



BFPA REGISTERED CONSULTANTS - CODE OF PRACTICE

The purpose of this Code is to promote professional good conduct and best practice. All BFPA Registered Consultant members shall, at all times, be guided by its spirit in addition to the terms expressed. A BFPA Registered Consultant member will have earned the respect of their peers and can demonstrate significant expertise within the field of fluid power.

- Registered British Fluid Power Association Consultant members shall make sure that you have the best professional advice prior to beginning a project. He/she has access to the latest standards and technology through the BFPA technical committee structure as well as its direct relationship with BSI.
- A BFPA Registered Consultant member shall not quote for a project/contract for which he/she has insufficient time or is otherwise unsuited to undertake. In such circumstances he/she will, through the BFPA, direct the enquirer to other more suitable sources of advice.
- The BFPA Registered Consultant member shall always carry the correct insurance for that particular project/work.
- The BFPA Registered Consultant member shall give completely impartial advice on the broad market place, recommending the best solution with no un-declared commercial bias.
- Quotations from a BFPA Registered Consultant member shall be clearly written in plain English fully identifying the scope of the project, making reference to any relevant specifications and defined deliverables structured within quotations agreed between the Consultant and Client.
- If there are any specific conditions required by a Company such as 'Passport' to work etcetera, this should be made clear within the initial request for a quotation. Should a condition be imposed once the job has been initiated, the Consultant shall have the right to negotiate additional charges and method statement changes, such as Health and Safety risk assessments.
- The BFPA Registered Consultant member shall proceed with the project/contract according to the Agreement between both parties.
- Should there be changes to the Specification during the course of the project, these will be advised, and agreed, at the earliest opportunity.
- Should the project/contract involve working on site then this will be carried out maintaining a safe and healthy environment. Upon completion of said project, the site shall be left in a clean and safe condition.
- Should the site have specific Health and Safety, or equipment requirements, the BFPA Registered Consultant member shall work in conjunction with the Client's staff.
- The BFPA asks that any specific conditions be detailed at the proposal stage of any Contract. It should be noted that conditions imposed post-quotation may attract additional charges.
- The BFPA Registered Consultant member shall only take instruction (in writing either by letter, fax, and/or email) from the appointed staff of the Client and not from third parties, unless specifically instructed to do so by the contracting client. The Consultant may request name(s) of Client staff to whom he/she may refer during the project. The responsibilities and authority shall be made clear.