

## CODE OF CONDUCT

As members of the BFPDA we recognise the need to promote high professional standards within our industry in dealing with our customers, suppliers and competitors. All members of the BFPDA sign the following undertaking as a guide to their conduct.

### **We therefore undertake:**

#### **IN RELATION TO OUR CUSTOMERS AND USERS:**

To represent our products and services fairly and honestly, in advertising and promotional activity, so that no one may be deceived as to their nature, quality or fitness for purpose or confuse such products with the goods of another.

**Not** to make false representation or claim that our products or services have received a designated endorsement or approval or conforms to stated standards or specifications.

**Not** to publish or circulate any price list or sales terms which are not clear, correct and adequate or which might tend to confuse or deceive customers.

To educate the buyer of our products and to promote the use of fluid power products and systems without misrepresenting their advantages and disadvantages.

#### **IN RELATION TO OUR SUPPLIERS:**

To represent our suppliers faithfully and honestly and through fair dealings to promote our mutual business interests.

#### **IN RELATION TO COMPETITORS:**

To engage in proper and ethical standards when soliciting business without publishing false or disparaging statements concerning a competitor of his/her products.

To compete with fairness and honesty, seeking business on merit and service and to seek by open and intelligent co-operation with our competitors to lawfully increase our efficiency and service to our customers.

#### **WITHIN OUR COMPANY:**

To thoroughly understand the nature and scope of our operations, products and conditions within our industry so as to ensure permanence and continuity.

To conduct our affairs at all times in a manner that is compatible with the public interest and the principles of BFPDA and BFPDA. Not to engage in any activities which could bring discredit to the BFPDA and BFPDA or the industry it represents which includes not re-ending of hose and fittings and only using compatible components in hose assembly.

To further the products and methods of fluid power techniques through continuing research, development and training.

To clearly specify which published technical and commercial standards are accepted by the company and to ensure adherence to those standards.

To ensure safe methods of working at the workplace and to promote and ensure safety in the application of fluid power in customers' applications.

To ensure that best possible environmental practices are introduced with consideration given to continuous improvement in managing environmental issues.

We accept that the BFPDA may carry out chargeable audit visits currently every 5 years.

We accept that the BFPDA Council retains the right to suspend or curtail membership.

## MEMBERSHIP APPLICATION FORM

Applications to join the BFPDA are open to consideration for companies that meet the following criteria:

- 1) Any company which operates as a distributor of fluid power equipment
- 2) Who trades as a recognised distributor for the products of one or more manufacturers of fluid power components and systems
- 3) Ensures that fluid power sales form a major part of total turnover
- 4) Maintains an inventory of fluid power products appropriate to the market
- 5) Has trained personnel who are able to give technical support to the products and sales
- 6) Signs, agrees with and conforms to the enclosed BFPDA Code of Conduct

**All information supplied by the applicant will be held in the strictest confidence and will be used solely to determine and analyse membership qualification and to analyse the membership structure.**

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Designated Company Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Director/Partner: \_\_\_\_\_

Name of Director/Partner: \_\_\_\_\_

Date Company formed: \_\_\_\_\_

No. of years as a Fluid Power Distributor: \_\_\_\_\_

Names and addresses of branches, divisions or subsidiaries to be included (if different from above):

List on separate sheet if necessary:

\_\_\_\_\_

\_\_\_\_\_

Name and location of parent company (if applicable):

\_\_\_\_\_

\_\_\_\_\_

Address of Registered Office: \_\_\_\_\_

Registration No: \_\_\_\_\_

## MEMBERSHIP APPLICATION FORM (CONTINUED)

<b>INSURANCES HELD:</b>	<b>YES</b>	<b>NO</b>
Public Liability	<input type="checkbox"/>	<input type="checkbox"/>
Employer Liability	<input type="checkbox"/>	<input type="checkbox"/>
Professional Indemnity	<input type="checkbox"/>	<input type="checkbox"/>
Copies of insurances held are enclosed	<input type="checkbox"/>	<input type="checkbox"/>

### APPROVAL FOR ANY OF THE FOLLOWING NATIONAL QA STANDARDS:

### DATE OF APPROVAL

Quality Management System Certification ISO 9001	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Environmental Management ISO 14001	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Information Security Management ISO27001	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Occupational Health and safety Management ISO18001	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Occupational Health and safety Management ISO45001	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
General Data Protection Regulations (GDPR) Compliance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

Who is responsible for Health and Safety in your company?

\_\_\_\_\_

Do you carry out regular risk assessments in your company?  Yes  No

Do you have a registered First Aider or Appointed Person in your company?

\_\_\_\_\_

Do you have an up to date accident book?  Yes  No

Do you have a near miss policy (recording & reporting)  Yes  No

Do you record incidences under R.I.D.D.O.R (Reporting of Injuries, Diseases, Dangerous Occurrences Regulations)  Yes  No

What type of products do you carry/distribute?

\_\_\_\_\_

\_\_\_\_\_

What other services does your company provide?

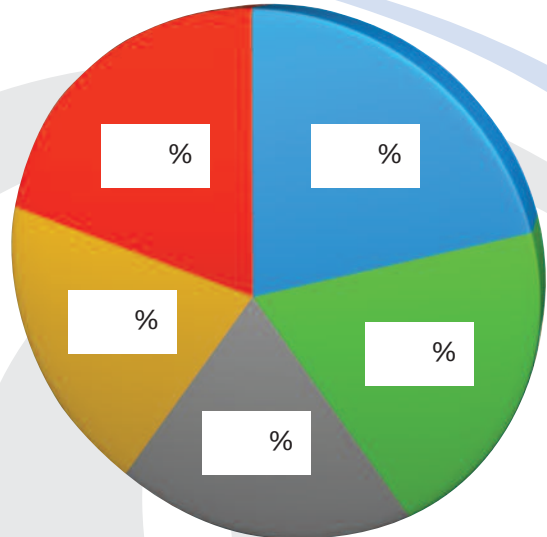
\_\_\_\_\_

\_\_\_\_\_

## MEMBERSHIP APPLICATION FORM (CONTINUED)

Please indicate what percentage of your business is involved with:

- Hydraulic
- Pneumatic
- Electronics
- Industrial
- Compressed air



Total No. of employees \_\_\_\_\_

How many of these employees work in the following areas?

- Sales  
  Trade Counter  
  Hose assembly  
  Administration  
  Warehouse  
  Mobile technician

### TRAINING

*The BFPDA strives to maintain the highest possible standards within the fluid power industry and there is a requirement for all members and their employees to undertake training that meets the Association's objectives.*

Do you have a formal training plan in place for your employees?    Yes    No

Who is responsible for training? \_\_\_\_\_

Please indicate which current technical training courses your employees have attended

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Please indicate which sales training courses your employees have attended

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Please indicate any other training courses your employees have attended

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## MEMBERSHIP APPLICATION FORM (CONTINUED)

Why are you considering membership of BFPDA?

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Do you belong to any other Trade Associations?

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BFPDA was recommended to your company by:

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The following individuals of the BFPDA, and/or BFPA members are known to our company and would be willing to act as referees, if required. Any letter of recommendation will assist BFPDA in considering the application.

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Company Mission Statement:

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### SUPPLIERS OF FLUID POWER EQUIPMENT

Please list the names of all UK and overseas fluid power manufacturers or suppliers with whom fluid power distribution agreements have been made: (Note: This information may be subject to confirmation by BFPDA).

Full Company name and Contact Name	Telephone Number

## MEMBERSHIP APPLICATION FORM (CONTINUED)

### BFPDA ANNUAL TURNOVER AND MEMBERSHIP FEES 2020

Please indicate annual turnover in last financial year within the appropriate box.

TURNOVER RANGE	CATEGORY	ANNUAL SUBSCRIPTION 2021
£0 - £500,000	A	£575
£500,000 - £1m	B	£730
£1m - £2m	C	£915
£2m - £5m	D	£1,110
£5m - £10m	E	£1,690
£10m - £15m	F	£2,095
£15m - £20m	G	£2,705
£20m - £30m	H	£3,515
£30m - £40m	I	£4,190
£40m - £50m	J	£5,230
£50m - £60m	K	£6,545
£60m - £70m	L	£8,240

All subscription fees are subject to VAT at the prevailing rate at the time of invoice.

**I confirm that all information on this application form is true and that our company satisfies the eligibility requirements and agree to uphold the aims and objectives of the Association and to abide by its Code of Conduct and its Articles of Association.**

**We undertake to pay the membership fee upon receipt of a subscriptions invoice.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

On receipt of this form you will be contacted by the Membership and Training Director to discuss the enclosed information with the view to arranging a visit to your facility to discuss your application further.