

Inspect and Test

Fact Sheet

Transitional Accreditation (Experienced pathway)

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Fire Protection Accreditation Scheme (FPAS)

Introduction

This FACT SHEET sets out the requirements for an experienced individual seeking Transitional 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:

- **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.
- **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 met the minimum experience requirement.
- **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 Transitional Accreditation in 'Inspect and Test'

Transitional Accreditation refers can be applied for by an individual who has relevant work experience in the fire protection industry.

Transitional Accreditation refers to when you are working while gaining the relevant competencies necessary to transition to Qualified Accreditation.

To obtain Transitional Accreditation you must:

- have the minimum experience required for each category of 'Inspect and Test' you are applying for as set out in this Fact Sheet.
- provide details of any formal qualifications you have attained related to the Inspect & Test Qualified Accreditation requirements (refer to the Qualified Accreditation Fact Sheet).
- commit to transition to Qualified Accreditation within twenty-four (24) months.
- 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.

The transition period for Transitional Accreditation status cannot be extended. Therefore, it is important to ensure you attain Qualified Accreditation within that time frame.

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

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How to apply for Transitional Accreditation

Step 1: Download the Transitional 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, and select FACT SHEETS & APPLICATION FORMS from the menu on the left-hand side of the page. Click on "[Individual Transitional Application Form \(Inspect & Test\)](#)" to download the form. There is a Check List at the end of the form for your use, to ensure you complete 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 have the required experience 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.

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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

You may qualify for Routine (R) or Complex (C) accreditation for categories 1 – 4.

Step 4: Read the Overview of Experience

Transitional Accreditation applies to experienced individuals who have experience in Inspect and Test work 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.

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

Category 10 – Exit and emergency lighting

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RELEVANT INSPECT & TEST ACTIVITIES CATEGORIES 1 - 10:

The tables below provide a representative sample of the types of Inspect and Test activities that should be conducted in accordance with the relevant version of AS1851 or other relevant standards.

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).

Log Books

Service activities are to be carried out in accordance with the latest version of AS 1851 *Routine service of fire protection systems and equipment* and/or other relevant Standards.

FPA Australia has developed and makes Log Books available for sale to our members as well as to non-members. These Log Books cover most categories of Inspect and Test activities and are used as a means to record and report routine service activities in accordance with the requirements.

Please call 03 8892 3131 for any Log Book enquiries.

1: FIRE SPRINKLER SYSTEMS (R) or (C)

Monthly and Six Monthly Inspect and Test					
Confirm all previous defects and non-conformances are attended to and recorded.	Check pressure gauge readings and record.	Verify air compressor operating pressures.	Verify low air pressure alarms.	Conduct alarm function test.	Check oil levels and regulator (where fitted).
Verify alarm signal to Fire Indicator Panel (FIP) and Alarm signalling Equipment.	Check associated / connected equipment.	Confirm system inoperative visual warning devices activate.	Check control valve assembly is unobstructed.	Check signage.	Check fire brigade booster.
Check Alarm signalling equipment (ASE).	Check operation of strobe indicators.	Test Automatic and manual pump starting devices.	Verify/Check water supply stop valves.	Check sprinkler interface status.	Check foam concentrate levels.
Operate and verify underground key-operated valves and subsidiary valves are fully opened.	Reset and secure control assemblies, valves and cocks.	Verify each valve-monitor indicates at CIE.	Restore detector sprinkler line pressure.	Reset manual operating valve.	Restore FIP/ASE and electrical unit.

Yearly Inspect and Test					
Operate and verify readings from pressure-reducing and pressure-relief valves.	Operate remote test valve and verify time of operation of gong(s).	Conduct water supply proving test.	Verify each interfaced system.	Clean and lube water motor alarm gong, clean strainer of water motor brigade alarm and foam strainer and other strainers.	Check pipes and hangers.
Check for discharge obstructions	Check for unprotected areas.	Check external hazards that affect sprinkler performance.	Check storage heights	Check plans and site documents.	Check condition of sprinkler heads.

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2: FIRE PUMPSETS (R) OR (C)

Monthly and Six Monthly Inspect and Test					
Check pump areas are unobstructed and where pump pressure-relief valves are fitted that discharge will not cause flooding or water damage.	Check warning signs and ID plates are clearly visible etc. per AS 2941 (where applicable).	Check water supply valves are in the open or closed position, as labelled, and secured where applicable.	Check all pressure gauges are reading within the ranges indicated.	Check for any signs of physical damage or deterioration.	Check, Test and clean where needed, Monitor Engine and Start Batteries (diesel).
Check Fuel Tank is full, pump controller and pump controller status.	Perform all pre-test checks; Pump operates at correct discharge pressures; Balance is OK; 'Pump running' alarms and lights operate.	Perform test on Pump starting devices. Record starting pressures, test run time and hour meter reading.	Check Hydro-pneumatic accumulator air pressure (where fitted).	Check pump discharge drains.	Restore pumpsets, check valves are secured and pump controller status.

Yearly Inspect and Test					
Confirm all previous defects and non-conformances are attended to and recorded.	Annual full flow test - Compression ignition (diesel) driven and/or Electric motor driven Pumpset - Sprinklers and hydrants load test.	Check and Record Suction, discharge oil Pressures.	Record engine temperatures.	Record Engine r/min.	Simulate an engine fail to start and ensure engine-start cycling requirements and alarm activations are satisfied.
Check each battery; replace all engine starting batteries after 2 years of service.	Test and Record Battery charger voltage output.	Replace engine oil filters and fuel filters and if required, air filters.	Inspect pump/driver coupling for wear and alignment. Replace worn or damaged components.	Ensure all non-return valves are operating freely and are seating correctly.	Test correct operation of pump priming tanks and associated equipment

3: FIRE HYDRANT SYSTEMS (R) OR (C)

Monthly and Six Monthly Inspect and Test					
Confirm all previous defects and non-conformances are attended to and recorded.	Check isolating valves and pump-starting devices.	Check condition of pressure switches.	Test pump starting devices and verify cut-in pressures.	Verify water supply stop valves are open and secured.	Check accessibility, hand wheels, blanking caps, cover plates and leaks.
Check Booster accessibility, hand wheels & pressure gauges, caps and washers, signage, block plan, remote start, connections and hose where fitted.	Check foam equipment and concentrate, content list.	Verify foam equipment pressure readings, for pressure reducing/limiting valves.	Check foam equipment Block Plan and pressure gauge schedule.	Check foam equipment signage and cabinets.	Check foam equipment compatibility and concentrate containers.



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3: FIRE HYDRANT SYSTEMS (R) OR (C) (cont'd)

Yearly Inspect and Test				
Confirm all previous defects and non-conformances are attended to and recorded.	Check water supply at each hydrant valve.	Check water supply valves, strainers/screens.	Test and verify valve monitoring.	Verify operation of non-return valves and valve position indicators.
Check performance of system by fixed flow meter or portable test apparatus and record results.	Verify operation of each interfaced system.	Verify valve position indicators	Check hydrant hose fittings and equipment.	Operate and verify readings from pressure-reducing valves, pressure relief valves.

4: FIRE DETECTION AND ALARM SYSTEMS (R) OR (C)

Monthly and Six Monthly Inspect and Test					
Inspect all Audio and Visual warning alarms.	Check Control Indicating Equipment (CIE).	Inspect Battery Enclosure.	Simulate alarm, confirming Indications, alarms system and occupancy warning system are working correctly.	Inspect zone block and check presence of baseline data.	Check local control station (LCS) is clearly visible and labelled correctly.
Test all discharge inhibit devices and confirm.	Check associated / connected equipment.	Confirm system inoperative visual warning devices activate.	Confirm all previous defects and non-conformances are attended to and recorded.	TEST the system logic (e.g. dual detector operation or dependency on more than one alarm) and confirm that the operation.	Test filament type indicators.

Yearly and Inspect and Test				
Complete monthly and six monthly service.	Check and test all call points.	Inspect "other" alarm indicating devices.	Test Panel switches, keypads, visual indicators and displays.	Measure and verify battery capacity and record results.
Check smoke hazard Management Systems where applicable.	Check special hazard systems where applicable.	Test alarm investigating facility.	Test and measure auditability of the occupant warning system (OWS).	Confirm all previous defects and non-conformances are attended to and recorded.

5: GASEOUS FIRE SUPPRESSION SYSTEMS

Monthly and Six Monthly Inspect and Test					
Confirm all previous defects and non-conformances are attended to and recorded.	Check all warning signs	Check storage container enclosure, container condition, verify and record pressures	Identify test date of gas storage containers.	Check manual and/or mechanical release devices	
Inspect the protected area for changes in risk	Check aerosol system generators for discharge and check moisture seals (Aerosol Systems)	Check pressure regulator and complete pumpset service (Water Mist Systems)	Check lock off valve (where fitted)	Check location of detection devices and service detection devices (as necessary).	Test and verify air compressor cut in/out pressures and record (Water Mist Systems)

5: GASEOUS FIRE SUPPRESSION SYSTEMS (cont'd)

Yearly Inspect and Test						
Confirm all previous defects and non-conformances are attended to and recorded.	Complete monthly and six monthly service.	Complete yearly electrical detection and control system service.	Identify test date of gas storage containers.	Service the mechanical systems.	Check location of detection devices and service detection devices (as necessary).	Clean nozzles and dampers.
Check for any unintentional discharge activity.	Verify operation of each interfaced system.	Complete enclosure integrity test and record results (total flooding systems).	Conduct booster flow test.	Test post discharge ventilation.	Conduct full Flow test (Water Mist Systems).	Service line strainers and filters.

6: PRE-ENGINEERED FIRE SUPPRESSION SYSTEMS (NON-GASEOUS)

Six Monthly and Yearly Inspect and Test					
Confirm all previous defects and non-conformances are attended to and recorded.	Ensure system is cleaned of contaminants in preparation for inspection.	Inspection of the overall charged system.	Inspect and check actuators.	Inspect and check actuation lines and nozzles and record.	Inspect actuation/detection Line (clamps, condition and/or missing component).
Discharge and check overall operation of the system, and record.	Distribution lines and actuation lines purged.	Replacement of detection line/s where necessary.	Service Cylinder assembly.	Service Actuators.	Refill and recharge system.

7: PORTABLE FIRE EQUIPMENT AND FIRE HOSE REELS

Portable Fire Extinguishers					
Check accessibility and location	Check location signage	Check anti-tamper device	Check service tag or label	Check for damage	Check hose assembly
Check pressure	Check the extinguisher is mounted correctly	Check discharge nozzle	Check powder is free flowing	Check compressed gas container	Check internal components
Check internal condition of cylinder	Check for building alterations that may impede access	Check cleanliness and instructions are legible	Check cabinets where applicable legible	Check hose for function damage and leaks	

Wheeled Extinguishers					
Check tyre pressure	Test for leaks	Check weight of wheeled unit extinguisher	Check carriage assembly is functional	Lubricate wheel bearings	Check extinguisher mobility for at least 5 metres
Check fire hazard has not changed	Renew seals and gaskets fitted	Recharge extinguisher			



8: FIRE AND SMOKE DOORS

Fire and Smoke doors					
Check for modifications differing from the approved design.	Check signage.	Check gaps between leaf and frame.	Check for damage on door, frame and leaf.	Verify door and latches function appropriately.	Check function during simulated alarm and power fail conditions.
Simulate a full operational test.	Check door leaf and frame tags.	Check clearance and overlaps when closed.	Check installation and all fittings for doors, handles, tracks etc.	Check fusible links.	Check all doors operate and are installed in accordance with manufacturers details.

9: FIRE SEALS AND COLLARS (PASSIVE)

Fire Seals and Collars Inspect and Test activity			
Confirm all previous defects and non-conformances are attended to and recorded.	INSPECT against drawings and associated penetration schedules that no penetrations have been added, removed or modified.	CHECK that reference drawings and penetration schedules correctly represent the installed penetrations.	IDENTIFY any penetration and control joints work that is unprotected, damaged or incorrectly installed.

10: EXIT AND EMERGENCY LIGHTING

Monthly, Six Monthly and Yearly Inspect and Test					
Confirm all previous defects and non-conformances are attended to and recorded.	Check condition of batteries and connection.	Verify battery voltage.	Check all components for signs that may result in malfunction.	Check connections, relays, timer, and switches.	Clean equipment where required.
Check operation of all emergency and exit lights and record results.	Check reflective surfaces.	Conduct a manual or automatic discharge test where applicable.	Check all test facility connections and operation.	Isolate the coil circuits of all sensing relays or contactors.	

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

As you will need to undertake one or more units of competency in order to move from Transitional to Qualified Accreditation, please 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. This enable us to assist you in determining which specific units you will need to undertake during your transitional accreditation period.

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 or qualification 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.



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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.fpaq.com.au/fpas/copc

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 Accreditation.	\$44	Includes Level R to level C, additional category(s) and/or 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 licence or permit under the Queensland Building and Construction Commission: Fire Protection Occupational Licence.

Individual Entitlements

Your accreditation entitles you to:

- 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).

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.



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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 mailed to you with your FPAS Accreditation kit.

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

FPA Australia will notify you

You will be notified of the outcome of your application evaluation, and 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 or 03 8892 3131.

For additional resources: www.fpaa.com.au/fpas.

