

FIRE PROTECTION ASSOCIATION



SPECIFICATION FOR CERTIFICATION OF EVACUATION CONSULTANTS

1. **SCOPE**

The following details the requirements to be achieved by an Individual desirous of being accredited by FPANZ as a Certified Evacuation Consultant who is capable of the design, implementation and maintenance of Evacuation Schemes and procedures, and includes the training of fire wardens and building staff. All work must be in accordance with the requirements and intent of current Fire Safety legislation and is hereinafter referred to as processing of evacuation schemes.

2. **DEFINITIONS**

2.1 **Consultant**

For the purposes of this document 'Consultant' means an Individual who is a practising provider of evacuation schemes, who is applying for, or is listed by FPANZ as a Certified Evacuation Consultant.

2.2 **Evacuation Scheme**

An evacuation scheme has the meaning ascribed to it by Section 21A of the Fire Service Act 1975 and the Fire Safety and Evacuation of Buildings Regulations 1992, including any amendments.

2.3 **Evacuation Procedure**

An evacuation procedure has the meaning ascribed to it by Section 21A of the Fire Service Act 1975 and the Fire Safety & Evacuation of Buildings Regulations 1992 including any amendments.

2.4 **Operative Evacuation Scheme**

An evacuation scheme as described in Clause 2.2 that has been approved by the NZ Fire Service in accordance with the Fire Safety and Evacuation of Buildings Regulations 1992 including any amendments.

2.5 **Contract**

For the purposes of this document 'Contract' means an agreement by an Evacuation Consultant to process an evacuation scheme or procedure in accordance with Section 21A of the Fire Service Act 1975 and the Fire Safety and Evacuation of Buildings Regulations 1992 including amendments and any other related legislation.

2.6 **Certified Evacuation Consultant**

An Individual who has applied for FPANZ certification and after being assessed by the Certification Panel duly appointed by FPANZ has been confirmed as meeting the requirements listed herein, and has received formal certification by FPANZ.

2.7 **Evacuation Consultants Certification Panel**

A panel of 3 FPANZ members appointed and approved by the Executive of FPANZ to assess and approve individuals who apply to be recognised as FPANZ Certified Evacuation Consultants.

3. **REQUIREMENTS FOR CERTIFICATION**

3.1 **Continuity of Involvement**

The Individual shall provide evidence of satisfactory performance and capability in relation to the processing (as defined in the Scope) of evacuation schemes over the previous 12 months. Evidence relating to any part of the Scope that is outside the previous 12 months may be accepted by the Certification Panel subject to adequate explanation.

3.2 **Contracts List**

The Individual shall make available a sample list of completed evacuation schemes as required in the application form. These will be used for reference purposes.

3.3 **Evacuation Scheme Approvals**

Individuals are to produce documentary evidence that evacuation schemes for the categories applied for have been accepted and approved by the NZ Fire Service.

3.4 **Levels of competence**

Certified Evacuation Consultants will be assessed to the following building classification groups as described below:

- Level 1 All buildings with 'one out - all out' evacuation philosophy and occupant loads up to 100 people but excluding purpose groups SC and SD e.g. rest homes and hospitals.
- Level 2 All buildings with 'one out - all out' evacuation philosophy and occupant loads up to 450 people and/or single level rest homes/hospitals up to 40 beds i.e. 2 firecells and simple staged evacuation philosophy.
- Level 3 All buildings with occupant loads over 450 people.
- Level 4 All buildings with staged evacuation philosophy, 'defend in place' philosophy and/or voice communication systems.

Evacuation Consultants certificates and listing will clearly state the building/classification they are certified for and the process components relevant to each category.

An individual will not be certified to complete evacuation schemes in another particular classification until such time as the required evidence is provided that schemes for an additional classification has been accepted and approved by the NZ Fire Service.

3.5 **Competence**

Supporting evidence of training and/or experience of each applicant will need to be provided and shall include Curriculum Vitae.

Individuals shall have established records of skills and/or experience in the processing of evacuation schemes, which can be reviewed by the Certification Panel.

(Note: Where an individual employs others, that individual shall be responsible for ensuring that all work is supervised in such a manner that it meets with all the requirements of this specification).

3.6 **Applications for Certification**

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

3.7 **Application for Certification Review**

In the event of an application for certification as a FPANZ Certified Evacuation Consultant being rejected by the Certification Panel the applicant may have the decision reviewed by the Executive of the Fire Protection Association NZ Inc.

3.8 **Listing of Certified Contractors**

The FPANZ or their designated agent will keep and maintain a list of individuals which will be circulated to the fire protection industry, all Territorial Authorities and the NZ Fire Service to assist them in assessing the competence of individuals supplying evacuation schemes in accordance with the relevant legislation.

3.9 **Liabilities and Professional Indemnity Insurance**

Proof will be required that the individual is currently covered by appropriate insurance protection. This is to include:
General Public Liability Insurance
Professional Indemnity Insurance

(Note: An assessment of the value of potential claims needs to be completed with your insurance broker to assess the requirement for levels of insurance).

3.10 **FPANZ Membership**

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

3.11 **Health and Safety**

The Individual will demonstrate his or her commitment to Health and Safety in the Workplace by presenting an adequately documented health and safety policy.

3.12 **Individual Certification**

FPANZ will issue a Certificate to each individual as proof of being certified as an Evacuation Consultant when that individual satisfactorily proves to the FPANZ Certification Panel that the criteria as laid out herein is established and will be maintained.

3.13 **Code of Ethics**

The Individual must sign-up to the FPANZ Code of Ethics that forms part of this specification.

3.14 **Acceptance of Certification Scheme**

It is required that each individual indicates in writing that they will comply with the terms and conditions of this specification.

3.15 **Industry Complaints**

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

4. **CONTINUATION OF ACCREDITATION**

4.1 **Certification**

Certification shall routinely lapse 36 months from the date of granting and will require a new application as detailed in this document.

4.2 **Annual Validation**

Ongoing accreditation will be subject to annual validation as detailed in the following clauses:

- a. Provide reasonable evidence for each level of continuing involvement in all or some of the processes as defined in the Scope (3 signed NZFS evacuation scheme approval letters dated within previous validated period or similar such evidence directly related to the processes, or parts thereof, for which revalidation is requested).
- b. Submit proof of the current insurance cover (consistent with that required for certification).
- c. Confirmation of FPANZ membership (submit copy of current membership certificate).
- d. Include payment of revalidation fee (current fee as shown in FPANZ application for certification renewal)

4.2 **Withdrawal of Certification**

Certification may be withdrawn by the complaints committee under Clauses 3.13, 3.14 and 3.15 at any time but 30 days notice of any shortcoming would be given by FPANZ before withdrawing the listing, to afford an opportunity to the Individual to remedy same.

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.