

AABC Commissioning Group Policies and Procedures

I. Requirements for Membership

1. The applicant must qualify as an independent commissioning firm. To qualify as an independent, a commissioning company must have no affiliation with manufacturers of equipment or system components, installing contractors, or any other person or company which could affect the ability of the member to render an independent commissioning report.
2. The applicant must be able to demonstrate the ability to provide commissioning services in accordance with the AABC Commissioning Guideline.
3. The applicant must employ at least one registered architect (AIA), professional engineer (P.E.) or certified Test and Balance Engineer (TBE) who is and responsible for overseeing all commissioning activities.
4. The applicant must be able to demonstrate the successful completion of commissioning projects.
5. The applicant must have an established place of business and must maintain properly equipped and staffed office facilities capable of compiling and distributing appropriate reports and data.
6. At least one registered architect, P.E. or TBE from the applying company must pass the ACG Commissioning Certification examination.
7. If accepted for membership, the applicant agrees to perform work in accordance with the AABC Commissioning Guideline, and to abide by the Bylaws, Policies and Procedures, Code of Ethics, and all other governing articles of the organization.

II. Application Procedures

1. The applicant shall file a completed application for membership with ACG Headquarters along with all prescribed application fees. Ten (10) neatly bound copies of the application submittal package are required, including as a minimum, the following items:
 - A. Application
 - B. Company personnel data
 - C. Letters of recommendation from at least 3 project owners
 - D. List of commissioning projects and contacts

- E. Submission of a complete commissioning plan for a company project performed within the past 24 months
2. The application shall include all requested information before being considered for approval by the ACG Board of Directors.
3. The ACG Board of Directors shall evaluate the application for acceptance.
4. Once the application is accepted, the candidate shall be permitted to take the Certified Commissioning Agent (CCA) exam.
5. If the candidate passes the CCA examination, a registered certification number shall be issued, granting certified member status in ACG.

III. Certification Standards

1. ACG certification is open to independent commissioning firms that meet the requirements for membership as contained herein and pay all applicable fees as determined by the ACG Board of Directors.
2. Certification shall be issued in the name of the individual (Certified Commissioning Agent) who passes the CCA examination, and the independent commissioning company (Certified Commissioning Authority) for whom that individual works.
3. To maintain certification as a Certified Commissioning Authority, a company must retain a Certified Commissioning Agent on staff.
4. ACG headquarters must be notified of any change in employment status of Certified Commissioning Agents, or of any change in the structure or operations of the Certified Commissioning Authority.
5. Each Certified Commissioning Agent shall be issued an annual certificate with a registered certification number and the name of the Certified Commissioning Authority for whom the individual works. The Annual Certificate is only valid for the year indicated on the certificate.
6. Certified Commissioning Agents are transferable to another Certified Commissioning Authority.
7. ACG Certified Commissioning Authority certification is applicable to the ACG member company only and is non-transferrable.
8. Certification is renewable on an annual basis, upon receipt of a renewal application, compliance with continuing education requirements, past performance, and payment of all

dues and fees.

9. If for any reason a member company resigns or is expelled from membership, all certifications associated with that company are immediately revoked.
10. The ACG Board of Directors has sole responsibility to award, transfer, suspend, revoke or otherwise legislate certification.
11. The Certified Commissioning Authority for the company is responsible for ensuring that all commissioning services are performed in accordance with the AABC Commissioning Guideline.

IV. Payment of Dues and Fees

1. Application fees must be submitted with the membership application and are non-refundable.
2. Annual membership dues are payable on a monthly basis. Annual membership shall coincide with the calendar year of January 1 - December 31.
3. Companies delinquent in payment of membership dues for more than 60 days are subject to termination.

V. Reinstatement of Membership

1. In the event that a member company voluntarily resigns or terminates its membership for any reason (other than a disciplinary infraction), membership may be reinstated in accordance with the following procedures:
 - A. All applicants must reapply for membership in accordance with the published ACG membership requirements and shall satisfy all of these requirements.
 - B. Certified Commissioning Agents whose membership has lapsed for more than two years will be required to re-take the CCA examination.
 - C. All applicants seeking reinstatement are responsible for payment of all dues, fees, and assessments which were unpaid at the time of termination of membership.

VI. Complaint and Appeal Procedures

1. A complaint lodged against a member of ACG must be filed in writing with ACG Headquarters before the association can respond.
2. Upon receipt of the complaint, the member company shall be promptly notified and

provided a copy of the complaint. The company shall have 14 days from the date of the receipt of notification from ACG Headquarters in which to respond.

3. Within a reasonable period of time, the ACG Board of Directors shall render its decision regarding the complaint.

VII. Disciplinary Action

1. The ACG Board of Directors may, at its discretion, determine a form of disciplinary action to be taken against a member for just cause. This would include any conduct or act which violates the governing articles of ACG, or is deemed to have an adverse effect on the organization.
2. Disciplinary action may be in the form of a warning, fine or assessment, probation, or expulsion from membership.
3. If a member fails to comply with the directives issued by the ACG Board of Directors in regard to a complaint, the company is subject to expulsion from membership and certification by ACG.

VIII. Appeal Process and Dispute Resolution

1. Any member that is terminated from the membership has a right to appeal the decision of the ACG Board of Directors. The member will be given an opportunity to appear before the Board at their next regularly scheduled meeting, to present the reasons why the member should not be terminated.
2. After hearing the member's appeal and reviewing the facts of the case, the ACG Board of Directors will render a decision regarding the status of the member which shall be final and binding.
3. Any member or involved party seeking to file suit against ACG, must file the suit in the presiding jurisdiction of the ACG Headquarters office location.

Adopted _____, 2004