and Conditions of Facebook & Twitter respectively.

#Section 1

- Defamatory, malicious, obscene, intimidating, discriminatory, harassing or threatening comments or hate propaganda;
- Calls to violence of any kind;
- Activity that violates any law or regulation;
- Attempts to target PATTA or PATTA Followers to offer goods or services, of either a commercial or private nature;
- Spam directed at PATTA or any of PATTA's Followers, including any form of automatically generated content or repeatedly posting the same content;
- Content that includes Electrical advice that may be unsolicited and/or unverified;
- Content deemed to constitute an unapproved use of any of our products or is otherwise false or misleading;
- Any potential infringement upon any intellectual property rights, including but not limited to, brand names, trade names, logos, copyrights or trade secrets of any person, business or place;
- Other content deemed to be off-topic or to disrupt the purposes of the channel, its Followers, and its sense of community and acceptance;
- and Content posted by fake or anonymous users.

Email Marketing Policy

- any marketing material sent by email must only be sent to those individuals or companies that have requested it.
- marketing emails must have the option to remove from the mailing list
- emails must be proof read by one or more officials to reduce grammatical errors or incorrect information

Policy for the death or resignation of a director

In the event of death, resignation, dismissal or voted off, the Steering Group will vote one member from within the group to become the replacement director.

There must always be two directors.

The vote must be within 30 days.

If undecided or no vote on the position of Director, then a Temporary Director will be voted in until a suitable candidate is voted in.

Election of members of the Steering Group & Annual General Meetings

Election of members of the Steering Group & Annual General Meetings

On the last Friday afternoon in September every year, PATTA will hold an annual general meeting when members will be updated on progress of PATTA.

The members will also have the opportunity to vote onto the steering group one or two members, who have applied to be members of the group, if the need has arisen throughout the course of the year, and the steering group has been unable to resolve the matter.

Membership Approval Process

An approval process will involve a PATTA representative visiting an applicant on a job, on a day specified by PATTA, not the member, thus to remain fair and impartial.

The member will need to take evidence of documents to be assessed, including insurance, qualifications, training, reports, certificates, etc. The member will also have to show they are conforming to GDPR and health and safety regulations

The member will be assessed for competency on the job; by meeting particular requirements.

Only approved members will be shown on the PATTA approved members list on the website (when this happens the regional directory will be replaced).

The approval process will cost the member £250.00, and will be reviewed/renewed after 3 years (payable every 3 years). The payment has to be made before the approval appointment is made.

From the £250.00, a fee will be paid to the assessor to cover their time, costs and loss of earnings:

£100.00 for half a day (when travel is within 30 minutes of home address)

£200.00 for a full day

This will be managed so that only the appropriate fee is paid.

Assessors will have to attend an assessor training course, for which they'll need to cover their own personal costs

Membership Fee / Membership Levels

There will be just one membership, costing a set rate of £25.00 (or £50.00 to be confirmed) per year. In addition, there will be a fee of £15.00 per person named on the membership; all operational personal for the company must be listed.

The persons will need to send in a passport type photo as a JPEG file, to be put on a members ID card, which will be issued only after the approval process is complete.

As an example, a sole trader business will cost £40.00 to join, and a company employing 10 people, will cost £175.00 to join.

The recurring fee will be annual, to retain the membership, at the £25.00 (or £50) rate. The £15.00 fee will be chargeable only when additional persons are added to the membership and new cards are issued.

The membership is for the business not a person; personal memberships, although allowed, cannot meet the approval process so will not be approved.

Use of PATTA logo



All PATTA (Portable Appliance Trade Association) logos are protected by copyright and can only be used with written permission from PATTA. Even then only specific types of logo can be used by help members, organisations, affiliates or groups, accredited centres, firms and learning partners to show their association with us linked to PATTA.

The standard logo, above, can only be used by PATTA help members, organisations, affiliates or groups, accredited centres, firms and learning partners to show their association with us.

PATTA wants to encourage and help members, organisations, affiliates or groups, accredited centres, firms and learning partners to show their association with us. As a result, we have created logos that are tailored to show such associations appropriately.

We will pursue any violation of our copyright which seeks to exploit our material for gain, commercial or otherwise, or that misrepresents our ethos and/or core values.

We reserve the right, at any time, to modify or suspend this policy and withdraw any permission granted under it.

The PATTA logo must not be modified or colour changed to suit individual needs unless explicit permission has been granted by the SG & Directors.