

Purpose

The purpose of this procedure is to describe how **ecmk** may suspend or revoke Membership.

Scope

This procedure relates to all **ecmk** Accreditation Strands.

No changes to this procedure are permitted without the authorisation of the Scheme Manager.

Responsibilities

The Scheme Manager has overall responsibility for the implementation of this procedure, for ensuring that all staff have access to the current issue of the procedure and that they are adequately trained or experienced to carry out the tasks specified.

Procedure

ecmk shall declare Members as ‘Suspended’ or ‘Struck Off’ via the Landmark registry, for one of the following reasons:

- The Member is no longer considered to be fit and proper.
- Disciplinary action for committing a breach of the Code of Conduct.
- Disciplinary action following a failure to meet the QA standards, or failing to meet requirements following a QA failure.
- Disciplinary action associated with a failure to provide evidence associated with a QA request.
- Disciplinary action associated with a request to replace a defective certificate.
- Disciplinary action associated with a failure to meet CPD requirements associated with the Scheme Operating Requirements.
- Disciplinary action following a failure to provide a Basic disclosure certificate.
- Disciplinary action following a failure to provide insurance.

ecmk may suspend members, and ultimately revoke membership, for any breach of the terms of their membership including non-payment.

ecmk will not declare Members as being Suspended or Struck Off when uploading details onto the EPC Register in the following circumstances:

- **ecmk** is in dispute with the member over whether a breach has occurred – i.e. the member has appealed against the decision. In the instance where the member has not acted in a reasonable and timely manner as part of a request for information associated with an appeal, the Scheme shall, however mark the individual as suspended or revoked.
- The Scheme has been instructed by a Government oversight body not to do so.
- Any breach of the Code of Conduct that does not relate to a specific requirement in the corresponding framework.

ecmk shall fully disclose the reasons why they have suspended or revoked the assessors membership to other Schemes and to the corresponding government oversight body, for example MHCLG, TrustMark etc.

Change History Record

Issue	Description of Change	Initials	Date
1.0	Initial issue	KD	13/09/2019
1.1			
1.2			

