



BASIS® PROFESSIONAL REGISTER

The following information is intended to provide guidance to members, and potential members of the BASIS Professional Register, Training Providers and Event Organisers, on the systems used to provide and measure Continuing Professional Development (CPD).

Since its inception the BASIS Professional Register has continually updated its requirements for membership to reflect the changing technology of agriculture and the increasing recognition of the environmental impact of crop protection products and methods.



It is important for Crop Assurance Inspectors to be able to identify those advisers who are members of the BASIS Professional Register now that Professional Register Membership is a requirement for Crop Assurance.

We are aware that CMI have decided to make BASIS Professional Register Membership a major non-compliance. The CMI "Assured Combinable Crops Scheme Standards & Protocol" states:

CROP PROTECTION

2.0 Where an adviser, consultant or trade representative advises on pesticide usage on a member's farm, it is the member's responsibility to obtain the relevant **BASIS** Professional Register number and to ensure the adviser, consultant or trade representative has read the standards and agrees to advise on pesticide use in compliance with it. **(R)**

FERTILISER AND CROP NUTRITION

5.0 Where an adviser, consultant or trade representative advises on fertiliser usage etc on a member's farm, it is the member's responsibility to obtain the relevant **FACTS** Professional Register number. The member should also ensure the adviser, consultant or trade representative has read the standards and agrees to advise on fertiliser use in compliance with them. **(R)**

OBJECTIVES

To provide a means of recognising, through the maintenance of a register, suitably qualified professionals in Pest and Vegetation Management, Plant Nutrition and related activities recognised by both the Industry and by the general public:

- by maintaining competence through suitable training, e.g. BASIS, FACTS, Continuing Professional Development (CPD);
- by ensuring professional conduct of members through recognised training and monitoring, including the Code of Ethics and disciplinary systems.

For clarity, the activities of the Register will embrace all pesticides as identified in the Food & Environment Protection Act 1985 and the Control of Pesticides (Amendment) Regulations 1997; fertilisers in accordance with Section A-E, Schedule 1 of the Fertiliser Regulations 1991, and any other nutrient sources applied to enhance crop growth and quality.

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Entry Qualifications

The Register is open to all qualified individuals who either provide advice on pesticide and fertiliser use or provide a support service to such use. Those providing advice to end users (practitioners) are entitled to be full members of the BASIS Professional Register. Those providing support services will normally be entitled to become Associate Members.

Individuals will be accepted for membership of the Register subject to complying with the following conditions:

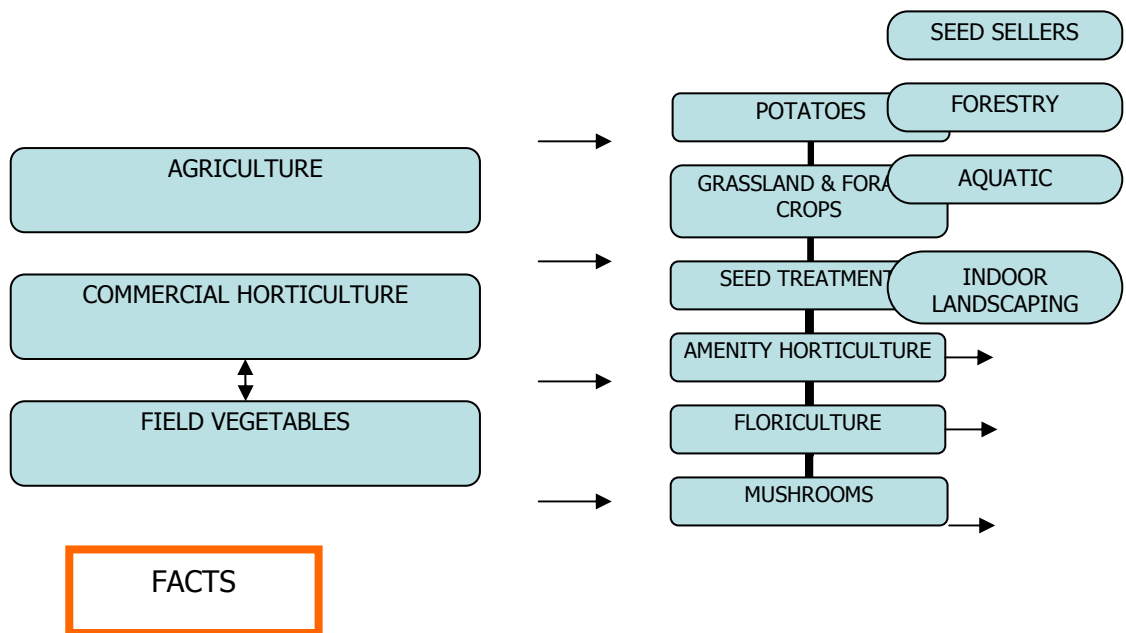
1. All potential members will be required to complete an application for membership indicating their qualification, category and details of involvement within the industry, within 3 years of obtaining the relevant qualification. Potential members wishing to rejoin the Professional Register within 3 years following qualification or after less than 3 years absence will be admitted to the BASIS Professional Register only with the approval of the BASIS Professional Matters Committee.
2. All BASIS and FACTS¹ certificates of competence and Validated Certificates relating to sales and advice are recognised for entry to the BASIS Professional Register as a full member.
3. All BASIS and FACTS Letters of Exemption relating to sales and advice are recognised for entry to the BASIS Professional Register as a full member.
4. Potential members applying more than 3 years following qualification and those re-applying after more than 3 years absence from Professional Register membership will be required to demonstrate their competence at a BASIS viva examination. Successful completion of the viva resulting in a pass mark of 85% or more will enable candidates to rejoin the Professional Register as a full member. Candidates who are unsuccessful in the viva will be required to undergo some re-training before re-taking the BASIS viva examination.
5. The categories of entry relevant to the BASIS Professional Register are as follows. These will be indicated in brackets after the designatory letters MBPR (see point 6 overleaf).

Agriculture	(Agric.)
Commercial Horticulture	(Hort.)
Field Vegetables	(Veg.)
Grassland & Forage Crops	(GFC)
Potatoes	(Potatoes)
Amenity Horticulture	(Amenity)
Forestry	(Forestry)
	(Aquatic)

¹ "FACTS" is the Fertiliser Advisers' Certification and Training Scheme.

Aquatic	
Seed Treatment	(Seed)
Seed Sellers	(Seed)
Fertiliser	(Fert.)
Indoor Landscaping	(Ind.Land.)
Mushrooms	(Mush.)
Floriculture	(Flor.)
Farmer	(Fmr.)
Associate	(Assoc.)
Grower	(Grw.)

Where full members of the Register are involved in more than one discipline they will be asked to indicate on their application form the principal discipline by which they wish to be identified. Full members are entitled to give advice in line with their BASIS or FACTS qualifications, as indicated in the following flowchart. Commercial Horticulture, Field Vegetables and Agriculture are the three main classifications and are all interchangeable. Holders of any one of these are entitled to sell and/or advise in any of the other sectors. Those holding certification for categories lower in the scale are NOT entitled to sell and/or advise in the upper categories. The Fertiliser category stands alone and does not qualify a member of the Register in any of the other BASIS categories.



- Individuals must have paid the registration fee and the annual membership fee. The registration year is 1 June to 31 May.

6. All full members of the BASIS Professional Register will be entitled to use designatory letters after their name, followed in brackets by the chosen discipline.

Member of the BASIS Professional Register - MBPR ()

Note 1:

A specific Register called PROMPT® - has been set up for those members who are in the Public Health Pest Control sector.

Note 2:

Environmental/Ecological Advisers who give Pest Control advice can be accepted under any of the above categories, provided that they have the appropriate qualification. A specific category could be included at a later date.

Continuing Professional Development (CPD) requirements to maintain membership of the register

In order to maintain membership of the BASIS Professional Register an individual must demonstrate maintenance of competence by Continuing Professional Development (CPD) to an agreed standard. The standard is measured by a points system, points being gained by attendance at approved courses and training events. Whilst new members are not expected to collect all the CPD points requirement, individuals are expected to obtain some points, to confirm that they are "keeping up-to-date" with changes and developments in the industry.

1. Continuing Professional Development (CPD) is the structured maintenance, improvement and broadening of knowledge, skills and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioners' working life.
2. Members are required to accrue CPD points annually.
3. Points requirements will vary according to the category under which the member is registered up to a maximum of 50 points annually.
4. The points rating system will be continually monitored in the light of experience gained.
5. Points cannot be carried forward from one registration year to another.
6. Members must demonstrate maintenance of competence by achieving the annual points requirement from a breadth of activity; in particular it should include items related to changes in legislation, safety and environmental awareness. Points cannot be accrued solely from one type of training activity.

FOR DETAILS SEE CATEGORY OF MEMBERSHIP - ITEM 13 (Below)

7. Members who are unable to meet the points requirement due to unforeseen circumstances, eg change of discipline, sickness, maternity leave, etc., may be eligible for a reduction in their points requirement.
8. To encourage FACTS exemption holders to take the FACTS examination, 30 CPD points will be allocated to those who have passed the examination. These points may be used over a maximum of three years after entering the scheme.
9. Points may be allocated for published technical work, preparation and delivery of lectures, membership of technical committees and examination panels outside the members' regular employment. Each will be considered individually on its own merit on the presentation of a written application.

10. Points allocated for participative training and technical conferences/events will be based on technical merit. Event Organisers must liaise with BASIS to agree the allocation of points prior to the event. All Event Organisers **MUST** return a Record of Attendance to BASIS after the event. Failure to provide this information will result in members not being able to claim these points. One-off training courses will be considered with the individuals concerned.
11. Organisations applying for points rating for training activities should notify the Professional Register Manager on a standard pro forma **BEFORE** training commences. Retrospective applications will not normally be considered.
12. Programmes which include product knowledge, problem identification, agronomy, etc., should also, where applicable and appropriate, include aspects of training relating to legislation, safety and the environment.
13. The following points rating by category of activity are required for the individual membership category:

Category	Total	Crop Protection	Environment	Plant Nutrition	Application Practice	Personal Development inc Health & Safety
Agriculture (inc Fertilisers)	50	20-30	5-15	10-15	0-15	0-5
Horticulture (inc Fertilisers)	50	20-30	5-15	10-15	0-15	0-5
Agriculture	40	20-25	5-15	0-5	0-15	0-5
Horticulture	40	20-25	5-15	0-5	0-15	0-5
Field Vegetables	40	20-25	5-15	0-5	0-15	0-5
Amenity	30	5-15	10-20	0-10	0-15	10-20
Fertiliser	20	0-5	5-15	10-15	0-15	0-5
Grassland & Forage Crops	20	5-15	5-10	0-5	0-15	0-5
Forestry	20	5-15	5-10	0-5	0-15	0-5
Aquatic	20	5-15	10-15	0	0-15	0-5
Seed	20	5-15	5-10	0-5	0-15	0-5
Floriculture	20	5-15	5-10	0-5	0-15	0-5
Potatoes	20	5-15	5-10	0-5	0-15	0-5
Indoor Landscaping	20	5-15	5-15	0-10	0-5	0-10
Mushrooms	20	5-15	5-10	0-5	0-15	0-5

NOTE:

In all the categories, training activities should take into account changes in legislation and other related matters. The breakdown by category of activity is a guideline. Balance of points can be achieved in any activity, including membership of organisations, personal development etc.

Members registered under combined Agriculture/Horticulture and Fertiliser categories will be required to attain 50 points, at least 10 of which should be specific to the fertiliser category.

Associate members will be expected to attain at least half of the above requirements.

14. Training courses may be subject to audit through attendance by a member of the Professional Matters Committee or by persons appointed by them.
15. Members who are also involved as trainers on recognised courses may claim the relevant CPD points for that course. However, they may be required to demonstrate how they themselves keep updated in order to deliver the course.
16. For Associate members, in some circumstances CPD points may be allocated for events which are not normally associated with the BASIS Professional Register (for example toxicology, registration and similar subjects).
17. Annual training details will be collected by BASIS on receipt of Attendance Records via the Event Organisers. It is the responsibility of the member to sign the Attendance Record in a legible fashion, and of the event organiser to return the form to BASIS in order for points to be allocated accurately. Members must ensure that they sign the attendance list at each event they attend so that we can update their training records. Members can view their record at anytime at: <http://www.basis-reg.com/profregister/member/login.aspx>
Then type in their surname and membership number as printed on their ID card.

The following notes are complimentary to and should be read in conjunction with Notes 1-16 above. They are intended to assist both members of the BASIS Professional Register and those providing training in Crop Protection in determining the eligibility of activities/events for acceptance as a contributor to CPD.

To remain on the BASIS Professional Register members need to acquire their full quota of points, depending on category of membership, in the year prior to renewal of membership. In the case of specialist activities within existing categories, the required number of points and the approved training should be agreed.

Training must be spread over several types of category and activity and there is a maximum limit to the number of points that may be obtained from any one activity in any year. (See Table and Definitions on pages 8 & 9).

For all training, the following criteria will be applied in allocating points.

OBJECTIVES should be clearly defined and measurable and should state what trainees will be "able to do" at the end of training.

TRAINERS should normally be qualified in instructional techniques, or by length of experience in tutoring. Copies of CV's will be requested where trainers are not known to BASIS.

TRAINEE NUMBERS (for participative training) should not normally be more than 15, otherwise participation by trainees within the group cannot take place. Where numbers exceed 15 then training will normally be classified as a seminar or conference attracting a lower points rating.

LENGTH OF DAY (a training day) will normally be six hours excluding lunch breaks. Shorter training days will attract points on a pro rata basis.

COURSE CONTENT - Internal company seminars may include external presentations.

DISTANCE LEARNING - Information on a wide range of topics is now available on the web or specific "channels" from companies. Use of such material as an information source will normally be regarded, as information, in the same way as a journal. However, where such electronic data includes questionnaires or similar learning checks, points may be granted subject to the provider registering with BASIS and being allocated a points rating.

In order to attract maximum points, all training events, including specialist areas, should recognise the wider implications of all pesticide applications. For example, a specialist event on a specific product should take into account legislation, application, varietal effects, environmental impact and anything else which may be relevant. Training should include some of the following:

AGRONOMY	LEGISLATION
APPLICATION TECHNOLOGY	PERSONAL DEVELOPMENT
BIOLOGY	PESTICIDE TECHNOLOGY
CROP TECHNOLOGY (inc GMOs)	PLANT NUTRITION
ENVIRONMENTAL CONSIDERATIONS	PLANT/CROP PROTECTION
HEALTH AND SAFETY	SEEDS AND VARIETIES
INTEGRATED CROP MANAGEMENT	INTEGRATED PEST MANAGEMENT

The following examples are indicative of the relative value of different activities; points will be allocated on a specific basis, according to course content advised to BASIS on the request for point allocation.

Activity		Maximum Points Allocated per Event	Annual Maximum for this type of activity
a	Participative Event - Active Discussion/ Syndicate work	12	30
b	In-House Training - Participative	12	30
c	In-House Training - Conference Style	6	24
d	Technical Updates and Seminars	6	24
e	Open Technical Conferences/Symposia	6	16
f	Open Technical Events	4	12
g	An organisation providing technical notes / journals	2 per subscription	8
h	On-Line - Distance learning	4	12
i	Personal Development including	2	6
j	An organising providing technical updates and a website. *	6	6
k	Website	4	8
l	Personal Development Health & Safety	6	15

* a fee paying scheme may attract more CPD points than one which was entirely voluntary.

DEFINITIONS

a, b & c] **Participative Training and Seminars**

See details under "Trainee numbers" on the previous page. Where a larger number of trainees are involved but split into syndicate groups for part of the course, this can be taken into account where written details of the group activities are provided.

Courses such as BASIS/LEAF ICM, FACTS, BASIS Advanced modules, training for the BASIS Plant Protection Award, BETA or Soil and Water Management and courses organised in-house or by external providers are included under this type of activity.

d] **Technical Updates and Seminars** include teleconferences, regular group and/or company meetings. Product briefings and updates may be included within these sessions provided specific details are given such as new data available on the product, efficient use, trials data including statistics, etc.

- e] **Open Technical Conferences/Symposia** such as those organised by BCPC, SCI, AAB, ADAS, SAC, HGCA etc. can qualify for 3 CPD points per day with a maximum of 6 points for a longer conference.
- f] **Open Technical Events** are split into two groups - specific technically guided demonstrations and trials events which can attract up to 4 CPD points each, and general demonstrations where no guidance is given. The latter group, along with trade shows, will be allocated 2 points.
- g] **An organisation providing technical notes / journals** and access to information include ADAS, TAG Morley, SAC, and STRI. Similar regular updates such as company technical newsletters are also included in this category.
- h] **On-line Distance learning** - information from electronic sources (e.g. the Web). The use of the Web as an information source will be treated as if a technical journal -as item (g) above and no additional points will be awarded. The use of the Web as a "Distance Learning" activity will, provided there is an approved assessment system, be allocated CPD points as decided by the Professional Register Manager based on the information provided.
- i] **Personal Development (Other)** - any training event which is of relevance to developing personal skills in the day-to-day work place - i.e.: First Aid, Computer Literacy.
- j] **An organisation providing technical updates and a website** - a membership of an organisation that provides Technical updates on a regular basis and access to a unique website for members e.g. membership of the Fertiliser Information Service
- k] **Website** - The use of the Web as an information source will be treated as if a technical journal -as item (g) above and no additional points will be awarded.
- l] **Personal Development (Health & Safety)** - Health & Safety awareness is recognised by BASIS as a significant part of CPD, therefore it has been decided to add Health and Safety (HS) as a sub-category under the Personal Development (PD) banner but without the current PD restriction on points.

CPD POINTS APPLICATION AND RECOGNITION BY TRAINING PROVIDERS - Including "In-House" Company Events"

It is a key requirement that all events are allocated a reference number and points, including allocation to category of event, before the event takes place. All event organisers should obtain an application form from the BASIS office, complete it and return the form to the BASIS office, with a **programme/agenda** prior to commencement of the event. A reference number and points allocation will be provided which must be advised to participants at the end of the event. All Event Organisers must return a Record of Attendance to BASIS after the event. Failure to provide this information will result in members not being able to claim these points. **A new reference number must be allocated for each training year so course organisers will need to re-submit course information annually.**

Training Providers and Event Organisers are encouraged to advertise recognition of events for the BASIS Professional Register by reference to CPD Points allocation.

EVERY training event MUST have a unique reference number i.e.: if the same event is run on four different dates, there will be four separate reference numbers.

AUDITING OF EVENTS QUALIFYING FOR CPD POINTS

An important part of the CPD system is the auditing of both attendance and course quality. Signed attendance lists will be required after each event. It is the responsibility of the member to sign the Attendance Record in a legible fashion, and of the event organiser to return the form to BASIS in order for points to be allocated accurately.

Telephone checks will be made to discuss course content with some of those attending an event.

Representatives of the BASIS Professional Register will attend a number of selected events each year. This will be arranged with organisers a few days before the event.

NEWLY QUALIFIED PEOPLE

The renewal date for the BASIS Professional Register is 1st June each year. For the first year (or part year) those people who achieve either (or both) the BASIS Field Sales and Technical Staff Certificate or the FACTS qualification, will be entered onto the BASIS Professional Register.

In that 1st year, or part year, they will be allocated a Professional Register number but will not be issued with a Professional Register Certificate or a badge unless they have

paid the Register fee and shown commitment to Continuing Professional Development, with recorded training activity and points attainment.

Pro-rata tables for CPD points required for membership of the BASIS[®] Professional Register

Month	Joined	Annual points required	Points required
June		50	50
July		50	45
August		50	41
September		50	37
October		50	33
November		50	29
December		50	25
January		50	21
February		50	17
March		50	12
April		50	8
May		50	4

Month	Joined	Annual points required	Points required
June		40	40
July		40	36
August		40	33
September		40	29
October		40	26
November		40	23
December		40	19
January		40	16
February		40	13
March		40	9
April		40	6
May		40	3

Month	Joined	Annual points required	Points required
June		20	20
July		20	18
August		20	17
September		20	15
October		20	13
November		20	12
December		20	10
January		20	8
February		20	7
March		20	5
April		20	3
May		20	2

Associate Membership

Associate Membership is designed to enable people involved in the pesticide and fertiliser industries, but not at the practitioner level, who wish to demonstrate the maintenance of their professionalism and competence, to join the BASIS Professional Register and take advantage of the benefits of membership.

Following the introduction of the BASIS Professional Register in 1992, it became increasingly apparent that individuals operating at management level or in ancillary areas of the industry wished to be associated with the BASIS Professional Register. However their work may not require BASIS or FACTS certification and they may not provide advice to end users, thus they do not meet the definition of "Practitioners" as defined by the BASIS Professional Register Manager.

People who are connected with Crop Protection, Plant Nutrition, Industrial Pest Control or Vegetation Management and who are required to maintain an up to date knowledge of developments in the industry can become Associate Members. Examples of relevant occupations include University and College staff, research workers, field and laboratory development personnel, registration personnel, Environmental Health Officers, consultants in related industries, application engineers and physicists.

Entry qualifications required to join the BASIS Professional Register as an Associate Member are:

- BASIS, FACTS and academic qualifications relating to disciplines within the pesticide and fertiliser industries;
- Membership of any other relevant professional institution, e.g. RSC, AAB, Institution of Agricultural Engineers, IOB;
- Honours degree or Post Graduate degree in a relevant subject, Diploma in Pesticide Science, Toxicology, Ecology, etc.;
- NVQ, at least to level 4, in a relevant subject;
- At least five years in a senior responsible position in a related activity, e.g. Registration, Environmental Health Officer, Advisers in Agriculture.
- The BASIS POWER qualification and the earlier BASIS CPM & APM Certificates. (which are equivalent to POWER).

Farmer/ Grower Membership of the BASIS Professional Register

Following a number of enquiries, from Farmer/Grower members of the BASIS Professional Register, about opportunities (or lack of them) for CPD and the increasing number of farmers/farm managers putting themselves forward for examination, for both BASIS and FACTS, it was agreed at the last Professional Matters Committee meeting in January 2005, that a new Farmer Grower category would be introduced.

Entry Qualifications for Farmers or Growers to join the BASIS Professional Register as a Farmer/Grower Associate Member are:

- ◆ The BASIS POWER qualification (Protection of Water, the Environment and Recommendations)
- ◆ BASIS or FACTS qualification
- ◆ BASIS Crop Protection Management Certificate
- ◆ BASIS Amenity Pest Management Certificate

Entry Qualifications for Farmers or Growers to join the BASIS Professional Register as a Farmer/Grower Associate Member are: (continued)

- ◆ Membership of relevant professional institution e.g. Institute of Horticulture (IOH), Institute of Biology (IOB), Institute of Agricultural Engineers (IAE) Honours Degree or Post graduate degree in a relevant subject
- ◆ NVQ to at least level 4 in a relevant subject

Farmer/Grower and Associate Members receive all information circulated to full members, i.e. Newsletters, handouts, lists of training events, etc., and have a professional association with the full scheme; in effect access to all documentation received by full members including an identity card and the facility of using designatory letters.

Annual training details will be collected by BASIS on receipt of Attendance Records via the Event Organisers. It is the responsibility of the member to sign the Attendance Record in a legible fashion, and of the event organiser to return the form to BASIS in order for points to be allocated accurately. Farmer/Grower and Associate Members are required to demonstrate achievement of not less than 20 CPD points.

Full members may transfer membership to Farmer/Grower or Associate by making a written case to the Professional Register Manager to justify the transfer, giving background details of why Farmer/Grower or Associate Membership would be more appropriate. Similarly, Farmer/Grower and Associate Members may transfer membership to full status should their circumstances change. A one-off administration charge of £20 plus VAT will be made in each case.

- ◆ Members in the Farmer/Grower category will collect the same points total as those in the Associate Member category (ie not less than 20 CPD points).
- ◆ Farmers/Growers can elect to join either as full members (requiring the full points total for their category of membership) or as a farmer/grower (requiring the reduced points total).
- ◆ Farmer/Grower members will pay the same fees as a full member.
- ◆ The Certificate and ID card produced for the Farmer/Grower members will have the suffix (FMR) Farmer or (GRW) Grower.

Code of Ethics

This code, to which all members of the BASIS Professional Register prescribe, is designed to set the standards of professional conduct for sellers, advisers and other Crop Protection and Plant Nutrition Professionals who are members of the BASIS Professional Register. The Code concerns sale and advice relating to Pesticides formulated for professional use, as identified under the Food and Environment Protection Act 1985 (FEPA) and the Control of Pesticides (Amendment) Regulations 1997, and Fertilisers² in accordance with Section A-E, Schedule 1 of the Fertiliser Regulations 1991, and any other nutrient sources applied to enhance crop growth and quality.

No Code of Ethics can provide for all eventualities; all members of the BASIS Professional Register should order their affairs such that they always uphold the dignity of the Pesticide and Fertiliser Industries. The rules set out below are designed to assist members in the achievement of appropriate professional conduct.

1. At all times a member must ensure that the advice given, and any sales of product or service resulting there-from, is in accordance with current legislation and, in particular:
 - a) has due regard to any environmental impact;
 - b) give priority to the health and safety of those that purchase/use the products or services concerned.
2. Members shall respect the confidentiality of information relating to a customer/client/employer.
3. Members shall maintain awareness of progress and knowledge in their role as pesticide/fertiliser practitioners in order to maintain a high standard of professional competence relative to their sphere of activity in line with the Continuing Professional Development (CPD) requirement for their sector of the BASIS Professional Register.
4. Members shall publicise their professional service with dignity and not create an invidious distinction between other members nor bring the profession into disrepute.
5. Members shall co-operate with professional colleagues so that customers/clients, the public and the environment may benefit.
6. A member shall carry out his/her professional work with a proper regard for the technical and professional standards expected of him/her. Member should not undertake professional work that he/she is not competent to perform.

7. Members should note that failure to comply with the Code may lead to disciplinary action including suspension or removal from the BASIS Professional Register, in accordance with the Disciplinary Code of the Register.

² *"Fertiliser" means any substance providing nutrition for crop growth and quality.*

Disciplinary Code

Any allegation of a breach of the Code of Ethics will be investigated by the BASIS Professional Register Manager. In the event that the BASIS Professional Register Manager believes that there has been a prima-facie breach of the Code it will be reported to the Disciplinary Committee (DC). Should the BASIS Professional Register Manager decide that there is no case to answer, no further action will be taken with the member.

NB - No action will be taken regarding any allegation unless substantiated written evidence is produced by the complainant.

1. The DC is a sub-Committee of the Professional Matters Committee and is made up of:
 - a) The Chairman of the PM Committee,
 - b) Two other members of the PM Committee, one of whom must be engaged in the same discipline as the member under investigation
 - c) One member of the BASIS Registration Board
 - d) The BASIS Professional Register Manager (ex-officio) who will act as Secretary to the DC.
2. The DC shall consider the allegation made against the member. If it considers that there is no case to answer (or the matter is so trivial) it may dismiss the case without further reference to the member. No record of such a case will be retained but the DC has the power to comment on the case to the complainant.
3. In all other cases the DC will advise the member of the complaint made and will seek the member's views on it. If, after considering the member's views, the DC is of the opinion that there is no case to answer, no further action will be taken.
4. In the event that the DC is of the opinion that there is a case to answer, then the member shall be so advised by the Professional Matters Committee and at the same time the member will be advised of
 - a) the date on which the DC will meet to consider the case (such date to be agreed with the member where possible);
 - b) the members right to be present at the hearing and to nominate a representative;
 - c) his/her right to call witnesses;
 - d) his/her right to present further written information before the hearing;
 - e) his/her right to have copies of correspondence made available, on request.

5. Should the member fail to acknowledge the Professional Matters Committees' advice of the DC hearing within 21 days, then the DC may proceed with the case without further reference to the member and may take any action it considers appropriate to the case.
6. At the DC hearing the member may present his/her case, or have it presented for him/her, and may call witnesses but may not cross examine his/her own witnesses.
7. The DC shall have the right to impose any of the following penalties:
 - a) warn the member as to his/her future conduct;
 - b) issue a strong reprimand
 - c) suspend the member for a period;
 - d) recommend to the Professional Matters Committee that the member be expelled from the BASIS Professional Register.
8. After the hearing the DC shall consider the case in the absence of any third parties and will deliver its conclusion and penalty if any. The conclusion and penalty shall be confirmed in writing to the member, the BASIS Registration Board, the FACTS Management Committee where the member is registered under the fertiliser category, and the Managing Director of BASIS.
9. The member may appeal against the decision taken by the Committee, in writing, within fourteen days of notification of the decision. In the event of an appeal, an independent arbiter, agreeable to both the Committee and member shall be appointed. The arbiter may need to appoint assessors if it is a very difficult technical case, especially if a company's product is involved.
10. The BASIS Professional Register Manager shall make an estimate of the costs of the Appeal and shall inform the member. The member will be required to lodge the estimated costs with the BASIS Professional Register Manager prior to the Appeal. Should the Appeal be successful, the costs will be returned to the member and all other costs will be borne by the BASIS Professional Register.
11. The arbiter's decision shall be final and binding.