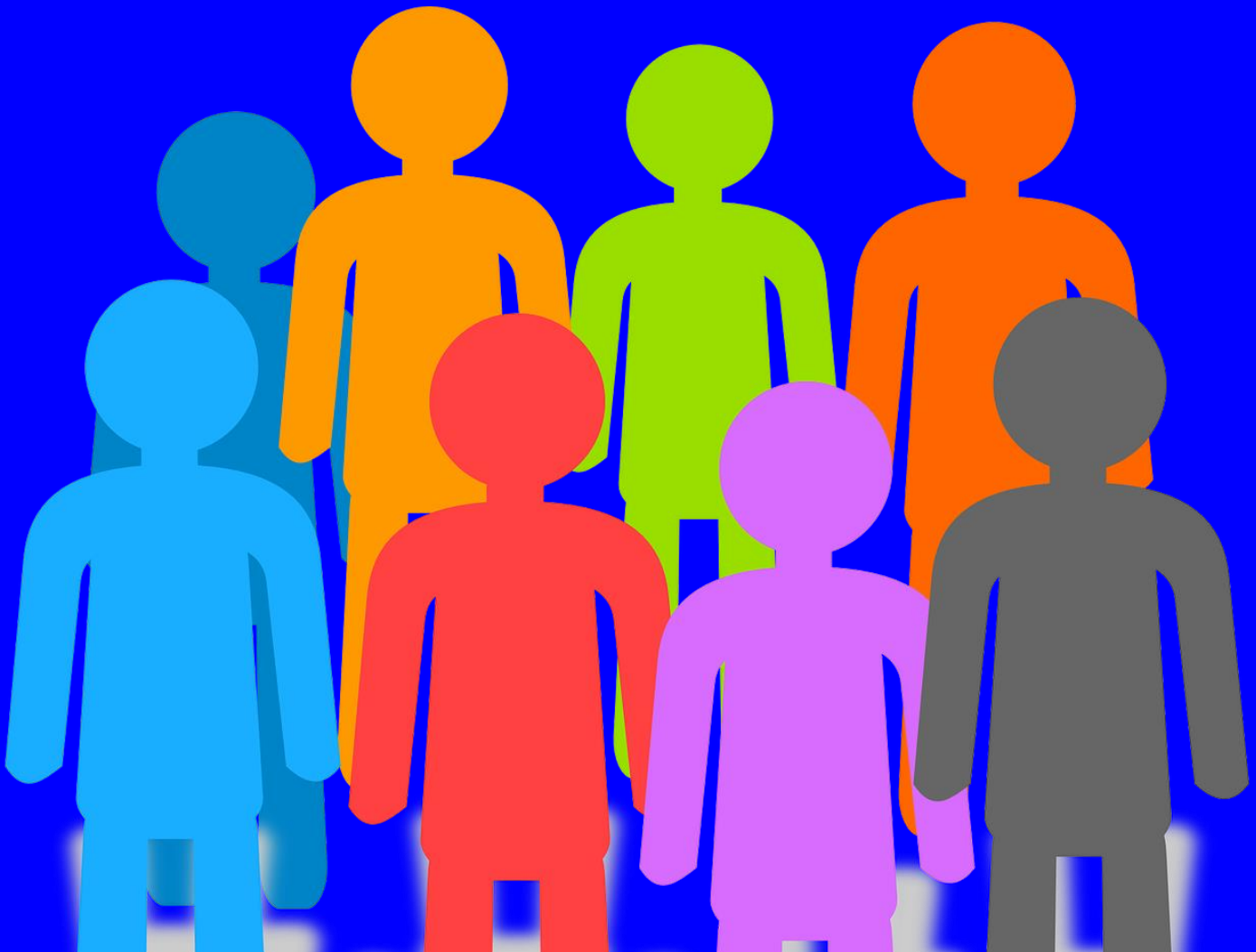
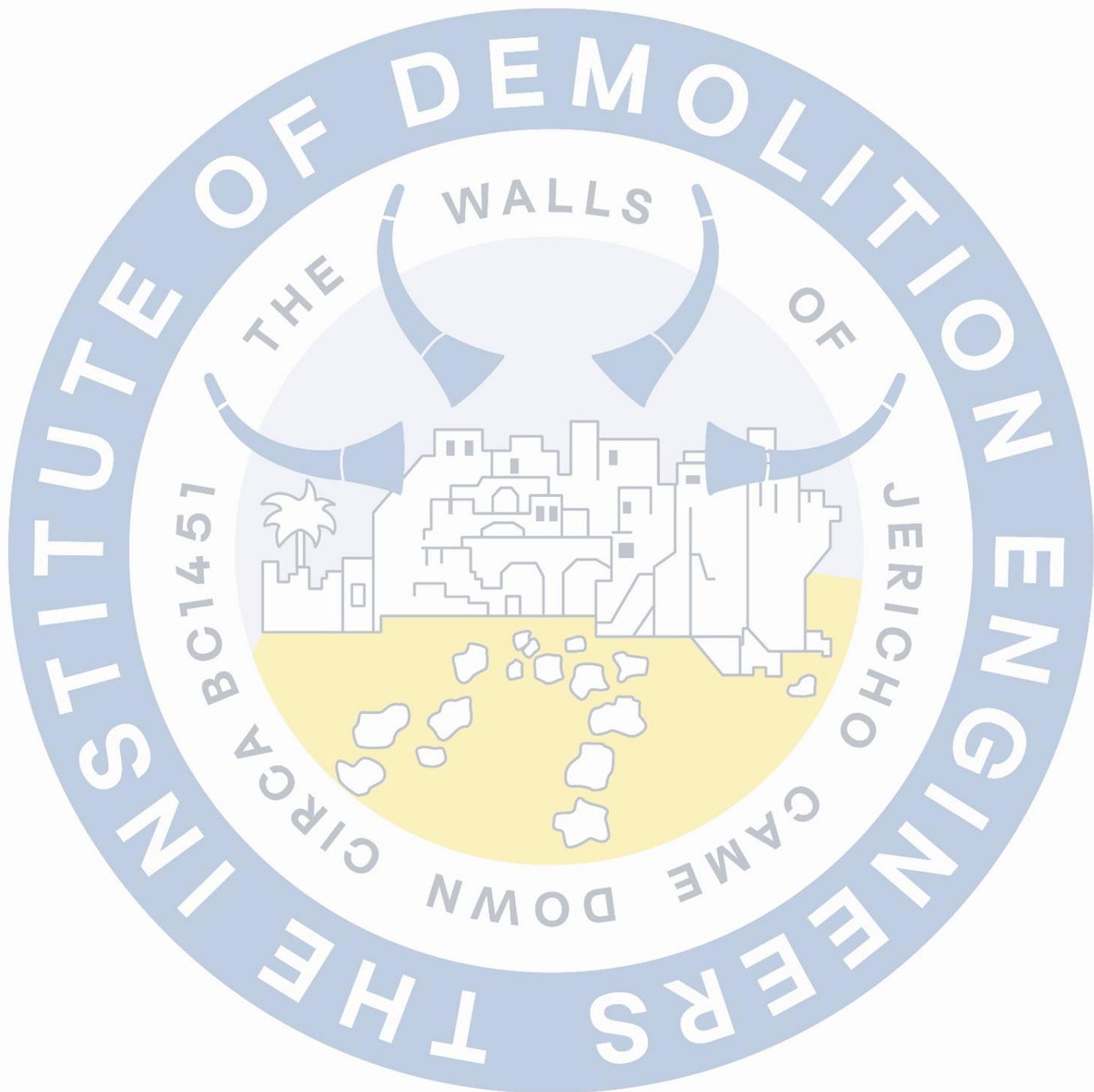
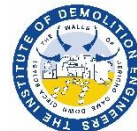


The Institute of Demolition Engineers

Members Handbook







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Staff Team



Welcome to IDE Membership

This booklet has been developed to help members understand how the Institute works and as a guide for a reference point or information on professionalism within the industry sector.

The Institute employs three members of staff, two of which are based at their headquarters in Rochester, Kent. In addition the Institute also has a Treasurer which is an elected position and is historically a permanent appointment until such time as that person wishes to stand down.

We hope that you make the most of your Membership and that should you need any advice or assistance in any membership or Institute matters, please contact the relevant member of staff as named below:



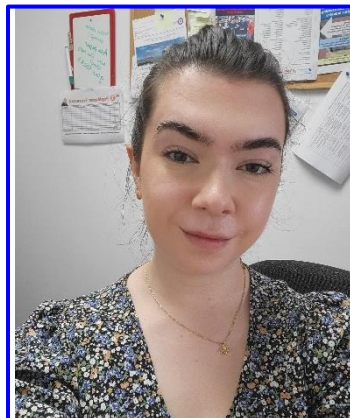
Maureen Tong-Ralphs
National Secretary &
Events Director



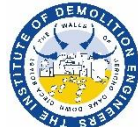
Mark Jack MIDE
Treasurer



Michelle Harris
Secretarial Assistant



Isobel Woodbury
Education, Training &
Events
Administrator



Officers of the Institute

The Officers of the Institute are appointed to act on behalf of and in the interests of the Institute. The Institute is guided by the Council of Management which is made up of 10 Full Members or Fellows. Each position is filled through a nomination process and those who have been nominated are subject to election by members, which is administered through Civica Election Services Ltd on an annual basis. Council members are elected to serve a two-year term after which they may retire or seek re-election through the nomination and voting process. All Council members are expected to attend all Council meetings and to give freely of their time and expertise to further the advancement of the Institute and its membership.

The IDE has, at its head, a President. The President must be a serving member of the Council, be nominated and subject to the voting procedure to attain that position. The President will also serve a two-year term after which he/she will be entitled to serve a further two-years on the council as an ex-officio. This helps in retaining expertise in Council matters and protocol to the incoming new President. The President will also be assisted by his Vice President who is also drawn from the serving Council of Management members, and is subject to the same nomination, voting and term as the President. It is generally accepted that the Vice President will automatically succeed the President when his term of office is at an end. The Council of Management also extends an invitation to the serving NFDC President to sit on the Council for the term of his/her office.

Trustees

As a registered charity the Institute of Demolition Engineers has a board of Trustees that are in effect its Directors. The Charity Commission decrees that trustees shall meet at least once per year (or as and when necessary), and minutes be taken of the agenda to show any actions taken by those trustees in the administration of the organisation. At present there are five trustees and all are serving Council members.

Council of Management

The Institute is managed by a Council of Management, the membership of which collectively and individually seeks to combine talent and experience in the field of Demolition Engineering and make this available for the general benefit of the industry. Members of the Council are elected annually in accordance with the Rules.

The Council 2024-2025

Vernon Watson FIDE	President
Adrian McLean FIDE	Vice President
Mark Jack MIDE	Treasurer
Richard Dolman FIDE	Immediate Past President
Duncan Rudall Hon.FIDE	
Howard Button Hon.FIDE	
Brian Carroll MIDE	
Stephen McCann FIDE	
Terry Quarmby Hon.FIDE	
Mike Kehoe MIDE	
Stephen Andrew FIDE	
John Lynch MIDE NFDC	

Historical Summary

The Institute of Demolition Engineers is a registered charity. Charity number 1150625, and is a limited company that is limited by guarantee.

The Institute can be said to have been formed on 27th April 1976 when seven trustees were named to form a body to promote the science of demolition engineering. One of those founder members, Peter Alan Griffiths, was a trustee and the Institutes first President serving from 1976 to 1978. The current President, Vernon Watson, is the Institutes twenty fifth.

The Institute is committed to providing its members with as many opportunities for learning and advancement to foster both individual and industry development. As such there are two formal seminars, Spring and Autumn, where members are invited to attend and hear presentations from a variety of speakers on Demolition Engineering and associated disciplines. A number of smaller regional meetings may be put on all over the UK when organised by members. The Institute is proud to recognise that members coming together in these ways can share experiences and knowledge that are not available through other channels.

The Demolition industry may have had a somewhat chequered past but the industry today is light years from that which went before. Demolition methodology has moved from being a 'black art' to a truly scientific process combining new technologies in plant, equipment and IT with old fashioned work ethic, knowledge and experience. The IDE recognised that bringing together all these facets needed the glue of a professional qualification that recognised competency in individual practitioners and as a consequence the exam route to qualification was born. This robust form of membership acceptance has been recognised by other august institutions and your Institute is an Affiliate member of the Engineering Council and the British Safety Council bringing us closer to the ultimate goal of Chartered status.

Council and Committees

The Institute is governed by the Council of Management who are duly elected representatives of the membership serving a two-year term. The council members are drawn from a wide field of disciplines and are encouraged to bring a collective as well as individual aspect of knowledge and experience in demolition engineering to make this of benefit to the membership as well as the greater industry.

The council is comprised of the President, Vice President, Immediate Past President, the serving NFDC President (or appointed Officer), the Treasurer and up to six ordinary elected members.

Council meetings are held on at least 4 occasions per year with additional meetings for membership matters and other non-governance matters as required. Council members, also known as the Institutes officers, are expected to volunteer their time in forming and managing sub-committees, i.e. events, training, discipline, exam preparation etc. These are vital activities that necessitate a great deal of time and effort outside of the normal scope of a Council meeting which need to be brought to fruition for discussion and often ratification at the main meetings so their outcomes can be put into action or operation.

Members seeking election to the Council of Management should be mindful that this position carries with it a responsibility to work throughout the term of the seat and that should absence of 50% at any of the meetings be recorded, that Council member shall be removed from the Council of Management and may be replaced with another co-opted onto the Council for the remaining time up to the annual general meeting.

Membership Grades

The IDE has 8 grades of membership which can be shown to be hierarchal, in most cases, with possibly the exception of Student and Affiliate. The following outlines the grades with a short explanation for clarity; please refer to the IDE website and Rules of the Institute for a detailed description. The Membership Committee reserves the right to carry out regular reviews on individual membership status.

Honorary Fellow An Honorary Fellowship is given to a person to whom the council believe has given an extraordinary contribution to the work of the Institute and has had a distinguished career in the industry and who has attained an advanced number of years. He/she will be entitled to use the designate 'Hon FIDE'

Fellow A Fellow shall include a person whom the Council elect to invite and transfer to the grade of Fellow having a minimum of 10 years professional experience, 5 years as a member and having shown a distinguished or academic advancement for the work of the institute or Demolition Engineering etc. They will be entitled to use the designate 'FIDE'.

Honorary Member An Honorary Member is given to a person to whom the council believe has contributed significantly to the work of the Institute and has had a distinguished career in the industry and who has attained an advanced number of years. He/she will be entitled to use the designate 'Hon MIDE'

Entrant Grade The first step on the road to Full Membership is election and admission to the basic grade of Entrant after which, and within a 2-year period, the Entrant will be required to sit the Institutes entrance examination. This grade does not carry any designate letters after a persons name nor does it give that person any voting rights in Institute business. The achievement of the requisite number of CPD hours will apply.

Associate Membership Having passed the entrance examination, the member is automatically transferred to Associate membership in which there will be a minimum 2-year period in which to record his/her activities prior to attendance at a professional interview. The designate 'AMIDE' may be used. Full voting rights at Institute business will be given but the title 'Demolition Engineer' is not applicable at this stage. The achievement of the requisite number of CPD hours will apply.

Full Member A person who having successfully met the criteria for the entrance examination, the 2-year portfolio and diary period and the professional interview process is elected and admitted by council to the grade of Member. The designate 'MIDE', full voting rights at Institute business and the title of 'Demolition Engineer' is conferred on that person. The achievement of the requisite number of CPD hours will apply.

Technician Grade Technician Grade Membership is open to all practicing Demolition Supervisors and Managers who have a minimum of 5 years time served and have achieved a level of competency to at least 'Gold Card' (Supervisor) status. Holders of this grade cannot claim to be 'Demolition Engineers' but they will have achieved a level of competency as befits their position. They are entitled to use the designate 'TechIDE' and will have full voting rights on Institute business. Renewal of membership annually is dependant on the holder achieving his/her full quota of CPD hours and being compliant with subscription payments.

Student Membership The IDE are pleased to offer complimentary membership for a period of 12 months to students studying a subject relevant to Demolition Engineering at a recognised University or College.

Affiliate The IDE are pleased to receive applications for Affiliate grade from individual professionals who are closely connected with Demolition Engineering i.e. machinery and equipment suppliers, technical services, enforcing and regulatory professions. An Affiliate Member is welcome to sit the IDE Examination but must apply for Entrant Grade Membership to become eligible.

Subscription Fees

Annual Subscriptions are due on the 1st May each year to be paid no later than 31st July the same year. Failure to pay by the deadline specified is likely to result in the termination of membership. They are intended to reduce as members graduate through the grades. Please refer to the IDE website for details regarding the current membership fees.

IDE: Education

The IDE are committed to offering their members opportunities to progress within their career and welcome all those who seek to extend their knowledge in the field of Demolition Engineering.

In 2018 the IDE launched the Foundation Degree in Demolition Management, a world first – offered by the IDE and currently supported by the University of Wolverhampton. Access on to the course is open to members of the Institute and non-members. For more information and to request an enrolment pack please contact Isobel Woodbury Isobel@ide.org.uk



Examinations

Entrants to the Institute are expected to offer themselves, as soon as possible after entry, for the Institute's examinations which test the candidate's knowledge, experience and, as far as written papers can, competence in Demolition Engineering. There are two examinations and both are taken on the same day.

Part 1 consists of a multiple choice paper covering aspects such as legislation, Codes of Practice and Health and Safety. Candidates are expected to attempt all the questions.

Part 2 is a specialised subject section where entrants are required to complete three questions from a choice of six. The questions consist of 'case studies' involving aspects of typical demolition projects which require the experienced knowledge of a Demolition Engineer.

Candidates who have no or little practical experience can expect to achieve low marks. The pass mark for both parts of the examination is 70%. There is no limit on the number of times the examination may be taken within two years of joining. The Institute has stringent Examination Procedures which are available for download on the website www.ide.org.uk

Preparation Day and Examination:	£210.00
Examination (Re-sit only):	£100.00

The examinations are currently held twice in each year. The main examination centre is at the IDE Headquarters but it is possible to arrange centres in other areas of the country if there are sufficient candidates. Entrants are routinely notified about the details of when and where the examinations will be held, and how to apply for them, as well as the one-day Preparation Day which is mandatory and beneficial for those sitting the examinations for the first time.

Preparation Day Many of our members who are intending to take the entrance examination may not have sat an examination or written test since leaving full-time education, which in some cases may be several decades ago. To try to ensure that the process is fair and equitable the IDE arranges an Exam Preparation Day usually around two weeks prior to the exam date. The Prep Day usually takes place in either Kent or Birmingham and is a useful event to attend, particularly as candidates are introduced to the types of questions and the answers that the examiners will be looking for. The cost for this days event comes out of the examination fee so it would be illogical not to attend.

Continuing Professional Development (CPD)

In its aim to advance the science of Demolition Engineering the Institute demands of its members that they demonstrate that they are doing their best to keep their knowledge and expertise up to date and are thus competent Demolition Engineers. It is through its commitment to continuing professional development that the Institute is able to contribute to the safety, efficiency and competence in an industry that is as old as the walls of Jericho but only perceived as a science over the last three or four decades.

Personal Record of CPD gives information about what will be required of all members who are not Retired, Students, Affiliates or Honorary Members. Please visit the CPD information page on the website to download the CPD record forms or to send your CPD information direct to the IDE head office. Alternatively email Isobel Woodbury Isobel@ide.org.uk with:

- 1. The date(s) of the CPD along with a copy of any supporting documentation or evidence;**
- 2. What you did;**
- 3. How many hours you spent on/in the activity.**

CPD should be considered a legal requisite particularly as Professionals, in particular, and those required to make critical decisions on Health and Safety must provide proof of competency and how they keep in touch with changes to work practices, legislation and regulation. The obligation for CPD is now a pan-industry condition.

Professionally Qualified Persons (CSCS PQP Card)

The Institute is keen to ensure that all of its Full Members have a Professionally Qualified Persons card (PQP) and now offer this **free of charge** as an incentive once Full Membership of the IDE has been achieved. Having a CSCS card brings benefits to professionals such as designers, consultants, architects, engineers, surveyors and other competency assessed members of professional bodies that meet CSCS criteria. It shows clients and partners that you are committed to leadership in site-based Health and Safety.

The Professionally Qualified Persons (PQP) Card is the appropriate CSCS Card for competency assessed members of professional bodies, such as the IDE, CIOB and IStructE etc. (The non-residency on site requirement has now been removed) Full Members and Fellows of the IDE, whose IDE-CPD is fully up to date, will now have their professional competence as Demolition Engineers accredited alongside other professional bodies. The applicant must have acquired 6 IDE-CPD hours annually in the last three years to be eligible. This is attested by the National Secretary from records held by the Institutes Education and Training Department.

To apply for a new card or to renew your existing card please contact Michelle Harris michelle@ide.org.uk.

It is important for the card-holder to comply with the IDE's CPD requirements and has passed the Managerial and Professional Health & Safety Test.

Technical/Best Paper Award

The Institute is always pleased to accept technical papers from members on any demolition related topic and/or a subject that compliments these activities. The papers, once received will become the property of the Institute and may be used as industry references should a related enquiry be received from non-practitioners and/or members alike.

The Council of Management have ratified an annual 'Best Paper Award' to any author considered worthy of that prize. Articles, case studies and letters/comments are also required for inclusion on the Institutes website.

Rules of the Institute

The primary aim of the Institute of Demolition Engineers is to advance the science of demolition engineering for the good of all practitioners and of the public at large, whether these be in the United Kingdom or Overseas.

The Rules of the Institute of Demolition Engineers are the rules by which it shall conduct all activities and shall be binding upon every member irrespective of grade.

The Rules of the Institute are amended from time to time and are available as a free download from the IDE website www.ide.org.uk

Website

For many organisations the website is the primary source of information for activities and a visual advertisement of its services and people. The website is very user friendly and is refreshed regularly to ensure that news is current and of interest. Please use the website often as this helps to dictate policy and bring about change. www.ide.org.uk

Code of Conduct

Every member has a professional duty to uphold the law of the land, to understand his/her duty of care and to have the highest regard for the Health and Safety of employees and members of the public that may be affected by his actions and/or omissions. However, as it is not possible to anticipate or prescribe for every eventuality that may arise during a members working day there is a general obligation that the member should consider the interests of the public, the employer or client and the Institute before personal interest in all cases where there may be a conflict between interests. The objectives of the Institute are set out within the Rules and are reinforced through the 'Trust Deed'. There will always be an expectation of all members to seek to improve the understanding of the science of demolition engineering, the safety and working conditions of persons under their control or the industry in general, the reputation of the industry and the relationship between the industry and the general public.

The Code of Conduct imposes obligations upon a member to protect and enhance the reputation of the Institute as this is for their own benefit as well as all members. They should demonstrate honesty, integrity and probity in their business dealings respecting and protecting the interests of the general public, the client and the environment. For definition, members shall be taken to mean all grades, the employer shall mean client where appropriate, the industry shall mean the demolition industry and the Institute shall mean the Institute of Demolition Engineers. Members shall uphold the rules of the Institute regarding the Code of Conduct which are to be found written in sections 5.00 through to 5.13 of the Rules of the Institute. Transgression of these is likely to subject those found guilty to disciplinary procedures. Where a case is found against the member, reasonable costs for the enquiry shall be borne by him/her or otherwise by the Institute. The Council of Management reserves the right to determine and impose sanctions or remedies against any member found guilty of improper conduct including dismissal from the membership.

Privacy Statement

This Member Privacy Notice sets out what personal data the Institute of Demolition Engineers hold about you and how we collect and use it, both whilst you are with us and after you have left; it applies to current and former Members (together referred to as 'Members'). The IDE are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other information that we might give you from time to time about how we collect and use your personal data. You should also read our Data Protection Policy which explains our obligations in relation to personal data and how we keep it secure, as well as what we expect from you when you are handling personal data in the course of your work. This Privacy Notice applies immediately, it does not form part of your contract of employment or other contract to provide service and does not give you any contractual rights; we may update this Privacy Notice at any time.

Who is the Controller? The Institute is the 'Controller' for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you. The Institute Data Protection Manager (DPM) is the National Secretary who may be contacted on 01634 790548. As DPM they are responsible for monitoring our compliance with these obligations, and, in association with the QHSE Manager, informing and advising us about our data protection law obligations. They also act as your first point of contact if you have any questions or concerns regarding data protection.

What type of personal data do we hold about you? Data protection law divides personal data into two categories: ordinary personal data and special category data. ***Ordinary Personal Data*** means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (eg: name, NI Number, Membership Number, email address, physical features).

Privacy Statement

It can be factual (eg: contact details or date of birth), an opinion about an individual's actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity. We hold limited ordinary personal data about you, this is Membership and contact details.

Special Category Data – we do not hold any such data.

Why do we hold your personal data and on what legal grounds?

We hold and use your ordinary personal data for business administration purposes. This includes for attendance at seminars, training and publicity purposes. Data protection law specifies the legal grounds on which we can hold and use data. Most commonly, we rely on one or more of the following legal grounds when we process your personal data:

Where we need it to provide membership information

Where we need it to comply with a legal obligation.

Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

How do we collect your personal data?

You provide us with the personal data about you that we hold and use.

Who do we share your personal data with?

We will only share your personal data with third parties where we have an appropriate legal ground under data protection law which permits us to do so. This generally includes membership queries.

Consequences of not providing personal data

We only ask you to provide personal data as required by the Institute Membership requirements.

How long will we keep your personal data?

We will not keep your personal data for longer than 3 years from termination of Membership either by you or the Institute.

Privacy Statement

Your Rights

You have a number of legal rights relating to your personal data, which are outlined here:

The right to make a subject access request. This enables you to receive certain information about how we use your personal data, as well as to receive a copy of it and to check that we are lawfully processing it.

The right to request that we correct incomplete or inaccurate personal data that we hold about you.

The right to request that we delete or remove personal data that we hold about you where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).

The right to object to our processing your personal data where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue the processing.

The right to request that we restrict our processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

The right to request that we transfer your personal data to you or to another party, in a structured format. This right applies in respect of data that you have provided where our legal ground for using the data is that it is necessary for the performance of a contract or that you have consented to us using it (this is known as the right to “data portability”).

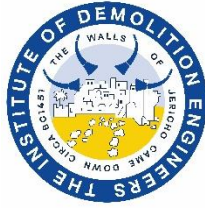
Privacy Statement

If you would like to exercise any of the above rights, please contact the Data Protection Manager in writing. Please note: These rights are not absolute and in some circumstances we may be entitled to refuse some or all of your request.

If you have any questions or concerns about how your personal data is being used by us, you can contact IDE Headquarters by emailing info@ide.org.uk

You also have the right to make a complaint at any time to the Information Commissioners Office (ICO), the UK supervisory authority for data protection issues; details of how to contact the ICO can be found on their website: <https://ico.org.uk>

The IDE Logo



We believe that the logo represents the earliest recorded Demolition project. The actual date when it took place is a very rough estimate. The full story can be found in the Old Testament, The Book of Joshua, Chapter 6. The project, as far as one can gather, was to flatten the walls of the City of Jericho. The method statement for the Demolition involved sound vibrations and the contractor was called Joshua. The City Walls were encircled by priests blowing seven rams horns, seven times over a period of seven days. On the seventh day all of Joshua's men were instructed to shout all at once. This apparently did the trick. The walls just fell down and Joshua and his men were then able to enter the city, finish off the opposition, and no doubt set about the task of recovering non-ferrous metals (gold, silver etc). We have not heard of anyone attempting the particular demolition technique since that time. We think the method would, in view of the volume and intensity of sound needed, have quite serious health and safety and environmental implications. The time-scale of a week to demolish an entire city wall is not bad going though!

The IDE jealously guards both its logo and the membership grades as the signifiers of the competence for which they stand. An IDE member at AMIDE, MIDE or FIDE grade may use the IDE logo against their name on a personal business card, on a website or on letterheads so long as the membership grade is clearly stated as well.

A company or business may not use the logo to represent themselves as members of the IDE as the Institute is for individuals only. It is a breach of the IDE membership professional conduct to claim a grade of membership to which you are not entitled. Clients and others do alert the IDE to misrepresentation and Trading Standards will be involved if your request to remove the offending material is not acted upon. Please check your website today to ensure that you are IDE logo compliant.

