

# Inspect and Test

# Fact Sheet

## Qualified Accreditation

### Contents

<b>Introduction</b>	2
<b>Obtaining Qualified Accreditation in 'Inspect and Test'</b>	2
<b>How to apply for Qualified accreditation</b>	3
• Download the Qualified Accreditation application form	3
• Provide details of your current employer as well as your personal contact details	3
• Identify each 'Inspect and Test' category you wish to apply for	3
• Read the overview of experience requirement	4
• Required Units of Competencies for each Category: Qualified Accreditation	5
• Unit Exemptions	7
• Obtain certified copies of any relevant qualification(s), certificate(s) and statement(s) of attainment you have	9
• Obtain copies of current trade registration and or licence where applicable	9
• Check your insurance cover meets the requirements of FPAS	10
• Read the Code of Professional Conduct	10
• Send your completed form and payment to FPA Australia for evaluation	11
<b>Individual Entitlements</b>	11
<b>Payment of Fees</b>	12



## Introduction

This FACT SHEET sets out the requirements for an experienced individual seeking Qualified Accreditation under the national Fire Protection Accreditation Scheme (FPAS) that was introduced on 1 July 2013. The basis of the Scheme is that if you seek:

- **Qualified Accreditation** you are eligible if you have completed the required units of competency for a specific category of work activities from the Certificate II or III in Fire Protection Inspection & Testing or other qualifications containing the relevant units **AND** have the required minimum experience.
- **Transitional Accreditation** you are eligible if you have the relevant work experience in the fire protection industry for the categories of Inspect and Test being applied for, and then commit to transition to Qualified Accreditation within twenty-four (24) months.
- **Trainee Accreditation** you are eligible if you commit to working under direct supervision for the first three (3) months and then under indirect supervision whilst undertaking approved formal learning. You will then need to transition to Qualified Accreditation within twenty-four (24) months.

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

Please ensure you are applying for the relevant accreditation type prior to submitting your application and check the FPA Australia website to confirm you are using the current version of the FACT SHEET and application form as they are updated from time to time.

## Obtaining Qualified Accreditation in 'Inspect and Test'

Qualified Accreditation can be applied for by an individual who has relevant work experience in the fire protection industry and has completed the required units of competency.

To obtain Qualified Accreditation you must:

- have completed the minimum experience requirement needed for each category you are applying for in order to gain FPAS Qualified accreditation, as set out in this Fact Sheet.
- have completed the required units of competency for each category of 'Inspect and Test' work activities you are applying for (refer to pages 5 and 6).
- ensure that you or your company hold the minimum Public & Products Liability Insurance of \$10 million.
- commit to ensure that for all Inspect and Test logbook entries, your FPAS Accreditation number is recorded for the work you have performed.
- commit to conduct only those Inspect and Test activities for which you obtain accreditation.

Once the accreditation application fee has been paid and your application is evaluated and approved, your accreditation is valid for twenty-four (24) months and is required to be renewed prior to the end of the twenty-four (24) month period.



# FPA Australia

## Fire Protection Accreditation Scheme (FPAS)

### How to apply for Qualified Accreditation

#### Step 1: Download the Qualified Accreditation application form

Read this Fact Sheet in full then go to the FPAS section of the FPA Australia website [www.fpa.com.au/fpas](http://www.fpa.com.au/fpas), and select FACT SHEETS & APPLICATION FORMS from the menu on the left-hand side of the page. Click on "Individual Qualified Application Form (Inspect& Test)" to download the Qualified Application Form. There is a Check List at the end of the form for your use to ensure you have completed everything you need to do. Please read the form carefully as insufficient information is likely to lead to a delay in processing your application.

#### Step 2: Provide details of your current employer as well as your personal contact details

You will need to provide details of your the current employer along with your personal contact details including an email address. This is mandatory and is required to ensure that should you change employer, we are able to contact you regarding renewal etc. for your FPAS accreditation.

#### Step 3: Identify each 'Inspect and Test' category that reflects the work you currently perform.

Identify each category and level you are applying for in the 'Inspect and Test' class based on the skills and knowledge required for that category. (You may also select any categories of work activity you do not currently perform, but for which you've already completed the required units and have undertaken the work within the past three years.) The ten (10) 'Inspect and Test' categories are as follows:

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

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

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.

# FPA Australia

## Fire Protection Accreditation Scheme (FPAS)

The frequencies for 'Inspect and Test' activities, based on AS 1851-2012 for fire protection technicians accredited under FPAS with R and C Level, are shown in the following table:

'Inspect and test' Categories and Routine and Complex Level frequencies based on AS1851-2012.

Categories for Inspect and Test Class	Monthly	3 Monthly	6 Monthly	Yearly	5 Yearly	10 Yearly	20 Yearly	30 Yearly
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

C = Complex Level (C Level includes activities in R Level)

• = outside the scope of inspect and test category

Check the **Required Units of Competency for Categories in the 'Inspect and Test' Class** by referring to pages 5 and 6 of this Fact Sheet in order to ensure you have attained the appropriate units of competency for the category and level of inspection and testing work activities you seek accreditation in.

### Step 4: Read the Overview of Experience Requirement

Qualified Accreditation applies to experienced individuals who have experience in Inspect and Test work in the fire protection industry based on the overview of experience below AND have obtained the required units of competency as set out on pages 5 and 6 of this fact sheet.

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.

### Overview of Experience Requirement

#### 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

# FPA Australia Fire Protection Accreditation Scheme (FPAS)

Category 10 – Exit and emergency lighting

## Required Units of Competency for each Category in the 'Inspect and Test' Class

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 following tables show the technical units of competency required for each 'Inspect and Test' category you are applying for. Individuals applying for accreditation must ensure they apply for all Categories relevant to the inspect and test work activities they perform.

### 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 hydrant systems

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 indicating equipment	R, C
New unit	CPPFES2029A*	Conduct functional tests on fire detection, warning & 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.



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 and 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



## Unit Exemptions

There are unit exemption provisions under FPAS for some common units and 'Inspect and Test' technical units. Please note that eligibility does not mean automatic exemption; each application will be evaluated on its particular merits.

### Example 1: OHS

If you hold an OHS Induction Card (eg. White Card) for safety in the workplace, you are eligible for an exemption for unit:

- CPPCMN2002A Participate in workplace safety arrangements.

### Example 2: Sprinkler Fitters

If you are a qualified sprinkler fitter, and you have obtained the necessary licences for the states/territories you work in, you can undertake a range of work focused on wet systems. Beyond this, there are no licences necessary to undertake the majority of work within the fire protection industry (with some exceptions in some states and the federal Extinguishing Agent Handling Licence permit scheme).

FPAS accredits individuals based on specific units of competency that are aligned to specific work activities, many of which are outside the core units required by CPC32813 or previous.

FPA Australia fully supports that anyone undertaking fire protection work should be trained, competent and licensed where required. However, simply holding a license does not mean an individual is competent in all disciplines of fire protection, as this is subject to the specific units of competency held.

#### Summary of unit exemptions for qualified Sprinkler Fitters

There are unit exemption provisions under FPAS for common units and some 'Inspect and Test' units depending on the type of qualification held in Certificate III in Fire Protection. See the following scenarios where exemptions apply.

#### Sprinkler Fitters Scenario 1:

Holders of Certificate III in Fire Protection CPC32813, CPC32812, CPC32811 and CPC32808

Deemed to satisfy FPAS the following unit requirements:

CPPCMN2002A, CPPFES2003A, CPPFES2006A, CPPFES2025A, CPPFES2043 & CPPFES2047A

CPPFES2004 will not be required if applying for Qualified accreditation for the following categories only:

- Category 1 Fire Sprinkler Systems (R) or (C)
- Category 2 Fire Pumpsets (R) or (C)
- Category 3 Fire Hydrant Systems (R) or (C)
- Category 4 Fire detection and alarm systems (R)
- Category 5 Gaseous fire suppression systems

In addition, this Qualification enables the applicant to obtain Qualified Accreditation in the following two (2) Inspect and Test Categories:

- Category 4 Fire detection and alarm systems (R)
- Category 5 Gaseous fire suppression systems



# FPA Australia

## Fire Protection Accreditation Scheme (FPAS)

You may also be eligible for Qualified Accreditation for FPAS categories 1 and 2, if you have completed the following units: CPCPFS3040A, 41A, 42A and 43A from Certificate III in Fire Protection (Sprinkler Fitters). Refer to table on page 5 of this fact sheet.

### Sprinkler Fitters Scenario 2:

Holders of Certificate III in Fire Protection BCP30503, 13190VIC (Sprinkler Fitting Qual VIC) and 1200 (Sprinkler Fitting Qual NSW)

Deemed to satisfy the following unit requirements:

CPPCMN2002A, CPPFES2003A and CPPFES2006A

CPPFES2004 will not be required if applying for Qualified accreditation for the following categories only

- Category 1 Fire Sprinkler Systems (R) or (C)
- Category 2 Fire Pumpsets (R) or (C)
- Category 4 Fire detection and alarm systems (R)
- Category 5 Gaseous fire suppression systems

### Sprinkler Fitters Scenario 3:

Holders of Older Sprinkler Fitting qualifications pre-1999, 3213 CHD (Sprinkler Fitting 1st Class) Certificate III in Sprinkler Fitting (Apprentice)

If the individual holds an OHS Induction Card (White Card) for safety in the work place, he/she will be eligible for an exemption for unit CPPCMN2002A Participate in workplace safety arrangements.

CPPFES2004 will not be required if applying for Qualified accreditation for the following categories

- Category 1 Fire Sprinkler Systems (R) or (C)
- Category 2 Fire Pumpsets (R) or (C)
- Category 4 Fire detection and alarm systems (R)
- Category 5 Gaseous fire suppression systems

### Example 3:

If you hold a Qualified Persons' Extinguishing Agent Handling Licence (EAHL), Entitlement 2 or 3, **AND** you are applying for FPAS Categories 4 and/or 5 **ONLY**, you are eligible for an exemption for unit:

- CPPFES2004A Identify types of installed fire safety equipment and systems.

### Other possible exemptions

You should look at the unit descriptor from the other qualifications and compare and contrast the content, with the content in the unit specified in the 'Inspect and Test' category, to see if it relates to equivalent specialised activities.

You can read the Unit Descriptors for all units of competencies listed in FPAS on:

<http://www.fpa.com.au/fpas/publications-downloads>.

You can search and access a national database for units of competency for qualifications and courses across Australia on: [www.training.gov.au](http://www.training.gov.au).





**Step 5: Obtain certified copies of any relevant qualification(s), certificate(s) or statement(s) of attainment you have**

As you will need to submit certain documentary evidence in support of your application, you will need to provide certified copies of any original statement(s) of attainment that are relevant to the 'Inspect and Test' category you are applying for. FPA Australia takes no responsibility for original documents that are sent with applications.

All documents submitted to FPA Australia in support of your application will be treated as confidential and only used for the purposes of administering FPAS.

**Note:** If your statement of attainment is with FPA Australia, you are not required to have it certified.

**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.

*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.*

**Note: Please do not send original documents.**

**Step 6: Obtain copies of current trade registration(s) and or licence(s) where applicable**

As you may want to submit certain documentary evidence in support of your application, you may need to provide copies of any original current trade registration(s) and/or licence(s).



## Step 7: Check Your Insurance Cover meets the requirements of FPAS

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 or contractor to a company, or as a sole trader, must hold Public & Products Liability Insurance for a minimum of \$10 million.

You need to ensure that the policy covers all work activities you undertake and that it remains 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.

### An employee or contractor

If employed or contracted by a company, you should check the current level of insurance held by the company and ensure it covers the work activities you perform on behalf of that company.

### A sole trader

If operating as a sole trader, you are responsible for ensuring that you have an appropriate level of insurance for your business activities and that the policy adequately covers all the services and activities you undertake in relation to your accreditation; and that it remains current.

This can be achieved by seeking professional advice through your insurance advisor as to the appropriate level of cover and ensuring that all your business activities are covered and listed on your insurance policy schedule.

## Step 8: Read the Code of Professional Conduct (CoPC)

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](http://www.fpa.com.au/fpas/copc)



# FPA Australia Fire Protection Accreditation Scheme (FPAS)

## Step 9: Send your completed form and payment to FPA Australia for evaluation.

The following fees apply to individual accreditation:

---

Accreditation fee	\$220	Includes GST, all categories and two (2) years accreditation fee.
Status change	\$44	Includes Level R to level C, additional category(s) and transition to Qualified Accreditation.

---

### Fee waiver for Current Licence Holders

You may be eligible for an accreditation fee waiver if you are a holder of a current Queensland Building and Construction Commission (QBCC): Fire Protection Occupational Licence.

### Individual Entitlements

Your accreditation entitles you to:

- An accreditation identification card for the class, category and level for which you 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).

### 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)

## Payment of fees

FPA Australia accepts payment via:

- Cheque: Cheques must be made out to **Fire Protection Association Australia**.
- Credit card: AMEX, MasterCard and VISA (not Diners Club).  
There is provision on the application form for credit card details.
- Electronic Funds Transfer (EFT): **BSB: 033-083 Account Number: 33-2932**.

A tax invoice will be posted to you with your FPAS Accreditation pack.

Once you have completed your application form, send it with your payment and 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.

## FPA Australia will notify you

You will be notified of the outcome of your application evaluation, or you may be contacted if your application requires further information or clarification.

Once your accreditation is approved, you will receive an Accreditation Certificate and Card and specific conditions relating to your accreditation type. Accreditation is valid for twenty-four (24) months.

If your accreditation is not successful, you have the right of review and/or you can re-apply once you have met accreditation requirements.

## FPAS contact details and resources

For enquiries, please contact the Accreditation Manager on [fpas@fpaa.com.au](mailto:fpas@fpaa.com.au) or 03 8892 3131

For additional resources: [www.fpaa.com.au/fpas](http://www.fpaa.com.au/fpas) .

