

TERMS AND CONDITIONS OF MEMBERSHIP

ALL ANALYST MEMBERS

The following are the terms and conditions of membership to which ALL Analyst Members of the Federation must agree –

- a. To abide by the rules and regulations of the Federation, as amended from time to time.
- b. To be totally independent (with appropriate qualifications) and not associated with any company, firm or organisation engaged directly in the trade in Federation commodities.
- c. To pay an annual subscription on admission to membership and an annual subscription for every year of membership thereafter (such payment to be received by 31 March, or 30 April at the latest, each year).
- d. To be subject to technical visits (which will be by arrangement with the analyst wherever possible) at the discretion of the Federation.
- e. To have in the laboratory all the usual, necessary and up-to-date equipment required to undertake FOSFA contractual analysis.
- f. To be in possession of a fully up-to-date and amended version of the FOSFA Technical Manual (Standard Contractual Methods of Analysis) and subscribe to its Amendment Service.

NOTE Analysts are also advised to be in possession of the FOSFA Contracts Manual (and subscribe to its Amendment Service), as this publication contains the Federation's contracts.

- g. To hold up-to-date standard contractual methods, such as those prepared by ISO, CEN, BSI, AOCS, etc, appropriate for the sections in which they are recognised, as required by the Technical Manual. (These methods are reviewed on a continuous basis (normally annually) with a two month lead period).
- h. To use the Standard Contractual Methods of Analysis appropriate to the commodities for which they are recognised.
- i. To conform to their own national regulations for health and safety and to follow accepted good laboratory practice.
- j. To participate in all performance and accreditation tests in the Federation's programme for the commodities for which they are recognised, including an initial demonstration of competence prior to admission to membership. (This includes taking all necessary steps to enable the timely delivery of the samples by the Service Provider for the tests).
- k. To accept that the Federation can suspend or terminate the membership of any analyst.
- l. To nominate representatives to each of the Federation's sections for which they are recognised.
- m. To complete and return promptly to the Federation, the Self-Audit Questionnaire sent to Member Analysts on an annual basis, including a list of approved signatories.
- n. To conform to the FOSFA rules controlling the security and issue of analysis certificates and the security of FOSFA analysis seals appropriate to the commodities for which they are recognised.

FULL ANALYST MEMBERS

In addition to the terms and conditions of membership for ALL Analyst Members, Full Analyst Members must also agree –

- a. To satisfy the Federation that they can perform all the Mandatory Tests in the FOSFA Technical Manual (Standard Contractual Methods of Analysis) for the commodity sections for which they are recognised.
- b. To satisfy the Federation that they can perform all their stated Optional Tests in the FOSFA Technical Manual (Standard Contractual Methods of Analysis) for the commodity sections for which they are recognised.
- c. To NOT subcontract any optional methods except to other Full Analyst Member Laboratories which have notified the Secretariat of their ability to perform those optional methods, and to record such subcontracting on the certificate of analysis.
- d. To collaborate in achieving internationally accepted methods of analysis.
- e. To co-operate in research work on such terms, conditions and costings as the Technical Committee may, from time to time, determine.
- f. To conform to the Federation's rules controlling the security and issue of all analysis certificates and FOSFA analysis seals.
- g. To notify the Federation immediately if, for any reason, they are temporarily or permanently unable to continue analysis in one (or more) areas in which they are recognised, or in the event of a major change to the operation of the laboratory, such as a change of ownership, staff or equipment, new director or principal or relocation of premises, etc.

General Conditions

FOSFA Analysts will be eligible to be a member of the Technical Committee and its sub-committees. They will NOT, however, have the right to vote upon or be present at any discussions affecting the application or professional conduct of any other FOSFA Member Analyst or Member Superintendent.

The FOSFA Technical Committee has agreed that it is good laboratory practice to retain samples for a period of three months following their analysis.

ASSOCIATE ANALYST MEMBERS

In addition to the terms and conditions of membership for ALL Analyst Members, Associate Analyst Members must also agree –

- a. To satisfy the Federation, that they can perform the analysis appropriate to the contracts used for the commodities for which they are recognised.

For the analysis of Oilseeds, a FOSFA Associate Analyst Member will only be accredited for FOSFA contractual purposes as being able to perform all the following analyses –

- i. Determination of oil content.
- ii. Determination of free fatty acids on the oil.
- iii. Determination of content of impurities.
- iv. Determination of moisture and volatile matter content.

For the analysis of Animal, Vegetable and Marine Oils and Fats, a FOSFA Associate Analyst Member will only be accredited for FOSFA contractual purposes as being able to perform all the following analyses –

- i. Flashpoint limit test using Pensky-Martens closed cup flash tester.
 - ii. Determination of free fatty acid content.
 - iii. Determination of insoluble impurities content.
 - iv. Determination of iodine value.
 - v. Determination of conventional mass per volume (litre weight in air).
 - vi. Determination of melting point in open capillary tubes (slip point).
 - vii. Determination of moisture and volatile matter content.
 - viii. Determination of peroxide value – Iodometric (visual) endpoint determination.
- b. Associate Analyst Members may determine Lovibond colour, being an Optional Test in the Oils and Fats Section.
 - c. To NOT subcontract any analyses of samples being traded on FOSFA contracts.
 - d. To notify the Federation immediately if, for any reason, they are temporarily or permanently unable to continue analysis in one (or more) areas in which they are recognised, or in the event of a major change to the operation of the laboratory, such as a change of ownership, staff or equipment, new director or principal or relocation of premises, etc.

General Condition

The FOSFA Technical Committee has agreed that it is good laboratory practice to retain samples for a period of three months following their analysis.