

Fire Industry Alliance– AFSPAB Scheme

Application and Renewal Procedure

This procedure outlines the process for:

- New applicants seeking AFSPAB endorsement, and
- Existing AFSPAB-endorsed Fire System Practitioners (FSPs) applying for endorsement in an additional category.

Applicants who are unsuccessful at any stage may appeal via the Complaints, Appeals & Disciplinary Procedure.

The Scheme maintains a Register of all AFSPAB-endorsed FSPs.

Step 1: Application

Applicants must complete the **AFSPAB Application Form** and submit it with all supporting documents to: AFSPAB@firealliance.com.au

Upon submission:

1. An acknowledgement of receipt will be sent.
2. An invoice for the application fee will be issued.
3. Payment of the invoice within 10 business days is required for the application to be considered.

Step 2: Preliminary Assessment

The Committee will review applications to determine whether the applicant can progress to **assessment**.

The Committee may request additional information to support the application. Reasons an application may not proceed include, but are not limited to:

- Incomplete application or missing documentation.
- Insufficient evidence of relevant qualifications, registrations, or experience.
- Prior revocation of endorsement due to disciplinary action.

Decisions on progression will generally be communicated within 25 business days of receipt of a fully paid application. Delays may occur due to additional information requests or public holiday periods.

Step 3: Assessment

The assessment consists of an **interview** and a **practical assessment**, designed to evaluate both the applicant's knowledge and hands-on competence in their chosen endorsement stream. Conducted in person to allow assessors to observe practical competencies firsthand. In exceptional circumstances, such as remote applicants or travel restrictions, the Committee may consider alternative arrangements (e.g. virtual or hybrid assessment), but in-person assessments are preferred.

The assessment is conducted by up to three assessors selected by the Committee, with at least one assessor being a Committee member. All assessors are selected in accordance with the Committee's Conflict of Interest Policy to ensure impartiality and fairness throughout the process.

During the **interview** applicants will outline their general work experience, and respond to problem-solving and scenario-based questions relevant to their chosen endorsement stream. It also assesses knowledge of legislation, codes (including the National Construction Code), and standards, and the ability to provide appropriate advice.

The **practical assessment** allows applicants to demonstrate hands-on competence in inspecting, assessing, commissioning and certifying systems, as well as preparing inspection reports and certificates of compliance.

Applicants may bring reference materials such as Australian Standards or NCC documentation to support their responses.

The combined assessment should take approximately 2 hours.

Step 4: Outcome

The Committee will notify applicants of the outcome within **25 business days** of the completion of the assessment.

Successful applicants will have their details added to the **Register**, receive an **Endorsement Number**, and be issued a **Certificate of Endorsement**.

Endorsement Criteria

Applicants must demonstrate or supply evidence of:

- **Certificate IV in Fire Systems Compliance** with the appropriate stream for endorsement as per endorsement stream matrix, or a qualification the Board considers is at least equivalent.
- **Insurance:** Current Public Liability and Professional Indemnity coverage.
- **Experience:** At least 4 years of relevant work experience within the last 10 years.
- **Professional References:** At least two (2) relevant referees; these may include registered building practitioners, AFSPAB-endorsed practitioners, or otherwise qualified.
- **Knowledge:** Sound understanding of legislation, codes, and standards applicable to certification work in the relevant category.
- **Competence:** Ability to inspect, assess, and certify installed systems, prepare inspection reports, and issue certificates of compliance in accordance with approved designs.

Category-specific requirements:

- **Hydrants & Hose Reels:** Evidence of a relevant plumbing registration/licence.
- **Sprinkler Systems & Detection/Alarm Systems:** Evidence of registration as a building practitioner or equivalent licence.

Fire Industry Alliance – AFSPAB Endorsement Numbers

Each Fire Industry Alliance – AFSPAB Scheme endorsed practitioner will be assigned a number, commencing at “0001”. Each identifier will be recorded on the Register.

2025 – 2026 Fees

- Application:
 - Fire Industry Alliance Member - Single Endorsement Category: \$1,250.00 + GST
 - Non-Fire Industry Alliance Member - Single Endorsement Category: \$1,550.00 + GST
 - Each Additional Endorsement Category: \$250.00 + GST Each
- Renewal: \$1,000.00 + GST

Logo Use

Practitioners endorsed by the Fire Industry Alliance– AFSPAB Scheme will, upon endorsement, receive digital copies of the Fire Industry Alliance– AFSPAB Scheme logo.

The logo may only be used by endorsed Practitioners, while their endorsement is active.

Any unauthorised use of the logo may affect an individual’s ability to obtain future endorsement.

Renewals Process

For Fire System Practitioners (FSPs) endorsed by the Scheme:

- Renewal invoices and a declaration form will be issued on 1 October (or the next business day if 1 October is not a business day).
- FSPs have until 31 October to pay the renewal fees to the Fire Industry Alliance.

- Reminders will be sent to those who have not paid during this period.
- FSPs who do not renew by 31 October may have their endorsement revoked or suspended at the Committee's discretion.
- As payments are received, the Register will be updated and Certificates for the year issued.

Document Version & Approval

Operation Date	12 June 2026
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