

Application of the Code of Conduct for “one-off” service providers

The existing Code of Conduct is most easily applied to those situations where there is the regular or on-going provision of products and services associated with the control of legionella, however, many organisations also provide products and services on a one-off basis or which may be unrelated to the control of legionella. The table below is an attempt to show how the Code might be applied to these situations.

Scope of supply of product or services to client	Requirement to comply with the Code of Conduct Service Provider Commitments
Provision of regular or on-going supply of services associated with the control of legionella	Full
Provision of one-off product or service associated with the control of legionella	<p>Extent of compliance to be appropriate to the scope of works / agreement:</p> <p>1) Allocation of Responsibilities Have a clear understanding of your own responsibilities and where required, advise the client of his <u>responsibilities</u>.</p> <p>2) Training Meet the training requirements for your own staff and where applicable provide training to client associated with the product</p> <p>3) Control Measures The product or service needs to be appropriate for the purpose for which it is intended</p> <p>4) Communication and management These requirements apply in an appropriate form to the one-off supply of product or service</p> <p>5) Record Keeping You need to maintain appropriate records of product or service supplied.</p> <p>6) Reviews This is not required for one-off transactions.</p> <p>7) Internal Auditing Your internal audit will need to check that you satisfy the requirements of the Code as detailed here for one-off transactions.</p> <p>8) Distribution of the Code You are not required to supply the Code or registration certificate except on request.</p>
Provision of products and services not associated with the control of legionella	No requirement to comply with the requirements of the Code