

# Proposed AEMT Codes of Practice

Dated: 15 October 2024

Drafted after Working Group meeting held online on 15 October 2024

To be Ratified at EGM on 6 November 2024 at 10am GMT.

## Terms

Full Members shall agree to the following terms of the codes of practice:

1. The Codes of Practice apply individually to each Service Facility listed with the AEMT.
2. Service Facilities belonging to New Members and Current Members who fall short of the requirements shall have an agreed timescale of no more than 12 months to adhere to the Codes of Practice, and shall demonstrate active engagement in the process.
3. Service Facilities will be classified as either Working Towards, Compliant, or Verified.
  - a. Working Towards: A Service Facility that is not yet Compliant but is actively working towards meeting the standards.
  - b. Compliant: The Service Facility has demonstrated compliance with the requirements of the Codes of Practice.
  - c. Verified: The Service Facility has opted to receive further onsite verification and demonstrates full compliance with the requirements.
4. The AEMT will conduct random visits to at least 5% of Compliant Service Facilities annually to perform spot checks.
  - a. Compliant Service Facilities shall agree to a visit from the AEMT within a 1 month window. Persistently delaying beyond a one month window will result in a review over continued membership.
5. Verified Service Facilities shall renew their status every 3 years.

# Requirements for Full Membership Service Facilities

## Quality

1. The Service Facility shall maintain access to a copy of the ISO 9001 standard in their library. The Service Facility shall use the principles of ISO 9001 standard to develop and maintain their own internal quality management system (QMS).
2. The Service Facility shall maintain access to a copy of the latest IEC 60034-23 Repair, Overhaul and Reclamation of Rotating Electrical Equipment standard in their library and have its procedures embedded into their QMS.
3. Where a Service Facility works on motors, they shall maintain access to a copy of the AEMT/EASA Good Practice Guide to Maintain Motor Efficiency in their library and ensure that their QMS reflects the principles of this guide.

## Expertise

1. In-house Service Facility capabilities shall be confidentially listed with the AEMT including, but not limited to: Lifting Capacity, Shopfloor Equipment, and Testing Capability. *[These shall be checked against the service facilities public profile on [theaemt.com](http://theaemt.com)]*
2. The Service Facility shall have a skills and training matrix embedded as part of their QMS
3. The Service Facility shall use an appropriate apprenticeship standard and demonstrate a commitment to the transfer of knowledge and upskilling within the workforce.

## Integrity

1. The Service Facility shall agree to the AEMT Integrity Policy.  
[The policy will include:
  - a. A Member shall not collude with others in a manner that would limit open competition, gain unfair competitive advantages, or undermine the integrity of the association.
  - b. A Member shall meet the employment laws of the local country.
  - c. A Member shall co-operate with fellow Members to the best of their ability in sound and lawful projects intended to improve the quality of the industry's service in the general interest.
  - d. A Member shall not misrepresent their business, services or products by inaccurate advertising or otherwise.

- e. A Member shall show due consideration for other Members and for their ability. They shall not attempt to harm another's business through misrepresentation or any other improper means which could cause loss of goodwill, reputation or employees.
  - f. A Member shall adequately provide for the welfare of their employees and shall carry all necessary insurance to adequately protect employees and the public.
  - g. A Member shall not take any action which may bring into disrepute the Association or its Members.
  - h. A Member shall adhere to their own standards or guarantees which shall be reasonable.
  - i. The AEMT can offer a review of the Member's complaints procedure, if a complaint cannot be satisfactorily resolved between a customer and the Member's business.]
2. The Service Facility shall establish the following policies and procedures.
    - a. The Service Facility shall have a wellbeing policy demonstrating a commitment to the mental health and wellbeing of staff.
    - b. The Service Facility shall have a supplier policy on ethical and sustainable procurement, providing independent verification where possible.
  3. Members are expected to report any activities that contradict the policy through the AEMT complaints procedure detailed on [www.theaemt.com](http://www.theaemt.com).

### **Sustainability**

1. The Service Facility shall have an environmental policy and procedures in place demonstrating a commitment to the environment and sustainability.
2. The Service Facility shall comply with all applicable local environmental regulations .

### **Stability**

1. Business ownership to have a good track record [*Documentation detailing how the AEMT will determine a good business ownership track records is available*]
2. New Members to have filed satisfactory accounts for a minimum of one year of trading.

## **Safety**

1. The Service Facility shall have a safety policy and procedures in place demonstrating a commitment to the health and safety of their staff and all onsite visitors.
2. The Service Facility shall comply with all applicable local safety regulations.

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