|  |
| --- |
|  |

|  |
| --- |
|  |

|  |
| --- |
|  |

**SPRINKLER CONTRACTOR CERTIFICATION**

**APPLICATION PACK FOR NEW CONTRACTORS AND RELISTING**

Version 7- 2018

**FORM 7**

# Application for Contractor Listing and Biennial Relisting

# NZS 4541 / NZS 4515

Forward all applications via email to :

[fpanz@fireprotection.org.nz](mailto:fpanz@fireprotection.org.nz) ATTN: Executive Director

#### Please complete this application form electronically

#### When completing this application please ensure that all relevant sections are completed and that all requested information and attachments are provided. Attach additional sheets and certificates as necessary.

#### This application form is for use by new contractors seeking initial listing and for listed contractors applying for biennial relisting. The listing application will be assessed by a panel with representatives from both SSC’s. It is to be expected that a successful listing will be recognised by both SSC’s, although this is not guaranteed.

When applying for relisting and there is no change in the scope of work that the contractor intends to carry out, the relisting application shall:

* Complete the check list and all required sections of the application
* Document any changes in key personnel identified in the previous listing application.
* Provide an abridged CV, along with a continuing education activity log for all nominated key personnel.
* Document any changes in changes of locations and related administrative details.
* Provide activity logs for work undertaken since the previous listing application

**Applications for initial listing and for extensions to scope will require sufficient evidence of competency for each element within each new scope of listing. For new listings, a face to face interview will be required, and if considered necessary on-site assessments. Interviews or assessments may be necessary for extensions to scope on an as required basis, as determined by the listing panel. In such cases, the disbursements involved in arranging such interviews or assessments will be invoiced in addition to the standard listing fee.**

**Provisional listing will provide a contractor the ability to gain and demonstrate competency in a field that they have not been previously approved to operate in, where ISO Quality Accreditation is being processed, or where an extension to scope is outside their current ISO Quality Accreditation.**

**Indicate a request for provisional listing with each relevant scope of work.**

**Provisional listing should only be requested if there is an intention to work in this area in the foreseeable future.**

**Provisional listing can be given later to extend a scope of work in the future when the need arises, and where a contractor can demonstrate adequate expertise for the work involved.**

## SECTION 1 – CONTRACTOR DETAILS

NOTE: All fields in this section are mandatory

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Legal Company Name:** | | | | For office use only |
| **Trading as:** | | | | Listing Number: |
| **Head Office Postal Address:** | | | |  |
| **Head Office Physical Address:** | | | | Provisional |
| **Directors:** | | | | Full |
| **Management Representative:** | | | |  |
| **Phone:** | **Fax:** | | **Email:** | |
| **Office Locations:** | | **Local Management Representative:** | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |

## SECTION 2 – SCOPE OF LISTING

|  |  |  |  |
| --- | --- | --- | --- |
| **🞏**  **🞏** | New Listing  Extension to Existing Scope of Listing | **🞏**  **🞏** | Reapplication for Listing  Provisional listing (all or part) |

**Circle the Scope of Listing being Applied for (annotate with a “P” if provisional):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | | **System Type** | |
| 1. | Testing and Maintenance | a. | Residential fire sprinkler systems |
| b. | Conventional wet systems |
| c. | Dry pipe sprinkler systems |
| d. | Control mode specific application sprinkler systems |
| e. | Suppression mode systems |
| f. | Foam enhanced systems |
| g. | Antifreeze enhanced sprinkler systems |
| h. | Deluge and preaction sprinkler systems |
| 2 | Fabrication or installation of fire protection system pipe work |  |  |
| 3. | Project Management  Design | a. | Residential fire sprinkler systems |
| b. | Conventional wet systems |
| c. | Dry pipe sprinkler systems |
| d. | Control mode specific application sprinkler systems |
| e. | Suppression mode systems |
| f. | Foam enhanced systems |
| g. | Antifreeze enhanced sprinkler systems |
| h. | Deluge and preaction sprinkler systems |
| 4. | Installation | a. | Residential fire sprinkler systems |
| b. | Conventional wet systems |
| c. | Dry pipe sprinkler systems |
| d. | Control mode specific application sprinkler systems |
| e. | Suppression mode systems |
| f. | Foam enhanced systems |
| g. | Antifreeze enhanced sprinkler systems |
| h. | Deluge and preaction sprinkler systems |
| 5. | Design | a. | Residential fire sprinkler systems |
| b. | Conventional wet systems |
| c. | Dry pipe sprinkler systems |
| d. | Control mode specific application sprinkler systems |
| e. | Suppression mode systems |
| f. | Foam enhanced systems |
| g. | Antifreeze enhanced sprinkler systems |
| h. | Deluge and preaction sprinkler systems |
| 6. | Biennial Inspection Survey / SSC | a. | Residential fire sprinkler systems |
| b. | Conventional wet systems |
| c. | Dry pipe sprinkler systems |
| d. | Control mode specific application sprinkler systems |
| e. | Suppression mode systems |
| f. | Foam enhanced systems |
| g. | Antifreeze enhanced sprinkler systems |
| h. | Deluge and preaction sprinkler systems |

## SECTION 3 – RESPONSIBLE PERSONS

1. Where relevant, complete one page for each branch.
2. Identify the persons who have been assigned responsibility for project management, design, testing and maintenance, biennial inspection, fabrication and installation.
3. Identify the individuals responsibilities. e.g. designer, design manager, tester, testing / service managers, site supervisors / charge hands etc.
4. If a function is carried out by a subcontractor identify this with a “C” against their name and advise their scope of listing. (e.g. contract designers and the scope of work they are listed to design for)
5. Where an individual is not located in the branch office being considered identify the location of the office they work from in the right hand column.
6. Please attach an abbreviated curriculum vitae for each person listed, this includes subcontractors where used**.**

**BRANCH:**

|  |  |  |
| --- | --- | --- |
| Name: | Responsibilities / Subcontractor Scope of Listing etc. | Office Location if  other than Branch |
| 1. Testing and Maintenance Technicians | | |
|  |  |  |
| 2. Fabrication and Installation Fitters | | |
|  |  |  |
| 3. Project Managers | | |
|  |  |  |
| 4. System Installers | | |
|  |  |  |
| 5. Designers | | |
|  |  |  |
| 6 - Biennial Inspection Technicians | | |
|  |  |  |

## SECTION 4 – ACTIVITY LOG

List either-

* A representative sample of 20 contracts you have submitted Design Parameters to Aon in the last two (2) year period, or
* All the contracts you have submitted Design Parameters to Aon in the last two (2) year period, whichever is the lesser.

|  |  |  |
| --- | --- | --- |
| **Aon Reference** | **Site Name and Address** | **System type and status of Compliance** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## SECTION 5 – CODE OF CONDUCT & AGREEMENT

In submitting this application for sprinkler contractor listing,

­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name

Agrees to cooperate and make available all required information to Aon and or the Fire Protection Association for the purpose of establishing compliance with the requirements of the Aon sprinkler contractor listing programme. And agrees to make payment of all fees associated with this listing as defined in section 6.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior Management Representative

## SECTION 6 – APPLICATION CHECK LIST

Please check and complete all parts of this checklist prior to submitting your application. Incomplete applications or checklists will result in delay or rejection of your application. The following attachments must also be submitted with this application.

* Details of previous relevant experience for each activity or system type being applied for.
* A current copy of your AS/NZS ISO 9000/ 9001 / ISO 17020 certificate and attached schedules, or

In the case of provisional listing, evidence of an application for accreditation to ISO 9001 / 17020 (as appropriate) with an accredited certification body.

* Evidence of public liability and professional indemnity insurance being held by the company.

The minimum level of insurance required is $10m Public Liability Insurance (all contractors) and

$2m Professional Indemnity Insurance (for contractors involved in design and installation services).

* The CV’s for all responsible persons noted in section 3.
* For new applications, a list of three referees that may be approached for verbal references should this be required by the listing panel.
* All sections have been completed
* Purchase Order
* All required attachments have been included with this application

**Basic Application Fee**

* $1700 base fee
* $600 for each additional branch
* $30 per application standard admin fee

All prices exclude Goods and Services Tax

The basic fee covers time required for the consideration of documentation as presented. Additional charges will apply for on-site interviews or assessments that will be priced on a case by case basis.

Where documentation is significantly inadequate or incomplete and additional time is required for follow up work then additional charges will apply.

Where a provisional listing is expired for more than 12 months then a full reapplication fee will apply.