



**Tel:** 087 808 7527 (08h00 to 12h00) \ **Fax:** 086 518 4376 \ Postnet Suite #86, Private Bag X10020, Edenvale, 1610  
 Web page: [www.fdia.co.za](http://www.fdia.co.za) \ E-mail: [fdia@fdia.co.za](mailto:fdia@fdia.co.za)

The information contained in this form may contain confidential and privileged information. This form must not be duplicated or copied in any manner. This information will be filed in the FDIA records and will not be forwarded or distributed to any third party whatsoever.

## APPLICATION FORM

We wish to apply for (Tick the appropriate box)	Detection	Gas	Both

Honorary	Supplier	Grade 3	Grade 2	Grade 1

Full name of company:			
Type (CC \ PTY \ etc.):			
Physical address:			
Postal address:			
Telephone no:		Fax no:	
Email address:			
Contact person:		Cell no:	
Company registration no:		Date established:	
Date started in fire detection:		Workman's comp.no:	
VAT number:		Income tax number:	
Bankers:			
Branch:		Code:	
Account no:		Contact person & no:	

<b>Staff Complement</b>			
<b>Members / Directors</b>	<b>Quantity</b>	<b>Years Experience</b>	<b>Qualifications</b>

<b>Specify Quantity of Personnel</b>			
<b>Type</b>	<b>Quantity</b>	<b>Years Experience</b>	<b>Qualifications</b>
Admin staff:			
Fire designers:			
Fire Technicians:			
Installers:			
Installer Assistants:			
Draughtsmen:			
Service Technicians:			
QC Personnel:			
Safety Officer:			
Storekeeper:			
<b>Please note: Staff can be listed in one category only</b>			

<b>Monthly Sub-contractor Employment</b>		
<b>Name</b>	<b>Years Experience</b>	<b>Qualifications</b>

<b>Financial Overview</b>			
<b>Largest Fire Contract Completed</b>	<b>Year</b>	<b>Detection</b>	<b>Gas</b>
<b>Please provide proof – order \ final account \ etc.</b>			

<b>Average Monthly Turnover</b>	<b>R</b>
---------------------------------	----------

<b>Performance Bond Provision</b>			
<b>Typically 10% of Contract Value</b>	<b>Value</b>	<b>Yes</b>	<b>No</b>
Are you able to provide performance bonds to these values?	R 10,000.00		
	R 100,000.00		
	R 500,000.00		
	R 1M		
What is the largest project you can undertake?	R 100,000.00		
	R 1M		
	R 5M		
	R 10M		

<b>Supplier Credit Facility</b>	
<b>Detection Supplier Name</b>	<b>Gas Supplier Name</b>

<b>Facilities Information</b>			
<b>Do you have the following?</b>	<b>Yes</b>	<b>No</b>	<b>Details</b>
Full service division (24HR call out)			
Workshop			
Store			
Drawing office			
Registered branches (please list various branches)			



<b>Gas Supplier Training Undertaken By Staff</b>		
<b>Name</b>	<b>Course</b>	<b>Date</b>

**DECLARATION**

I, \_\_\_\_\_ (Name) \_\_\_\_\_ (Business title)  
of \_\_\_\_\_ (Company name) guarantee that the  
information in this document is true and correct as presented on \_\_\_\_\_ (Date).

**ATTACHMENTS**

I include the following information:

1. Code of Conduct
2. Copy of Company Registration
3. Copy of Workman's Compensation
4. Copy of "Introduction to Fire Detection" Course Certificate/s
5. Copy of "Understanding Fire Detection – SANS 10139" Course Certificate/s
6. Copy of Supplier Training Certificate
7. Proof of largest performance bond raised or ability to raise
8. Proof of largest contract conducted (same industry)

\_\_\_\_\_  
Signed

I acknowledge that should any information provided within this document prove incorrect; the FDIA can automatically reduce my company grading, and that this can lead to the immediate termination of my FDIA membership.

The FDIA reserves its rights to inspect any installation from a selection of 3 that have been conducted by my company as a basis for acceptance for membership.

Our Ref: FDIA-codes of ethics

## CODE OF ETHICS

As individuals and companies engaged in the fire detection, and gaseous extinguishing industry, we recognise our responsibility to maintain high standards of reliability and integrity in the application of the life safety and property protection systems provided by us.

We, therefore, pledge and ascribe to the following:-

1. To be honest and fair in all matters with our employees, customers, subcontractors, distributors, competitors, and suppliers.
2. To follow nationally recognised Codes and Standards, state and local laws and regulations, when designing, supplying or installing fire detection systems and gaseous extinguishing systems.
3. We agree to read, study and abide by the following standards:-
  - a. SANS 10139 – Design, Installation and Maintenance of fire detection systems.
  - b. SANS 246 - Installation of fire system in Electronic Equipment Installations (Computer Rooms).
  - c. SANS 369 – Operation of Fire Protection Measures
  - d. SANS 322 – Fire Detection & Alarm Systems for Hospitals
  - e. SANS 306 – Carbon Dioxide Fire Extinguishing Installations
  - f. SANS 14520 – Gaseous Fire Extinguishing Systems (Clean Agents)
4. To encourage and support well-founded legislation affecting our industry and the people we serve.
5. To support and participate in the education of those in and regulating our industry.
6. When representing the Association we will conduct ourselves professional and with decorum.
7. Individually, we will strive for high standards of performance and professional competence.

We accept this code freely and pledge to support our Association in its endeavours to improve the life safety and property protection in the Republic of South Africa and its surrounding nations.

COMPANY: \_\_\_\_\_

REPRESENTATIVE NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

# FIRE DETECTION INSTALLERS ASSOCIATION

## CONSTITUTION

**Revised June 2008**

The **FIRE DETECTION INSTALLERS ASSOCIATION (FDIA)** shall be run and organised by a committee of participants from the fire detection, gaseous extinguishing or evacuation systems industry.

The FDIA consists of two divisions and two separate registration criteria:

Fire Detection Division

Gas Extinguishing Division

### **1.0 COMMITTEE**

- 1.1 Committee members will be selected from volunteers or by nomination.
- 1.2 The committee shall consist of no less than three persons and no more than twelve.
- 1.3 At least one detection supplier and one gas extinguishing supplier shall sit on the committee.
- 1.4 All members shall serve for 1 year.
- 1.5 On completion of one year all committee members will resign.

### **2.0 EXECUTIVE COMMITTEE**

An executive committee shall comprise of:-

- 2.1 Chairperson
- 2.2 Treasurer
- 2.3 Liaison Officer

### **3.0 CHAIRPERSON**

- 3.1 Shall manage the executive, ensuring that the duties as set out by the constitution are carried out.
- 3.2 Shall prepare, along with the executive, a budget for the running of the Association on a year by year basis.
- 3.3 Shall ensure that regular meetings are carried out in an orderly manner.

### **4.0 TREASURER**

- 4.1 Shall institute control measures for collecting membership fees.
- 4.2 Present financial statements at all committee meetings.
- 4.3 Shall be responsible for the banking of funds.
- 4.4 Ensure that issuing of cheques are as per the following protocol:
  - 4.4.1 Chequebook kept by treasurer.
  - 4.4.2 Any two signatures from three i.e. Chairman, Treasurer or other authorised person to sign cheques.
  - 4.4.3 Cheques can only be signed that have been authorised and written out by the Treasurer.
- 4.5 Shall present a balance sheet at the AGM of the previous financial year.

### **5.0 LIASION OFFICER**

Shall represent the FDIA at meetings he/she is requested to attend.

## **6.0 SECRETARY**

- 6.1 Shall control all relevant correspondence.
- 6.2 All correspondence must be routed through the secretary.
- 6.3 Shall control the post box and e-mail facility and website.
- 6.4 Shall ensure that incoming correspondence is distributed.
- 6.5 Shall keep a record of all correspondence received.
- 6.6 Shall keep and distribute minutes of all meetings.
- 6.7 Shall register all new members once they are approved by the committee.

## **7.0 ANNUAL GENERAL MEETING**

- 7.1 The AGM shall be held in the first quarter of each year;
- 7.2 30 Days notice is required – to be posted to all members;
- 7.3 Requests for items to be included into agenda must be submitted up to 15 days before the AGM;
- 7.4 Nominations for a new committee must be handed in 15 days before the AGM;
- 7.5 Changes to the Constitution shall be received 15 days before the AGM and will be tabled at the AGM requiring a majority vote before implementation;
- 7.6 Changes to the constitution can be approved with a majority vote at a committee meeting;
- 7.7 The chairperson is responsible for controlling the counting of votes;
- 7.8 Minutes are to be kept by the secretary.

## **8.0 COMMITTEE MEETINGS**

- 8.1 These shall be held a minimum of four times a year and more when necessary.
- 8.2 All committee members shall attend all meetings.
- 8.3 Emergency meetings may be called by any committee member at any time if approved by the Chairperson.
- 8.4 The executive committee may deem it necessary to meet in between committee meetings. If so, minutes of these meetings must be distributed to all other committee members.

## **9.0 ATTENDANCE**

- 9.1 Committee members shall attend ALL meetings.
- 9.2 Shall a committee member fail to attend two consecutive meetings the secretary will send him/her a written warning.
- 9.3 Should a third meeting be missed the committee member shall be removed from the committee.
- 9.4 The secretary shall inform him/her of their dismissal in writing.

## **10.0 VOTING**

- 10.1 Any decisions required will be passed by a majority vote.
- 10.2 If a majority is not reached the chairperson will have the casting vote.

## **11.0 MEMBERSHIP**

Membership shall be open to any company who gains its income from, or has an interest in, the supply, design, installation or servicing of fire detection systems, gaseous extinguishing systems or evacuation systems.

**ALL FDIA COMPANIES MUST BE IN POSSESSION OF THE CURRENT EDITION OF THE RELEVANT STANDARDS AND WORK IN ACCORDANCE WITH THESE STANDARDS:**

**SANS 10139, SANS 246, and SANS 322 for Detection division members and**

**SANS 306-part 4, SANS 14520-part 1 and SANS 369 parts 1 and 2 for Gas division members.**

The levels of membership are as follows:

#### **11.1 SUPPLIER**

- 11.1.1 Registered Company (minimum CC).
- 11.1.2 Fire Detection Companies must have Minimum of 1 person employed having passed the FST07/10139 P+1 and FST07/10139 P+2 fire detection design courses.
- 11.1.3 Gas Extinguishing Companies must have Minimum of 1 person employed having passed the FST07/306 and FST07/14520 gas design courses.
- 11.1.4 Does not install fire detection, gas extinguishing, or evacuation systems.
- 11.1.5 Supplies recognised fire detection, gas extinguishing or evacuation products into the industry.

#### **11.2 HONORARY MEMBER**

- 11.2.1 Registered Company (minimum of CC).
- 11.2.2 Installation or supply companies that reside outside of the boundaries of South Africa.
- 11.2.3 Companies or organisations that have an interest in fire detection or gas extinguishing but do not actively participate in the industry.
- 11.2.4 Honorary members have NO voting rights.
- 11.2.5 Honorary member fees are 50 % of normal rates.

#### **11.3 GRADE 3 MEMBER**

- 11.3.1 Company must be a minimum of CC.
- 11.3.2 Company must be registered with Workman's Compensation.
- 11.3.3 Fire Detection Companies must have Minimum of 1 person employed having passed the FST07/IFD01 Introduction to Fire Detection course.
- 11.3.4 Gas Extinguishing Companies must have Minimum of 1 person employed having passed the FST07/IGE Introduction to Gaseous Extinguishing course.
- 11.3.5 Companies must have Minimum of 1 person employed having passed the FST07/PRACT - Practical Training course.
- 11.3.6 At least one member of the company must have attended recognised supplier training.
- 11.3.7 Company must have been in business for a minimum of 1 year or the owner must have a minimum of 3 years detection or gas extinguishing experience.
- 11.3.8 Company must have completed 3 fire detection / gas extinguishing projects, one of which may be inspected.
- 11.3.9 Company must have clean track record.
- 11.3.10 Company must be able to raise a R 10,000.00 performance bond.
- 11.3.11 Company must have full office facilities.

#### **11.4 GRADE 2 MEMBER**

All of the above plus:

- 11.4.1 Fire Detection Companies must have Minimum of 1 person employed having passed the FST07/10139 P+1 and FST07/10139 P+2 Fire Detection Design courses.
- 11.4.2 Gas Extinguishing Companies must have Minimum of 1 person employed having passed the FST07/306 and FST07/14520 Gas Design courses.
- 11.4.3 Company must be able to raise performance bonds of up to R 100,000.00.
- 11.4.4 Company must have a 24 hour maintenance division.
- 11.4.5 Proven completed installation in excess of R 100,000.00.
- 11.4.6 Company must have relevant staff compliment.

### **11.5 GRADE 1 MEMBER**

All of the above plus:

- 11.5.1 One person having 5 years industry experience (or 5 years with previous company).
- 11.5.2 Fire Detection Companies must have Minimum of 2 persons employed having passed the FST07/10139 P+1 and FST07/10139 P+2 fire detection design courses.
- 11.5.3 Gas Extinguishing Companies must have Minimum of 2 persons employed having passed the FST07/306 and FST07/14520 gas design courses.
- 11.5.4 Company must be able to raise a performance bond of R 200,000.00 (require proof).
- 11.5.5 Company must have a drawing office.
- 11.5.6 Company must have a full time project manager.
- 11.5.7 Proven installation of R 1m + (require proof).

### **Company grading will be reviewed every 3 months**

The committee reserves the right to review or change any company grading at any time.

**Entry will be approved on payment of the relevant entry fee.**

### **12.0 FEES**

- 12.1 A joining fee of R 4,500.00 is charged for new membership to either the Detection division or the Gas division.
- 12.2 This entitles all new members to a certificate of registration and a copy of **SANS 10139, SANS 246, and SANS 322** for detection division members and a copy of **SANS 306-part 4, SANS 14520-Part 1 and SANS 369 parts 1 and 2** for Gas division members.
- 12.3 To join both divisions of the Association an additional R 500.00 is charged.
- 12.4 This entitles the member to all of the above standards.
- 12.5 Annual renewal fees are R 3,500.00.
- 12.6 These fees will be reviewed and amended annually.

### **13.0 DISCIPLINARY PROCEDURES**

- 13.1 Should any written report be received of malpractice, not adhering to Standards or disputes with clients the Association shall appoint 3 committee members to review the reported incident, and if necessary appoint an independent assessor to inspect the installation or problem and produce a written report on the occurrence.
- 13.2 Should a system installation be found to be in contradiction to any of the industry standards or a member company is found guilty of malpractice they will be issued with a written warning.
- 13.3 The faulting member will be instructed to conduct repairs/upgrades based on the findings of the report.
- 13.4 If 2 occurrences are reported within 2 years the company shall be removed from the Association for a minimum of 1 year and notification posted in the next newsletter.

### **14.0 LIABILITY**

- 14.1 Whilst every care is taken to grade and list companies this is by no means an endorsement of such company or any of its employees.
- 14.2 The FDIA shall not be liable for any loss or damage of whatsoever nature and howsoever caused, whether by actual or alleged negligence or otherwise by any of its member companies or employees of such company.