

# Inspect and Test

# Application Form

## Transitional Accreditation (Experienced pathway)

### Application Process

**Important Note:**

Please read the Transitional 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 |
| C. Read the Experience requirement overview and fill out employment details.   | 4 |
| D. Attach a certified copy of any of your qualification(s) (or current trade registration/licence/certificate) and statement(s) of attainment. | 5 |
| E. Attach a passport size photograph of yourself.  | 6 |
| F. Confirm insurance compliance.   | 6 |
| G. Read the Professional Code of Conduct.  | 6 |
| H. Sign the applicant declaration and have it witnessed.   | 7 |
| I. Provide payment details for the application fee.  | 8 |



**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:					



**B. 'Inspect and Test' Categories**

Transitional Accreditation applies to experienced individuals who have experience in Inspect and Test work activity in the fire protection industry. This pathway enables you to obtain accreditation while gaining the relevant units of competency necessary to transition to Qualified Accreditation. The transition period is twenty-four (24) months.

Note: FPA Australia has extended the transition period, in line with our 2020 Vision to 1 January 2020.

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

**\*\*Please read through the Overview of Experience in the FACT SHEET to identify the categories and work activities that are relevant to your category selection.**

Please note: You must select all categories that reflect your actual 'inspect & test' work activities.

**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. \_\_\_\_\_

By applying for accreditation, you are confirming that you will:

- conduct Inspect and Test activities in your applicable category in accordance with the relevant standard(s).
- conduct only those Inspect & Test activities for which you hold accreditation.

### C. Experience requirement overview

Work experience needs to have occurred within the last three (3) years, and the amount of experience required ranges from 6 - 12 months depending on 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. Qualifications**

**Qualification(s) or vocational trade**

As you will need to undertake one or more units of competency in order to move from Transitional to Qualified Accreditation, please submit any qualifications, including statements of attainment that you have completed relating to the categories you are applying for so that we will be able to assist you in determining which specific units you will need to undertake during your transitional accreditation period.

Please tick ✓ and list in the table below if you have any:

- Qualification(s) or vocational trade (as evidenced by a current Occupational Registration, Occupational Licence or Trade Craftsmen/Apprenticeship Certificate)
- Statement(s) of attainment. (Please ensure you provide certified copies with your application if appropriate).

**Note:** If your statement of attainment/s or qualification was issued by FPA Australia, you are not required to have it certified.

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

Code no.	Title

**Photocopy the table and attach to your application if you require additional space.**

**Note:** See the **Check List** for information on how to certify documents.

**Current Licence Holders**

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.

A fee waiver will only be applicable if your licence is current for the duration of your FPAS accreditation. If your licence lapses, it is your responsibility to inform FPA Australia and make the relevant accreditation payment. Please attach a copy of your existing licence along with any other qualifications or statement of attainment for any completed units of competency relevant to the categories being applied for.



### E. 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](mailto: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: \_\_\_\_\_

### F. 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.

### G. 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.fpaa.com.au/fpas/copc](http://www.fpaa.com.au/fpas/copc)

## H. 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, in particular to complete the required Units of competency in order to transition from Transitional Accreditation to Qualified Accreditation within twenty-four (24) months.
- 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) and have read the Overview of Experience in the FACT SHEET that outlines the work activities for Inspect and Test.
- 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](http://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.

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)

## I. 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](mailto: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](http://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](mailto: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](http://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 identified the 'Inspect and Test' category(s) and level(s) you wish to apply for.
- C. Proof of Qualification**  Yes  
Have you attached a copy of any qualification(s) (or trade registration/licence/certificate) and statement(s) of attainment that you have attained? Have the originals been certified by an authorised person? (see details below).
- D. Photograph**  Yes  
Have you attached a current passport-size colour photograph?  
Has your photograph been witnessed?
- E. Insurance Compliance**  Yes  
Have you confirmed that you hold appropriate current insurance?
- F. Code of Professional Conduct**  Yes  
Have you read the Code of Professional Conduct?
- G. Declaration, Signature & Witness Details**  Yes  
Has your signature in the Applicant Declaration section been witnessed?  
Have you ticked all declaration items?
- H. 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.*