

Certified Passive Fire Contractor Application 2024



› This application must be completed in full before processing can begin

1. CONTACT DETAILS

Company	
Street Address	
Postal Address	
Representative	
Phone: ()	Mobile:
Email:	

2. SCOPE OF CERTIFICATION

› Please tick the column marked **A** for the scope of certification being applied for **and** if provisional please tick column marked **P**.

SYSTEM TYPE	1. Supervisor/ Project Manager		2. Installation		3. Design & Specification		4. Inspection Survey	
	A	P	A	P	A	P	A	P
a) Fire Stopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Intumescent Coatings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. STAFF NAMES

› Please fill out the schedule below for the staff included in this certification and tick appropriate position/s within the company.

Staff Name	Supervisor/ Project Manager	Installation	Design & Specification	Inspection Survey
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. SUBCONTRACTOR NAMES

› Please fill out the schedule below for the subcontractors included in this certification and tick appropriate position/s within the company. If none please put a line through or write N/A.

Subcontractor Name	Supervisor/ Project Manager	Installation	Design & Specification	Inspection Survey
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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» Please indicate you have included the following attachments:

1. Continuity of Involvement

Has the company continuously been installing throughout this past year?
Please attach verification of 3 sites completed. (x3 QA Documents)

ATTACHED

Yes No

2. Quality Management System

Please confirm your ISO 9001 quality management system (or equivalent quality management system). Provide a current certificate (including scope of accreditation), a copy of your latest surveillance audit report showing continuing certification, and/or other relevant evidence of completed Quality Management documentation & systems.

ATTACHED

Yes No

3. Technical Documentation

Do you have access to all relevant technical instructions/test reports/assessments and training supplied by the manufacturer(s) of the Passive Fire Products/Systems that you install?
Please provide details of these arrangements.

ATTACHED

Yes No

4. Competence of all staff and subcontractors

Please include all staff and subcontractors in your organization, including titles, in the schedule attached. Attach evidence of the experience and capability of all staff, including CV's and qualifications. For staff who have not completed NZQA Passive Fire Level 3 for Installers, or NZQA Level 4 for Supervisor and Inspection, evidence is required to show significant and ongoing progress towards the qualification. See *Clause 3.8 Competence of Staff*.

ATTACHED

Yes No

5. Subcontractors

The company (by way of the authorized representative signing this form) acknowledges and accepts full responsibility for all subcontractors working on their behalf. Please complete the schedule of subcontractors used and their contact details and qualifications.

ATTACHED

Yes No

6. Public Liability and Professional Indemnity Insurance

Please provide evidence of current Public Liability Insurance (in excess of \$5 million) and Professional Indemnity Insurance (in excess of \$2 million).

ATTACHED

Yes No

7. Health & Safety

Please provide a copy of your current Health and Safety Policy documentation, including completed examples of this in action, or alternatively provide evidence of 'Sitewise Green' or equivalent independent third-party accreditation of your Health & Safety systems.

ATTACHED

Yes No

8. Staff Development

Please provide evidence of staff CPD (Continuous Professional Development) during the past year

ATTACHED

Yes No

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Fees

New application is subject to a one-off application fee of:

- › 1-14 Staff\$650 +GST
- › 15 + Staff.....\$950 +GST

Renewals incur an annual renewal/revalidation fee of:

- › 1-14 Staff\$500 +GST
- › 15 + Staff.....\$750 +GST

DECLARATION

As a representative and authorised signatory of the applicant company, I declare all information provided on this application to be true and accurate in all respects. As a member of the Fire Protection Association of NZ, we agree to abide by the FPANZ standards and code of conduct should our application be successful (please refer to our website for all standards and code of conduct <https://www.fpanz.org/about/code-of-ethics-discipline>)

Representative (Full Name) _____

Company _____

Signature _____

Date: / /

(DD/MM/YYYY)

FPANZ Standard for Certification of Passive Fire Contractors – 2024



1. Scope

The following requirements are applicable to Fire Protection Association New Zealand (“FPANZ”) Member companies seeking accreditation by FPANZ as a Certified Passive Fire Contractor for the Installation of compliant Passive Fire Products and/or Systems.

2. Definitions

2.1 Approval Committee (or Designated Certifier)

A subcommittee within FPANZ, or an FPANZ designated certifier, appointed to assess and accredit passive fire protection Companies as FPANZ Certified Passive Fire Contractors.

2.2 Building Code

Means the New Zealand Building Code and any related documents (for example, Acceptable Solutions).

2.3 Building Consent Authority (BCA)

As outlined in the New Zealand Building Act, the BCA is the Authority having jurisdiction to issue code compliance certificates for building work undertaken in a particular area.

2.4 Certified Passive Fire Contractor

A Company confirmed as a certifiable organisation, meeting all requirements listed herein, and accordingly issued with a certificate by FPANZ denoting their status as a Certified Passive Fire Contractor.

For the purpose of this document, the word “Company” shall mean an individual, company, or body corporate applying for, or holding, FPANZ certification as a Passive Fire Contractor.

2.5 Contract

For the purposes of this document, “Contract” means a contract undertaken by a passive fire protection Company (“Contractor”) to design, procure, and/or install Passive Fire Protection Product(s) and System(s), in accordance with the installation specifications and manufacturers’ documentation.

2.6 Installation

For the purposes of this document “Installation” includes the following responsibilities and activities, undertaken by a Company according to Contractual agreements:

- a) The day-to-day management and progress of the Contract through design, installation, commissioning, and handover; 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 any ongoing inspection and commissioning of systems.
- c) Purchasing of equipment, materials, and labour, and storage of any equipment and materials.

2.7 Passive Fire Products and Systems

Passive fire protection products and systems help to prevent the spread of fire and smoke or maintain the structural adequacy of the building and play a critical role in ensuring that buildings are fire safe. Passive fire protection features can work in isolation or in concert with other building systems (such as sprinklers) to maintain the necessary level of protection expected by the building’s fire design and to meet minimum Building Code requirements. Examples of such products and systems include, but are not limited to: fire stopping, intumescent coatings, and fire separations.

2.8 Subcontractor

A Subcontractor is a separate business or person that undertakes work for a Company as part of a larger project. In such cases, Subcontractors carry out work that the contractor Company does not perform itself but nevertheless remains responsible for.

3. Requirements for Certification and Renewal Certification

3.1 Continuity of Involvement

The Company shall provide evidence of satisfactory performance and capability regarding completion of Passive Fire Protection Systems Contracts over a current period.

3.2 Contracts List

The Company shall make available a list of Contracts; completed by the Company and/or senior employees, for future reference.

3.3 Final Inspections and Compliance

Companies shall provide inspection evidence, as-built records, penetration registers, and relevant quality management systems documentation to demonstrate competence and compliance with sound trade practice and generally accepted Quality Management processes.

3.4 Quality Management Systems

The Company shall operate an ISO 9001 Quality Management System (or equivalent), according to the latest Standard, with a scope that includes the design, installation, and maintenance of Passive Fire Protection Products/Systems.

A copy of the ISO 9001 Certificate, including the required Scope of Certification, and a copy of the latest surveillance audit report showing continued certification will also be required at each annual renewal as well as evidence of completed Quality documentation sufficient to demonstrate the effective working of the Quality System.

On initial application, a full copy of the quality system documentation shall be reviewed by the Approval Committee to ensure it contains adequate and relevant detail for passive fire protection Contracts.

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3.5 Passive Fire Protection Product Register

The Company shall consider products/systems listed in the FPANZ Passive Fire Products Register, as applicable to their scope of certification.

3.6 Employee Competence and Qualifications for Fire Stopping

All Companies providing installation and auditing for passive fire protection involving Fire Stopping in buildings under construction or alteration shall provide evidence of employee training and competence, to ensure services undertaken are maintained to the relevant Standard(s) and according to the Building Code.

Note:

- › Verification includes for Installers - Curriculum Vitae, minimum of NZQA Level 3 Passive Fire. Passive Installation companies shall maintain a minimum 1:8 NZQA Level 3 Passive Fire staff qualified ratio.
- › Verification includes for Supervisors - Curriculum Vitae, minimum of NZQA Level 4 Passive Fire or equivalent (i.e. internationally recognised equivalent, Fire Eng, Dip Fire etc)

Companies shall have established records of employee skills regarding activities in Design and Installation should this need to be reviewed by the Approval Committee.

3.7 Employee Competence and Qualifications for Intumescent Coatings

All Companies providing application and auditing for passive fire protection involving Intumescent Coatings in buildings under construction or alteration shall provide evidence of employee training and competence, to ensure services undertaken are maintained to the relevant Standard(s) and according to the Building Code.

Note:

- › Verification includes for applicators – Curriculum Vitae, AMPP Coatings Level 1 or greater (previously NACE). Intumescent Coatings Companies shall maintain a minimum 1:5 AMPP Coatings Level 1 or greater (previously NACE) staff qualified ratio. Other recognised accreditation such as 'Train the Painter' is preferred.
- › Verification includes for Inspection and Auditing of Coatings - Curriculum Vitae, AMPP Coatings Level 2 or greater (previously NACE), AMPP Fireproofing Inspectors Course.

Companies shall have established records of employee skills regarding activities in Design and Installation should this need to be reviewed by the Approval Committee.

3.9 Subcontractors

Subcontracted labour needs to be of the same competence as if they were the Company's own employees. Companies are fully responsible for the workmanship and work practices of any Subcontractors they employ. Evidence of Subcontractor employee training to NZQA Level 3 Passive Fire or higher will need to be provided for

the designated person responsible at each site. (As per clause 3.6, 3.7)

3.9 Applications for Certification

The FPANZ application form shall be used for the certification process, including the provision of documentation and verification as requested.

3.10 Certified Contractors Documentation

The FPANZ or an appointed designated agent will maintain and circulate documentation of FPANZ Certified Passive Fire Contractors to all Building Consent Authorities, to assist them in assessing the competence of companies supplying producer statements for the purposes of code compliance certificates.

3.11 Liability and Professional Indemnity Insurance

Verification of Public Liability Insurance (in excess of \$5 million) and Professional Indemnity Insurance (in excess of \$2 million) is required.

3.12 Regional Offices

Regional Offices are not required to complete separate application forms. The Head Office of the Company shall complete the application form and list the staff and location of where they are based in.

3.13 FPANZ Membership

The Company shall remain a member of the FPANZ and shall abide by the FPANZ code of ethical conduct and any other Codes, Standards, or Policies that may be issued from time to time.

3.14 Health and Safety

The Company shall provide evidence of their ongoing commitment to adequately documented health and safety procedures.

3.15 Continuous Professional Development (CPD)

The company shall provide evidence of 20 hours annually of continuing education in the form of a report showing content and relevance.

3.16 Company Certification

FPANZ will issue a Certificate as evidence of being a Certified Passive Fire Contractor when the Company satisfies the FPANZ Approval Committee that the criteria laid out herein are established and are likely to be maintained.

3.17 Complaints

In the event of a complaint against a Certified Passive Fire Contractor, FPANZ will apply their complaints and disciplinary procedures to safeguard the reputation of the fire protection industry. Certified companies will cover the expense of any such damage should sound evidence of the complaint be compiled.

4. Continuation of Certification

4.1 Withdrawal of Certification

Certification may be surrendered by the Company at any time without notice. In the event of a material breach of the criteria for certification, one (1) month's grace will be given by FPANZ before withdrawing listing, to afford an opportunity for the Company to remedy the breach. No refund will be provided in either case.

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4.2 Employee or other Material Changes

Throughout the period of certification, the Company shall promptly advise FPANZ of any changes in employee status relative to the most recent application, and of any other material changes relative to the criteria for certification.

4.3 Period of Currency

Certification shall routinely lapse after twelve (12) months:

- a. The scope of certification and the date of expiry shall be stated on the certificate.
- b. Responsibility for applying for renewal of certification shall lie with the Company.
- c. Renewal of certification shall be based on the Company's ability to satisfy criteria and standards of competence relevant at the time, including continuing quality standards and compliance with the conditions of the original certification.
- d. Certification is reliant on continuing membership of FPANZ.