

## 1. PURPOSE

The purpose of the Association, as an unincorporated association, is to serve the interests of the members through promoting the proper use of IEC 61508 and related standards and helping them to fulfil their functional safety responsibilities in the most cost-effective manner i.e., guidance in compliance.

One of the main purposes of the Association is therefore instigating, defining and / or contributing to Association guidance that can be an output from Association working groups or committees.

The ethos of the Association is to use social interaction and camaraderie (networking) as mutual support on aspects linked to functional safety. This is to say friendly conversations / discussions to provide simple guidance or alternate paths rather than extensive discussions such as free of charge consultancy. This mutual support can be ad-hoc but can also include the setup and support of "interest groups" that allow Association members to meet and / or discuss functional safety related topics.

The Association welcomes members of all functional safety knowledge levels but with the expectation that all members have agreed to learn, develop, grow and contribute.

The Association wishes to encourage the development of STEM academic disciplines especially those tied closely to functional safety.

The Association has a long history of contribution to the Conformity Assessment of Safety-related Systems, or CASS, scheme and this continues to be a key tool for delivering our principles.

The four principles of Association membership are:

- Members recognise IEC 61508 and related standards as the benchmark for achieving functional safety and managing risks in a proportionate way;
- When members apply IEC 61508 and related standards, they do so properly in all respects relating to their role in the safety life cycle;
- Members demonstrate compliance with IEC 61508 and related standards by using a method which has integrity, transparency and consistency;
- Members participate actively in the work of the Association.

## 2. MEMBERSHIP

2.1 Membership is open to all companies committed to the purpose of the Association.





- 2.2 An annual membership subscription of £450 is charged for each member of the Association to cover the Association finances. The subscription will be reviewed on an annual basis. Subscription paid via credit card shall be charged at £450 + 1.4% to cover additional costs. Subscription for overseas members shall be charged at £450 and paid in UK £ to ensure all members pay the same subscription. Annual membership is the period from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December (inclusive) in any given year.
- 2.3 A company shall be accepted into membership after:
- its application has been received
  - the application has been processed by the Coordinator (Association Secretary)
  - the management committee has reviewed any objections raised by any Association member (the management committee has the option of triggering a member vote in relation to any objections).
  - the subscription has been paid as per rule 10.1.
- 2.4 A company may resign from membership on giving due notice and paying any outstanding monies due.
- 2.5 A company's membership shall be terminated if:
- it fails to pay the subscription; or
  - at least two thirds of the existing members vote for termination.
  - in the opinion of the management committee the member behaves in ways inconsistent with the rules or values of the Association.

### **3. HONORARY MEMBERSHIP**

- 3.1 Members retiring or semi-retiring from gainful employment who wish to remain members of the Association may request of the Association Chair that they be classified as Honorary Members. Each year, it will be in the Chair's gift to agree or not. The intent is that honorary membership is for those that have made a significant contribution (either within or without the Association) to industry in relation to the principles of the Association. The Association shall support a maximum of 10 honorary members at any one time.
- 3.2 As such they will pay no subscriptions. This will ensure that the Association continues to benefit from the experience and wisdom of mature members of our profession. Honorary members will enjoy the following privileges:
- to attend Association meetings as non-voting members
  - to participate in the working groups
  - to receive Association papers
- 3.3 Honorary members will not use any of the information gained as a result of their membership to commercial advantage.
- 3.4 It is the individual that is the honorary member and not any company or organisation.





## **4. OFFICERS**

- 4.1 An officer of the Association attends a general meeting to perform their duties and shall not necessarily be considered a member attendee as per 5.8.
- 4.2 The Association officers shall be elected from the Association membership. If employment workload requires, for a maximum of six months an Association officer may temporarily delegate their role to another member on the approval of the management committee. The temporary delegate will be an acting officer.
- 4.3 The Association Chair is open to all members of the Association, shall be elected every two years by the members and should give notice on resignation. The Chair shall serve two year terms after which the Chair automatically leaves their post and an election is held for a next Chair. The Chair election is open to all members and shall take the form of a formal vote and the previous Chair is free to stand again. The Chair election should be timed so that the Chair is confirmed for or at the AGM. On completion of their stint of office, the Chair shall take the post of Past Chair until their successor as Chair completes their first one-year of office. The Treasurer, and any permanent committee convenors, shall be elected annually by the AGM and may stand for re-election without limitation so as to provide continuity.
- 4.4 The responsibilities of the Chair shall be:
- to chair general Association and management committee meetings;
  - to manage the implementation of the policies adopted by the general meetings (the creation of the policies is the responsibility of the general meetings via management committee);
  - to call general or management committee meetings;
  - to represent the Association in dealings with outside bodies as necessary;
  - to manage the creation, maintenance and dissolution of working groups, interest groups and steering committees; and
  - To manage a database of Association documents and output including an assigned member as Association owner to take responsibility for monitoring, maintenance and updates.
- The Chair may delegate implementation of the above responsibilities, for example to the coordinator.
- 4.5 The responsibilities of the Treasurer shall be:
- to prepare a budget and to present it for agreement by the management committee for ratification at general meeting;
  - to ensure that proper books of account are kept;
  - to present a statement of account to general meetings.
  - to approve the expenses of the coordinator (Association Secretary).
- 4.6 The responsibilities of the Past Chair shall be:
- to provide continuity by helping the new Chair to take up the responsibilities of office (for one year as per clause 4.3);
  - to undertake such duties as the management committee may assign.
- 4.7 The responsibilities of the permanent committee convenor shall be:





- to lead and manage their committee;
- to fulfil their obligations as defined elsewhere in this document.
- to undertake such duties as the management committee may assign.

## **5. ORGANISATION**

- 5.1 The Association shall be controlled by the members in general meeting.
- 5.2 The Association may appoint committees and working groups to undertake defined tasks on its behalf.
- 5.3 The policy of the Association shall be determined by the members in general meeting. The implementation of the policy shall be delegated to a management committee (however named). The management committee shall comprise the Association Chair, Past Chair and Treasurer and a representative of each of the committee / working group set up by the general meetings, with the Coordinator (Association Secretary) in attendance.
- 5.4 The leader of each working group or committee shall be named, "convenor". The convenor of a committee can be a permanent (or more permanent) role in which case the convenor can become an officer of the Association requiring election and re-election at each Annual General Meeting (AGM).
- 5.5 The convenor shall serve on the management committee until the work of their group is finished and a new working group convenor takes their place on the management committee. If there is no immediate new convenor, then they shall continue to represent the membership until such time as a new convenor joins the management committee or the management committee directs otherwise.
- 5.6 Working groups shall be set up by the general meetings of members and shall be responsible to the general meetings of members for the completion of their allotted tasks. Membership of working groups shall be open to any member committed to helping with the tasks.
- 5.7 Committees shall be set up by the chair or management committee and shall be responsible to the general meetings of members for the completion of their allotted tasks. Membership of committees shall be open to any member committed to helping with the tasks.
- 5.8 Interest groups can be setup when members specify a functional safety topic where they see a mutual benefit from knowledge sharing and detailed discussions. An interest group does not need a convenor, however one of the interest group initiators shall update the members on group discussions at each general meeting.
- 5.9 Three, in-person, general meetings of members shall be held annually. Attendance shall be limited to one representative per member company and to observers invited under 5.14, with additional representatives and guests being admitted at the discretion of the Chair and Coordinator (Association Secretary) according to the limitations of the venue. Additional web-based meetings, at any time, may be used to enhance the three annual meetings. Extenuating





circumstances may mean that in-person meetings are not possible in which case web-based meetings may be used to replace the traditional annual meetings. We will always endeavour to hold in-person meetings.

- 5.10 The management committee or any six members can call an Extraordinary General Meeting (EGM) for serious or urgent issues that require the input of the entire membership. The EGM invite / request shall give at least 21 days notice and detail the issue and / or resolutions for consideration.
- 5.11 The Association may employ the services of companies or individuals to deliver defined services.
- 5.12 The Association may allow members to lodge a CASS Functional Safety Management (FSM) declaration file with the Association. The declaration is unaudited and the Association will not check, verify or validate the FSM declaration but will make it available to 3<sup>rd</sup> parties at the members request. The FSM declaration is a declaration solely by the member. The member is responsible for the content and the declarations therein. The Association and its other members accept no liability for the content of FSM declarations.
- 5.13 Administrative support shall be provided by a Coordinator (or Association Secretary) working within an approved budget. The management committee shall be responsible for engaging, managing the work of, and arranging the remuneration of the Coordinator. The Association Chair or Treasurer shall be responsible for checking and approving the Coordinators expenses.
- 5.14 The Association may invite observers and guests to attend meetings.
- 5.15 The convenor of a working group / committee shall be selected by one of the following methods (in order of preference):
  - By volunteering
  - By agreement with the other members of the working group / committee
  - By decision of the management committee.
- 5.16 A named member of the Association may delegate a colleague or relevant sub-contractor to attend and participate in Association meetings, however the requirements of 5.9 shall be adhered to.
- 5.17 Each member shall list their company name, company logo, company website, company telephone and primary Association contact on the Association website ([www.61508.org](http://www.61508.org) under the members section). Each member also has the opportunity to add a company biography to the members section which shall be limited to 175 words. The member company bio shall be technical and devoid of any sales type information. The Association management committee shall have the final say on what is a suitable member company bio.
- 5.18 Each member shall be contacted via and invited to Association general meetings via the primary member contact. Each member company can decide who shall attend the general meetings on their behalf. If required, the primary contact may add extra member contacts to the Association coordinators contact list.
- 5.19 The Association management committee may choose to fund functional safety focussed events with the aim of promoting the principles of the Association.





5.20 The Association management committee may select a suitable or request a volunteer member to represent the Association and present on a functional safety related topic at a third-party event.

## **6. RESPONSIBILITIES**

6.1 Association members shall be responsible for any Association debts and contractual obligations.

6.2 Members should participate actively in the work of the Association by contributing to the work of at least one of the Association's working groups or committees. Active participation includes attending general meetings, contributing to working groups / committees and technically reviewing Association documents.

6.3 Members shall undertake:

- To recognise IEC 61508 and related standards as the benchmark for achieving functional safety and managing risks in a proportionate way;
- When applying IEC 61508 and related standards, to do so properly in all respects relating to their role in the safety life cycle;
- To demonstrate compliance with IEC 61508 and related standards by using a method that has integrity, transparency and consistency.

6.4 The members shall be responsible collectively for the proper conduct of the affairs of the Association.

6.5 Each member shall be responsible for fulfilling its obligations to the Association and acting to achieve the purpose of the Association.

6.6 Each member shall abide by all relevant UK legislation including, but not limited to, not entering into any discussion or conduct that may infringe antitrust law. This applies not only to discussions in formal meetings but also in informal discussions taking place in the side-line of formal meetings.

## **7. RELATIONSHIP WITH UK HSE**

7.1 The Association, via the Chair (as per 4.4), shall maintain a relationship with UK Health and Safety Executive (HSE) via a representative provided by the HSE. The HSE representative shall be invited to every meeting as a guest and shall be free to attend any working group or committee sessions that they deem appropriate.

7.2 The HSE will not be a member of the Association and will retain their independence and impartiality from the Association.

## **8. RELATIONSHIP WITH CASS**

8.1 The Association, via the Chair (as per 4.4) and a steering committee, shall maintain a relationship with the Conformity Assessment for Safety-related Systems (CASS) Scheme Association. The steering committee will be used when the Association is consulted on new and updated CASS forms.



- 8.2 The CASS Scheme Association also has an approach for registering functional safety assessors (RFSA) that follow the CASS methodology. The Association will support this registration process and this shall be handled via the steering committee with support from the wider membership as required.
- 8.3 The Association management committee shall select a convenor for the CASS steering committee from amongst the Association members that regularly utilise the CASS methodology in their work. The convenor can be permanent or, if the role is empty, temporary. A temporary convenor is automatically allocated to a member working on CASS document updates or a member volunteering for a review panel.
- 8.4 The CASS Scheme Association has created a Registered Functional Safety Assessor (RFSA) program which the Association will support in conjunction with the CASS Scheme Association. The Association, via the CASS steering committee, reviews the RFSA applications to provide an impartial review prior to the CASS Scheme Association rejecting or approving the registration. There is no financial or contractual agreement between the Association and the CASS Scheme Association covering the RFSA scheme. The CASS RFSA scheme is not a competence scheme, the Association will review that the RFSA candidate has met the requirements of the CASS RFSA scheme. Relevant detail will be covered in a Memorandum of Understanding between the Association and the CASS Scheme Association.
- 8.5 The Association RFSA review will require a review panel of at least two people. At least one person shall be a member of the CASS steering committee and at least one person shall be an active assessor for the RFSA applicant's sector / area of assessment. A list of active volunteer assessors and reviewers shall be maintained by the steering committee and approved by the management committee. The list of volunteer assessors and reviewers shall be reviewed at each management committee meeting.
- 8.6 The Association RFSA review can cover the functional safety sectors / areas of *Process, Process-F&G, Machinery, and Device* (although CASS forms do not yet exist for all these areas). Definitions for these areas will be maintained by the steering committee.
- 8.7 The competence requirements, based on 8.6, for the members of the RFSA review panel will be defined and maintained by the steering committee.
- 8.8 The volunteer assessors and reviewers of the Association RFSA review panel are responsible for recommending if the candidate's application meets the requirements of the CASS RFSA scheme. This recommendation shall be sent to The CASS Scheme Association to enable the registration decision.
- 8.9 The RFSA certificate of registration is provided by the CASS Scheme Association and signed by the CASS Scheme Association.



## 9. RELATIONSHIP WITH BSI GEL/65

- 9.1 The Association, via the Chair (as per 4.4), shall maintain a relationship with BSI for the committees and working groups that BSI consider as functional safety related especially those under the GEL/65 banner.
- 9.2 When requested and as BSI is looking for new members of its technical committees the Association may put forward the names of relevant members that may meet the requirements of the BSI technical committee. The Association shall, via either the Chair, management committee or other committee, assess the suitability of member candidates prior to their submittal to BSI.
- 9.3 At the discretion of the Chair the Association may also put forward suitable member candidates for non-functional safety related committees.
- 9.4 Members of the Association that have been put forward to a BSI committee by the Association shall represent the consensus of the Association at that BSI committee. The consensus can be gleaned from general meetings, working groups or committees as appropriate. A steering committee shall manage and document the consensus of the Association for this purpose.
- 9.5 Members of the Association that have been put forward to a BSI committee by the Association shall feedback to the Association the work of the committee via any or all of general meetings, working groups and committees.
- 9.6 The management committee shall review the contribution of the Association BSI committee representatives on, at least, an annual basis and if necessary replace the representative with another suitable person.
- 9.7 The Steering Committee shall monitor and manage attendance at the BSI committees. If an Association representative cannot attend a BSI meeting then the Steering Committee shall consider sending a temporary cover representative.
- 9.8 All Association representatives become a member of the Steering Committee. Other Association members may also join the Steering Committee.
- 9.9 The Steering Committee will provide an individual status feedback, for each relevant FS standard, at each Association general meeting.
- 9.10 Association representatives shall bear their own costs of attending BSI committee meetings.
- 9.11 Association representatives shall comply with BSI rules for while involved with BSI committees.

## 10. FINANCE

- 10.1 The members shall share the costs of the Association on a basis to be agreed between them and all expenses shall be funded in advance.
- 10.2 No association member shall commit the association to any contract or expense without consent of the management committee.
- 10.3 Members shall bear their own costs of attending meetings of the Association.
- 10.4 Provided that working group sizes do not become excessive, members shall take it in turns to host meetings including refreshments. For general meetings, larger





- members may be asked to host meetings (refreshment costs can be covered by the Association) or a venue may be hired and paid for by the Association.
- 10.5 The cost of providing the coordinator function shall be shared by all members. The costs will include fees for the time spent on the Association's business and expenses reasonably incurred. Other costs will include, for example, web hosting, advertising and similar items. Control of administrative and other costs within the budget agreed by the members shall be the responsibility of the management committee.
- 10.6 The Association will fund a maximum annual £450 award for an educational based award (e.g., university level or higher educational establishment) preferably for students that are undertaking or involved with functional safety related topics. The Association management committee will select the educational establishment. The award can be assigned to the best successful achievement of a courses significant projects or tasks. If relevant, the prospective winner(s) can be invited to present to the Association. The Association members will vote on which individual receives the award. The award shall be called the *Todd-Parry Award* in remembrance of past Association officers / members.
- 10.7 The Association may open and maintain bank accounts in the name of the Association. The bank account(s) shall be managed by the Coordinator under the supervision of the Treasurer or Chair. Withdrawals shall require the approval of any two of four signatories appointed from time to time by the members of the Association. The Association may hold funds on behalf of another organisation and shall handle the funds on the basis agreed with the other organisation.

## **11. CHANGES TO RULES**

- 11.1 Changes to these rules shall require the vote of at least two thirds of the members.

## **12. DISSOLUTION**

- 12.1 The Association shall be dissolved on the vote of at least two thirds of the members.
- 12.2 On dissolution, any remaining balance in the Association's account shall be shared between the members on the same basis as currently agreed for the sharing of costs under 6.1.

## **13. VOTING**

- 13.1 Following a vote on any subject taken at a General Meeting, if the necessary 2/3 majority is not achieved then those who have not voted because they were not able to attend the meeting will be polled by Email.
- 13.2 Any vote not returned within 18 days of the date of the Email referred to in rule 13.1 will be recorded as a proxy vote by the Chair.





- 13.3 Following an Email based vote on any subject that was not preceded by a show of hands at a general meeting then, if the necessary 2/3 votes have not been received within 18 days of sending the original Email voting request, the Chair will cast the members proxy vote.
- 13.4 Following a vote on any subject taken at a management committee meeting, if the necessary majority is not achieved then the Chair will get a casting vote.





## ANNEX A – GDPR AND T6A PRIVACY POLICY

### A.1 Introduction

*The 61508 Association* takes your privacy very seriously. This privacy policy document is intended to:

1. Detail how “*The 61508 Association*” (T6A) manages data privacy;
2. Set out the rights of those for whom T6A holds personal data;
3. How T6A answers any queries you may have about your personal data.
4. If you need more information, please contact: [dougl@61508.org](mailto:dougl@61508.org)

Our personal information handling policy and procedures have been developed in line with the requirements of the European Union Data Protection Directive and the General Data Protection Regulation (in force from 25 May 2018) and applicable national law.

### A.2 What information do we collect?

We collect and process personal data about you when you interact with us. The personal data we process includes:

- your name;
- The name of the company that employs you;
- your home, or work, address;
- your email address;
- your phone number(s);
- any web meeting address (e.g. skype);
- your job title.

We do not record your access to or your activity when you use our website.

### A.3 What is the source of the information we collect?

- For the primary contact, this personal data is taken from the application form you sent us when you asked to join T6A.
- For the secondary and subsequent contact(s), this personal data is taken from the request to attend a T6A meeting.
- The data is also updated from the details you provide as standard at the signature line of your emails to us.
- Details from invoices and advice notes sent to T6A.
- *Emails sent to us directly for business purposes.*
- *Letters, phone enquiries, Skype / Teams or similar calls and text messages.*

The data we hold will be checked, and updated, if necessary, when we have a data review.

### A.4. How do we use this information and what is the legal basis for this use?

We use the personal data listed in paragraph A.2 above for the following purposes:

- to provide the membership benefits of T6A;
- to contact you with information on the activities of T6A;
- to send you the annual membership invoice;
- to advise you details of general meetings;
- to enable to you to contribute to T6A working groups;



- we provide your email address to T6A officers and any Association member that is convening an Association working group;
- we provide your contact details on any CASS Registered Functional Safety Assessor (RFSA) application to the CASS Scheme Association and to selected Association members on the review panel (to enable processing of your application);
- we provide your contact details to hosts for meeting venues that control access to their site(s) and facilities (e.g. company sites rather than hotels);
- to update you on BSI activities about functional safety;
- to request comments on proposed new in-house guides and on international standards associated with functional safety;
- to forward 3<sup>rd</sup> party possible business opportunities, equally and fairly to all members, that we receive through our website or industry contacts;
- to comply with applicable law and regulation (e.g. business accounting, tax);
- to respond to any comments or complaints we may receive from you;

### **A.5. With whom and where will we share your personal data?**

We do not share your personal data with anyone without your permission other than T6A officers, the members, meeting hosts, the convenors of an Association working group and the CASS Scheme Association (when you apply to join the CASS Scheme Association or the CASS RFSA scheme).

### **A.6. How long will we keep your personal data?**

We will not keep your personal information for longer than is necessary. If you resign from T6A, the data we hold on you will be destroyed. This will occur shortly after your resignation to allow for information to be reviewed and deleted.

We will keep a record of the company names of past T6A members, but all individual's personal information will be deleted.

### **A.7. Where is your data stored?**

The personal data that we collect from you is stored on T6A's lap top computer, on a local non-networked external backup drive, on a restricted Microsoft Teams site plus we display limited personal data on the T6A web site (e.g., name and email address).

### **A.8. What are your rights in relation to your personal data?**

You have the right to ask us not to use your personal data by contacting us at [dougl@61508.org](mailto:dougl@61508.org). Where you have consented to us using your personal data, you can withdraw that consent at any time. If the information we hold about you is inaccurate or incomplete, you can notify us and ask us to correct or supplement it. You also have the right to ask us to provide a copy of any personal data we hold about you.

If you have a complaint about how we have handled your personal data, you may be able to ask us to restrict how we use your personal data while your complaint is resolved. In some circumstances you can ask us to erase your personal data (a) by withdrawing your consent for us to use it; (b) if it is no longer necessary for us to use your personal data; (c) if you object to the use of your personal data and we don't have a good reason to continue to use it; or (d) if we haven't handled your personal data in accordance with our obligations.



### **A.9. Where can I find more information about T6A's handling of my data?**

Should you have any queries regarding this Privacy Notice, or about "The 61508 Association's" processing of your personal data or wish to exercise your rights you can contact T6A's management committee using this email address: [dougl@61508.org](mailto:dougl@61508.org).

If you are not happy with our response or you wish to make a complaint, you can contact the Information Commissioner's Office: <https://ico.org.uk/>

### **A.10. Responsibilities for implementing the policy and monitoring compliance.**

The Coordinator of T6A is responsible for implementing the policy and monitoring compliance.

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