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## APPLICATION FORM

|  |           |     |      |
|--|-----------|-----|------|
| We wish to apply for<br>(Tick the appropriate box) | Detection | Gas | Both |
|  |           |     |      |

| Honorary Member<br>No voting rights | Honorary Member<br>With voting rights | Supplier Member | Supplier Member with branches | Installer Member | Installer Member with branches | Corporate member |
|-------------------------------------|---------------------------------------|-----------------|-------------------------------|------------------|--------------------------------|------------------|
| R 2,950.00                          | R 5,900.00                            | R 7,050.00      | R 2,100.00<br>per branch      | R 7,050.00       | R 2,100.00<br>per branch       | R 10,250.00      |
|                                     |                                       |                 |                               |                  |                                |                  |

Please tick the appropriate box

An additional fee of **R590.00** is charged for registration in both fire detection and gas suppression divisions.

|                         |  |         |  |
|-------------------------|--|---------|--|
| Full Name of Company:   |  |         |  |
| Type (CC \ PTY \ etc.): |  |         |  |
| Physical Address:       |  |         |  |
|                         |  |         |  |
|                         |  |         |  |
| Postal Address:         |  |         |  |
|                         |  |         |  |
| Telephone No:           |  | Fax No: |  |
| Email Address:          |  |         |  |

|                                 |  |                     |  |
|---------------------------------|--|---------------------|--|
| Website Address:                |  |                     |  |
| Contact Person:                 |  | Cell No:            |  |
| Company Registration No:        |  | Date established:   |  |
| Date started in fire detection: |  | Workman's Comp. No: |  |
| VAT No.                         |  | Income Tax No       |  |

**Staff Complement**

| Members / Directors | Quantity | Years' Experience | Qualifications |
|---------------------|----------|-------------------|----------------|
|                     |          |                   |                |
|                     |          |                   |                |
|                     |          |                   |                |

**Specify Quantity of Personnel**

| Type   | Quantity | Years' Experience | SAQCC - Fire Reg. No's |
|--|----------|-------------------|------------------------|
| Fire Designers:<br>(Suppliers and Contractors) |          |                   |                        |
| Commissioners / Servicemen:                    |          |                   |                        |
| Installers:                                    |          |                   |                        |
| Cablers:                                       |          |                   |                        |
| Pipe Fitter:                                   |          |                   |                        |

**Monthly Sub-Contract Employment**

| Name | SAQCC- Fire Reg. No's |
|------|-----------------------|
|      |                       |
|      |                       |
|      |                       |
|      |                       |
|      |                       |

**Reference Sites:**

Provide details of three reference sites you have completed

| Project Name | Date | Value | Contact Person | Contact No |
|--------------|------|-------|----------------|------------|
|              |      |       |                |            |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

| <b>Branches</b>                                    |            |           |                |
|--|------------|-----------|----------------|
| <b>Do you have the following?</b>                  | <b>Yes</b> | <b>No</b> | <b>Details</b> |
| Registered branches (please list various branches) |            |           |                |
|  |            |           |                |

| <b>1 System Inspected</b> |                |             |
|---------------------------|----------------|-------------|
| <b>Client</b>             | <b>Address</b> | <b>Date</b> |
|                           |                |             |

**IMPORTANT NOTE**

**It is the responsibility of the Member to ensure that the FDIA is informed of any changes made on the information supplied in this document**

**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. Front cover of the three inspections reports

\_\_\_\_\_  
Signed

I acknowledge that should any information provided within this document prove incorrect; the FDIA can terminate my FDIA membership.

Our Ref: FDIA-codes of ethics

## CODE OF ETHICS

As individuals and companies engaged in the fire detection and gaseous extinguishing industries, 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 subscribe 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, provincial 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 Part 1 & 2 – Operation of Fire Protection Measures
  - d. SANS 322 – Fire Detection & Alarm Systems for Hospitals
  - e. SANS 306- 4 – 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. We agree to have three new fire detection or gaseous installations inspected by an FDIA accredited inspection bureau, per annum.
7. We agree to register all of our technical staff with SAQCC Fire and always have one registered designer and one registered commissioner
8. As a supplier we agree to always have one SAQCC Fire registered designer employed in our company
9. When representing the Association, we will conduct ourselves professionally and with decorum.
10. 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: \_\_\_\_\_

# CONSTITUTION

The **FIRE DETECTION INSTALLERS ASSOCIATION (FDIA)** (Associated as a Non-Profit Organisation) shall be run and organised by a committee of participants from the fire detection and gaseous extinguishing industries.

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 and gaseous extinguishing systems and meet with the criteria laid down by the Association.

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

**INSTALLER DIVISION** for Fire Detection and Gas Extinguishing  
**SERVICE DIVISION** for Fire Detection and Gas Extinguishing

## 1.0 COMMITTEE

- 1.0.1 Committee members will be selected from volunteers or nominations.
- 1.0.2 The committee shall consist of no less than four persons and be limited at the discretion of the Chairperson.
- 1.0.3 At least one installer, one detection supplier, one gas extinguishing supplier and one service division member shall sit on the committee.
- 1.0.4 All members shall serve for 1 year.
- 1.0.5 Committee members shall be from registered FDIA companies.
- 1.0.6 A new Committee shall be elected at every AGM

## 1.1 EXECUTIVE COMMITTEE

The executive committee shall meet and make decisions on extraordinary matters arising in between committee meetings. All decisions made by the executive committee shall be reported at the next general committee meeting.

An executive committee shall comprise of: -

- 1.1.1 Chairperson
- 1.1.2 Treasurer
- 1.1.3 Liaison Officer
- 1.1.4 Vice Chairman

## **1.2 CHAIRPERSON**

- 1.2.1 Shall manage the executive, ensuring that the duties as set out by the constitution are carried out.
- 1.2.2 To prepare, along with the executive, a budget for the running of the Association on a year by year basis.
- 1.2.3 To ensure that regular meetings are carried out in an orderly manner.
- 1.2.4 VICE CHAIRPERSON. One person shall be elected from the Committee as Vice Chairman who will assume the responsibility of the Chairperson in his/her absence.

## **1.3 TREASURER**

- 1.3.1 Shall institute control measures for collecting membership fees.
- 1.3.2 Present financial statements at all committee meetings.
- 1.3.3 Shall be responsible for the banking of funds.
- 1.3.4 Ensure that issuing of cheques is as per the following protocol:
  - 1.3.4.1 Chequebook kept by treasurer.
  - 1.3.4.2 Any two signatories from the executive committee.
  - 1.3.4.3 Cheques can only be signed that have been authorised and written out by the Treasurer.
- 1.3.5 Ensure that EFT payments are actioned as per the following protocol:
  - 1.3.5.1 Payments to be loaded by one signatory
  - 1.3.5.2 Release of the payments is to be done by a second signatory
- 1.3.6 Shall present a balance sheet at the AGM of the previous financial year.

## **1.4 LIAISON OFFICER**

Shall represent the FDIA at meetings they are requested to attend.

## **1.5 GAS EXTINGUISHING SYSTEMS REPRESENTATIVE**

Shall represent the FDIA at meetings they are requested to attend, with regards to gas suppression and report back to the committee on all issues related to gas suppression

## **1.6 SERVICE DIVISION REPRESENTATIVE**

Shall represent the FDIA at meetings they are requested to attend, with regards to system service and maintenance and report back to the committee on all issues related to service and maintenance.

## **2.0 SECRETARY**

- 2.0.1 Shall control all relevant correspondence.
- 2.0.2 All correspondence must be routed through the secretary.
- 2.0.3 Shall control the post box, e-mail facility and website.
- 2.0.4 Shall ensure that incoming correspondence is distributed.
- 2.0.5 Shall keep a record of all correspondence received.
- 2.0.6 Shall keep and distribute minutes of all meetings.
- 2.0.7 Shall register all new members once they are approved by the committee.

## **3.0 ANNUAL GENERAL MEETING**

- 3.0.1 The AGM shall be held in the first quarter of each year.
- 3.0.2 Not less than 30 Days' notice is required – to be emailed to all members.
- 3.0.3 Requests for items to be included into the agenda must be submitted not less than 15 days prior to the AGM.
- 3.0.4 Nominations for a new committee must be handed in not less than 15 days prior to the AGM.
- 3.0.5 Requested changes to the Constitution shall be received not less than 15 days prior to the AGM and shall be tabled at the AGM requiring a majority vote before implementation.
- 3.0.6 The chairperson is responsible for controlling the counting of votes.
- 3.0.7 Minutes are to be kept by the secretary.

## **4.0 COMMITTEE MEETINGS**

- 4.0.1 These shall be held a minimum of four times a year and more when necessary.
- 4.0.2 All committee members shall attend all meetings.
- 4.0.3 Emergency meetings may be called by any committee member at any time if approved by the Chairperson.
- 4.0.4 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.
- 4.0.5 Committee meetings may only be attended by committee members or their invited guests.

## **4.1 ATTENDANCE**

- 4.1.1 Committee members shall attend ALL meetings.



- 4.1.2 Should a committee member fail to attend two consecutive meetings the secretary will send him/her a written warning.
- 4.1.3 Should a third meeting be missed the committee member shall be removed from the committee.
- 4.1.4 The secretary shall inform him/her of their dismissal in writing.

## **4.2 VOTING**

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

## **5.0 CONSTITUTION AMENDMENTS**

Changes to the constitution can be made as follows:

- 5.0.1 Recommended by any member and approved by a majority vote at the AGM.
- 5.0.2 Recommended by any committee member and approved by a majority vote at any committee meeting throughout the year.

## **6.0 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 and gaseous extinguishing systems and must meet the following requirements.

Membership is for one year only. A new application form must be submitted every year on re-application.

The levels of membership are as follows:

### **6.1 SUPPLIER**

**The following requirements must be met to register as a SUPPLIER**

- 6.1.1 Registered Company (minimum CC).
- 6.1.2 Does not install fire detection, gas extinguishing, or evacuation systems.
- 6.1.3 Supplies recognised fire detection, gas extinguishing or evacuation products into the industry.
- 6.1.4 Have at least one employee registered with SAQCC Fire as a fire detection designer and one person as a fire detection commissioner for fire detection equipment suppliers and one gas designer for gas extinguishing equipment suppliers.

### **6.2 HONORARY MEMBER**

**The following requirements must be met to register as an HONORARY MEMBER**

- 6.2.1 Registered Company (minimum of CC) or recognised individual.
- 6.2.2 Installation or supply companies that reside outside of the boundaries of South Africa.

6.2.3 Companies or organisations that have an interest in fire detection or gas extinguishing but do not actively participate in the installation or servicing of fire detection and/or gaseous extinguishing systems.

6.2.4 Honorary member fees are 50 % of normal rates

6.2.5 Honorary members who wish to have voting rights shall pay the full membership fee.

### **6.3 INSTALLER MEMBER**

**The following requirements must be met to register as an INSTALLER MEMBER**

6.3.1 Company must be a minimum of CC.

6.3.2 Company must be registered with Workman's Compensation.

6.3.3 Company must be a minimum of 1 year in business or the owner having 3 years detection or gas extinguishing experience.

6.3.4 Company must have 1 fire detection and/or gas extinguishing system inspected and found compliant by an FDIA accredited inspection body to register with the FDIA for initial registration at the FDIA.

6.3.5 Company must have clean track record.

6.3.6 Company must provide proof of their technical staff being registered with SAQCC Fire

6.3.7 Fire detection installer companies must have one "designer" and one "commissioner" registered at SAQCC Fire.

Gas extinguishing installer companies must have one "commissioner" registered at SAQCC Fire.

### **6.4 SERVICE DIVISION MEMBER**

**The following requirements must be met to register as an SERVICE DIVISION MEMBER**

6.4.1 Company must be a minimum of CC.

6.4.2 Company must be registered with Workman's Compensation.

6.4.3 Company must be a minimum of 1 year in business or the owner having 3 years detection or gas extinguishing experience.

6.4.4 Company must have their office procedures inspected, by an FDIA appointed inspection body to ensure they have sufficient record keeping of their service division, before registering with the FDIA SERVICE DIVISION.

6.4.5 Company must have 1 fire detection and/or gas extinguishing system service inspected and the inspection procedures must be found to be compliant with SANS standards by an FDIA appointed inspection body, before registering with the FDIA SERVICE DIVISION.

6.4.6 Company must have clean track record.

6.4.7 Company must provide proof of having a minimum of one person registered as a service technician with SAQCC Fire.

## **6.5 COMPANY BRANCHES**

For Companies that have branch operations in other towns, there are two options of membership.

### **6.5.1 OPTION 1 – Register Head Office only**

6.5.1.1 All the requirements of a single company must be met.

### **6.5.2 OPTION 2 – Register all branches**

6.5.2.1 Each branch may be registered at a lower fee to receive the same benefits as a single member, with the exception of the following:

6.5.2.1.1 One inspection per year from each branch (minimum 3 inspections).

6.5.2.1.2 All jobs to be signed off by Head Office staff, unless the branch has a registered commissioner.

6.5.2.1.3 SANS standards are issued to Head Office only, on registration.

6.5.2.1.4 FDIA listing for each branch.

6.5.2.1.5 Website listing for each branch.

## **6.6 CORPORATE MEMBERSHIP**

6.6.1 Corporate Membership is available for companies with 4 or more branches/offices.

6.6.2 All the requirements of a single company must be met.

6.6.3 Corporate members will have a separate section in the FDIA listing.

6.6.4 Corporate members will have a dedicated web page to list all their branches/offices.

6.6.5 Corporate members shall submit four inspections per year, one of which shall be from any one of the branches.

6.6.6. All jobs to be signed off by Head Office staff unless the branch has a registered commissioner.

## **7.0 MEMBERSHIP REQUIREMENTS**

7.0.1 All member companies shall sign and abide by the FDIA Code of Ethics.

7.0.2 All FDIA member companies must be in possession of the current edition of the relevant South African standards and work in accordance with the following standards:

SANS 10139, SANS 246, SANS 322 and SANS 7240-parts 16 &19 for Detection division members, and SANS 306-part 4, SANS 14520-part 1 and SANS 369-parts 1 & 2 for Gas division members.

7.0.3 All FDIA installer members shall present a minimum of 3 new installations for compliance inspection by an FDIA appointed independent inspection authority in every 12-month period.

- 7.0.4 All FDIA Service members shall present a minimum of 1 service inspection for compliance by an FDIA appointed independent inspection authority in every 12-month period.

## **8.0 FEES**

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

- 8.0.1 The membership fee for new and existing members will be determined each year at the AGM.
- 8.0.2 To join both divisions of the Association an additional fee will be charged.
- 8.0.3 The entry fee entitles all new installer members to a certificate of registration and a copy of SANS 10139, SANS 246, SANS 322 and SANS 7240-parts 16 & 19 for Detection members and a copy of SANS 306- part 4, SANS 14520-part 1 and SANS 369-parts 1 & 2 for Gas division members.

Installer members shall be issued with an FDIA log book for Detection and Gas installations.

## **9.0 DISCIPLINARY PROCEDURES**

- 9.0.1 Should any written report be received of malpractice, not adhering to Standards or disputes with clients, the Association shall appoint 2 committee members to review the reported incident, and/or if necessary appoint an independent assessor to inspect the installation, or problem, and produce a written report on the occurrence.
- 9.0.2 Should a system installation or service procedure 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.
- 9.0.3 The faulting member will be instructed to conduct repairs/upgrades based on the findings of the report.
- 9.0.4 If two occurrences are reported within two years the company shall be removed from the Association for a minimum of 1 year and notification posted in the next newsletter.
- 9.0.6 Should the appointed inspection body report consistently poor and/or unacceptable design/installation/commissioning practices from any member company, the Association reserves the right to remove the company from the Association.
- 9.0.7 Any person, company or committee member bringing the industry or the FDIA into disrepute, or foreclose, or distribute information pertaining to the FDIA that they may obtain from time to time, may be removed from the Association.

## **10 LIABILITY**

- 10.1 Whilst every care is taken to vet companies before listing them, this is by no means an endorsement of such company or any of its employees.
- 10.2 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.