



----- PDRA Violation Report -----

(See page 2 for additional instructions)

Rev. 6/2025

Use this form to report:

- Violations of **PDRA Rules and Regulations for Members**
- Breaches of **Instructor Requirements**
- Infractions of the **PDRA Code of Ethics**

Important Notes:

- Report **only firsthand, personally observed incidents**
- **Hearsay or rumors will not be investigated**
- Be **specific and factual** in your report

For questions on reporting or the process, contact:

- The PDRA President
- The Quarry Manager
- A member of the Board of Directors

DATE:

____/____/20____

TIME:

LOCATION:

REPORTED BY: (Type or Print Clearly)

Name _____ Key # _____

Address _____ City _____ State ____ Zip _____

Phone _____

ALLEGED VIOLATOR:

Name _____ Key # _____

Address _____ City _____ State ____ Zip _____

Phone _____

TYPE OF VIOLATION: (Check one)

☐ Rules & Regulations for Members

☐ Instructor Requirements

☐ Code of Ethics

BRIEFLY DESCRIBE WHAT HAPPENED: (Use additional sheet if needed)

LIST WITNESSES WHO WERE PRESENT:

Name _____ Key # _____

Name _____ Key # _____

Name _____ Key # _____



I certify that I personally observed, or have direct evidence that, the above-named PDRA member violated the PDRA Rules and Regulations for Members, the Instructor Requirements, or the Code of Ethics as indicated on the specified dates. I affirm that the foregoing report is true and accurate to the best of my knowledge.

Signature: _____ Date: _____





Disciplinary Process & Investigations --- *Additional Instructions*


A. Member and Instructor Accountability

-  All members and instructors are bound by **PDRA Rules & Regulations, By-Laws, and Code of Ethics**
-  Violations may result in **investigation and disciplinary action** as directed by the Board



B. Authority and Oversight

-  Member violations → Handled by the **PDRA President**
-  Instructor violations → Handled by the **Instructor Committee**





C. Reporting a Violation

-  A signed **PDRA Violation Report** may be submitted to:
 - Any PDRA Officer
 - Board of Director
 - Quarry Manager
 - Instructor Committee Member
 - Email: **info@ncpdra.org**


D. Notification & Response

-  **Courtesy call** notifies member of the allegation and a **7-day response window**
-  **If no response:**
 - A **second letter** is sent by registered mail
 - **Membership is suspended** unless a reply is received within **21 days**

E. Outcome & Disciplinary Actions

-  **Dismiss the matter**
-  **Reprimand or fine the member**
-  **Impose a temporary or lifetime ban** >  *Member has the right to appeal in person at an upcoming Board of Directors meeting*

F. Immediate Action

-  **In serious cases**, the member may be asked to **surrender their card/key** while the investigation is ongoing