Passive Fire Knowledge Group (PFKG)

Code of conduct, objectives and rules

1. Purpose of this document

This document defines the purpose, governance, membership, operating arrangements and code of conduct for the Passive Fire Knowledge Group (PFKG). It is intended to ensure that PFKG remains clear in purpose, values-led and consistently focused on improving outcomes associated with the specification and delivery of passive fire protection systems.

For the purposes of this document, “the group” means the Passive Fire Knowledge Group. All members and attendees are expected to comply with this document as a condition of participation.

2. Mission and role

2.1 Mission

PFKG’s mission is convening a group of Main Contractors and industry experts to improve the delivery of well designed, properly specified and competently installed passive fire protection.

2.2 Role of the group

PFKG provides a forum for technical experts to investigate, understand and share knowledge on passive fire protection. Its work is intended to support better design, specification, installation, testing, assurance and evidence of compliance across the built environment.

The group achieves this by maintaining a collaborative forum, sharing information, examining technical and process challenges, and identifying practical steps that can reduce risk, improve consistency and help avoid error, disruption and dispute.

PFKG also seeks to raise awareness of emerging and recurring risks through the design, engineering and construction community.

As part of any investigative work PFKG seeks to understand the root cause of problems and how problems can be averted through knowledge shares. The purpose here is to minimise the risk and optimise the efficiency of the design and construction process ensuring potential safety and compliance issues are addressed early enough in the process to avoid error, disruption and dispute.

3. Objectives

PFKG is focussed on identifying and addressing the main challenges affecting the delivery and assurance of passive fire protection, with particular emphasis on:

- Process and approach (design to handover).
- Testing limitations, conflict and technical issues associated with real-world applications.
- Sharing knowledge and best practice.
- To educate the construction industry (design community in particular) to help drive a cultural change to passive fire protection.

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4. Governance

PFKG is overseen by a Governance Group comprising founder members and representatives of main contractors, relevant trade associations and experts involved in the delivery of the built environment.

The Governance Group is responsible for maintaining the purpose, integrity and operating rules of PFKG; approving projects, outputs and publications; and ensuring that activity undertaken in the name of PFKG is properly authorised.

Membership of the Governance Group is subject to active participation, including attendance at a minimum of eight meetings in any one year unless otherwise agreed by the Governance Group.

The Governance Group will review its membership annually. The current Governance Group is listed on the website and may change from time to time.

5. Membership structure

PFKG operates with two tiers of membership: the Governance Group and a wider correspondence membership. This structure is intended to allow PFKG to remain focused and properly governed while enabling wider sector engagement and information sharing.

- **Governance Group:** responsible for oversight, priorities, approvals, outputs, funding decisions and the integrity of PFKG activity.
- **Correspondence membership:** a wider group of interested organisations and individuals who receive updates, may be consulted on relevant work and may attend two online briefings each year.

Correspondence membership may include designers, specifiers, manufacturers, test houses, consultants, relevant trade bodies, contractors, developers, main contractors, specialist contractors and other stakeholders with a legitimate interest in passive fire protection.

Applications or requests to join the correspondence membership will be reviewed by the Governance Group. Correspondence members may be invited to contribute to relevant Task and Finish Groups where their expertise or perspective would support the work of PFKG.

6. Member commitments

Governance Group members are expected to share relevant knowledge, reports, learning and research outcomes with the group where appropriate and lawful to do so.

Governance Group members are expected to contribute constructively to agreed activity, including reasonable requests for support, expertise or funding where approved through the Governance Group.

Correspondence members are expected to receive and use PFKG updates responsibly, respect confidentiality where information is shared on that basis, and participate constructively in briefings or consultations where invited.

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7. Funding and project approval

Any proposed activity requiring funding must be scoped, budgeted and submitted to the Governance Group for approval before activity begins or fundraising commitments are made.

No commitment will be made to any projects without the approval of the Governance group by majority vote. In the event of an equal split the Co-chairs will have a casting vote.

Where a project is approved, members are expected to provide reasonable support proportionate to the nature of the activity and their role in PFKG. Where a project is undertaken outside PFKG, responsibility for funding remains with the organising body.

Failure to support appropriate and reasonable requests connected with approved activity may result in review of membership by the Governance Group.

8. Code of conduct

- Act in the interests of the sector and the purpose of PFKG.
- Comply with the requirements of the Competition Act 1998
- Make decisions objectively, transparently and in the interests of improving passive fire protection outcomes
- Avoid any action that could bring PFKG, its members or the wider sector into disrepute.
- Treat matters discussed within the group as confidential unless the group has agreed that the information may be shared more widely.
- Respect the Chatham House Rule where it is applied to a meeting or discussion.
- Not claim to represent PFKG, verbally or in writing, without prior approval from the Governance Group.

9. Operating rules

1. All meetings must be conducted in accordance with applicable competition law and must not involve discussion or agreement on commercially sensitive matters such as pricing, margins, market sharing, customer allocation or other anti-competitive conduct.
2. Nominations to join the Governance Group shall be submitted to the Chair and circulated to the Governance Group for consideration.
    a. Appointment will require approval by a majority of the Governance Group.
    b. In considering nominations, the Governance Group will have regard to:
        i. the need to maintain a balanced representation of the wider market;
        ii. the nominee's ability to contribute meaningfully to the technical programme and objectives of PFKG; and
        iii. the need to maintain an effective and manageable group size.
3. Membership of the Governance Group is conditional on active participation. The Governance Group may review and amend its membership at any time and will undertake a formal review at least annually.
4. All applications to join the Correspondence Membership shall be submitted to the Governance Group and approved by majority decision.

5. The Governance Group may set and periodically review criteria for correspondence membership to ensure relevance to PFKG's purpose.
6. Correspondence members may be invited to contribute to specific activities, groups or consultations where their expertise is relevant.
7. The Governance Group reserves the right to review and, where appropriate, terminate membership where:
    a. participation requirements are not met;
    b. conduct falls short of the standards set out in this document; or
    c. continued membership is no longer considered to be in the best interests of PFKG.
8. The Governance Group shall appoint a Chair (and, if appropriate, a Vice Chair) from among its members.
9. The Chair will oversee the effective operation of the group, including the management of nominations and membership processes.
10. The PFKG Governance Group can establish Task and Finish Groups to address specific issues. Each Task and Finish Group will have an agreed chair or chairs.
11. The Task and Finish Group will at the outset seek to create a comprehensive list of organisations that should be consulted in the creation of guidance.
12. All case studies, knowledge shares, reports and other outputs must follow the PFKG Peer Review Procedures (see Appendix) and be reviewed and approved by the Governance Group before publication or release under the PFKG name.
13. The group's rules, Procedures, objectives and priorities will be set by the Governance Group, informed by members and working groups as appropriate.
14. Any material change to the purpose, rules, procedures or objectives of PFKG requires the approval of the Governance Group.
15. Actions and key decisions from Governance Group meetings will be recorded and circulated to the group as appropriate, with actions reviewed at subsequent meetings.
16. The Governance Group may appoint a communications lead to coordinate external messaging and publication activity.
17. The Governance Group may second individuals to support the work of the PFKG where appropriate.
18. No project, particularly one requiring funding or public output, may proceed in the name of PFKG without approval from the Governance Group.
19. Governance Group members and correspondence members may withdraw from PFKG at any time by notifying the chair or Governance Group. Obligations relating to confidentiality, conduct and use of PFKG materials continue to apply to matters arising before withdrawal.
20. The Governance Group will maintain the correspondence membership and provide at least two online briefings each year to update correspondence members on relevant PFKG activity, outputs, emerging issues and opportunities to contribute.

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10. Governance and revision history

Revision 7 **Date: 11th October 2026**	**Checked and approved for issue to PFKG website**	
	PFKG Chairman	**Approval**
	Chair	Will Pitt

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Appendix – Information Disclaimer and Peer Review Procedures

Information Disclaimer

Information is produced by subject matter experts, peer reviewed and signed off by the PFKG Governance group before publication.

All information contained on the PFKG website and its publications and video libraries are for general information and guidance only and does not purport to be and should not be considered as a professional or legal advice.

Whilst all reasonable steps have been taken to ensure that the information contained on the PFKG website and within its publications is correct to the best of our knowledge, complete accuracy cannot be guaranteed, and the information contained within it may be incomplete or may be due for updates or changes.

Accordingly, the PFKG, its subject matter experts, and the co-publishers make no warranties or representations of any kind as to the content or accuracy of its information and, to the maximum extent permitted by law, accept no liability whatsoever for the same including, without limit, any technical, editorial, typographical or other errors or omissions in or misinterpretations of the information provided on their website, and for direct, indirect or consequential loss, business interruption, loss of business opportunity, loss of profits, production, contracts, goodwill or anticipated savings.

Any person making use of the PFKG's information does so at his or her own risk and it is recommended that they seek professional advice whenever appropriate.

In no event will the PFKG, its subject matter experts, and its co-publishers be liable to anyone for any decision made or action taken in reliance on the information published on the PFKG website or for any consequential, special, or similar damages, even if advised of the possibility of such damages.

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PFKG Peer Review Procedure			CONTROLLED PROCEDURE Version 1.0
OWNER	PFKG Chair	**APPLIES TO**	PFKG knowledge shares, guidance and technical publications

PURPOSE To provide a consistent and auditable process for the technical review, approval, formatting and publication of PFKG documents.

ROLES AND RESPONSIBILITIES

Role	Core responsibility
Chair	Approves topics; oversees the process; decides whether wider review is required; approves the formatted document and publication strategy.
Secretary	Manages circulation, review forms, comments, meetings and records; seeks approvals; coordinates formatting and publication.
Author	Prepares the draft; considers and addresses comments; revises and resubmits the document.
Governance Group	Reviews within the agreed period; records approval or provides clear, constructive comments.
Publication / Communications Leads	Publish the approved document and deliver the agreed website and social media activity.

PROCEDURE

	Stage	Required action
1	**Topic approval**	The Chair approves the proposed topic at a Governance Group meeting or through correspondence.
2	**Initial review**	The Author submits the draft to the Secretary. The Secretary circulates it to the Governance Group with a response form and a one-week review period, unless otherwise agreed. Reviewers record approval or request amendments with supporting comments.
3	**Review outcome**	If approved, the Secretary seeks Chair approval to proceed to formatting. If amendments are requested, the Secretary collates comments, issues them to the Author and arranges a panel review where discussion is needed. The Author revises and resubmits the document.

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	Stage	Required action
4	**Re-review and close-out**	The Secretary recirculates the revised document to the original commenters for a further one-week review, unless otherwise agreed. The Chair and Secretary may require full Governance Group review where changes are substantial. The cycle continues until comments are satisfactorily resolved and the Chair approves publication.
5	**Formatting, publication and reporting**	The document is formatted by Fabrick and returned to the Chair for final approval. The Chair or Secretary coordinates website publication and social media activity with the relevant leads. The Chair and Secretary report status and publication outcomes at the next Governance Group meeting.