



FIRE PROTECTION ASSOCIATION NEW ZEALAND

## FIRE EVACUATION CONSULTANTS CERTIFICATION DOCUMENT

July 2011

### A. DEFINITIONS

**Certification:** The process used by the FPANZ for certification of an individual as a certified Fire Evacuation Consultant.

**Certified Fire Evacuation Consultant:** Is a consultant working in the fire evacuation industry, who has met the prescribed criteria and accepted by FPANZ as a Certified Fire Evacuation Consultant.

**Certifier :** A person or entity accepted by the FPANZ as capable of assisting in the process of Certification.

**Client:** A person or entity for who evacuation consultancy work is being provided for reward or otherwise.

#### FIRE ALARM / EVACUATION PROCESS

**Escalating Alarm System/evacuation process** – A process commonly applied to multi storey buildings where the floor of origin is evacuated immediately along with a specified number of floors above and below (usually two above and one below). After a fixed time more floors above and below are added until the building is fully evacuated.

**Managed Alarm System/evacuation process** – A process commonly applied to large sites (e.g. schools) where it is unnecessary to evacuate buildings that may be on the same alarm panel/system but are physically remote from the building/area of origin and therefore at no or little risk.

**Progressive Alarm System/evacuation process** – A process commonly applied to buildings with multiple fire cells where the fire cell of origin can be evacuated immediately to other 'safe' fire cells. This process can continue until the building is fully evacuated.

**Staged Alarm System/evacuation process** – This term is similar in meaning to the above, but the evacuation process can be to a designated safe place or place of refuge within the building.

**Note:** All these systems are similar, however, the escalating process is usually automatic and driven by the fire panel programming or EWIS system. A managed or progressive process would often be under the control of site personnel such as Building Warden or other such responsible person using WIP's and if need be, the Fire Service.

**FPANZ:** Fire Protection Association New Zealand Inc.

**Fire Evacuation Consultant:** An individual who is providing building evacuation advice in all or some of the following areas:

- Developing and providing evacuation schemes and evacuation procedure documents for clients.
- Obtaining Fire Service approval for evacuation schemes.
- Providing evacuation training for people with specific fire evacuation duties.
- By holding evacuation rehearsals for occupants of buildings.

**Re-certification** The process required to maintain FPANZ status as a Certified Fire Evacuation consultant.

**Evacuation Scheme or Evacuation Procedure:** A documented process used by building occupants to leave their place of work and assemble at a safe place. This includes evacuation processes, job descriptions, responsibilities and all other aspects to complete the process such a process being defined further in the Fire Safety and Evacuation of Buildings Regulations 2006.

## B. INTRODUCTION

### Scope

This proposed system has been developed to meet the criteria of the:

- Fire Safety and Evacuation of Buildings Regulation 2006
- The Fire Service Act part 21 A- I

and to adopt a workable standard to enable FPANZ certification of people carrying out the responsibilities of a Fire Evacuation consultant working for hire or reward.

FPANZ may certify any practising Fire Evacuation Consultant who is deemed to have achieved the standard set out in this document.

The National Executive of FPANZ may withdraw the certification at any time of any person who fails to maintain the standards set by this document or who breaches FPANZ rules.

A person who has obtained Certified Fire Evacuation consultant status has demonstrated a good understanding of the legislation framework under which they work and a practical understanding of fire protection features of a building which influence safe evacuation of the occupants.

### Who may be certified?

Only individuals can be certified or recertified as applicable. An employing entity cannot obtain a certification as such.

### **Levels of Competence**

A certified Fire Evacuation Consultant shall be assigned a level which reflects their competency in the following level of building;

#### ***Level One***

Buildings with occupant loads of up to 100 people and a 'one out – all out' philosophy, but excluding purpose groups SC and SD, e.g. Rest Homes and Hospitals or buildings where a managed or stay-in-place evacuation process is used.

#### ***Level Two***

Buildings with occupant loads of 101 to 450 people and a 'one out – all out' philosophy.

#### ***Level Three***

Buildings with occupant loads over 450 people; or buildings with managed or escalating evacuation processes.

#### ***Level Four***

Buildings with staged and/or progressive evacuation philosophy, 'stay in place' philosophy and/or specific messages are used (in addition to the standard voice messages required by NZS 4512 used for evacuation of occupants e.g. multi level hotels, hospitals and rest homes.

### **Information on Competency**

FPANZ can provide information on any certified members individual level of competency to a third party by:

- Listing in any publicity originating from or belonging to Fire Protection Association NZ.
- Authorising a certified Fire Evacuation Consultant to list his/her certification in any publicity or letters originating from them, their employer, or their own business. Falsely claiming levels of competency not already approved by the FPANZ is a transgression for which the FPANZ can discipline the offender.
- Any other means applicable to the situation where clarification is sought in regard to a consultants competence as a certified Fire Evacuation Consultant certified by the FPANZ.

### **Duration of Certification**

Certification to any level of competence is valid for one year. A Consultant's level of competence can be retained as active for up to a further three months after the expiry date to facilitate the process of re-certification, however if at the end of such period recertification has not been completed, the Consultants level of competency will be cancelled and any further application will be treated as a new applicant.

Should there be exceptional circumstances the Fire Protection Association NZ reserves the right to re-certify outside the above timeframe.

### **Discipline**

FPANZ will manage this system in accordance with all legislative requirements. Where a Consultant has committed a transgression in relation to the FPANZ Code of Ethics, or has been deemed to bring the FPANZ into disrepute, and the relevant FPANZ committee confirms this transgression, the Fire

Evacuation Consultant can have their certification cancelled or such other penalty as is considered applicable at the time.

### **Certification Process**

Anyone who is performing work as a Fire Evacuation Consultant can become a member of the FPANZ, and apply to the FPANZ for certification. After being assessed by FPANZ the applicant will be notified in writing as to whether or not they have been successful in attaining the standard required for certification.

Anyone applying for certification will have both practical and written competency assessments to complete.

### **Fees**

FPANZ fees for administering the system and the certification process shall be set from time to time by the FPANZ National Executive.

Fees for the 2011/2012 year are:

<i>New Applicant</i>	<i>\$80.00</i>
<i>Written Examination and On Job Assessment</i>	<i>\$260.00</i>
<i>Annual Certification</i>	<i>\$100.00 pa (1 – 4 years)</i>
	<i>\$160.00pa (5<sup>th</sup> year)</i>

*Note: All fees exclude GST and are non-refundable.*

*Note: Written Examination and On Job Assessment cost excludes any travel, accommodation or incidental costs, if required, outside of regular visits outside the Auckland area.*

## **C. CERTIFICATION REQUIREMENTS**

*(Applicable to all levels being applied for)*

To achieve the status of Certified Fire Evacuation consultant they shall provide to the FPANZ evidence of achieving the required standard in each of the 6 Sections set out below;

### **1. PROOF OF WORKING IN THE INDUSTRY**

The applicant must be able to supply a portfolio of work applicable to each level of certification being applied for. The following is required:

- Copies of the Fire Service approval letter for three Evacuation Schemes developed and submitted by the applicant, or
- Proof of maintaining Fire Evacuation Schemes over the previous 12 months. Providing copies of notifications to the Fire Service of three completed evacuation rehearsals will be sufficient, or
- Copies of Fire Service application forms for three schemes, which have been submitted for the building level being applied for, and approval is not immediately available.

### **Note:**

*Where an applicant is no longer submitting new evacuation scheme applications, copies of the letter to the Fire Service stating fire evacuations or training have been completed for three different buildings (in the level being applied for), and meets the standard required in the Fire Safety and Evacuation of Buildings Regulations will suffice.*

## 2. DOCUMENTS TO ACCOMPANY APPLICATION

- Copy of the current membership certificate, or payment receipt of membership, and
- Copy Professional Indemnity Insurance Policy schedule having a Limit of Liability of not less than \$1,000,000.
- Copy of the Public Liability Insurance policy schedule having a Limit of Liability of not less than \$1,000,000.
- Curriculum Vitae which clearly demonstrates applicant has successfully completed training or has experience that will allow the individual to successfully process evacuation schemes.
- A signed letter confirming the individual will conform to the FPANZ Code of Ethics or shall have completed the self assessment of the Code of Practice and been accepted as Code Compliant member. [As a CoP Member the Certified Fire Evacuation consultant will have the right to use the FPANZ logo.]

### Notes:

1. *Insurance companies may provide insurance protection by an all inclusive policy. Where all inclusive policies apply, copies of the policy wording shall be provided.*
2. *The insurance cover required for the above may be individual or as an employee of a corporate policy. Where the Consultant is covered under a corporate insurance policy and the Consultant ceases employment with that employer, their Certification automatically terminates at that time. The Consultant may apply for re-certification.*
3. *In cases where an individual has this insurance cover paid for by an employer or company, the applicant must supply documentation to satisfy the certification panel the applicant is covered for Public Indemnity and Public Liability claims.*
4. *Where an applicant, or already certified person, changes their employment situation where the insurance cover previously advised is no longer applicable, evidence showing the changed insurance cover must be supplied or their certification person will be deemed to no longer meet the standard require for certification.*

## 3. KNOWLEDGE OF THE REGULATIONS AND ASSOCIATED STATUTES

- (a) Obtain a pass mark of 100% in a written open book test on the following regulations and statutes.
- Fire Safety and Evacuation of Buildings Regulation.
  - Fire Service Act part 21 A - I.

The test to include the definition of the following terms:

- Place of safety.
- Safe place.
- Assembly Point.

A written open book examination paper shall be set, moderated and marked by Firetech Training Ltd or any other qualified auditor/contractor as appointed by Fire Protection Association NZ.

(b) Verbally outline to the Certifier:

- The role and responsibilities of persons with specific evacuation duties as detailed in the approved evacuation scheme for the building the approval is being sought.
- Identify and describe to the Certifier the requirement for EXIT signage.
- Identify and describe to the Certifier the minimum requirements and correct location of 'Fire Instruction' signage.
- Identify Means of Escape path routes within the building.

(c) Applicant shall explain to the Certifier's satisfaction, the purpose of and how the following documents are applicable to a Fire Evacuation Consultant:

- ***Building Warrant of Fitness***  
Who issues it, where is it supposed to be located, and what information does it contain that would be useful to a Fire Evacuation Consultant?
- ***Code Compliance Certificate***  
Who issues it, where is it supposed to be located, and what information does it contain which may be useful for a Fire Evacuation consultant?
- ***Certificate for Public Use***  
Who issues it, where is it supposed to be located, and what information does it contain useful to Fire Evacuation consultants?
- ***Compliance Schedule***  
Who issues it, where is it supposed to be located, and what information does it contain that would be useful to a Fire Evacuation consultant?

(d) **Fire Engineers Report**

Either using the Fire Engineers Report for the building(s) being used by the applicant for assessment or one supplied by the Certifier, identify to the satisfaction of the Certifier, the information required from the report by the Fire Evacuation Consultant to compile the evacuation scheme and training of persons with fire evacuation responsibilities.

#### **4. MANAGEMENT OF CLIENTS EVACUATION TRIAL**

Applicant shall explain to the satisfaction of the Certifier, and if requested show they have a process or system which successfully manages the ongoing six monthly evacuation rehearsal requirement for clients.

On this point the Certifier can elect to quiz the applicant on the processes used, or visit the applicant's premises to check systems or processes are in place. On no account is the applicant expected to show the Certifier client names or records, rather proof of the system the applicant is using is all that is required.

#### **5. ABILITY TO CONDUCT A TRIAL EVACUATION**

The applicant shall demonstrate to the satisfaction of the Certifier that they can conduct building evacuation trials to the standard required by the Fire Safety and Evacuation of Buildings Regulations for the building(s) being used for the assessment.

The Certifier will visit the building(s) suitable for the level being applied for, and meet with the applicant. The applicant will conduct the trial evacuation and be assessed on the following applicable to the level of accreditation being applied for:

- Provide a copy of the advisory form to the Fire Service notifying the intention to carry out an evacuation trial for the building being used for the assessment.
- With the Certifier present, ring the Fire Service Communication Centre ten minutes before an evacuation trial time to confirm the evacuation trial will proceed.
- Activation of the fire alarm at the appropriate time.
- Observe the applicant conduct the fire evacuation. The Certifier is expected to hear the main responsible person receive the reports from other responsible persons, as they report their areas are evacuated or otherwise. Hear the main responsible person make a report as if reporting to the Fire Service on the evacuation status as it is at the moment.
- The Certifier is to be invited to attend any debriefing meeting following the evacuation rehearsal. After the meeting the applicant is to indicate what items discussed at the meeting would be included in his/her report to the client/Building Owner.
- Describe to the Certifier any documentation which will be raised as a result of the trial evacuation and to whom it will be sent.

## **6. PRACTICAL COMPETENCE**

The Certifier visits the buildings identified in the Fire Service application forms supplied with this application.

Applicant shall answer verbal questions to the Certifier's satisfaction, on how the following equipment fitted in the building(s) being used for the assessment is used to initiate and assist in evacuation and/or rescue during the process.

The applicant identifies and describes to the Certifier the following components of fire safety features fitted in the building being visited and applicable for the certification level being applied for. Irrespective of the level, all features in the building being visited shall be identified.

- Describe the fire warning system used in the building.
- Identify the fire alarm panel, and any remote panel.
- Identify a smoke detector.
- Describe the local only, global, and brigade connected smoke alarms, plus be able to describe the difference between smoke alarms and smoke detectors in the building being applied for as applicable. Include how to determine if they are externally monitored where applicable.
- Identify heat detector(s).
- Identify any manual call point(s).
- Identify illuminated emergency 'Exit' light fittings, and describe and/or demonstrate the purpose of a test switch and how to use it, where provided on the fitting.
- Identify smoke control doors in the building(s).
- Identify fire doors.

- Describe any ancillary systems attached to the fire alarm system, such as electronic hold-open devices etc.
- Identify the location and purpose of any smoke curtain.
- Describe the location and function of warden intercommunication - phones, (WIP) phones.
- Identify the location of any; dry, wet or charged risers.
- Describe the function of a EWIS or similar system.
- Describe the importance of a fire cell where an evacuation process includes places of safety within the building.
- Identify any other emergency light where installed, e.g. strobe lights for hearing impaired.
- Identify and describe the function of a fire separation partition/smoke separation in the building being used for certification.

## **D. RECERTIFICATION**

### **1. TIME FRAME**

Recertification must be renewed annually.

On the fifth anniversary of certification involving the written examination the applicant for recertification shall complete the written examination as set out in C.3.(a)

If the recertification process is not completed within three months from the expiry of the twelve month period from being granted any initial certification or recertification, all current certification expires. The applicant must make a new application as if initially applying for certification.

FPANZ has the right to extend renewal of certification on application where there are extenuating circumstances preventing renewal within the three month period. Temporary medical or accident incidents preventing the certified Fire Evacuation consultant carrying out their employment is an example of such a possible extension of time which may be granted to meet the certification requirements.

### **2. DOCUMENTATION**

The application to recertification shall include:

- Copies of Professional and Public Liability insurances as set out in clause C.2.
- Proof of current membership of the FPANZ.
- Provide evidence of 15 hours annually of continuing education in the form of a report showing content and relevance.

### **3. CURRENT WORK**

The Applicant must submit one or more different examples of current work at the level of certification already approved. These can be either:

- Copies of the forms used to notify the Fire Service that trial evacuations or training where applicable, have been completed for one or more buildings meeting the level(s) of certification being sought. Each copy of the form being provided must identify to which level of competence the form applies.



- Fire Service approval letters for one or more schemes to the level being sought for recertification.

#### **4. GRANDFATHER CLAUSE**

From the coming into effect of this document all existing Certified Fire Evacuation Consultants shall have 12 months to apply and obtain Certification as set out in this document.

At the expiration of this period all existing Certified Fire Evacuation consultants shall be deleted from the FPANZ register and they shall cease from using or implying that they have this status.