

Inspect and Test

Application Form

Qualified Accreditation

Application Process

Important Note:

Please ensure you have read the Qualified Accreditation FACT SHEET available on: <http://www.fpa.com.au/fpas/fact-sheets-application-forms> before completing this application form.

What you need to do to complete this form:

- | | |
|---|-------|
| A. Provide us with your details. | 2 |
| B. Select the 'inspect and test' category(s) you are applying for. | 3 - 5 |
| C. Read the Experience requirement overview. | 6 |
| D. Attach a certified copy of your statement of attainment for relevant units of competency. | 7 |
| E. Provide Unit exemption details where applicable | 7 |
| F. Attach a passport size photograph of yourself. (Head to shoulders against a white background). | 8 |
| G. Confirm insurance compliance. | 9 |
| H. Read the Professional Code of Conduct. | 9 |
| I. Sign the applicant declaration and have it witnessed. | 10 |
| J. Provide payment details for the application fee. | 11 |

A. Applicant Details

Personal and Employer details are mandatory so all fields need to be completed.

Personal details are required as you may change employer in the future.

Personal Details:

Surname:		Given names:	
Title:		Date of birth:	
Residential street address:			
Suburb:		State:	
		Postcode:	
Postal Address:	Write 'as above' if same a residential address		
Suburb:		State:	
		Postcode:	
Phone number:		Mobile:	
Email:			

Employment Details:

Employer's Company Name:			
Street:			
Suburb:		State:	
		Postcode:	
Work phone number:		Work mobile:	
Work email:			



FPA Australia Fire Protection Accreditation Scheme (FPAS)

B. 'Inspect and Test' Categories

Before you select an 'inspect and test' category below, please refer to pages 4 and 5 of this application to ensure you have attained the appropriate units of competency for the category and level of inspection and testing work activities that you are applying for. If you do not hold the required units for the category that you select, you cannot be awarded Qualified Accreditation in that category. You can however, apply for Transitional Accreditation in that category. **Please note:** Whichever pathway(s) you choose, you must select all categories that reflect your actual 'inspect & test' work activities.

The table below reflects the frequencies for 'inspect and test' work activities based on AS1851-2012. This will assist you in identifying whether you apply for Routine (R) or Complex (C) level under the Qualified Accreditation Pathway.

Please place an R or C in the last column for each 'inspect and test' category you wish to apply for.

'Inspect and Test' Category	Monthly	3 Monthly	6 Monthly	Yearly	R or C Level
1. Fire sprinkler systems	R	–	R	C	
2. Fire pumpsets	R	–	R	C	
3. Fire hydrant systems	R	–	R	C	
4. Fire detection and alarm systems	R	–	R	C	
5. Gaseous fire suppression systems	C	–	C	C	
6. Pre-engineered fire suppression systems (non-gaseous)	C	–	C	C	
7. Portable fire equipment and fire hose reels	–	–	C	C	
8. Fire and smoke doors	–	C	C	C	
9. Fire seals and collars	–	–	C	C	
10. Exit and emergency lighting.	C	–	C	C	

R Routine Level: Routine Level (R) activities are conducted up to and including six (6) monthly, as described in AS1851-2012.

C Complex Level: Complex Level (C) activities includes those activities for Routine Level (R), and other activities conducted annually as described in AS1851-2012.

Did you select Category 5 – Gaseous Fire Suppression Systems? Yes / No (Please circle one)

If 'Yes', please do one of the following:

- Supply a copy of your Extinguishing Agent Handling Licence (EAHL); OR
- Initial here to declare that you do not work with any ozone-depleting gases. _____

(See Scheduled Agent Fact Sheet: http://www.fpiib.com.au/media/49547/scheduled_agents_fact_sheet.pdf for list of ozone-depleting gases.)

FPA Australia Fire Protection Accreditation Scheme (FPAS)

B. 'Inspect and Test' Categories (cont'd)

The following four (4) units of competency are required for **every** 'inspect and test' category.

Common units (Mandatory Units)

PRMPFES53A	CPPCMN2002A	Participate in workplace safety arrangements
PRMPFES03C	CPPFES2003A	Safely move loads and dangerous goods
PRMPFES04B	CPPFES2004A	Identify types of installed fire safety equipment and systems
PRMPFES06C	CPPFES2006A	Prepare for installation and servicing operations

The below tables show the technical units of competency required for each 'Inspect and Test' category you are applying for. (in addition to the four (4) common units listed above).

Please refer to the Qualified Fact Sheet for an overview of possible unit exemptions that may be applicable to holders of a Qualified EAHL License 2 or 3, an OHS Induction Card eg. "white card", or a Sprinkler Fitter qualification.

1. Fire sprinkler systems

Old code unit	Current code unit		Level
PRMPFES47A	CPPFES2047A	Inspect and test control and indicating equipment	R, C
New unit	CPCPFS3020A*	Conduct basic functional testing of water-based fire-suppression systems	R, C
New unit	CPCPFS3021A*	Inspect and test fire pumpsets	C
New unit	CPCPFS3022A*	Conduct annual functional testing of complex water-based fire-suppression systems	C
New unit	CPCPFS3023A*	Conduct functional water flow testing	C

2. Fire pumpsets

Old code unit	Current code unit		Level
PRMPFES47A	CPPFES2047A	Inspect and test control and indicating equipment	R, C
New unit	CPCPFS3021A*	Inspect and test fire pumpsets	R, C
New unit	CPCPFS3023A*	Conduct functional water flow testing	C

3. Fire hydrants

Old code unit	Current code unit		Level
PRMPFES37A	CPPFES2037A	Inspect and test fire hydrant systems	R, C
New unit	CPCPFS3023A *	Conduct functional water flow testing	C

4. Fire detection and alarm systems

Old code unit	Current code unit		Level
PRMPFES47A	CPPFES2047A	Inspect and test control and indicating equipment	R, C
New unit	CPPFES2029A *	Conduct functional tests on fire detection, warning and intercommunication devices	C

* As these are newly developed units for the industry, please check to confirm availability through FPA Australia or other RTOs.

Note: for categories 1, 2, and 3, units CPCPFS3040A, 41A, 42A and 43A from Certificate III in Fire Protection (Sprinkler Fitters) are considered to meet the FPAS requirement for units CPCPFS3020A, 21A, 22A and 23A, respectively.

B. 'Inspect and Test' Categories (cont'd)

5. Gaseous fire suppression systems

Old code unit	Current code unit		Level
PRMPFES25C	CPPFES2025A	Inspect, test and maintain gaseous fire-suppression systems	C
PRMPFES43A	CPPFES2043A	Prevent ozone depleting substance and synthetic greenhouse gas emissions	C
PRMPFES47A	CPPFES2047A	Inspect and test control and indicating equipment	C

6. Pre-engineered fire suppression systems (non-gaseous)

Old code unit	Current code unit		Level
PRMPFES27B plus 29B or 30B or 31B	CPPFES2027A	Inspect, test and maintain non-gaseous pre-engineered fire-suppression systems	C

7. Portable fire equipment and fire hose reels

Old code unit	Current code unit		Level
PRMPFES05B	CPPFES2005A	Demonstrate first attack firefighting equipment	C
PRMPFES10B	CPPFES2010A	Inspect and test fire hose reels	C
PRMPFES11B	CPPFES2011A	Install portable fire extinguishers and fire blankets	C
PRMPFES09B and 20B	CPPFES2020A	Conduct routine inspection and testing of fire extinguishers and fire blankets	C

8. Fire and smoke doors

Old code unit	Current code unit		Level
PRMPFES33A and 35A	CPPFES2035A	Identify, inspect and test fire and smoke doors	C

9. Fire seals and collars

Old code unit	Current code unit		Level
PRMPFES36A and 39A	CPPFES2039A	Identify, inspect and test passive fire & smoke containment products and systems	C

10. Exit and emergency lighting

Old code unit	Current code unit		Level
PRMPFES26B	CPPFES2026A	Inspect and test emergency and exit lighting systems	C

C. Experience requirement overview

Qualified Accreditation applies to individuals who are currently working and have experience in Inspect and Test work and have attained the required units of competency for each category of Inspect and Test they are applying for.

Work experience needs to have occurred within the last three (3) years, and the amount of experience required will range from 6 - 12 months depending upon which Inspect and Test categories you have experience in.

Twelve (12) months relevant experience in the Inspect and Test categories 1-6

- Category 1 – Fire sprinkler systems (R) or (C)
- Category 2 – Fire pumpsets (R) or (C)
- Category 3 – Fire hydrants (R) or (C)
- Category 4 – Fire detection and alarm systems (R) or (C)
- Category 5 – Gaseous suppression systems
- Category 6 – Pre-engineered fire suppression systems (non-gaseous)

Six (6) months relevant experience in the Inspect and Test categories 7-10.

- Category 7 – Portable fire equipment and fire hose reels
- Category 8 – Fire and smoke doors
- Category 9 – Fire seals and collars
- Category 10 – Exit and emergency lighting

Your Current Employment

CURRENT POSITION:

Job title: _____ Start date: ____ / ____ / _____
Employer: _____

PREVIOUS POSITION: (only supply previous position information if you have less than 12 months experience in this Inspect & Test category at your current position/employer.)

Job title: _____ Start date: ____ / ____ / _____
Employer: _____

TOTAL YEARS OF EXPERIENCE OF INSPECT AND TEST: _____

Manager's Confirmation

Current Manager, supervisor or referee who can confirm your current employment details above:

Name: _____ Contact no: _____ email: _____

D. Completed units of competency

You must supply a certified copy of your statement of attainment from a Registered Training Organisation (RTO) indicating the completion of the required units of competency for each of the Inspect and Test categories you are applying for as outlined on pages 4 and 5.

Note: If your statement of attainment was issued by FPA Australia, you are not required to have it certified. Please see the **Check List** page for information on how to certify documents.

- Alternatively, please tick here to authorise Accreditation & Licensing staff to access your training history held by the Registered Training Organisation (RTO) within FPA Australia.

E. Unit Exemptions

There are unit exemptions available under the Scheme for skills and knowledge attained in other qualifications or work place experience.

Exemptions will be assessed according to the evidence provided by you and may be granted as outlined below:

1/ OHS/WSH common unit exemption

For an OHS/WSH exemption for unit **CPPCMN2002A: Participate in workplace safety arrangements** you require an OHS Induction Card eg. "white card".

Please tick if applicable: ✓

- I am applying for an exemption for unit CPPCMN2002A: Participate in workplace safety arrangements and I have supplied with this application a copy of my OHS Induction Card eg. "white card".

2/ Unit exemptions: Sprinkler Fitters

If you hold any of the following Sprinkler Fitter qualifications, please ensure you submit a certified copy of your Certificate III and Statement of attainment in Fire Protection Qualification in order to receive a Unit Exemption for FPAS in accordance with the details in the Qualified Fact Sheet.

Please tick whichever is applicable ✓

- Certificate III in Fire Protection CPC32813, CPC32812, CPC32811 and CPC32808
- Certificate III in Fire Protection BCP30503, 13190VIC (Sprinkler Fitting Qual VIC) and 1200 (Sprinkler Fitting Qual NSW)
- Older Sprinkler Fitting qualifications pre-1999, 3213 CHD (Sprinkler Fitting 1st Class) Certificate III in Sprinkler Fitting (Apprentice)

For more information about Unit equivalencies and exemptions, please see the Qualified Accreditation Fact Sheet:

<http://www.fpa.com.au/fpas/fact-sheets-application-forms>.

3/ EAHL Qualified Licence, Entitlements 2 or 3

If you are a holder of a current EAHL Qualified Licence 2 or 3 **AND** you are only applying for Qualified Accreditation for Categories 4 and/or 5 **ONLY**, it is deemed you satisfy the requirement for CPPFES2004A.

Please tick if applicable: ✓

I am applying for an exemption for unit *CPPFES2004A: Identify types of installed fire safety equipment and systems*, and I have supplied with this application a copy of my EAHL Licence.

Note: For any FPAS categories other than 4 and 5, you will still need to complete CPPFES2004A in order to meet the requirements for Qualified accreditation in those categories.

F. Colour Passport Photograph

Please attach a current colour passport-size photograph (minimum size 4 cm high x 3.5 cm wide) printed on photographic paper in the box provided. Alternatively you can supply a digital image in .jpg or .tif format to fpas@fpaa.com.au as per the requirements of passport photographs e.g. the photograph should be no more than six months old; be a close up of your head and top of shoulders; and be taken with a white or pale background.



This is a true photograph / digital image of the applicant as witnessed by:

Full Name of Witness: (Print) _____

Signature: _____

Date: ____ / ____ / _____

Contact no: _____



G. Check Your Insurance Cover

Insurance cover provides benefits to accredited individuals, business entities and the broader community by mitigating the risks associated with an unforeseen event.

As such, you as an accredited individual in the Inspect and Test class should be appropriately covered by insurance for the fire protection services you undertake.

This means that you, as an employee of or contractor to a company, or operating as a sole trader, must hold Public & Products Liability Insurance coverage for a minimum of \$10 million.

Your policy must cover all of the work activities you undertake and it must remain current.

For businesses that do not hold FPA Australia membership, please provide a Certificate of Currency as proof of Public & Products Liability Insurance coverage for a minimum of \$10 million.

H. Read the Code of Professional Conduct

The Fire Protection Association Australia Code of Professional Conduct (the Code) prescribes the principles, standards of behaviour and service delivery requirements expected of accredited individuals under FPAS.

You as an accredited individual must sign the Code of Professional Conduct declaration, stating that you will abide by the requirements of the Code and accept any decision if it is determined you have breached the Code.

Breaching the code may result in cancellation of an individual's accreditation.

The Code is located at www.fpa.com.au/fpas/copc

FPA Australia Fire Protection Accreditation Scheme (FPAS)

I. Applicant Declaration

Please tick: ✓

- I declare that I have attained the relevant experience required for each category applied for.
- I declare that the information contained in this application is true and correct in every particular (including certified documents).
- I acknowledge that FPA Australia may contact any person or other entity to verify information provided in this application.
- I agree to comply with the specified conditions of FPAS.
- I acknowledge that, from time to time, it may be deemed necessary by the Scheme to include additional unit(s) to 'inspect and test' categories.
- I commit to conduct Inspect and Test activities in accordance with the relevant Standard(s).
- I commit to conduct only those Inspect and Test activities for which I hold accreditation.
- I confirm that I and/or my employer hold and maintain the minimum insurance requirement of \$10 million for Public & Products Liability Insurance, and that the level of insurance cover held is adequate to cover the services and activities I undertake in the fire protection industry.

Note: For businesses that do not hold FPA Australia Membership, a Certificate of Currency **MUST** be provided for the above insurance requirement with your application.

- I have read and agree to the FPA Australia Code of Professional Conduct for Accredited Individuals. The Code of Professional Conduct prescribes the principles, standards of behaviour, and service delivery requirements expected of accredited individuals under FPAS (www.fpa.com.au/fpas/copc).
- I understand that as a requirement of my accreditation, I am required to ensure that my FPAS Accreditation Number is noted on any Logbooks where I have undertaken Inspect and Test activities on any given site.
- I understand that where I have not yet completed all required Units of Competency for Qualified accreditation in my selected categories as described in the Qualified Accreditation Fact Sheet, I will instead receive Transitional accreditation in those categories. If this applies, I agree to comply with all terms and conditions of FPAS, including to transition to Qualified accreditation within the relevant time frame outlined in the Fact Sheet.

Print Name of Applicant _____

Signature of Applicant: _____

Date: ____ / ____ / ____

Witness Details:

Signature of Witness: _____

Date: ____ / ____ / ____

Name: (Print) _____

Street: _____

Suburb: _____

State: _____

Postcode: _____

Contact no: _____

Disclaimer:

Accreditation under the Fire Protection Accreditation Scheme is not a substitute for any requirements for licensing, registration or accreditation established by relevant applicable legislation (state, territory and/or federal) unless otherwise confirmed by relevant regulation.

FPA Australia Fire Protection Accreditation Scheme (FPAS)

J. Payment Details

Accreditation fee: **\$220 (incl. GST)**. This payment includes fees for two (2) years **OR**

Fee waiver as holder of current eligible licence (copy supplied).

You may be eligible for an accreditation fee waiver if you are a holder of a current:

- Queensland Building Construction Commission (QBCC): Fire Protection Occupational Licence.

Method of payment: Cheque payable to **Fire Protection Association Australia**. ABN 30 005 366 576

EFT payment: FPA Australia BSB: 033 083 Account No: 33-2932
Note: Please advise reference number, name, payment time, date and amount to: fpas@fpaa.com.au.

Credit card: VISA MasterCard AMEX

Card Number: _____

Name on Card: _____

Expiry Date: ____ / ____

Signature: _____ Amount: _____

A tax invoice will be mailed to you with your FPAS Accreditation kit.

Enquiries

If you have any questions or enquiries please call: 03 8892 3131. For additional FPAS resource materials: www.fpaa.com.au/fpas

Return this Application Form including certified documents to:

Accreditation Manager
Fire Protection Association Australia
PO Box 1049
Box Hill
Victoria 3128

OR

Scan your completed Application form and email it together with your photo (.jpg or .tif) to fpas@fpaa.com.au.

Note: In order to keep your file size to a minimum, you should scan your application form in black and white.

Privacy Policy

FPA Australia respects the privacy and personal information of its members. Personal and business information is collected by the Association for the primary purpose of providing services to members and maintaining the membership and accreditation registers. FPA Australia aims to manage and protect personal information in accordance with national privacy guidelines recommended pursuant to the Privacy Act 1988 (Cth) or the most current version of this act, and the Australian Privacy Principles. The Association's Privacy Statement can be viewed online at www.fpaa.com.au/about/privacy-policy.

Check List

To ensure that your application can be processed, please use this Check List to confirm you have completed all the necessary actions. If we do not receive all the items listed below, we will not be able to process your application.

- A. Applicant Details** Yes
Have you fully completed the Applicant Details section?
- B. 'Inspect and Test' Categories** Yes
Have you checked that you have the required units of competency listed in the Qualified Accreditation: Required Competencies for Categories in the 'Inspect and Test' Class table for the category(s) and level(s) you have applied for?
- C. Experience Overview** Yes
Have you read the requirements for experience?
- D. Completed units of competency** Yes
Have you attached a certified copy of original Statements of attainment related to Categories you are applying for?
- E. Unit Exemptions Overview** Yes
- F. Photograph** Yes
Have you attached a current passport-size colour photograph?
Has your photograph been witnessed?
- G. Insurance Compliance** Yes
Have you confirmed that you hold appropriate current insurance?
- H. Code of Professional Conduct** Yes
Have you read the Code of Professional Conduct?
- I. Declaration, Signature & Witness Details** Yes
Has your signature in the Applicant Declaration section been witnessed?
Have you ticked all declaration items?
- J. Payment** Yes
Have you completed the payment section?
Have you attached a copy of any licence required for fee waiver?

How to certify a copy of a document?

Take your original document(s), along with the photocopies to a person who is authorised to sign certified copies. Ask them to write the following statement on a blank area of the photocopy. For example:

"This is a true copy of the original document sighted by me."

Ask the authorised person to sign and date the copy, then legibly write or stamp his or her name, title, address and a date when signing.

Note: Do not send original documents.

Examples of people authorised to sign and certify copies include:

A registered medical practitioner, dentist, veterinary practitioner, pharmacist, principal in the [Government] teaching service, the [branch] manager of a bank, member of the Police force, a member or a former member of either House of the Parliament of the State or Commonwealth, Justice of the Peace or a Bail Justice, barrister and solicitor of the Supreme Court, councillor of a municipality, senior officer of a council.

