



**Respiratory Protective Equipment
Fit Test Providers
Accreditation Scheme**

Fit Test Providers Assessment Application Form

Doc4-01



Fit Test Provider Application Form

PLEASE COMPLETE IN CAPITALS

Type of Assessment (delete assessment methods not being applied for)	Qualitative Quantitative (with N95 Companion) Quantitative (without N95 Companion) Controlled Negative Pressure
Title	
First Name	
Surname	
Date of Birth	
Tel/Mobile Number	
Email Address	
Home Address	
Employer Name and Address and Contact details (if applicable)	

Before applying for assessment please ensure you have read the candidates handbook and understand its contents

Please note: During the practical assessment you will not be allowed the use of your own RPE device. The accreditation scheme covers all types of equipment you may be asked to fit test that is appropriate to your accreditation and is not available for one particular type.

Candidates wishing to cancel their assessment must give BSIF in excess of 1 months notice. Cancellations of assessment between 1 month and 1 week from the assessment will bear an admin fee of £320 and the full fee is chargeable for cancellations within 1 week.

I confirm that the details I have provided are correct and I have read and understood the terms and conditions attached below.

Signature _____

Please complete the table and sign, and return all pages and payment, to:

BSIF, 3 St Austins Mews, Hemel Hempstead, Herts, HP1 3AF

Cheques should be made payable to BSIF Enterprises Ltd.

Responsibilities

1/ Fit2Fit Service

1.1/ Fit2Fit will carry out the initial examination, assessments and reassessments to determine competence against the published criteria. The result of each stage will be supplied to the individual for their information.

1.2/ Fit2Fit undertakes to apply the criteria for accreditation consistently and to provide from its own staff or through sub-contractors suitably qualified personnel to perform the examination and assessment process.

1.3/ Once Fit2Fit is satisfied of an individuals competence against the published criteria, Fit2Fit will issue an accreditation certificate and operators badge, which will remain in force for the defined period.

1.4/ In the event of any complaint or incident occurring with the accredited fit test provider, Fit2Fit reserve the right to require the provider to be re-assessed (at Fit2Fit's cost). In a case deemed to be sufficiently serious by the schemes Governing body, it may suspend accreditation until the incident has been investigated and a re-assessment has been undertaken. Fit2Fit also reserves the right to carry out additional unscheduled surveillance visits as it may reasonably require.

1.5/ In the event of an interim re-assessment occurring and the assessor deeming the Fit Test Provider to be incompetent and incapable of meeting the schemes required competence, Fit2Fit reserve the right to withdraw accredited status at any stage and with immediate affect. This will be communicated to the Fit Test Provider in writing.

2/ Accredited Fit Test Provider

2.1 At all times to comply with the terms of the agreement and its relevant requirements

2.2 Not to use the accreditation in such a manner as to bring it into disrepute and to take appropriate steps to correct an action or statement used by the provider and or its clients which Fit2Fit consider to be misleading.

2.3 To make it clear to all clients that accreditation does not imply Fit2Fit in any way accepts liability for the actions of a Fit Test Provider. The scheme merely confirms the competence of a Fit Test Provider at the point of assessment.

2.4 All accredited providers must have sufficient liability insurance to cover any possible actions taken against them and will indemnify Fit2Fit against any sub-action which may be started against the accreditation scheme.

2.5 Use their best endeavours to utilise their skills on each and every fit test to ensure optimum performance of the respirator in protecting the wearer. Ensure their equipment is appropriate for the circumstances, fully maintained and calibrated.

Confidentiality:- The accredited fit test provider agrees that all data collected regarding individuals or companies and including details regarding the Fit2Fit scheme are treated as confidential and not disclosed to any third party without the express agreement of the scheme, company or individual.

Terms & Conditions

The following terms and conditions apply to all Fit Test Providers and Assessors applying for accreditation to the Fit2Fit scheme.

1/ Payment:- All fees are paid in advance of any stage in the accreditation process. The fee is not refundable if a candidate withdraws from the accreditation process.

2/ Accredited status:- Accredited status is granted to the individual achieving the required competence level. It is not a 'company' status or transferable to any other party, in anyway. Accredited status will remain with the individual until the accredited period expires (a maximum of three years). Within the 3 year period, re-accreditation can be applied for and following a successful assessment be granted for a further 3 years and so on.

Accreditation of an individual does not indicate or imply accreditation of a company. However where the fit test provider is an employee of a company, the company may use the Fit2Fit logo to promote the accredited services of the individual.

3/ Failure to pass the exam or assessment stages:- There is no limit to the number of times the exam or assessment process can be entered into. On each occasion, the appropriate fee is payable. In regard to the assessment, a minimum of 1 month must have passed before re-assessment can be undertaken and following three consecutive failures, a minimum of 3 months will be required before reassessment will be available.

4/ Cancellations. Candidates wishing to cancel their assessment must give BSIF in excess of 1 months notice. Cancellations of assessment between 1 month and 1 week from the assessment will bear an admin fee of £320 and the full fee is chargeable for cancellations within 1 week.

5/ Appeals:- If at any stage a candidate for the exam or assessment process believes the process has been unfairly carried out, an appeal can be lodged (in writing or e mail) to the Fit2Fit governing board, via the schemes administrator (BSIF). The Governing board will appoint a panel of not less than two independent adjudicators, who will investigate the complaint and report to the governing board within 30 working days of the original contact. The decision of the governing board will be final in all cases. The decision will be communicated to the candidate within 30 working days of receiving the adjudicators report.

6/ Removal of Accredited status:- The Fit2Fit Governing board reserves the right to suspend or withdraw RPE fit test provider accredited status from an individual, at any time, as it deems appropriate. Withdrawal of accredited status will be communicated in writing to the individual (along with the cause) and an opportunity to appeal will be granted.

The major cause for accreditation suspension / removal will be incompetence in carrying out the RPE Fit test procedures as required by the schemes syllabus. Other causes (such as bringing the scheme into disrepute, non payment of fees etc) may also lead to accreditation withdrawal and in all cases the decision of the Governing body will be final.

The Governing board will appoint a panel of not less than two independent adjudicators, who will investigate the circumstances for removal / suspension of accredited status and report to the governing board within 30 working days. The decision will be communicated to the individual within 30 working days of receiving the adjudicators report.

Re-establishment of accreditation can be achieved through a satisfactory reassessment and if required, satisfactory resolution of any other issue creating the original accreditation removal. In the latter situation, the Governing Body (or their representatives) will make the final decision upon acceptable remedy for the Fit2Fit Scheme.

In the event of accreditation being withdrawn, the individual must, within 1 month of the notification, remove all references of Fit2Fit accreditation from his business correspondence, websites, business cards and any other area that is likely to be seen by prospective Fit Test users. Communication of compliance with this requirement should be made to BSIF within the 1 month period.

7/ Liability:- Accreditation to the Fit2Fit scheme confirms that at the point of assessment, the provider was deemed competent of meeting the schemes criteria. It does not, in any way, imply the scheme will bear any responsibility whatsoever in the event of a provider failing to satisfactorily carry out his duties whilst fit testing (or any other service he may undertake). As a condition of accreditation, accredited providers must ensure they are personally adequately insured against such an event.

In providing the accreditation, neither Fit2Fit, BSIF nor any of its officers, employees or agents warrant the accuracy or completeness of any fit test carried out, information or advice supplied.

All Fit2Fit accredited fit test providers must have either their own Professional Indemnity Insurance / Public Liability Insurance or be 'underwritten' by the company in the event of injury claims. This is a key condition of accreditation and Fit2Fit may, at its discretion, ask to see a copy of the appropriate documents.

(BSIF can assist in directing candidates to appropriate Professional Indemnity Insurance suppliers if required).

8/ Limitations. Accreditation to the fit test scheme confirms that at the point of assessment, the fit test provider was deemed competent of meeting the schemes criteria. Fit2Fit cannot guarantee the future and ongoing competence of an accredited Fit Test Provider and it does not, in any way, imply the scheme will bear any responsibility what so ever in the event of the fit test provider failing to satisfactorily carry out their duties whilst fit testing (or any other services they may undertake)

It is the accredited fit testers responsibility to ensure they only undertake fit testing activities to which they have been accredited. Accreditation should not be implied against any fit test method that has not been granted accreditation to the individual and the fit tester must fully acquaint the customer of the area of accredited expertise.