



Fire and Emergency NZ

Automatic Fire Alarm System

Automatic Fire Alarm Service Provider – Application Checklist

Certification for Automatic Fire Alarm Service Providers

Application

1. The Service Provider will submit an application that includes the mandatory information listed below, along with the required documentation listed in Appendix 1 of the Certification for Automatic Fire Alarm Service Providers guide. All documentation should be submitted with the application, including confirmation of compliance with applicable Codes of Practice and government regulations.
2. Fire and Emergency NZ will assess the application on a qualitative basis and may undertake credit and reference checks as it sees fit.
3. Upon Fire and Emergency NZ being satisfied that the Service Provider's application is in order, Fire and Emergency NZ will contact the applicant to complete an initial independent assessment carried out by the Fire and Emergency NZ authorised agent/auditor.

Application Information Required

No.	Mandatory Category	Mandatory Information	Description	Checklist
1.	Entity	Entity Name	Legal name of entity	<input type="checkbox"/>
2.		Business Number	NZ Business Number	<input type="checkbox"/>
3.		Entity Address	Physical address of premises of entity operations	<input type="checkbox"/>
4.		Company History	Including Service Lines and areas of core competency	<input type="checkbox"/>
5.		Entity Type	Partnership, Private, Listed, Limited Liability Company	<input type="checkbox"/>
6.		Entity Ownership and Structure	The Service Provider must be an incorporated company in New Zealand	<input type="checkbox"/>
7.		Key Personnel	Profiles and experience of Key Personnel	<input type="checkbox"/>
8.		Industry Affiliations and Partnerships	Detail any industry certifications, affiliations and partnerships that would support the entity qualifications.	<input type="checkbox"/>
9.		Level of Delegations/authorisations	[For entity headquartered overseas] Level of Delegations/authorisations held by the NZ Operations	<input type="checkbox"/>
10.		Organisational Structure	Outline of entity presence in New Zealand, including entity dimensions (size, location (s), turnover and structure)	<input type="checkbox"/>
11.	Financial	Annual reports	Annual reports for the past 3 years	<input type="checkbox"/>
12.		Accounts	Audited set of entity accounts. Documentary evidence to demonstrate the financial and organizational capability and capacity to support the application	<input type="checkbox"/>
13.	Infrastructure	Standards Compliance	Provide evidence that their building services, construction, operation, equipment and staff meet the requirements of: <ul style="list-style-type: none"> • AS 2201.2-2004 for grade C2 as a minimum • ISO9001:2008 • Telarc Q-Base Code Fire Alarm infrastructure connecting to the AFAS: <ul style="list-style-type: none"> • Complies with AS/NZS 3548 (for radiated and conducted emissions) respectively the 'C-tick' requirement of the Ministry of Commerce; and • Has an energy supply compliant with NZS 4512 and NZS 3100 	<input type="checkbox"/>
14.	Experience		Detail entity experience and evidence of sustained service activity and presence in the industry	<input type="checkbox"/>
15.	Resources, Subcontractors, Personnel		Detail any resources, contractors and entity personnel who will be involved in the service provision. Details to include MoJ security checks for relevant personnel.	<input type="checkbox"/>
16.	Technical Experience		Detail the technical competency of the entity and personnel, capable of supporting servicing the services with the service level agreements and performance standards defined by Fire and Emergency NZ for time to time.	<input type="checkbox"/>
17.	Management Experience		Detail the experience of management in ensuring entity resilience and continuity, along with relationship management for the service.	<input type="checkbox"/>



Fire and Emergency NZ

Automatic Fire Alarm System

Automatic Fire Alarm Service Provider – Application Checklist

No.	Mandatory Category	Mandatory Information	Description	Checklist
18.	Policies and procedures		Provide any Policies and procedures that would support the operation of the service.	<input type="checkbox"/>
19.	Insurance		Describe relevant insurances you may have (such as professional indemnity, liability)	<input type="checkbox"/>
20.	Referees		Provide at least 3 referees that Fire and Emergency NZ can contact	<input type="checkbox"/>
21.	Relationship Management		Explain how your entity will manage the relationship with Fire and Emergency NZ	<input type="checkbox"/>
22.	Control and Security		Describe any business continuity or disaster recovery plan implemented Security compliance with NZ Standards including GCIO/NZISM, GEA-NZ, ISO, COBIT	<input type="checkbox"/>
23.	Innovation and Future Developments		Describe how your entity ensures industry best practices are followed. State any innovations offered that may benefit Fire and Emergency NZ.	<input type="checkbox"/>