

# **FIRE PROTECTION ASSOCIATION**



## **SPECIFICATION FOR CERTIFICATION OF FIRE ALARM CONTRACTORS**

### 1. **SCOPE**

The following details the requirements to be offered by companies desirous of being accredited by FPANZ as a Certified Fire Alarm Contractor capable of installing complying fire alarm systems.

### 2. **DEFINITIONS**

#### 2.1 **Company**

For the purpose of this document Company means an individual Company, or body corporate applying for or holding an industry certificate as a Certified Fire Alarm Company.

#### 2.2 **Fire Alarm System**

A system installed to the installation rules and which can manually or automatically initiate an alarm in response to a fire and which includes detectors, manual call points, control and indicating equipment, alerting devices, and energy sources. Where the system is remote connected it will also include remote signalling devices.

#### 2.3 **Certified Fire Alarm System**

A fire alarm system certified by an accredited fire alarm system inspection body. As defined in Clause 2.10.

#### 2.4 **Installation Rules**

For the purpose of this document, 'Installation Rules' are the NZS 4512 as current at the time of installation and as amended from time to time or as modified by the Building Code.

#### 2.5 **Building Code**

The NZ Building Code 1992 and related documents.

## 2.6 **Territorial Authority**

As detailed in the Building Act 1991 as the Authority Having Jurisdiction and whom will issue the Code Compliance Certificates for the building work being undertaken.

## 2.7 **Contract**

For the purposes of this document 'Contract' means a contract undertaken by a fire alarm company to design, procure, install and commission a fire alarm system in accordance with the appropriate installation rules.

## 2.8 **Install**

'Installed' as referred to in 2.2 shall normally include the following responsibilities and activities, carried out by the Company in respect of each Contract.

- a) The day to day management and progressing 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 the ongoing inspection of work including commissioning.
- c) Purchasing of equipment, materials and labour, and storage of equipment and materials.

## 2.9 **Certified Fire Alarm Installer**

A Company who has applied for certification and after being assessed by the Approvals Committee of FPANZ has been confirmed as meeting the requirements listed herein, and has received formal certification by FPANZ.

## 2.10 **Accredited Inspection Body**

A Company accredited to undertake the role as a fire alarm inspector accredited to ISO 17020-inspection body accreditation program by International Accreditation New Zealand and approved by FPANZ. The certifying company will maintain lists and other documents on behalf of and as required by FPANZ of all certified systems.

## 2.11 **Approvals Committee**

A subcommittee of FPANZ appointed to assess and approve those fire alarm companies who pass such assessments as certified fire alarm installers.

## 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 have available a list of contracts completed by the Company and/or senior staff to be used for reference purposes.

### 3.3 **Final Inspections and Commissioning**

Companies will produce inspection and commissioning sheets for all systems that will detail all checks required to prove 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 to NZS 4512 all fire alarm systems it installs irrespective of whether they have a Fire Service connection. Copies of these certificates to be made available to FPANZ on 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 to the latest issue of the Standard, certified by an accredited body to ISO guide 62 by JAS-ANZ for quality assurance in design, installation, maintenance and servicing of fire alarms.

A copy of the ISO 9001 Certificate and the Scope of Certification and a copy of the latest surveillance audit report showing continued certification will 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 and Smoke Detectors and Call Points.
- c) Sounders.

### 3.7 **Equipment Undertaking**

The Company shall undertake that only equipment listed in the industry Register of Fire Alarm Equipment shall be used in alarm systems. Due regard to compatibility of listed components with equipment is also required.

### 3.8 **Competence of Staff**

All companies offering systems and equipment for application in buildings under construction or alteration have a liability under the Building Act to provide evidence of staff training and competence to undertake the work and for on going maintenance in accordance with relevant Standard.

Evidence of staff training and experience of a responsible person at each branch of the company shall be provided. This will include Curriculum Vitae, Evidence of 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 higher or relevant qualification of an appropriate discipline.

Companies shall have established records of staff skills in activities of Design, Installation, Commissioning, and Testing for submission, which can be reviewed by FPANZ Approvals Committee.

**Note:** The FPANZ requires that at the earliest possible date, all staff involved in the installation and maintenance of Fire Alarm Systems shall either hold a current New Zealand certificate in Fire Detection and Alarm Systems (Level 4) or evidence that the person is enrolled in progressing towards this qualification or be an apprentice progressing towards the qualification.

At each annual renewal of the contractor's approval status, evidence shall be provided to show significant progress with the training of all Installation and Maintenance staff. The moratorium detailed in 3.8 (whereby a minimum of one person shall be qualified or progressing towards qualification) shall expire on 31<sup>st</sup> December 2005. Thereafter, all persons shall be either qualified or apprenticed OR hold higher or relevant qualifications of an appropriate discipline.

### 3.9 **Subcontractors**

Subcontracted labour will need to be as competent as if they were the companies own staff and companies will be fully responsible for workmanship and work practices of those subcontractors they employ.

Evidence of staff training to NZQA Level 4 or higher will need to be provided for a responsible person at each site for supervision. As per Clause 3.8 above (including the 'Note' at end of clause 3.8).

### 3.10 **System Design**

The Company shall provide proof that qualified persons are available to the Company who are experienced in design of fire alarm systems to NZS 4512. It is essential that design competency for fire alarm systems is available in-house. This does not stop the design from being contracted out but a design review competency must be maintained by the certified company in a full time employee.

### 3.11 **Maintenance**

The Company shall demonstrate a capability to provide a maintenance service in response to NZ Fire Service call outs and shall show adequate organisation of an emergency call out facility, which shall result in reasonable remedial action on site within a period of 2 hours. The Company shall also have access to a minimum range of stock to resolve 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 will be returned to FPANZ for all systems the certified company is responsible for.

### 3.12 **IQP Registration**

IQP registration will be required for all Companies involved in the installation, maintenance and servicing of fire alarm systems in the regions in which they work.

### 3.13 **Applications For Certification**

All applications for certification will be completed on the FPANZ application form and backed up with additional information as required.

### 3.14 **Listing of Certified Contractors**

The FPANZ or their designated agent will keep and maintain a list of Contractors which will be circulated to all Territorial Authorities at least annually to assist them in assessing the competence of companies supplying producer statements for purposes of completion of Code Compliance Certificates.

### 3.15 **Inspection of Newly Completed Alarms**

The Company shall arrange for the Certifying Company to inspect **all** completed alarm systems against the installation rules.

### 3.16 **Inspection of Existing Systems, Alterations**

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. The 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 the work to thorough testing, if not inspection, when modifications may significantly affect system reliability. Such changes include software upgrades and programming changes, particularly those involving device identifications or instructions for system response to device status indications. Even temporary programming changes that involve changing system or device status require great care and attention, and should be subject to thorough testing.

### 3.17 **Liability and Professional Indemnity Insurance**

It is required that the Company has a minimum of \$2 Million of Public Liability Insurance and has Professional Indemnity cover. Evidence of insurance cover and value shall be provided when applying for ‘certification’.

### 3.18 **Regional Offices**

Where the Company has regional offices, these offices shall also meet the appropriate requirements to be eligible for certification and listing. Separate applications will be required.

### 3.19 **FPANZ Membership**

The Company shall be and remain a member of the FPANZ and agree to abide by its rules and policies as published from time to time.

### 3.20 **Health and Safety**

The Company will demonstrate its commitment to adequately documented health and safety procedures.

### 3.21 **Company Certification**

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

### 3.22 **Industry Complaints**

In the event of a complaint against a Certified Fire Alarm Company FPANZ will act as mediator to ensure the ongoing good reputation of the fire protection industry. Certified companies will make good, at their expense, items which need to be corrected if the complaint is found to be justifiable.

#### 4. **CONTINUATION OF CERTIFICATION**

##### 4.1 **Withdrawal of Certification**

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

##### 4.2 **Staff Changes**

All staff changes affecting the original application will be informed to the certifying company. Details of how quality will be maintained without these staff will be given.

##### 4.3 **Period of Currency**

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

- a. The date of “routine expiry” shall be included in the listing.
- b. Responsibility for applying for re-listing shall lie with the Contractor.
- c. 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).
- d. Continuing membership of FPANZ.

##### 4.4 **System Failures**

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

##### 4.5 **Industry Complaints**

In the event of a complaint against a Certified Fire Alarm Company FPANZ will act as mediator to ensure the on going good reputation of the fire protection industry.

Certified companies will make good, at their expense, items which need to be corrected if the complaint is found to be justifiable by the FPANZ.

# **FIRE PROTECTION ASSOCIATION**



## **Code of Ethics For Members of FPANZ**

1. Adopt the highest levels of competence, practice and integrity and recognise that their fundamental objective is to satisfy the agreed requirements of their customers.
2. Exercise skill and judgement to the best of their ability, and encourage their staff to do likewise, for the benefit of their customers.
3. Have as a priority the health and safety of their employees, and all in the community with whom they interact including those who make use of their products.
4. Ensure that their staff are adequately supervised in their work; are competent to perform any work in which they are not supervised; and are encouraged to further their education and training throughout the period of their employment.
5. Ensure that their advertising is accurate and truthful in every respect, is free from any misleading descriptive material, and that it enhances the ethical standards of the industry.
6. Pursue a policy of a high standard of product and installation quality and reliable service.
7. Ensure that their products at all times meet the requirements of all relevant New Zealand Standards and that guarantees are fulfilled promptly in response to justified claims.
8. Support this Code and abide by both its letter and its spirit, in any dealings with, or impacting on, Members of the Association, and their customers.
9. Act in all ways and at all times to uphold the reputation of the Association and its members and in particular seek to support and assist other Members in complying with the Constitution and Rules and Objectives of the Association.
10. Members shall respect the confidentiality of all information, know-how and business secrets concerning the Members of the Association.