

Certified Fire Alarm Contractor Application/Renewal



Company

Representative

Street Address

Postal Address

Phone

Mobile

Email

1. Continuity of Involvement

Has the company continuously been installing /testing and maintaining fire alarms throughout this past year?

☐ YES ☐ NO

Please attach testing verification of 3 sites completed. (x3 test sheets)

ATTACHED

2. Inspection of Fire Alarm Systems

Please attach 2 copies of alarm systems inspection certificates issued by an accredited inspection body (see clauses 2.10, 3.4, 3.15 and 3.16 for contracts completed in the period since certification)

☐ YES ☐ NO

ATTACHED

3. Quality Management System

Please confirm your ISO 9001 quality management system is still operating and has been audited by an accredited body certified ISO Guide 62 by JAS-ANZ. Provide verification of your ISO 9001 certificate and a copy of your latest surveillance audit report showing continuing certification

☐ YES ☐ NO

ATTACHED

4. Scope of Certification

If any changes to your scope of certification Y/N, ☐ YES ☐ NO
Please attach altered scope document.

☐ YES ☐ NO

ATTACHED

5. Procurement of Equipment

Do you have a written agreement for the procurement of fire alarm equipment including panels, detectors and call points from a listed equipment manufacturer/s? If no, please attach details of equipment intended to be used and where it will be obtained. *Note: The equipment must be listed in the Fire Protection Equipment Register of Certified Products.*

☐ YES ☐ NO

ATTACHED

6. Technical Instructions

Do you have access to all relevant technical instructions/Training supplied and /or published by the manufacturer of Fire Alarm equipment?

☐	☐
YES	NO

7. Competence of all staff and subcontractors

Please include all staff and subcontractors in your organization including titles in the register attached. Attach evidence of the experience and capability of staff including CV's or qualification copies. For staff who have not completed NZ Certificate in Fire Detection and Alarm Systems (Level 4) evidence is required to show significant progress towards the qualification. See *Clause 3.8 Competence of Staff*.

☐	☐
YES	NO
ATTACHED	

8. Subcontractors

The company (on behalf of the representative signing this form) acknowledges and accepts full responsibility of all subcontractors working on behalf of the company. Please complete the list of subcontractors used and their contact details and qualifications.

☐	☐
YES	NO
ATTACHED	

9. System Design

Please attach details of any alarm designers and their qualifications should the company change contractors.

☐	☐
YES	NO
ATTACHED	

10. Maintenance

Signing this application confirms that you will respond to a Fire Service approved monitoring centre call-out within a 2 hour period and that your staff has access to sufficient spares to resolve such call-outs.

☐	☐
YES	NO
ATTACHED	

11. Liability and Professional Indemnity Insurance

Please provide current verification of current Public Liability Insurance (in excess of \$2 million) and Professional Indemnity Insurance.

☐	☐
YES	NO
ATTACHED	

12. Health & Safety

If your Health & Safety Policy has changed, please provide a copy of your current Health and Safety Policy document.

☐	☐
YES	NO
ATTACHED	

13. Staff Development

Please provide evidence of staff CPD (Continuous Professional Development) during the past year

☐	☐
YES	NO
ATTACHED	

Fees:

- › New application is subject to a one-off application fee of **\$960 +GST**
- › Renewals incur an annual revalidation fee of **\$640 +GST**

Declaration:

As the authorised representative of the applicant company, I declare all information provided on this application to be true and accurate in all respects. As a member of the Fire Protection Association of NZ, we agree to abide by the FPANZ standards and code of conduct should our application be successful (please refer to our website for all standards and code of conduct)

Representative (Full name)

Company

Signature:

Date: / /

Standard for Accreditation for Fire Alarm Contractors – December 2016



1. SCOPE

The following requirements are necessary for companies seeking accreditation by FPANZ as certified Fire alarm contractor capable of installing complying fire alarm systems.

2. DEFINITIONS

2.1 Company

For the purpose of this document, the word “Company” shall be referred to as an individual company or body corporate applying for, or holding the fire alarm industry certificate for a contractor.

2.2 Fire Alarm System

A system installed to fire safety specifications, being manual or an automatic alarm, in response to a fire, including detectors, manual call points, control and indicating equipment, alerting devices, and energy sources. Where a system is remotely connected, it will also include remote signalling devices.

2.3 Certified Fire Alarm System

A fire alarm system, certified by an accredited fire protection inspection body. (As defined in Clause 2.1)

2.4 Installation Rules

For the purpose of this document, ‘Installation Rules’ are the NZS 4512, as at the time of installation and as amended or according to the NZ Building Code.

2.5 Building Code

The NZ Building code and any related documents.

2.6 Territorial Authority

As outlined in the Building Act, the Authority having jurisdiction to issue the code of compliance certificates for building work undertaken.

2.7 Contract

For the purposes of this document, ‘Contract’ is defined as a contract undertaken by a fire alarm company to design, procure, install and commission a fire alarm system; in accordance with the installation specifications.

2.8 Install

As referred to in clause 2.2, ‘installed’ includes the following responsibilities and activities; within the bounds of a company as per contractual agreement.

- a) The day to day management and progress of the job through design, installation, commissioning and hand-over; including co-ordination with the client, authorities having jurisdiction and other contractors.
- b) The control of on-site installation teams, whether directly employed or subcontracted by the Company, and any ongoing inspection and commissioning of services.
- c) Purchasing of equipment, materials and labour, and storage of any equipment and materials.

2.9 Certified Fire Alarm Installer

A company confirmed as a certifiable organisation, meeting all requirements listed herein, and accordingly issued with a certificate by FPANZ noting new status as a fire alarm contractor.

2.10 Accredited Inspection Body

A Company accredited to undertake the role as a fire alarm inspector, according to ISO 17020 is an inspection body accreditation program by International Accreditation NZ and approved by FPANZ. The certifying company will maintain records and other documents of all certified systems, on behalf of, and as required, by FPANZ.

2.11 Approvals Committee

A subcommittee within FPANZ, appointed to assess and approve Fire Alarm companies as certified fire alarm contractors.

3. REQUIREMENTS FOR CERTIFICATION

3.1 Continuity of Involvement

The Company shall provide evidence of due performance and capability in regard to completion of fire alarm contracts over a current period.

3.2 Contracts List

The Company shall make a list of contracts available; completed by the Company and/or senior employees, for future reference.

3.3 Final Inspections and Commissioning

Companies are to produce inspection and commissioning sheets for all systems, detailing all checks required for new systems, and as required within the installation rules. These will be completed for each contract and provided to the Accredited Inspection Body prior to certification inspections.

3.4 System Accreditation Inspections

The Company shall arrange for the Accredited Inspection Body to inspect and certify all fire alarm systems to be installed, to NZS 4512; irrespective of whether they have a Fire Service connection. Certificates are to be presented to FPANZ upon request. See Clause 3.15 Inspection of Newly Completed Alarms. See Clause 3.16 Inspection of Existing Systems, Alterations and Additions

3.5 Quality Management Systems

The Company shall operate an ISO 9001 Quality Management System, according to the latest Standard, certified by an accredited body to ISO guide 62, by JAS-ANZ for quality assurance in design, installation, servicing and maintenance of fire alarms.

A copy of the ISO 9001 Certificate, the Scope of Certification and a copy of the latest surveillance audit report showing continued certification, will also be required at each annual renewal. Scope to include: design, installation, maintenance and servicing of fire alarm systems.

A full copy of the quality system documentation will be reviewed by the Approval Committee to ensure it contains adequate detail for fire alarm contracts.

3.6 Procurement of Equipment

The Company shall have a written agreement for the direct procurement of alarm equipment compliant to NZS 4512 from industry registers of listed equipment manufacturers and access to all relevant technical instructions published by the manufacturer (ref NZS 4512 105.1(a)).

The supplier's range of industry-listed equipment from a single named manufacturer shall include at least:

- a) Fire Alarm Panels
- b) Thermal, Smoke Detectors and Call Points
- c) Sounders

3.7 Fire Alarm Equipment Register

The Company shall only use equipment listed in the Register of Fire Alarm equipment for alarm systems. Due care is to be undertaken to ensure compatibility of listed components with equipment.

3.8 Employee Competence

All companies providing services, alarm systems and equipment for application in buildings under construction or alteration are liable to provide evidence of employee training and competence, to ensure services undertaken are maintained to the relevant Standard according to the Building Act.

Note: Verification includes Curriculum Vitae, a current NZ Certificate in Fire Detection and Alarms Systems (Level 4) OR evidence that the person is enrolled and progressing toward this qualification at the time of application, OR relevant qualification of an appropriate discipline. Companies shall have established records of employee skills regarding activities in Design, Installation, Commissioning, and Testing, should this need to be reviewed by the FPANZ Approval Committee.

3.9 Subcontractors

Subcontracted labour will need to be as competent as if they were the companies own employees and companies will be fully responsible for workmanship and work practices of those subcontractors they employ. Evidence of employee training to NZQA Level 4 or higher will need to be provided for the designated person responsible at each site. (As per clause 3.8)

3.10 System Design

The Company shall provide evidence of qualified persons, experienced in design of fire alarm systems to NZS 4512. In-house design competency is imperative for fire alarm systems. Should these services be sub-contracted, design review competency records are to be maintained by a full time employee.

3.12 Maintenance

The Company shall demonstrate a capability to provide a maintenance service in response to NZ Fire Service call outs, and should show adequate organisation of an emergency call out facility, resulting in remedial on site action within a period of 2 hours. The Company shall also have access to a basic range of stock in such an emergency. All call outs will result in a FPANZ call out form being completed and returned to the 0800 271 000 number. Annual fire alarm survey reports are to be returned to FPANZ for all systems the company is responsible.

3.13 IQP Registration

IQP registration will be required for all Companies involved in the installation, maintenance and servicing of fire alarm systems, according to their designated regions.

3.14 Applications for Certification

The FPANZ application form is to be used for certification process, including documentation and verification as requested.

3.15 Certified Contractors Documentation

The FPA NZ or an appointed designated agent will maintain and circulate documentation of contractors to all Territorial Authorities, to assist with assessing the competence of companies supplying producer statements for purposes of Code of Compliance Certificates.

3.16 Inspection of New Alarm Systems

The Company shall arrange inspection of all completed alarm systems according to installation standards.

3.17 Inspection of Existing Systems, Alterations and Additions

Alterations to existing systems that involve an additional Zone or Zones being added or a change of control unit(s) will be inspected for certification as if they were a newly installed system(s) irrespective of whether they have a Fire Service connection or not. Additions or changes shall be fully compliant. Contractors responsible for making other changes to fire alarm systems, whether or not they involve panels, devices or field wiring, should subject work to thorough testing and inspection, where modifications may significantly affect system reliability. Such changes include software upgrades and programming changes; particularly those involving device identifications or instruction regarding system response to device status indications. Due care and attention should also be given to temporary programming changes involving changing system or device status and are also subject to thorough testing.

3.18 Liability and Professional Indemnity Insurance

Verification of Public Liability Insurance and Professional Indemnity cover of no less than \$2,000,000 is required.

3.19 Regional Offices

Regional offices should pertain to the certification requirements in order to be eligible for certification and listing. Separate applications are required.

3.20 FPA NZ Membership

The Company is to remain a member of the FPA NZ and agree to abide by the code of ethical conduct and policies

3.21 Health and Safety

The Company is to provide verification of the commitment to adequately documented health and safety procedures.

3.22 Company Certification

FPA NZ will issue a Certificate to companies as proof of being a Certified Fire Alarm Contractor when the Company proves to FPA NZ Approvals Committee that the criteria laid out herein are established and will be maintained.

3.23 Industry Complaints

In the event of a complaint against a Certified Fire Alarm Company, FPA NZ will adhere to the complaints and disciplinary process to protect the reputation of the fire protection industry. Certified companies will cover the expense of any such damage should sound evidence of the complaint be compiled.

4. CONTINUATION OF CERTIFICATION

4.1 Withdrawal of Certification

Certification may be withdrawn by the applicant at any time, provided 30 days notice is of any shortcoming would be given by FPA NZ before withdrawing listing, to afford an opportunity to the Contractor to remedy same.

4.2 Employee Changes

The applicant shall advise FPA NZ of any changes in employee status to the original application.

4.3 Period of Currency

Certification shall routinely lapse 12 months from the date of granting and that:

- The date of "routine expiry" shall be included in the listing.
- Responsibility for applying for re-listing shall lie with the Contractor.
- Re-listing shall be based on the ability to satisfy criteria and standards of competence relevant at the time including continuing quality standards and compliance with the conditions of the original approval. (See note at end of clause 3.8).
- Continuing membership of FPA NZ.

4.4 System Failures

An effective preventative action procedure shall be part of the quality system considering operation faults of the fire alarm system.