

**FPA Australia
Certified Practitioner
& Business Program**

**Certification Guide
for**

BPAD-D Certified Businesses

*Providing Bushfire Planning and Design services
which include deemed to satisfy designs and plans*

Version 2011:4



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13 Ellingworth Parade

BOX HILL VIC 3128

Phone: 03 9890 1544

Fax: 03 9890 1577

www.fpaa.com.au

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About this guide

This guide provides information on the application process and evidence required for certification as a Bushfire Planning and Design BPAD-D Certified Business.

Also read the *General Conditions of the Bushfire Planning and Design Certification Program* which sets out the requirements, entitlements and conditions of the FPA Australia BPAD Certified Practitioner and Business Program.

All of the guides and application forms for the Certification Program can be downloaded from <http://www.fpaa.com.au/certification/index.php?certification=bpad>.

Certification requirements

A responsible officer of the business entity with authority to bind the business to the FPA Australia Code of Conduct is required to complete the application form and to include all necessary information.

Certification is through a process of document analysis, payment of an application fee and agreement by the responsible officer to the conditions of Business Certification.

To receive certification as a BPAD-D Certified Business the business must:

- engage at least one BPAD-D Certified Practitioner to provide BPAD services
- be a registered Australian business
- have documented quality assurance processes in place (see 'Quality assurance guidelines' on page 4)
- have public liability insurance of a minimum of AUD \$10 million
- have professional indemnity insurance of a minimum of AUD \$2 million
- hold current Corporate membership with FPA Australia.

The application process

- 1 Read the *General Conditions of the Bushfire Planning and Design Certification Program* and this guide.
- 2 Complete the BPAD-D Certified Business application form.
- 3 Send to FPA Australia:
 - a) a copy of the completed and signed application form
 - b) a copy of the business registration certificate
 - c) a copy of the business's public liability insurance policy or certificate of currency for a minimum of AUD \$10 million. The evidence provided must show the policy number, policy renewal date and the name of the business/company insured
 - d) a copy of the business's professional indemnity insurance policy or certificate of currency for a minimum of AUD \$2 million. The evidence provided must show the policy number, policy renewal date and the name of the business/company insured
 - e) payment of the application fee.

Refer to the *General Conditions of the Bushfire Planning and Design Certification Program* for information on fees and payment options.

Please note that there are no refunds for applications once they have been submitted.

Further information

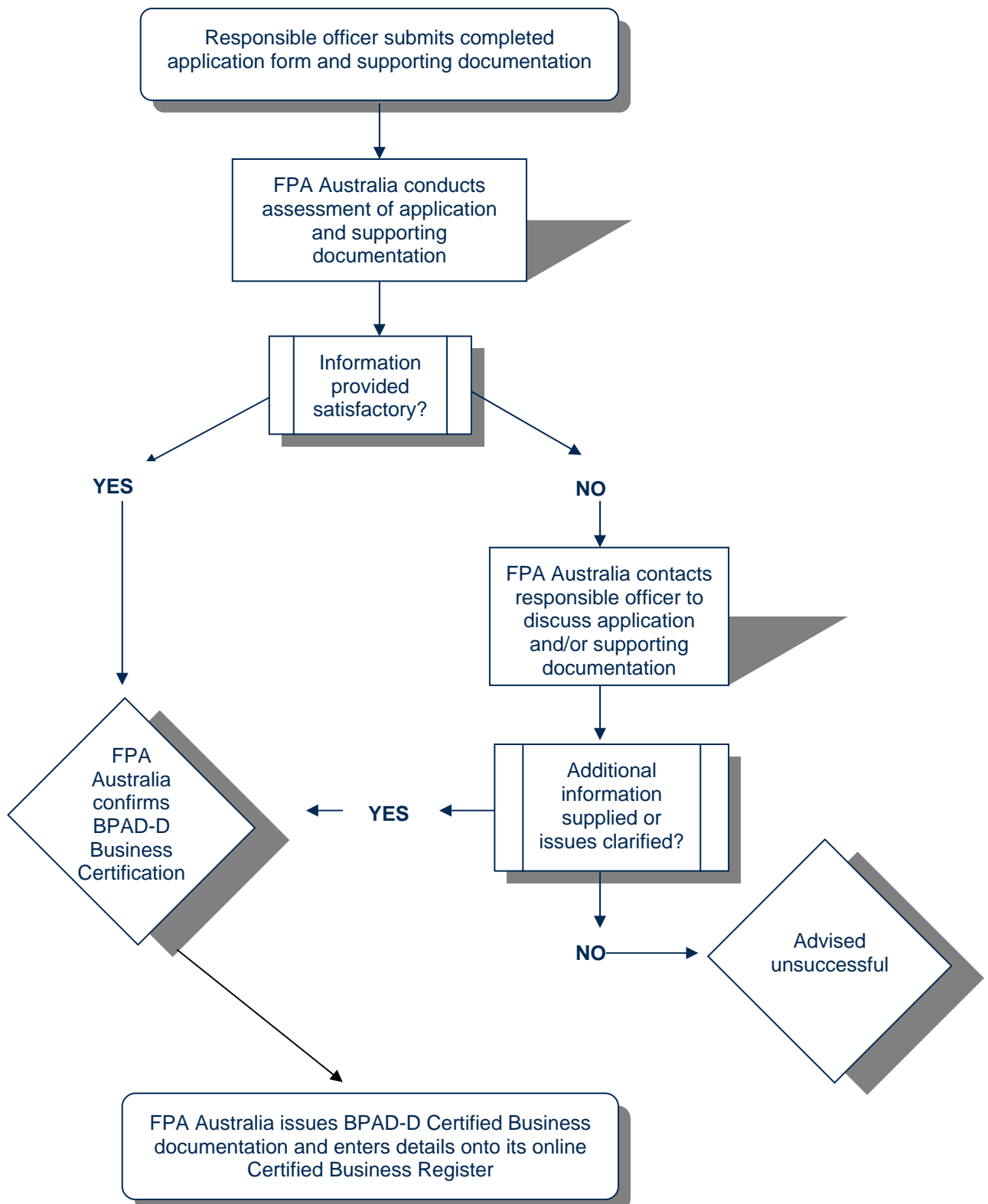
For further information about the Certification Program contact FPA Australia:

Phone: 1300 731 922 or 03 9890 1544

Email: certification@fpaa.com.au

Fax: 03 9890 1577

Certification process



Quality assurance guidelines

A business applying for Certification under the FPA Australia Certified Practitioner and Business program must have documented generic quality assurance systems and procedures in place. This does not mean that it is required to have Quality assurance/Management Certification based on an AS/NZS ISO 9001 or 9004 type of program. However, it is expected that an FPA Australia Certified Business will operate on quality management principles such as:

- customer focus
- leadership
- involvement of people
- process approach
- continuous improvement
- systems approach to management
- factual approach to decision making.

Following are some general guidelines for ensuring a quality business approach.

General requirements of an organisation

- Identify the processes needed and determine a sequence for these processes.
- Determine a method and criteria for effective control and operation.
- Monitor, measure and analyse the processes.
- Implement actions to achieve results and improve processes.

Documentation, policy and objectives

- Keep records which are legible, identifiable and retrievable. A procedure should be in place that outlines identification, storage, protection, retrieval, retention time and disposition of records.
- Document systems and procedures.
- Ensure policies, objectives and responsibilities are defined, understood and communicated.
- Establish, implement and maintain documented procedures.
- Develop documentation necessary for effective planning, operation and control of processes including standardised templates.

Management responsibility

- Identify a responsible person for ensuring processes are maintained. The importance of meeting customer, potential customer and statutory and regulatory requirements needs to be communicated to the organisation.
- Conduct reviews and commit to continuous improvement of systems and processes.

Provision of resources

- Determine and provide resources to implement and maintain the system, improve its effectiveness and enhance customer satisfaction by meeting customer requirements.
- Personnel should be competent, based on appropriate education, training, skills and experience.

Management review

- Management should review the system to ensure continuing suitability, adequacy and effectiveness.