

Competent Fire Safety Practitioner Accreditation Scheme Provider Registration Form



Fair
Trading

*Competent Fire Safety Practitioner
Co-Regulatory Accreditation Framework: Part 2*

IMPORTANT INFORMATION

1. This form is for registering an organisation as a Competent Fire Safety Practitioner Accreditation Scheme Provider with NSW Fair Trading.
2. The information you provide on this form will be used to consider eligibility for recognition by the Secretary in accordance with the provisions of the *NSW Competent Fire Safety Practitioner Co-Regulatory Accreditation Framework Guideline* (the Guideline).
3. An organisation with a recognised accreditation scheme is able to:
 - a. Accredit individuals under the recognised accreditation scheme as competent fire safety practitioners for a specific function; and
 - b. Represent that its accreditation scheme has been recognised by the Secretary to accredit competent fire safety practitioners for a specific function.
4. An organisation with a recognised accreditation scheme must comply with the general conditions of recognition outlined in Part 2 of the Guideline and any specific conditions of recognition imposed by NSW Fair Trading in order to maintain its accreditation scheme's recognition.
5. For further information and to view the Guideline, visit www.fairtrading.nsw.gov.au or email fsp.accreditations@finance.nsw.gov.au

HOW TO LODGE THIS FORM

Email to: fsp.accreditations@finance.nsw.gov.au

ACCREDITATION SCHEME PROVIDER DETAILS

Legal name of Applicant Organisation:

ACN or ABN:

Phone:

Address:

 Postcode:

Website (where scheme information will be located):

Organisation's email address:

DESIGNATED CONTACT PERSON

Provide details about the designated contact person for the accreditation scheme to whom NSW Fair Trading will direct all communications relating to the assessment process, and if the accreditation scheme is recognised, all ongoing communications.

Name:

Position:

Phone:

Email:

Postal address:

 Postcode:

Office Address:

 Postcode:

RELATED PERSONS

Provide names and roles of persons in the organisation involved in the operation of, management of and the day-to-day affairs of the accreditation scheme.

Add more rows as required

Name	Position

ACCREDITATION SCHEME DETAILS

Name of Scheme:

Description of the scheme and any restrictions on the scheme:

Attach if necessary

Functions to be covered by the scheme:

<input type="checkbox"/>	<p>1) Endorse a fire safety alternative solution report <i>(clause 130 and 144A of EP&A Regulation)</i></p>
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<input type="checkbox"/>	<p>2) Endorse plans and specifications for <i>relevant fire safety systems</i> <i>(clause 136AA and 146B of EP&A Regulation)</i></p>
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Specify the relevant system/s:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <p>a) A hydraulic fire safety system <i>(as defined in clause 165 of EP&A Regulation)</i>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> i) Fire hydrant system <input type="checkbox"/> ii) Fire hose reel system <input type="checkbox"/> iii) Sprinkler system (including a wall wetting sprinkler or drencher system) <input type="checkbox"/> iv) Any type of automatic fire suppression system of a hydraulic nature that is installed in accordance with a requirement of, or under, the Act or any other Act or law
<i>(Please specify which systems are covered)</i> <p><input type="checkbox"/> b) A fire detection and alarm system
<i>(Please specify which systems are covered)</i></p> <p><input type="checkbox"/> c) A mechanical ducted smoke control system
<i>(Please specify which systems are covered)</i></p> |
|--------------------------|--|

<input type="checkbox"/>	<p>3) Endorse non-compliance with Building Code of Australia standards for minor works to existing relevant fire safety systems <i>(clause 164B of EP&A Regulation)</i></p>
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<input type="checkbox"/>	<p>4) Undertake assessment of the performance capability of existing essential fire safety measures (annual fire safety statement) <i>(Division 5 of Part 9 of EP&A Regulation)</i></p>
	<p><i>Please select those functions covered by the scheme</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> a) Access panels, doors and hoppers to fire-resisting shafts <input type="checkbox"/> b) Automatic fail-safe devices <input type="checkbox"/> c) Automatic fire detection and alarm systems <input type="checkbox"/> d) Automatic fire suppression systems <input type="checkbox"/> e) Emergency lifts <input type="checkbox"/> f) Emergency lighting <input type="checkbox"/> g) Emergency warning and intercommunication systems <input type="checkbox"/> h) Exit signs <input type="checkbox"/> i) Fire control centres and rooms <input type="checkbox"/> j) Fire dampers <input type="checkbox"/> k) Fire doors <input type="checkbox"/> l) Fire hose reel systems <input type="checkbox"/> m) Fire hydrant systems <input type="checkbox"/> n) Fire seals protecting openings in fire-resisting components of the building <input type="checkbox"/> o) Fire shutters <input type="checkbox"/> p) Fire windows <input type="checkbox"/> q) Lightweight construction <input type="checkbox"/> r) Mechanical air handling systems <input type="checkbox"/> s) Perimeter vehicle access for emergency vehicles <input type="checkbox"/> t) Portable fire extinguishers <input type="checkbox"/> u) Safety curtains in proscenium openings <input type="checkbox"/> v) Smoke alarms and heat alarms <input type="checkbox"/> w) Smoke and heat vents <input type="checkbox"/> x) Smoke dampers <input type="checkbox"/> y) Smoke detectors and heat detectors <input type="checkbox"/> z) Smoke doors <input type="checkbox"/> aa) Solid core doors <input type="checkbox"/> ab) Standby power systems <input type="checkbox"/> ac) Wall-wetting sprinkler and drencher systems <input type="checkbox"/> ad) Warning and operational signs <input type="checkbox"/> Other – Please list:

APPLICATION ATTACHMENTS

The following must be provided with this application in accordance with the provisions in part 2 of the Guideline

- Brief outline of the nature of the organisation, including:
 - history,
 - current organisational structure,
 - core activities, and
 - industry sectors represented.
- Copies of current certificate(s) of currency for:
 - public liability insurance, and
 - professional indemnity insurance

In accordance with Part 2 of the Guideline, evidence of the following must also be provided with the application:

- The process for recognising and managing any conflict of interest between the accreditation scheme and any of its other functions;
- The methods that will be used to evaluate the competence of individuals under the proposed scheme, for example, written, practical or other observational methods;
- Application and renewal process documents;
- Standard terms and conditions imposed on accreditation holders;
- Code of Conduct;
- Complaints handling and dispute resolution process;
- Procedure for disciplining accreditation holders;
- Process for monitoring and investigating accreditation holders;
- Process for keeping records of all information and documents about and relating to the accreditation scheme; and
- Description of applicant's strategy for managing accreditation holders under its accreditation scheme in the event its accreditation scheme is no longer recognised to accredit competent fire safety practitioners or in the event the organisation no longer provides accreditation.

DECLARATION

I certify that the information provided on this form is correct.

Full name:	<input style="width: 95%;" type="text"/>	Position:	<input style="width: 95%;" type="text"/>
Signature:	<input style="width: 95%;" type="text"/>	Date:	<input style="width: 95%; text-align: center;" type="text" value=" / /"/>

WARNING It is an offence to provide false or misleading information. Penalties apply.

OFFICE USE ONLY

Date received	Approved/Refused	Date of decision	Reg. Number
/ /	<input style="width: 95%;" type="text"/>	/ /	<input style="width: 95%;" type="text"/>
Reviewed by:	<input style="width: 95%;" type="text"/>		
Approved by:	<input style="width: 95%;" type="text"/>		