

Get it Right Seminar

**FIRE ALARM
MAINTENANCE***Reducing False Alarms***Effective Fire Alarm Maintenance
& False Alarm Reduction**

Effective fire alarm maintenance and false alarm reduction involves regular, professional servicing, good design and installing suitable technology, and addressing environmental factors like dust, moisture, or improper detector placement.

Key strategies include cleaning sensors, replacing batteries, upgrading old systems, using heat detectors in kitchens, and implementing protective covers to prevent malicious activations, and effective site/ contractor management procedures for system isolations.

An example of topics covered in this seminar include...

- › Design considerations – good design reduces maintenance costs to clients
- › Documentation – from installation to inspections to maintenance - identify risk and prevention
- › Site isolations - policy and procedures for clients and trade contractors
- › Fault Finding – techniques both old and new for service technicians and managers – don't just reset "fix it"
- › What the I.Q.P & Councils can do – use the Form 12A to ensure systems are "Maintained" and reliable
- › Open Forum – develop step by step check lists for fault finding and prevention

Presented by
GRAEME MATTHEWS

Director – Technical Manager
The Compliance Academy NZ

**WHO SHOULD ATTEND**

This Seminar will be ideally suited toward:

**System Designers • Estimators
Lead Installers • Inspectors
Fire Engineers who do Designs
Independent Qualified Persons (IQPs)
Service Technicians
Service Supervisors**

WELLINGTON: 26 MAY 2026
HENRY STADIUM, Members Lounge
8.00am – 4.30pm

CHRISTCHURCH: 27 MAY 2026
CHRISTCHURCH COMMODORE HOTEL
8.00am – 4.30pm

AUCKLAND: 28 MAY 2026
RNZ YACHT SQUADRON
8.00am – 4.30pm

INVESTMENT:

• MEMBERS: single \$350 each* +GST
 2-4 \$300 each* +GST
 5+ \$250 each* +GST

• NON-MEMBERS: \$450 each +GST

**Available to FPANZ Financial Members who are fully paid-up.*

Catering is provided for this full day seminar consisting of morning/afternoon tea & lunch.

PRESENTER

› Graeme Matthews



Graeme brings over 35 years of extensive experience in the fire protection and compliance industries. He has held a variety of senior roles, including Surveyor, Service Technician, Service Manager, National Operations Manager, and Technical and Engineering Manager.

He has a comprehensive depth of expertise in fire protection systems, building compliance, and auditing. As a long-standing Independent Qualified Person (IQP) for SS1, SS2, SS4, SS14.2, and SS15, Graeme offers significant practical and technical knowledge.

His experience spans all sectors of the fire industry, including the management of service and inspection programmes, fire protection engineering, training, competency assessments, and ensuring full compliance with New Zealand Standards and the New Zealand Building Act.

SEMINAR CONTENT

The workshop will be presented in a series of parts covering the following timing and topics:

8.00am	Registrations (tea and coffee) Introduction
8.30am	Design vs Estimation – What does “good design” look like
9.30am	Documentation – Design - Installation – Maintenance - Inspections
10.30am	Morning Tea
10.45am	System Isolations – Policy & Procedures – Clients and Trade Contractors
11.30am	Preventative Maintenance – Reduce Risk and Prevention
12.15pm	Lunch
12.45pm	Fault Finding – Working Groups (split group into small teams) - Older systems - conventional - Newer systems – analog addressable - Fix it – “don’t just reset it”
2.45pm	Afternoon Tea
3.00pm	What the IQP & Councils can do – 12A’s and BWOF
3.30pm	Small Teams Challenge - Develop a step-by-step check list for fault finding and prevention.
4.00pm	Wrap-up

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REGISTRATION FORM

Get it Right – Fire Alarm Maintenance

VENUE OPTIONS

DATE & TIME	VENUE	No. of Attendees
26 May 2026 8.00am – 4.30pm	Hnry Stadium, Members Lounge WELLINGTON	
27 May 2026 8.00am – 4.30pm	Christchurch Commodore Hotel CHRISTCHURCH	
28 May 2026 8.00am – 4.30pm	Royal New Zealand Yacht Squadron 181 Westhaven Drive, AUCKLAND	

NOTE:

- Lunch and refreshments are provided. Please let us know if any attendees have food allergies.
- All prices are per person and exclude GST.
- The Multiple Member discount applies to registrations of 2 or more attendees from the same FPA NZ Member company.
- All attendees receive an FPA CPD certificate continuing their industry training.

NO. OF ATTENDEES	MEMBER PRICE (Single)	MEMBER PRICE (2-4)	MEMBER PRICE (5+)	NON-FPA MEMBERS PRICE	TOTAL
	\$350	\$300	\$250	\$400	
				SUBTOTAL	
				GST (15%)	
				TOTAL	

PAYMENT:

You will be sent an invoice upon registration – please ensure this is paid prior to the seminar.

TO REGISTER: Complete this form and email to: info@fpanz.org

CONTACT PERSON	
COMPANY	
POSTAL ADDRESS	
PHONE	
EMAIL	

ATTENDEE NAME	MOBILE PHONE No.	WORKSHOP LOCATION	DIETARY REQUIREMENTS (if applicable)

PLEASE NOTE:

These workshops have limited seating. Payment is required with registration prior to the workshop in order to secure a place.

- A receipt will be issued on payment of registration. This will be your confirmation of attendance to the seminars.
- FPA NZ reserves the right to change venue or cancel seminars due to insufficient demand. Should this occur, all registration fees will be refunded and necessary parties contacted to advise change.
- FPA NZ requires 14 days' notice of cancellation in writing. A 40% cancellation charge will apply. No refund is offered on or after the seminar dates due to un-notified non-attendance. If for some reason you are unable to attend, you may send a substitute in your place.