

## Elmhurst Airtightness Scheme Code of Conduct

Members and Testers are required to comply with this Code of Conduct to operate with integrity, honesty and transparency and to ensure tests are carried out in a professional, competent and ethical manner which adhere to regulatory requirements.

Note: This scheme approves businesses, which we refer to as “Members”, who may be a limited company or a partnership who employ trained Testers to undertake airtightness tests, or be a sole trader (in which case the sole trader will be seen as a Member with one Tester).

### Members and Testers will;

1. Conduct themselves respectfully and in a professional manner
2. Not falsify nor permit misrepresentation of qualifications required to be EAS registered
3. Accept revisions to the Code of Conduct whenever EAS reasonably make and reissue them
4. Issue a copy of the EAS certificate to the customer, along with any other air test reports the Member may wish to issue
5. Retain certificates, reports and records for 15 years and produce them upon request by the EAS Scheme representative
6. Comply with data protection legislation applicable to your business
7. Cease to offer airtightness testing services using EAS registration when EAS membership is suspended, cancelled or withdrawn
8. Remove all references to EAS registration from all promotional material and contract/test documentation should EAS membership be cancelled
9. Report to the EAS Scheme Coordinator, any perceived violation(s) of this code of conduct by other individuals, companies or organisations
10. Agree to EAS sharing information relating to a member’s membership status, with MHCLG or their appointed agents, other government approved air pressure testing schemes; and to that information being published on the EAS website
11. Not bring EAS, or the airtightness industry into disrepute.

### Testers will;

12. Undertake only assignments for which they are competent, and are suitably equipped to undertake in full accordance with BS EN 13829:2001 (ISO9972:2015), the National Occupation Standard, the Minimum Technical Competence standards and the current approved procedures
13. Be responsible for the measurement and calculations
14. Authorise the issue of every EAS test certificate which bears their name
15. Be responsible for the envelope and/or volume calculations
16. Retain site notes and details of the envelope calculations which confirm compliance with the National Occupation Standard (NOS ASTATT 6)
17. Observe and be responsible for the quality of airtightness tests and any report writing which is being undertaken by a tester under training
18. Be responsible for the test outcome, and technical judgment applied when undertaking a test
19. Keep up to date with changes in the industry
20. Record details of all tests, accurately and legibly, before leaving site
21. Work in a safe manner with Personal Protective Equipment (PPE) where required
22. Report any observed unsafe working practices to the building owner, or their agent, and record that notification in the site notes
23. Use up to date and approved software to calculate test results
24. Lodge test certificates through the Lodgement Portal for every compliance test undertaken, within 7 days of the airtightness test being carried out at all times
25. To be aware of and uphold the provisions and requirements of the relevant Building Regulations and Standards
26. Ensure that works are undertaken with proper regard for the physical environment and the safety, health and well-being of the public.