Fire Protection Accreditation Scheme (FPAS)

A voluntary accreditation scheme for the fire protection industry covering inspect and test activities

Information Guide
December 2013
# Table of Contents

1 Fire Protection Accreditation Scheme (FPAS) ............... 04

2 FPAS Model .................................................. 05
   FPA Australia - Accrediting Body ....................... 05
   Pathways into the Scheme for Individuals ............. 06
   Categories and Levels ..................................... 07

3 Individual Accreditation ................................... 08
   Qualified Accreditation ................................... 08
   Experienced (transitional) Accreditation ............... 09
   Trainee (transitional) Accreditation .................... 10
   Accreditation Process for Individuals ................. 13

4 Business Recognition ....................................... 14
   Recognising Businesses ................................... 14
   Pathway into the Scheme for Businesses ............... 14
   Business Recognition Process ............................ 15

5 Costs and Entitlements .................................... 16
   Individual Accreditation and Business Recognition Costs .... 16

6 Next steps .................................................. 17
   Future Work ................................................ 17
   Timeframes and Activities ................................. 17
   FPAS Contact Details ...................................... 17
FPAS: Some Important Terms

ACCREDITATION SCHEME: A non-governmental, voluntary formalised process to recognise appropriate levels of skill and knowledge competencies.

BUSINESS RECOGNITION: Business Recognition is awarded to business entities that are investing in the skills, knowledge and experience of those fire protection technicians engaged in the business and supporting them in achieving individual accreditation.

CATEGORY: The types of fire equipment or fire systems worked on by fire protection technicians.

CLASS: The different types of work undertaken in the fire protection industry. These include design, install and commission, certify, inspect and test, and maintain.

COMPLEX (C) LEVEL: Individuals accredited with C in a given category have been deemed competent to conduct those activities for Routine Level (R), and other activities conducted annually as described in AS 1851-2012.

EXPERIENCED (TRANSITIONAL) ACCREDITATION: Refers to an individual who has relevant work experience in the fire protection industry. An Experienced (transitional) applicant may have an existing qualification or combination of qualifications, in addition to experience in ‘inspect and test’ work that is considered complementary to minimum skills required in the fire protection industry.

FIRE PROTECTION TECHNICIAN: A worker or practitioner who works in the fire protection industry.

INDUSTRY TRAINING PACKAGES: Industry training packages consist of an integrated set of nationally endorsed units of competency from the Vocational Education Training (VET) system and recognised under the Australian Qualifications Framework (AQF). FPAS is framed within the Property Services Training Package.

INSPECT: To visually examine the components of fire protection systems or equipment to establish correct settings, physical condition or fitness for purpose.

LEVEL: Routine Level (R) or Complex Level (C) are based on the skills and knowledge required to work within a category.

QUALIFIED ACCREDITATION: Refers to an individual who holds an approved Certificate II or higher qualification plus the required units of competency for a specific category of work activities.

ROUTINE (R) LEVEL: Individuals accredited with R in a given category have been deemed competent to conduct activities up to and including six (6) monthly as described in AS 1851-2012.

SKILL SET: Required qualification for the category and level of inspection and testing work for accreditation under FPAS.

TEST: To test, after inspecting, by the confirmation of correct function or performance of a component or system.

TRAINEE (TRANSITIONAL) ACCREDITATION: Refers to an individual working under direct supervision in the fire protection industry whilst undertaking approved formal learning.
1 Fire Protection Accreditation Scheme (FPAS)

The Fire Protection Accreditation Scheme (the Scheme) is a voluntary national accreditation scheme for the fire protection industry that was launched on 1 July 2013 by FPA Australia. It is a non-governmental, voluntary, formalised process to recognise the appropriate levels of skills and knowledge of fire protection technicians.

This industry accreditation Scheme will allow regulators, other practitioners and customers to identify fire protection service providers with greater assurance and confidence.

**BENEFITS OF THE SCHEME:**

**Fire Protection Technicians**
- Identified by industry as competent to provide services they offer.
- Recognised nationally for their skills, knowledge and competencies held.
- Increased employability options and national portability of recognised skills.
- Enhanced individual career path planning.
- Increased professionalism.

**Community**
- Confidence that accredited fire protection technicians have attained nationally recognised minimum levels of competency to undertake their work.
- Ability to discern between recognised and non-recognised service providers for the inspection and testing of fire protection equipment and systems.
- Improved reliability and performance of fire safety systems, through the increased confidence that fire protection equipment and systems are appropriately maintained and more likely to perform as intended in the event of a fire.
- Increased levels of fire safety.

**Industry**
- Businesses promoted by FPA Australia as engaging appropriately accredited fire protection technicians.
- Competitive advantage for businesses in the market place by point of differentiation – recognised versus non-recognised.
- Defined competency requirements for fire protection technicians completing ‘inspect and test’ work activities.
- Improved compliance with regulations and standards relating to building fire safety systems.
- Increased portability of recognised skills.
- Improved reliability and performance of fire safety systems.
- Improved safety for emergency services personnel responding to emergency incidents.

**Government**
- Minimal regulatory change, as endorsement by government that a ‘competent person’ defined in the regulations means an accredited fire protection technician in this Scheme.
- An industry managed accreditation Scheme that provides improved life safety outcomes to the community.
- An alternative framework of industry accreditation to the proposed national licensing system by the Council of Australian Governments (COAG).
- Increased competency and professionalism of the fire protection industry workforce.
- Minimal administrative overheads and reduced costs.
- Potential for regulatory adoption over time by government.

A ‘competent person’ is a person who has acquired - through training, qualification or experience, the knowledge and skills enabling the person to perform the task correctly. *(WorkCover NSW)*
The model for the Fire Protection Accreditation Scheme begins with the ‘inspect and test’ class of fire protection work and is based on the Fire Protection Inspection and Testing qualifications described in the CPP07 Property Services Training Package to establish professional categories of work.

The five classes of work that cover different activities undertaken within the fire protection industry are:

- **Design**
- **Install & Commission**
- **Certify**
- **Inspect & Test**
- **Maintain**

**Inspect** means to inspect by visual examination the components of fire protection systems or equipment to establish correct settings, physical condition or fitness for purpose under clause 1.5.8 of AS 1851-2012.

**Test** means confirmation of correct function or performance of a component or system under clause 1.5.20 of AS 1851-2012.

The Scheme consists of Individual Accreditation and Business Recognition.

**Individuals accredited** by the Scheme demonstrate competency to provide services for which they are accredited.

**Businesses recognised** by the Scheme engage appropriately accredited individuals (fire protection technicians) to provide services in each category of ‘inspect and test’ for which the business provides services.

**FPA AUSTRALIA - ACCREDITING BODY**

FPA Australia has implemented and is managing the Scheme and is processing individual accreditation and business recognition applications to determine eligibility. FPA Australia will also maintain a register of accredited individuals and recognised businesses.
Figure 2 portrays the model for the Scheme and shows pathways for individuals into the Scheme on the left hand side and the organisational framework of the accrediting body on the right hand side.

Pathways into the Scheme will be through formal technical qualifications and/or relevant fire protection industry experience that are subject to evaluation against specific requirements defined in the Scheme.
PATHWAYS INTO THE SCHEME FOR INDIVIDUALS

There are three (3) pathways into the Scheme for individuals in the ‘inspect and test’ class of accreditation:

1. **Qualified**
2. **Experienced** (transitional)
3. **Trainee** (transitional).

Experienced and Trainee pathways provide transitional arrangements for individuals that allow twenty-four (24) months for the required units of competency to be obtained and Qualified Accreditation achieved. Figure 3 below shows the pathways for Experienced (transitional) and Trainee (transitional) workers to transition to Qualified Accreditation.

![Figure 3. Pathways into the Fire Protection Accreditation Scheme](image)

CATEGORIES AND LEVELS

Fire protection technicians accredited under the Scheme to carry out work in the ‘inspect and test’ class for the category and level of fire protection work that the individual has applied for, have been evaluated and deemed competent. There are ten (10) categories of work activities in the ‘inspect and test’ class and an individual can be accredited in more than one (1) category.

<table>
<thead>
<tr>
<th>Category</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fire sprinkler systems</td>
<td>R</td>
</tr>
<tr>
<td>2. Fire pumpssets</td>
<td>R</td>
</tr>
<tr>
<td>3. Fire hydrant systems</td>
<td>R</td>
</tr>
<tr>
<td>4. Fire detection and alarm systems</td>
<td>R</td>
</tr>
<tr>
<td>5. Gaseous fire suppression systems</td>
<td>C</td>
</tr>
<tr>
<td>6. Pre-engineered fire suppression systems (non-gaseous)</td>
<td>C</td>
</tr>
<tr>
<td>7. Portable fire equipment and fire hose reels</td>
<td>C</td>
</tr>
<tr>
<td>8. Fire and smoke doors</td>
<td>C</td>
</tr>
<tr>
<td>9. Fire seals and collars</td>
<td>C</td>
</tr>
<tr>
<td>10. Exit and emergency lighting</td>
<td>C</td>
</tr>
</tbody>
</table>

A Routine Level (R) or Complex Level (C) assessment is based on the skills and knowledge required to work within a category.

- **R Routine Level**: accreditation is for activities conducted up to and including six (6) monthly, as described in AS 1851-2012.
- **C Complex Level**: accreditation includes those activities for Routine Level (R), and other activities conducted annually as described in AS 1851-2012.
3. Individual Accreditation

QUALIFIED ACCREDITATION
The basis of the Scheme is that an individual with a Qualified Accreditation holds an approved Certificate II or higher qualification that provides an acceptable standard of workforce skills required in the fire protection industry plus the required units of competency for a specific category of work activities.

Entry Prerequisite | Conditions to Satisfy Qualified

• Certificate II (as a minimum).  
• Holds the required unit(s) of competency.  
• Accreditation fee paid.  
• Application approved by FPA Australia.

Entry prerequisite qualifications for the Qualified pathway are to be based on approved, nationally recognised qualifications that have been evaluated by the Scheme as providing an acceptable standard of workforce skills required in the fire protection industry.

For example, a Certificate II or higher in a nationally recognised qualification in fire protection or other related trade, that has a reasonable degree of mechanical and/or electrical aptitude.

An alternative entry prerequisite for the Qualified pathway is based on a related vocational trade such as an electrician or plumber and is evidenced by holding a current Occupational Registration or Licence or Trade Craftsmen/Apprenticeship Certificate.

Units of Competency are required in at least one (1) of the ten (10) categories of ‘inspect and test’ work applied for, as detailed in the matrix in Figure 4. Qualified Accreditation: Required Competencies for Categories in the ‘Inspect and Test’ Class on page 11.

The individual must have attained the appropriate units of competency for the category and level of inspection and testing work activities that an individual seeks accreditation to perform.

Further work will be undertaken to develop a list of suitable qualifications and/or courses to assist the applicant applying for accreditation; to support the Scheme’s evaluation process; and to determine what constitutes sufficient evidence of experience for each category.
EXPERIENCED (TRANSITIONAL) ACCREDITATION

Experienced (transitional) Accreditation refers to an individual who has relevant work experience in the fire protection industry. An Experienced (transitional) applicant may have an existing qualification or combination of qualifications, in addition to experience in ‘inspect and test’ work that is considered complementary to minimum skills required in the fire protection industry.

Entry Prerequisite

Conditions to Satisfy Experienced

- Twenty-four (24) months relevant experience in the fire protection industry OR
- Certificate II qualification + twelve (12) months experience in the fire protection industry OR
- Cert III qualification + six (6) months experience in the fire protection industry.

- Sufficient evidence of experience.
- Transitional accreditation: evaluated and transitioned to Qualified Accreditation within twenty-four (24) months.
- Accreditation fee paid.
- Application approved by FPA Australia.

Entry prerequisite for the Experienced pathway into the Scheme is via any of three (3) criteria:

Criteria 1: the individual provides evidence of having spent a minimum of twenty-four (24) months in the fire protection industry undertaking any type of ‘inspect and test’ activity. This twenty-four (24) month relevant experience minimum period does not have to be continuous (i.e. the minimum time in the industry can be accrued over a number of periods) providing that eighteen (18) months has been completed within the last three (3) years from the date of the application, to ensure currency in industry practices.

Criteria 2: the individual holds a Certificate II in an approved, nationally endorsed qualification or course that has been considered by the Scheme as providing an acceptable standard of workforce skills required in the fire protection industry and provides evidence of having spent a minimum of twelve (12) months time in the fire protection industry undertaking any type of ‘inspect and test’ activity within the last three (3) years from the date of the application, to ensure currency in industry practices.

Criteria 3: the individual holds a Certificate III in an approved, nationally endorsed qualification or course that has been considered by the Scheme as providing an acceptable standard of workforce skills required in the fire protection industry and provides evidence of having a minimum of six (6) months experience in the fire protection industry undertaking any type of ‘inspect and test’ activity within the last three (3) years from the date of the application, to ensure currency in industry practices.

The Scheme recognises the existing experience, skills and competencies of those individuals who have worked and gained experience in the fire protection industry, whilst allowing time to transition to a Qualified Accreditation.

Sufficient evidence of experience to be provided by the applicant in one (1) or more of the ten (10) ‘inspect and test’ categories and the relevant level of inspection and testing work and substantiated by supporting documents and information.

Work experience needs to have occurred within the last three (3) years from the date of the application and depending on whether any qualifications have been attained or not, the amount of experience required would range between six (6) to twenty-four (24) months.

Confirmation of applicable work experience can be identified by documentation to demonstrate work performed including the:

- Types of fire protection systems, equipment and components worked on.
- Length of time the applicant worked on fire protection systems, equipment and components; the role of the applicant in the work; and a clear description of what work was undertaken.

The evidence of experience also needs to identify recent and relevant work and workplace locations, for each accreditation category applied for, and needs to be substantiated by managers, supervisors and/or appropriate referees.

The Experienced (transitional) applicant may qualify for a Level R or Level C accreditation based on their qualifications and/or experience in the fire protection industry.

Transitional means the Experienced (transitional) Accreditation is provisional on the basis that the applicant is evaluated and transitions to Qualified Accreditation within twenty-four (24) months.
**TRAINEE (TRANSITIONAL) ACCREDITATION**

*Trainee (transitional) Accreditation* refers to an individual working under direct supervision in the fire protection industry whilst undertaking approved formal learning.

### Entry Prerequisite

- Employed by a recognised fire protection company or a group-training scheme that is providing work in the fire protection industry.

### Conditions to Satisfy Trainee

- Limited to working *only* under direct supervision of an individual who is accredited as Qualified or Experienced (transitional).
- Must be enrolled in approved formal learning within six (6) months of making application to the Scheme.
- Transitional accreditation: evaluated and transitioned to Qualified Accreditation within twenty-four (24) months.
- Accreditation fee paid.
- Application approved by FPA Australia.

The Trainee (transitional) Accreditation is based on an individual being employed by a recognised fire protection company or a group-training scheme providing work in the fire protection industry.

An individual must provide evidence of this employment and the company must provide documentation that verifies the applicant will gain experience in 'inspect and test' fire protection activities.

**Supervision** refers to a Trainee (transitional) Accreditation being conditional on the individual working *only* under direct supervision of a Qualified or Experienced (transitional) accredited person.

**Enrolment** means a trainee must be enrolled in approved formal learning within six (6) months of making application to the Scheme.

**Transitional** means the Trainee (transitional) Accreditation is provisional and allows the trainee twenty-four (24) months to be evaluated and transition to Qualified Accreditation.

The Trainee (transitional) Accreditation application form requires details of the formal learning being undertaken or planned to be enrolled in; and the name and accreditation number of the supervisor providing direct supervision to the trainee.

Figure 4 on page 11 shows the matrix that identifies the required units of competency for each category and level of inspection and testing work. The documents provided by the applicant, will be compared against the required units of competency in the matrix so that a determination can be made as to attainment of units, and as to whether the applicant qualifies for a Routine Level (R) or Complex Level (C) accreditation.

Figure 5 on page 12 identifies the Routine and Complex Level frequencies for inspect and test activities as described in AS 1851-2012.

The entry prerequisite ensures the trainee will be able to obtain experience towards a recognised qualification.
Figure 4: Qualified Accreditation: Required Competencies for Categories in the ‘Inspect and Test’ Class

<table>
<thead>
<tr>
<th>Unit</th>
<th>Title Name</th>
<th>Fire sprinkler systems</th>
<th>Fire pumpsets</th>
<th>Fire hydrant systems</th>
<th>Fire detection and alarm systems</th>
<th>Gaseous fire suppression, systems (non-gaseous)</th>
<th>Pre-engineered fire suppression systems (non-gaseous)</th>
<th>Portable fire equipment and fire hose reels</th>
<th>Fire and smoke doors</th>
<th>Fire seals and collars</th>
<th>Exit and emergency lighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPPCMN2002A</td>
<td>Participate in workplace safety arrangements</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2003A</td>
<td>Safely move loads and dangerous goods</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2004A</td>
<td>Identify types of installed fire safety equipment and systems</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2005A</td>
<td>Demonstrate first attack fire fighting equipment</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2006A</td>
<td>Prepare for installation and servicing operations</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2010A</td>
<td>Inspect and test fire hose reels</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2011A</td>
<td>Install portable fire extinguishers and fire blankets</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2020A</td>
<td>Conduct routine inspection and testing of fire extinguishers and fire blankets</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2025A</td>
<td>Inspect, test and maintain gaseous fire-suppression systems</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2026A</td>
<td>Inspect and test emergency and exit lighting systems</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2027A</td>
<td>Inspect, test and maintain non-gaseous pre-engineered fire-suppression systems</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2029A</td>
<td>Conduct functional tests on fire detection, warning and intercommunication devices</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2035A</td>
<td>Identify, inspect and test fire and smoke doors</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2037A</td>
<td>Inspect and test fire hydrant systems</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2039A</td>
<td>Identify, inspect and test passive fire and smoke containment products and systems</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2043A</td>
<td>Prevent ozone depleting substance and synthetic greenhouse gas emissions</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPPFES2047A</td>
<td>Inspect and test control and indicating equipment</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPCPF53020A</td>
<td>Conduct basic functional testing of water-based fire-suppression systems</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPCPF53021A</td>
<td>Inspect and test fire pumpsets</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPCPF53022A</td>
<td>Conduct annual functional testing of complex water-based fire-suppression systems</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>CPCPF53023A</td>
<td>Conduct functional water flow testing</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td></td>
</tr>
</tbody>
</table>

Required qualification or skill set for the category and level of inspection and testing work for accreditation under this Scheme.

Note: New equivalent codes that supersede the above codes will be recognised.

**R** Routine Level: accreditation is for activities conducted up to and including six (6) monthly as described in AS 1851-2012 and as indicated in Figure 5 on page 12.

**C** Complex Level: accreditation includes those activities for Routine Level (R), and other activities conducted annually as described in AS 1851-2012 and as indicated in Figure 5 on page 12.

Core units in Certificate II and Certificate III Fire Protection Inspection and Testing

* Check the availability through FPA Australia.
  # See notes on additional technical skills on page 12.
Figure 5: ‘Inspect and test’ Categories and Routine and Complex Level frequencies based on AS 1851-2012.

<table>
<thead>
<tr>
<th>Categories for Inspect and Test Class</th>
<th>Monthly</th>
<th>3 Monthly</th>
<th>6 Monthly</th>
<th>Yearly</th>
<th>5 Yearly</th>
<th>10 Yearly</th>
<th>20 Yearly</th>
<th>30 Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fire sprinkler systems</td>
<td>R</td>
<td>–</td>
<td>R</td>
<td>C</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>2 Fire pumpsets</td>
<td>R</td>
<td>–</td>
<td>R</td>
<td>C</td>
<td>•</td>
<td>•</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>3 Fire hydrant systems</td>
<td>R</td>
<td>–</td>
<td>R</td>
<td>C</td>
<td>•</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>4 Fire detection and alarm systems</td>
<td>R</td>
<td>–</td>
<td>R</td>
<td>C</td>
<td>•</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>5 Gaseous fire suppression systems</td>
<td>C</td>
<td>–</td>
<td>C</td>
<td>C</td>
<td>•</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>6 Pre-engineered fire suppression systems (non-gaseous)</td>
<td>C</td>
<td>–</td>
<td>C</td>
<td>C</td>
<td>–</td>
<td>•</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>7 Portable fire equipment and fire hose reels</td>
<td>–</td>
<td>–</td>
<td>C</td>
<td>C</td>
<td>•</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>8 Fire and smoke doors</td>
<td>–</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>9 Fire seals and collars</td>
<td>–</td>
<td>–</td>
<td>C</td>
<td>C</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>10 Exit and emergency lighting</td>
<td>C</td>
<td>–</td>
<td>C</td>
<td>C</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>

R = Routine Level  
C = Complex Level (C Level includes activities in R Level)  
• = outside the scope of inspect and test category

EXEMPTIONS

There are exemptions available under the Scheme for skills and knowledge attained in other qualifications or workplace experience. Exemptions will be considered according to the evidence provided by the applicant and may be granted for:

- core OHS/WHS units of competency and/or
- equivalent units of competencies as they apply to ‘inspect and test’ categories.

ADDITIONAL TECHNICAL SKILLS

The matrix in Figure 4 lists the required unit(s) of competency needed to meet accreditation requirements in each class, category and level, and is the minimum benchmark level of technical skills needed to undertake the majority of inspection and testing work for the associated task(s) of that category.

Recognised businesses will be expected to ensure that personnel undertaking ‘inspect and test’ tasks that require additional technical skills (specialist work) not covered by the matrix of competency units will receive appropriate training to do the tasks required of that specialist work. For example, conduct enclosure integrity test.
ACREDITATION PROCESS FOR INDIVIDUALS
Applicants need to apply for accreditation via the appropriate accreditation pathway on application forms specific to each level of accreditation:

- Qualified Accreditation
- Experienced (transitional) Accreditation
- Trainee (transitional) Accreditation.

Figure 6 below shows the process for applying and gaining approval for individual accreditation. Depending on the type of accreditation required, applicants need to provide certified copies of documentation, such as qualifications and/or statements of attainment, for the ‘inspect and test’ categories for which they seek accreditation. In addition, some pathways require verifiable evidence of experience to be submitted for work undertaken on fire protection equipment and systems. Evaluation will be through documentation and information analysis relevant to each type of accreditation pathway.

CONTINUING PROFESSIONAL DEVELOPMENT
Under the Scheme, Continuing Professional Development (CPD) will be encouraged and promoted so that fire protection technicians are up-to-date with current work practices in the fire protection industry.

CPD activities in the fire protection industry enable a fire protection technician to update and to maintain technical competence in the workplace. CPD activities can include formal study, short courses, workshops, seminars and discussion groups, conferences, technical meetings, learning in the workplace and private study.

CONDITIONS OF INDIVIDUAL ACCREDITATION
Under the Scheme an accredited individual must:

- Only undertake work within the category for which they have been accredited.
- Undertake accreditation renewal every twenty-four (24) months and commit to continuing professional development (CPD) throughout the accreditation period.
- Abide by the FPAS Code of Ethics and other relevant guidelines as determined by FPA Australia.
4. Business Recognition

In parallel with the introduction of individual accreditation in 2013 a business entity can apply for ‘business recognition’.

Business recognition is awarded to business entities that invest in the skills, knowledge and experience of those fire protection technicians engaged in the business and thereby support them in achieving individual accreditation. Accordingly, business entities that meet business recognition criteria are acknowledged by FPA Australia as:

- being capable of delivering quality professional services by the accredited individuals they engage
- supporting the industry ‘pathway’ to increased quality of work and professionalism by ensuring its fire protection technicians participate in the Scheme.

Over the next two (2) years, FPA Australia in consultation with members and industry stakeholders, will explore and build the business recognition criteria to ensure the criteria reflect the needs of the fire protection industry.

RECOGNISING BUSINESS ENTITIES

Business recognition is attained in each category for which business entities provide services, thereby achieving FPA Australia endorsement of the capabilities, skills and competencies of the fire protection technicians undertaking ‘inspect and test’ activities.

There are notable commercial advantages for those business entities that achieve business recognition under the Scheme. It demonstrates to regulators, other practitioners and customers that the business entity:

- is bound by a professional Code of Practice by holding FPA Australia Corporate membership
- holds professional insurance cover appropriate to the fire protection services it provides
- engages accredited fire protection technicians to undertake ‘inspect and test’ activities for each category for which the business provides services, and
- supports the efforts of the fire protection industry to engage a technically competent workforce and to increase safety outcomes for the community.

PATHWAY INTO THE SCHEME FOR BUSINESS ENTITIES

There is one pathway for business recognition in the Scheme. Businesses eligible for entry into the Scheme need to engage one (1) or more accredited fire protection technician(s) in each category for which the business provides fire protection services.

**BUSINESS RECOGNITION**

<table>
<thead>
<tr>
<th>Entry Prerequisite</th>
<th>Conditions to Satisfy Recognition</th>
</tr>
</thead>
</table>
| • Engage one (1) or more accredited fire protection technician(s), either Qualified or Experienced (transitional), in each category for which the business provides a service. | • Business entity can only provide ‘inspect and test’ services where it engages one (1) or more accredited fire protection technician(s), either Qualified or Experienced (transitional), in that category.  
• A signed undertaking that the business entity will ensure that all fire protection technicians directly employed by the business will gain Qualified Accreditation within forty-eight (48) months.  
• Accreditation fee paid.  
• Application approved by FPA Australia. |

Whilst business recognition depends initially on the engagement of one (1) or more accredited fire protection technician(s), either Qualified or Experienced (transitional) in each category, the business entity is required to ensure all fire protection technicians directly employed in 'inspect and test' work will gain Qualified Accreditation within forty-eight (48) months (at a rate of no less than 25% of those directly employed per year).
BUSINESS RECOGNITION PROCESS

Business entities need to apply on an approved Business Recognition Application Form for recognition. The following information must be provided:

- A business recognition application form signed by a company director (or delegated authority) of the business.
- A list of accredited fire protection technicians engaged by the business entity including their accreditation numbers, for each category in which the business provides services.
- Australian Business Number (ABN) or Australian Company Number (ACN).
- Corporate FPA Australia membership number.

The flow chart in Figure 7 below details the process for applying and gaining approval of business recognition.

Figure 7. Flowchart of business recognition process.

CONDITIONS OF BUSINESS RECOGNITION

Under the Scheme, there are specific conditions that a Recognised Business has to continue to meet, in order to maintain recognition status, eg FPA Australia corporate membership, insurance currency.
5. Costs and Entitlements

The following fees apply to individual accreditation and business recognition.

**ACCREDITATION & RECOGNITION COSTS**

### Individual Accreditation

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation fee</td>
<td>$200</td>
</tr>
<tr>
<td>Status change</td>
<td>$44</td>
</tr>
</tbody>
</table>

Includes GST, all categories and two (2) years accreditation fee.

### Business Recognition

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-off application fee</td>
<td>$100</td>
</tr>
<tr>
<td>Two (2) year recognition fee</td>
<td>$600</td>
</tr>
<tr>
<td>Status change</td>
<td>$88</td>
</tr>
</tbody>
</table>

Includes GST, all categories and two (2) year recognition fee for one state or territory (additional $400 per state or territory).

**Notes**

**Status Change:** Individual includes Level R to Level C, additional category(s) and transition to Qualified Accreditation. Business includes additional category(s) and a change of accredited technician(s).

**Border concession:** One application fee will apply when a business provides a service across a state or territory border that is within 100 kms from its principal place of operation.

**Individual Entitlements**

- An accreditation identification card for the class, category and level for which they are accredited, with a two (2) year expiry date.
- A listing on FPA Australia’s website as an accredited individual with accreditation details relating to class, category and level (no contact information).

**Business Entitlements**

- Framed business recognition certificate.
- A listing on FPA Australia’s website.
- Promotion on FPA Australia’s website as a recognised business.
- Use of the FPAS logo on stationery, vehicles etc.
- Use of FPAS marketing materials to promote business recognition status.
6. Next Steps

FUTURE WORK

Work is currently being undertaken to ensure:

- flexibility within the national qualification framework for credit transfer and recognition of existing qualifications (alternative pathways).
- alignment to existing licensing jurisdictions, such as the Ozone-Depleting Substances and Synthetic Greenhouse Gases (ODS & SGG), the Building Services Authority (BSA) Queensland, the Tasmania Fire Service, the Plumbing Industry Commission, Victoria.

These outcomes will provide a fair and equitable process that can be applied nationally to the fire protection industry.

TIMEFRAMES AND ACTIVITIES

- Survey FPA Australia membership and industry stakeholders for additional feedback and comments.
- Promote and market FPAS throughout the membership, fire protection industry and other relevant industries and stakeholders.
- Encourage members to gain knowledge and understanding of their State and Territory Consultation Group in order to provide feedback and suggestions.
- Continue the development of systems and processes for implementing, managing and administering the scheme.

<table>
<thead>
<tr>
<th>Consultation</th>
<th>Implementation</th>
<th>Launch</th>
<th>Expanded development of business recognition criteria</th>
<th>2 year renewal</th>
</tr>
</thead>
</table>

FUTURE ACCREDITATION CLASSES

<table>
<thead>
<tr>
<th>FPAS Fire Protection Accreditation Scheme Design</th>
<th>TBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>FPAS Fire Protection Accreditation Scheme Install &amp; Commission</td>
<td>TBA</td>
</tr>
<tr>
<td>FPAS Fire Protection Accreditation Scheme Certify</td>
<td>TBA</td>
</tr>
<tr>
<td>FPAS Fire Protection Accreditation Scheme Inspect &amp; Test</td>
<td>JULY 2013</td>
</tr>
<tr>
<td>FPAS Fire Protection Accreditation Scheme Maintain</td>
<td>TBA</td>
</tr>
</tbody>
</table>

FPAS CONTACT DETAILS AND RESOURCES:

For more information contact: fpas@fpaa.com.au or 1300 731 922.

Feedback or comment to your State and Territory Stakeholder Consultation Group: fpas@fpaa.com.au

For additional FPAS resource materials: www.fpaa.com.au/fpas