

# Qualified Requirements for Demonstrating Evidence of Experience for Fire Safety Assessment

## Meeting the minimum experience requirement

Applicants for Fire Safety Assessor accreditation are required to demonstrate relevant industry experience appropriate to each Fire Safety Measure for which they seek endorsement under the Fire Protection Accreditation Scheme.

Applicants are required to submit a Statutory Declaration (see Page 5) that they meet or exceed the minimum experience requirements set out in the table on the following pages. For each Fire Safety Measure applied for, an applicant must declare that they satisfy the minimum experience requirements for at least one of the job roles listed in the Minimum Experience Requirements table.

Experience may be demonstrated through a range of activities including annual assessment, routine service, certification or design of fire safety measures.

Where any doubt exists as to the level of experience held by an individual applicant, it is highly recommended to discuss experience with FPA Australia prior to submitting an application for Fire Safety Assessment.

## Submitting a Statutory Declaration

Applicants are required to submit a Statutory Declaration (see page 5) with their application for accreditation.

The Statutory Declaration must be made in the presence of a person who is authorised to witness a statutory declaration in New South Wales ([www.jp.nsw.gov.au](http://www.jp.nsw.gov.au)).

# FPA Australia Fire Protection Accreditation Scheme (FPAS)

## Minimum Experience Requirements

Fire Safety Measure	Annual Assessment Experience	Routine Service Experience	Certification Experience	Design Experience
Access panels, doors and hoppers to fire-resisting shafts	2 years, 6 sites	2 years, 6 sites	2 years, 6 sites	2 years, 6 sites
Automatic fail-safe devices	2 years, 6 sites	2 years, 6 sites	2 years, 6 sites	N/A
Emergency lifts	3 years, 6 sites	3 years, 6 sites	3 years, 6 sites	N/A
Emergency lighting	2 years, 3 sites	2 years, 3 sites	2 years, 3 sites	2 years, 3 sites
Emergency planning	2 years, 4 sites	2 years, 4 sites	2 years, 4 sites	2 years, 4 sites
Emergency warning and intercommunication systems	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites
Exit signs	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites
Fire alarm monitoring	2 years, 6 sites	2 years, 6 sites	2 years, 6 sites	N/A
Fire control centres and rooms	2 years, 6 sites	2 years, 6 sites	2 years, 6 sites	N/A
Fire dampers	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites
Fire doors	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites
Fire hose reel systems	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites
Fire seals protecting openings in fire-resisting components of the building	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites
Fire shutters	2 years, 4 sites	2 years, 4 sites	2 years, 4 sites	N/A
Fire windows	2 years, 1 site	2 years, 1 site	2 years, 1 site	N/A
Level 1 - Automatic fire detection and alarm systems - Basic	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites
Level 1 - Automatic fire suppression systems - Basic	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites
Level 1 - Fire hydrant systems - Basic	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites
Level 2 - Automatic fire detection and alarm systems - Advanced	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites
Level 2 - Automatic fire suppression systems - Advanced	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites
Level 2 - Fire hydrant systems - Advanced	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites



<b>Minimum Experience Requirements</b>				
<b>Fire Safety Measure</b>	<b>Annual Assessment Experience</b>	<b>Routine Service Experience</b>	<b>Certification Experience</b>	<b>Design Experience</b>
Lightweight construction	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites	N/A
Mechanical air handling systems	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites
Perimeter vehicle access for emergency vehicles	2 years, 4 sites	2 years, 4 sites	2 years, 4 sites	N/A
Portable fire extinguishers	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites
Safety curtains in proscenium openings	2 years, 1 site	2 years, 1 site	2 years, 1 site	N/A
Smoke alarms and heat alarms	2 years, 10 sites	2 years, 10 sites	2 years, 10 sites	N/A
Smoke and heat vents	3 years, 2 sites	3 years, 2 sites	3 years, 2 sites	3 years, 2 sites
Smoke dampers	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites	3 years, 10 sites
Smoke detectors and heat detectors	2 years, 4 sites	2 years, 4 sites	2 years, 4 sites	2 years, 4 sites
Smoke doors	2 years, 2 sites	2 years, 2 sites	2 years, 2 sites	2 years, 2 sites
Solid core doors	2 years, 2 sites	2 years, 2 sites	2 years, 2 sites	2 years, 2 sites
Standby power systems	3 years, 2 sites	3 years, 2 sites	3 years, 2 sites	N/A
Wall-wetting sprinkler and drencher systems	3 years, 4 sites	3 years, 4 sites	3 years, 4 sites	3 years, 4 sites
Warning and operational signs	2 years, 6 sites	2 years, 6 sites	2 years, 6 sites	N/A
Division 7 - Miscellaneous fire safety offences	2 years, 10 sites	N/A	2 years, 10 sites	N/A



### Providing evidence of experience for audit

Successful applicants granted accreditation under the Fire Protection Accreditation Scheme for any specific Fire Safety Measure are subject to audit whereby certifiable evidence of experience may be requested. Where such evidence is unable to be produced, the practitioner may be in breach of the accreditation scheme and may face disciplinary actions including revocation of accreditation.

A **Record of Experience Logbook** has been created to support applicants collate evidence of their experience and align it to the requirements outlined in the table on the following page.

The Record of Experience logbook is required to be submitted as part of your application for accreditation.

The **Record of Experience Logbook** can be downloaded by clicking [here](#).

### Examples of Evidence

The type of documents acceptable as evidence to support your experience include:

- Annual Fire Safety Statements (AFSS)
- AS 1851 Yearly Condition Reports
- AS 1851 service records and survey results records
- building audit reports
- system certification reports
- system design plans and specifications
- other information that demonstrates you have experience in the applicable job role (annual assessment, routine service, certification, design) that is related to the knowledge, skills and experience required for the FSA role, that is, the experience should be related to:
  - Identifying the standard of performance to which FSMs are required to operate and perform.
  - Assessing (inspect and verify) that FSMs are operating and performing as required.
  - Inspecting exits and paths of travel to exit to ensure there is no offence under Part 9 Division 7 of the EP&A Regulation (as applicable).
  - Completing the competent fire safety practitioner aspects of the approved Fire Safety Statement Form for annual or supplementary fire safety statements.

The evidence provided should meet the following criteria:

- At least 50% of the evidence must have been undertaken within 5 years of the date of application for accreditation.
- Each document / report is required to be for separate buildings, and
- Each document / report may be used as evidence of experience for more than one FSM.

**NOTE:** FPA Australia retain the right to suspend or terminate accreditation or to revoke endorsement for a specific measure/s where an individual is unable to provide copies of original documents to substantiate they meet or exceed the required level of experience, detailed in this application form, for each Fire Safety measure where endorsement has been granted.

**Statutory Declaration**  
**OATHS ACT 1900, NSW, NINTH SCHEDULE**

I, \_\_\_\_\_  
(Full name of applicant)

of \_\_\_\_\_  
(Full residential address of application)

do hereby solemnly declare and affirm that:

- I have reviewed the minimum experience requirements detailed in the Fire Safety Assessment Application Form for each Fire Safety Measure for which I have applied
- I meet or exceed the minimum experience requirements from at least one defined job role (annual assessment, routine service, certification or design), for each Fire Safety Measure for which I have applied for endorsement
- I am able to provide to FPA Australia when requested, certifiable evidence of my experience as stipulated in the document titled "Requirements for Demonstrating Evidence of Experience for Fire Safety Assessment"
- I acknowledge that this declaration is true and correct and I make it in the belief that a person making a false declaration is liable to the penalties of perjury.

*[the facts to be stated according to the declarant's knowledge, belief, or information, severally]*

And I make this solemn declaration, as to the matter (or matters) aforesaid, according to the law in this behalf made – and subject to the punishment by law provided for any willfully false statement in any such declaration.

Declared at: \_\_\_\_\_  
[place]

On \_\_\_\_\_  
[date]

\_\_\_\_\_  
[signature of declarant]

in the presence of an authorised witness, who states:

I, \_\_\_\_\_  
[name of authorised witness]

, a \_\_\_\_\_  
[qualification of authorised witness]

certify the following matters concerning the making of this statutory declaration by the person who made it:  
[\* please cross out any text that does not apply]

1. \*I saw the face of the person OR \*I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and

2. \*I have known the person for at least 12 months OR \*I have confirmed the person's identity using an identification document and the document I relied on was

\_\_\_\_\_  
*[describe identification document relied on]*

\_\_\_\_\_  
*[signature of authorised witness]*

\_\_\_\_\_  
*[Date]*

<sup>1</sup> The only "special justification" for not removing a face covering is a legitimate medical reason (at September 2018)

