

Section 4.1		Administration – Issuing of Fire Protection and Detection Equipment Servicing Licences
Approval Date: October 1, 2016		Sunset Date: December 31, 2018
Regulatory Reference:		NL Regulation 45/12, Fire Protection Services Regulations under the <i>Fire Protection Services Act</i>
Document Reference:		Applicable Codes and Standards as referenced in the National Building Code of Canada (NBCC), the National Fire Code of Canada (NFCC) and the National Fire Protection Association (NFPA) 101 Life Safety Code, Current Editions
Purpose:	To have a standard policy defining the qualified proponents and the process for issuing of fire protection and detection equipment servicing licences in the Province of Newfoundland and Labrador through FES-NL.	
4.1.1	<p>Licence Categories, Application Process and Licence Audits</p> <p>This policy provides information regarding the eligibility of persons and agencies to obtain servicing licences in four (4) categories:</p> <ol style="list-style-type: none"> 1. Portable Fire Extinguishers 2. Fire Extinguishing Systems 3. Sprinkler and Other Water-Based Fire Protection Systems 4. Fire Alarm and Detection Systems <p>In order to receive an individual or company licence in any category, an application form shall be completed in full and submitted to FES-NL, P.O. Box 8700, 25 Hallett Crescent, St. John's, NL, A1B 4J6, Fax: (709) 729-2524 or Email: fesnlllicence@gov.nl.ca. Incomplete applications will not be processed and will be returned for the required information or documentation. Where written certification examination through FES-NL is required, the individual or agency will be contacted upon receipt of validated documentation.</p> <p>Effective October 1, 2016, payment of \$300 fee is required for each category of licence. Payment can be made online at http://www.gov.nl.ca/pay-online.html</p> <p>FES-NL will periodically audit the performance requirements of licence holders and companies via site visits, training and certification credential checks, shop inspections, and through consumer/public feedback.</p>	
4.1.2	<p>Portable Fire Extinguishers</p> <p>Persons performing inspection, maintenance and recharging of portable fire extinguishers shall be certified as required by NFPA 10 (FESNL-1).</p> <p>To obtain a licence a person shall meet one of the following criteria:</p> <p><u>Inspection, Maintenance and Recharge</u></p> <ol style="list-style-type: none"> 1. Certification and training credentials from an organization(s) acceptable to FES-NL. 2. Certified factory training and certification examination administered through FES-NL. 	

	<p>3. Certification through FES-NL as per the following:</p> <p>By serving as a trainee for 200 hours under the direct supervision and in the immediate presence of a certified person already holding a valid licence before being tested for qualifications. Written notification complete with a log of hours shall be provided to FES-NL to this effect prior to certification examination. This shall be a validated log complete with dates, hours and description of work performed.</p> <p>Written certification examination will be open book as per the Chapters and Annexes of NFPA 10, current edition, and will have a maximum duration for completion of 3 hours. Questions will be multiple choice, true/false and yes/no. A pass mark of 70% is required with all tests being graded by FES-NL. Upon passing the test, a certificate will be issued.</p> <p>Persons performing 30-day inspections shall not be required to be certified.</p>
4.1.3	<p>Fire Extinguishing Systems</p> <p>Persons performing installation, inspection, maintenance and recharging of fire extinguishing systems shall be certified in at least one of three (3) classes:</p> <ul style="list-style-type: none"> • As a Pre-Engineered Kitchen Fire Extinguishing System Technician (FESNL-2) or • As a Pre-Engineered Industrial Fire Extinguishing System Technician (FESNL-3) or • As an Engineered Fire Suppression Systems Technician (FESNL-4) <p>To obtain a licence a person shall meet one of the following criteria:</p> <p><u>Installation, Inspection, Maintenance and Recharge</u></p> <ol style="list-style-type: none"> 1. Certified as a Pre-Engineered Kitchen Fire Extinguishing System Technician and/or as a Pre-Engineered Industrial Fire Extinguishing System Technician and/or as an Engineered Fire Suppression Systems Technician. 2. Certification and training credentials from an organization(s) acceptable to FES-NL for the class of licence requested. 3. Certification through FES-NL for the class of licence requested as per the following: <p>By receiving certified training from a manufacturer on at least one (1) brand of system before being examined for qualifications and;</p> <p>By serving as a trainee for 100 hours under the direct supervision and in the immediate presence of a certified person already holding a valid licence. Written notification complete with proof of factory training and a log of hours shall be provided to FES-NL to this effect prior to certification examination. This shall be a validated log complete with dates, hours and description of work performed.</p> <p>Written certification examination will be open book as per the current editions of the appropriate NFPA Standards and will have a maximum duration for</p>

	<p>completion of 1.5 hours. Questions will be multiple choice and true/false. A pass mark of 70% is required with all tests being graded by FES-NL. Upon passing the test, a certificate will be issued.</p> <p>A plan for the installation of a fire extinguishing system and system components shall be approved by the Fire Commissioner through the Department of Service NL before that system is installed. Plan approval by the Fire Commissioner is not required where a fire extinguishing system required for commercial cooking according to NFPA 96 is to be installed.</p> <p>Upon completion of the installation of a fire extinguishing system and system components and upon commissioning of that system, a copy of the installer's or manufacturer's verification shall be submitted to the Fire Commissioner.</p>
4.1.4	<p>Sprinkler and Other Water-Based Fire Protection Systems</p> <p>Persons performing installation, inspection, testing and maintenance on sprinkler and other water-based fire protection systems shall be a certified Sprinkler System Installer (FESNL-5).</p> <p>To obtain a licence a person shall meet the following criteria:</p> <p><u>Installation, Inspection, Testing and Maintenance</u> Certified as a Sprinkler System Installer.</p> <p>A plan for the installation of a sprinkler or other water-based fire protection system and system components shall be approved by the Fire Commissioner through the Department of Service NL before that system is installed.</p> <p>Upon completion of the installation of a sprinkler or other water-based fire protection system and system components and upon commissioning of that system, a copy of the installer's or manufacturer's verification shall be submitted to the Fire Commissioner.</p>
4.1.5	<p>Fire Alarm and Detection Systems</p> <p>Persons performing installation of fire alarm and detection systems shall be a certified Fire Alarm Technician or a certified Electrician through Service NL. Persons inspecting, testing, maintaining and verifying fire alarm and detection systems shall be a certified Fire Alarm Technician or certified in accordance with FES-NL requirements (FESNL-6).</p> <p>To obtain a licence a person shall meet one of the following criteria:</p> <p><u>Inspection, Testing, Maintenance and Verification</u></p> <ol style="list-style-type: none"> 1. Certified as a Fire Alarm Technician; i.e., Canadian Fire Alarm Association. 2. Certification and training credentials from an organization(s) acceptable to FES-NL. <p>To provide verification services, a person shall have received direct training from a manufacturer on the brand of fire alarm system to be verified and be a manufacturer's representative of that brand. Proof of credentials must be provided</p>

	<p>to FES-NL.</p> <p>Plans for the installation of fire alarm and detection systems shall be approved by the Fire Commissioner through the Department of Service NL before that system is installed.</p> <p>Upon completion of the installation of a fire alarm and detection system and system components and upon commissioning of that system or modification to an existing system, a copy of the manufacturer's verification shall be submitted to the Fire Commissioner.</p>
4.1.6	<p>Conditions</p> <p>Written certification examination will occur at one of the FES-NL office locations or at another location with a proctor acceptable to FES-NL.</p> <p>Rewrite examinations are allowed with an original grade mark above 40%; up to two (2) rewrite examinations are permitted. If a person is not successful in passing the test after three (3) attempts or has an original grade mark of 40% or lower, training shall be recompleted before being examined again.</p> <p>Interprovincial and other jurisdictional or certification credentials acceptable to FES-NL can be submitted for licencing consideration.</p> <p>Certifications and professional registrations shall be in good standing; i.e., National Association Fire Equipment Distributors, Canadian Automatic Sprinkler Association, Canadian Fire Alarm Association or Manufacturers.</p> <p>FES-NL reserves the right to require written examination if submitted credentials do not appear to meet certification requirements.</p> <p>If a person or agency is starting a new servicing business for portable fire extinguishers, a shop inspection will be required.</p> <p>An agency shall, as required by the Fire Commissioner, report the name and address of each qualified person and the number of and names of all trainees in its employ.</p> <p>An agency shall report when a licenced person leaves their employment and when a new licenced person comes under their employment.</p> <p>A licence shall remain in force unless cancelled, suspended, surrendered or expired. Non-compliance with the <i>Fire Protection Services Act</i> or <i>Regulations</i> will give reason for cancellation or suspension.</p> <p>A licence shall expire on a five (5) year basis upon which time it will be cancelled unless a renewal notice is received by FES-NL.</p> <p>A person or agency who provides a service to fire protection and detection equipment without the required licence from the Province of Newfoundland and Labrador through FES-NL or who provides a service in contravention of referenced Codes and Standards is subject to such penalty as prescribed by the</p>

	<i>Fire Protection Services Act.</i>
Attachments:	Fire Protection and Detection Equipment Servicing Licence Application Portable Fire Extinguisher Equipment and Shop Requirements