

**THE APPLIED SCIENCE TECHNOLOGISTS & TECHNICIANS
OF BRITISH COLUMBIA**

(ASTTBC)

2010 FIRE PROTECTION CERTIFICATION POLICY

DISCLAIMER

This policy, prescribed by the Council of ASTTBC is issued to the ASTTBC Fire Protection Certification Board as its operational document. The Policy is also provided on our website for the general information of all registrants, the public and potential applicants.

ASTTBC staff are available, upon request, to provide guidance and general explanation of the Policy. In the instance that further clarification is required, such interpretation will be made by the Board or ultimately through special decisions of the Council of ASTTBC.

Constructive suggestions are welcomed and will be forwarded to the Board.

FIRE PROTECTION CERTIFICATION POLICY

January, 2010

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1.0 Constitution of the Fire Protection Certification Board ('Board')

1.1 Purpose of the Board

The Board is established for the purpose of examining and approving candidates for certification of persons working in Fire Protection, as one of the Technical Specialists established under the ASTT Regulations pursuant to the ASTT Act and existing policies approved by Council.

1.2 Responsibilities of the Board

1.2.1 The Board shall consider applications for certification and may:

- (a) approve the application,
- (b) refuse the application, or
- (c) defer the approval of the application until it is satisfied that the applicant has complied with a requirement made under this section.

1.2.2 The Board may, in its discretion, require an applicant for certification:

- (a) to pass one or more examinations set by the Board
- (b) to obtain more experience of a kind satisfactory to the Board for a period set by the Board, or
- (c) to pass one or more examinations and obtain more education before approving the registration

1.2.3 The Board shall send a written notice of any decision made by it to the applicant. If the decision made by the Board is to refuse or defer certification of the applicant, reasons for the decision shall be sent in writing to the applicant.

1.2.4 Subject to the approval of the ASTTBC Council in consultation with other stake-holder organizations, the Board shall establish and implement policies and procedures relating to:

- (a) Certification;
- (b) Standards for Certification;
- (c) Examinations;
- (d) Levels of Certification;

and such other matters as may be determined by ASTTBC Council. The Board shall regularly review its policies and methods and recommend changes to ASTTBC Council as required.

1.2.5 To meet its obligations the Board shall have the power to appoint File Reviewers to assess whether applicants for certification satisfy the requirements of all the various disciplines. The Board shall have the responsibility for the consistency of recommendations made by File Reviewers.

1.3 Membership of the Board

The Board shall consist of a Chairperson and at least four (4) individuals appointed annually by ASTTBC Council, whose experience is commensurate with their appointment. The Registrar of ASTTBC or his/her designate shall act as Secretary to the Board.

A Vice-Chairperson shall be appointed to act in the absence of the Chairperson.

1.4 Meetings & Quorum

1.4.1 The Board shall meet at such times and at such places as may be deemed necessary to fulfill the obligations of the Board.

1.4.2 Board decisions shall require a simple majority. Three (3) Board members present shall constitute a quorum.

1.4.3 File Reviewers, who are required to attend a meeting of the Board, shall do so in a non-voting capacity.

1.4.4 Guests at certification meetings must be invited by the Chair. Guests may only remain for those matters that they are required to address by the Board.

1.5 Expenses

Properly authorized travel, subsistence and meeting expenses for members of the Board will be reimbursed by the ASTTBC in accordance with current ASTTBC practices.

2.0 Levels of Certification and Disciplines

2.1 An applicant who does not qualify for certification because of a deficiency in experience or academics may be recognized as a ‘Trainee Fire Protection Technician’.

2.2 An applicant who qualifies in one or more of the disciplines for which certification is granted will be recognized as a Registered Fire Protection Technician.

2.3 The Board will recommend, and Council may approve, the disciplines for which certification can be granted.

2.4 An applicant who meets the requirements set by the Board may apply for, and if qualified, be granted the designation Registered Fire Protection Technician (RFPT).

3.0 Definition of Fire Protection Services

Scope of practice is the ‘inspection and testing of fire protection equipment and the Verification of Fire Alarm Systems as required by the BC Fire Code and applicable Municipal Bylaws, and in accordance with competencies for certification and standards of practice established by the ASTTBC Fire Protection Certification Board’.

4.0

Profiles

- 4.1 Prior to a Trainee receiving ASTTBC 'Full Certification' a *Trainee* shall work with a designated Trainer while acquiring the necessary experience and education.

Protocol:

1. The Trainee shall be supervised by a Registered Fire Protection Technician (RFPT) whose responsibility it is to ensure that the Trainee will receive sufficient practical training.
2. When the Trainee has met the work experience and academic requirements as stated below, and the Trainer is satisfied that the Trainee is competent to conduct inspection and testing on their own, the Trainer and Service Company Owner or Agent, registers and signs an entry into the Trainee Log. The Trainee under supervision may then work independently.

This protocol is required in the following Disciplines:

(A) After completion of the following supervised experience:

1. *Unit Emergency Lighting – (Battery Packs) 200 units*
2. *Fire Extinguishers – 400 units*
3. *Commercial Kitchen Exhaust Cleaning – 25 systems*
4. *Fire Alarm Systems – 25 up to 32 zone panels*

(B) After completion of the following supervised experience and accepted academic training:

5. *Fire Alarm Systems – 40 other than as specified in #4.*
6. *Fire Alarm Systems Verification – 25 systems*
7. *Smoke control Systems – 25 systems*
8. *Water –Based Fire Protection Systems – 40 systems*
9. *Fire Pumps – 40 systems*
10. *Special Fire Suppression Systems – 25 systems*
11. *Generator systems – 40 systems*

Trainee:

1. Shall be registered with ASTTBC as a Trainee.
2. *Shall upon request by the Fire Protection Certification Board (FPCB), submit their Fire Protection Technician Log for review.*
3. Shall sign/initial the tag(s) at the job site.
4. Shall meet the requirements for full certification within two years without a special exemption from the FPCB.
5. Qualifying experience shall be under the supervision of an RFPT.

Trainer:

1. Shall be an RFPT in the discipline for which the Trainee is being trained.
2. Shall be responsible for all work done by the Trainee.
3. Shall stamp the tag(s) and sign at the job site.
4. Shall personally stamp and sign all inspection and test reports.
5. Shall review inspection and test reports completed by the Trainee.
6. Shall only train and supervise a maximum of two Trainees.

The intent of this protocol is to allow the Technician the flexibility to work on their own while meeting minimum work experience and training requirements. The Trainer is still responsible for all work done by the Trainee and shall conduct routine and regular audits of the Trainee's Work.

4.2 Fire Protection Technician – Interim Registration, outside of the Lower Mainland and Fraser Valley

(a) Function

Interim Registration is granted to Fire Protection Technicians who live outside the Lower Mainland and Fraser Valley who do not have access to academic training.

The Fire Protection Technician conducts inspections and tests of fire protection equipment in at least one of the fire protection disciplines, reports on the results and, where appropriate, stamps reports and tags. The Technician completes the inspections and tests in accordance with accepted standards of practice, the BC and municipal fire codes, competency and practice guidelines established by the Board and the ASTTBC Code of Ethics. Interim Certification will be granted for a maximum 2 years during which time the technician may take the recognized course or write the challenge exam for the discipline(s) they have interim certification.

(b) Experience

The Fire Protection Technician will have acquired for 'Interim Certification', accumulated experience sufficient to ensure full competency to complete fire protection inspections and tests. Specifically the Technician requires:

Fire Alarm Systems

- 2 years documented work experience with
 - a) inspection and tests of a minimum 25 systems

Generator Systems

- 2 years documented work experience with
 - a) inspection and tests of a minimum 40 systems

Water-Based Fire Protection Systems

- 2 years documented work experience with
 - a) inspection and tests of a minimum 40 systems

Fire Pumps

- prerequisite is certification in Water-Based Fire Protection Systems; and
- 2 years documented work experience with
 - a) inspection and tests of a minimum 40 systems

Special Fire Suppression Systems

- 2 years documented work experience with
 - a) inspection and tests of a minimum 25 systems

Smoke Control Systems

- prerequisite is certification in Fire Alarm Systems; and
- 2 years documented work experience with
 - a) inspection and tests of a minimum 25 systems

Unit Emergency Lighting

- 1 year of documented work experience with
 - a) inspection and tests of a minimum 200 units

Fire Extinguishers

- 1 year of documented work experience with
 - a) inspection and tests of a minimum 400 units

Commercial Kitchen Exhaust Cleaning

- 1 year of documented work experience with
 - a) inspection and tests of a minimum 25 systems

4.3 Registered Fire Protection Technician (RFPT)

(a) Function

The Registered Fire Protection Technician (RFPT) conducts inspections and testing of fire protection equipment in one (1) or more of the fire protection disciplines, reports on the results and, where appropriate, tags equipment.

(b) Education and Experience

The RFPT has acquired a combination of education and experience sufficient to ensure full competency to complete fire protection inspections and tests in one (1) or more disciplines. Specific education requirements for each discipline are:

Fire Alarm Systems:

Verification of Fire Alarm Systems

1. 1 year of documented experience with
 - a) recognized academic training, consisting of:
 - i) CFAA Course 1 – An Introduction to the Fire Detection and Alarm Industry, *and* CFAA Course 5 – Fire Alarm Systems or;
 - ii) successfully achieve 80% on a challenge exam; and
 - b) a minimum of 25 systems verified, AND
2. Electrical Training Required: (Required by BC Safety Authority):
 - a) Certificate of Qualification in the trade of Electrician or;
 - b) Certificate of Qualification Restricted Class ‘C’; or;
 - c) Certificate of Qualification Restricted Class Alarm and Communication Class ‘AC’ or;
 - d) Applied Science Technologist (AScT) registered with ASTTBC in the Electrical discipline

Inspection and Testing of Fire Alarm Systems

1. 1 year of documented experience with
 - a) recognized academic training or;
 - b) successfully achieve 80% on a challenge exam; and
 - c) inspection and tests of a minimum 25 systems up to 32 zone panels, AND
2. Electrical training acceptable to the Fire Protection Certification Board.

Generator Systems

1. 1 year of documented experience with
 - a) recognized academic training or;
 - b) successfully achieve 80% on a challenge exam; and
 - c) inspection and tests of a minimum 40 systems, AND
2. Electrical training acceptable to the Fire Protection Certification Board.

Water-Based Fire Protection Systems

1. 1 year documented experience with
 - a) recognized academic training or;
 - b) successfully achieve 80% on a challenge exam; and
 - c) inspection and tests of a minimum 40 systems

Fire Pumps

1. **1 year documented experience with**
 - a) prerequisite is full certification in Water-Based Fire Protection Systems; and
 - b) current Manufacturer Training or;
 - c) successfully achieve 80% on a challenge exam; and
 - d) inspection and tests of a minimum 40 systems

Special Fire Suppression Systems

1. 1 year documented experience with
 - a) recognized academic training or;
 - b) successfully achieve 80% on a challenge exam; and
 - c) inspection and tests of a minimum 25 systems

Smoke Control Systems

1. 1 year of documented experience with
 - a) prerequisite is full certification in Fire Alarm Systems; and
 - b) recognized academic training or;
 - c) successfully achieve 80% on a challenge exam; and
 - d) inspection and tests of a minimum 25 systems

Unit Emergency Lighting

1. 3 months documented experience with
 - a) recognized academic training or;
 - b) successfully achieve 80% on a challenge exam; and
 - c) inspection and tests of a minimum 200 units, AND
2. Electrical training acceptable to the Fire Protection Certification Board.

Fire Extinguishers

1. 3 months documented experience with
 - a) recognized academic training or;
 - b) successfully achieve 80% on a challenge exam; and
 - c) inspection and tests of a minimum 400 units

Commercial Kitchen Exhaust System Cleaning

1. 3 months documented experience with
 - a) recognized academic training or;
 - b) successfully achieve 80% on a challenge exam; and
 - c) inspection and tests of a minimum 25 systems

Recognized Academic Training

Academic Training that is acceptable to the ASTTBC Fire Protection Certification Board. Applicants who apply, for example, with a TQ, BCIT or College Certificate or Diploma, or other appropriate training will be granted full credit for academic training. Each applicant will be evaluated individually.

5.1 General Requirements

The Board shall approve the certification of an applicant who proves to the satisfaction of the Board that:

- (a) completes in the proper manner the application form prescribed by the Board
- (b) demonstrates good character and reputation
- (c) documents Canadian citizenship or permanent residency of Canada
- (d) the applicant is of the minimum age for certification which is 19 years old
- (e) the applicant's education and experience meet the requirements of the Board.

The Board must approve the certification of an applicant unless there is insufficient documentation to substantiate the certification requirements. In the event of a refusal under 5.1(b) the matter must be in writing, recognized by the Chair and immediately referred to the Registrar for consideration by the Practice Review Board.

5.2 Education & Experience

An applicant is eligible for certification provided the applicant's academic plus experience qualifications demonstrate an intent and ability to become certified in one or more of the disciplines in Fire Protection Inspection and Testing.

5.3 Language Proficiency

English is the accepted working language in British Columbia and, as such, each applicant for certification must demonstrate, to the satisfaction of the Board, a proficiency (written and spoken) in the English language before being certified.

5.4 Cancellation of Certification

The Practice Review Board only may initiate the process to cancel the certification if the certification was made in error, under false pretenses or if the applicant becomes ineligible for full certification.

5.5 Academic Requirements

5.5.1 Minimum Requirements

The minimum academic requirements for certification at each level are defined in Section 4.0

5.5.2 Documented Evidence of Academics

The Board shall grant credit for only those academics which are documented and substantiated with official evidence such as diplomas, certificates, transcripts of marks, etc. Original documentation is required from all non-recognized educational sources. Copies of originals may be accepted if notarized or endorsed by a recognized professional.

5.5.3 Continuing Education Units (C.E.U.'s)

Non-credit Continuing Education Units (C.E.U.'s) will be recognized for academic credit towards certification at the discretion of the Board.

In order for non-credit training to receive C.E.U. recognition, the following must be met:

- (a) The applicant applying for C.E.U. credit must supply acceptable documentation from the sponsor stating that they have successfully completed the seminar, program, course or workshop.
- (b) The instructor who has provided the training shall be qualified in the particular program area.
- (c) The course sponsor must show responsibility, maintain administrative control and ensure program objectives are met.
- (d) The program or courses must have relevancy.

5.5.4 Special Consideration

Special Consideration may be granted to an applicant at the discretion of the Board. An applicant under this regulation may be required to submit to interview or provide an extended, advanced report indicative of a technology professional, detailed portfolio or any other submission, acceptable to the Board. The burden of proof upon such applicants shall be stringent. They must be able to demonstrate broad technical competence and capability and provide evidence of having extensive work experience at the level of registration which they seek.

- (a) Applicants to be considered for special consideration must be functioning as a RFPT for RFPT Special Consideration and by any reasonable measure be considered to be a leading professional in their field.

Some of the following criteria may be considered as guides when identifying applicants for Special Consideration:

- May be recognized by their peers as authorities in their field.
 - May have developed a successful business based on applied science.
 - May have written books or articles as authorities in their field.
 - May be instructing at the college/institute level.
 - May have invented or developed special processes.
 - May hold a B.Sc. or similar qualification in a related science or technology discipline
 - May exhibit other attributes demonstrating professional excellence, acceptable to the Board.
- (b) Typically, a candidate for Special Consideration should have progressive experience acceptable to the Board as a:
RFPT for RFPT Special Consideration
This experience should clearly show increasing responsibility and technical development in major competency areas.

- (c) The applicant will be recognized for special consideration by the Board, exclusively at its discretion.
- (d) As deemed appropriate by the Board the candidate for Special Consideration shall complete a submission as:
 - (I) A comprehensive portfolio submission as outlined in the submission guide for special consideration candidates.
 - (ii) An extended, advanced and detailed technical report on a topic acceptable to the Board, conclusively demonstrating the competencies and capabilities required for appropriate registration in a discipline.
 - (iii) An example of current, major project work and/or extensive professional development may also be acceptable to the Board.

The Board may at their discretion require additional substantiation of the above by a registered professional.
- (e) The applicant may also be required to submit to interview by an appointee(s) of the Board.
- (f) The applicant may also be required to pass an examination in professional practice.
- (g) The Board reserves the right to commission an ‘on-site’ work audit of any applicant for special consideration. This service is subject to fees, payable by the applicant, as may be approved by Council from time-to-time.
- (h) The Board may exercise reasonable discretion in all matters relating to ‘Special Consideration’.

5.5.5 High School Equivalency

1. High school graduation (BC) is a basic academic requirement for certification. Documentary evidence should be submitted to substantiate this qualification.
2. The following will be considered as being equivalent to high school graduation:
 - (a) Provincial High School Equivalency Certificate; or
 - (b) Academic achievement at a higher level than high school graduation. This academic achievement will be granted the appropriate credit towards certification and will include courses such as those required for certification.
3. If an applicant has not acquired high school or equivalent but has academic or experience qualifications in one or more of the disciplines the Board may waive this requirement.

5.5.6 Equivalency

All academics must be evaluated and offered full equivalency where appropriate.

5.5.7 Candidate Challenge Exams

Where an examination is used as one criteria for certification, a ‘failing mark’ may not generally be used as the single criteria for a refusal of certification.

Challenge exams may be used to meet part or all the academic requirements for certification as an RFPT. The applicant must achieve at least 80% on the exam.

Rewrite of Challenge Exams

Applicants who do not achieve the 80% passing mark on a challenge exam may, at the discretion of the Registrar, rewrite the exam taking the following into consideration:

1. The applicant must have achieved a mark of at least 70% or more on his exam.
2. The applicant must achieve a mark of at least 85% on the rewrite of the challenge exam.
3. The discipline in which he wrote has no course developed.
4. There is no course currently available in the discipline for which he did not get a passing mark.
5. The applicant must advise the Registrar of what steps he has taken to ensure that he will pass the exam.
6. The applicant must wait a minimum of three months before he can apply to write the exam.
7. Extenuating circumstances such as but not limited to illness or injury.

- 5.5.8 The Certification Board reserves the right to require registration of any Agency offering a course recognized for certification with the Private Post-Secondary Education Commission of BC (PPSEC of BC)

6.0 Experience Requirements

6.1 Minimum Experience

For certification as a RFPT the applicant must demonstrate to the satisfaction of the Board that a minimum of progressive, relevant experience has been attained, as outlined in 6.3.

6.2 Experience

The experience requirement in policy 6.1 must have been attained in BC or be acceptable to the Board.

6.3 Method for Assessing Experience

- a) The type and duration of work experience required is outlined in the approved profiles.
- b) To achieve certification the applicant must have acquired accumulated experience in each discipline, sufficient to demonstrate competency in the disciplines for which certification is sought.

6.4 References

1. An applicant will provide names and addresses of four persons, typically his/her peers, who are in a position to provide a personal assessment of the applicant's technical abilities, judgment, work accuracy, attitude, personal characteristics, and general professional outlook. The reference should also be in a position to provide information on the positions held by the applicant complete with approximate dates, duties involved and degree of responsibility. The references will be received and kept in strict confidence except as required by law or for administrative purposes.

2. The Board will consider the applicant for certification based upon three satisfactory references.
3. An applicant should include his/her immediate supervisor or manager as a reference. A self-employed applicant may provide references from clients who can verify contract work performed.
4. If an applicant is working in an environment where there are no professionals to act as references, the Board may accept other references at their discretion.
5. For the purpose of determining acceptable references, registered professionals will normally include those preferred by the ASTTBC Board of Examiners.

7.0 General Certification and Registration

7.1 Reclassification

- 7.1.1 The Board reviewer will note the requirements for reclassification as previously outlined by the Board and then take into consideration the additional academic, examinations and/or experience qualifications achieved by the applicant.

8.0 Fire Protection Technician Stamp Guideline

Pursuant to the ASTT Act, a Registered Fire Protection Technician (RFPT) and Interim Fire Protection Technician will be issued a stamp. The stamp may only be affixed to documents prepared by the RFPT or Interim Fire Protection Technician or prepared under their direct supervision. Use of the stamp is strictly limited to documents describing work or containing information that is within the scope of practice defined by the Board. The discipline(s) in which the Registrant has been certified in will be indicated on the stamp. Stamps are not transferable or useable by anyone at any time other than the individual to whom they were issued and remain the property of the ASTTBC. Individuals who cease to be registered must immediately return the stamp to the ASTTBC. The Fire Protection Technician Stamp Guideline is currently shown as Appendix 'A'.

9.0 Appeal Process

The Process for an Appeal is:

- (a) Within 30 days of notification of classification an applicant may request a second review of the file by an alternate File Reviewer.
- (b) An applicant whose applications for registration have been refused by the Fire Protection Certification Board may, within 30 days of receiving a notice of final refusal, request the Council to review the application by serving on the Registrar a written request for a review by the Council setting out the reasons why, in his/her opinion, his/her registration as a member should be approved.
- (c) Where an applicant or registrant has applied to Council for leave to appeal a decision of the Fire Protection Certification Board and the Council may, in its sole discretion, decide either to deny leave to appeal or, alternatively, to grant leave to appeal in which latter case it shall hear such appeal at a time of its choosing. In either case, the applicant or registrant shall be advised forthwith by the Registrar of Council's decision concerning leave.
- (d) An appeal, including an application for leave to appeal, shall be commenced by a written notice of appeal that shall describe the decision appealed from and state the specific reasons for appeal and shall be served upon the Registrar not more than thirty (30) days after the date that the decision of the Fire Protection Certification Board was communicated to the investigated person.

- (e) In a timely manner the Council, on receiving a written notice of an appeal from the Registrar, shall have served on the applicant or registrant a notice of its willingness or not to hearing of an appeal, (stating the date, time and place on and at which council will seek to hear the appeal).
- (f) Any member of Council who has participated in any way in the decisions of the Fire Protection Certification Board which gave rise to the decision being appealed shall not participate in any deliberations or in any appeal before Council.
- (g) In a timely manner, Council on receiving a written notice of an appeal may do any or all of the following:
 - i) decide if an appeal is warranted and grant or deny leave to appeal
 - ii) as it sees fit make any adjournment of the proceedings
 - iii) refer the matter to an Appeals Committee for further consideration and a timely report, to be convened and conducted at the discretion of the Registrar
 - iv) receive further evidence in any manner it deems fits from and of the parties involved in the decision appeal
 - v) make a decision that ought to have been made by the Fire Protection Certification Board
 - vi) quash, verify or confirm the decision of the Fire Protection Certification Board or substitute or make a decision of its own
- (h) An investigated person may appeal, on any questions of law, fact or both, from a decision or direction of the Council to the court at any time within thirty (30) clear days from the date of the decision or direction.

10.0 Reinstatement of Registration

Previous registrants applying to reinstate their registration must...

- (a) Complete a reinstatement application form.
- (b) Provide two copies of legal identification (eg Canadian Passport and Canadian Birth Certificate OR Provincial Driver's License and Citizenship Card or Passport OR other Canadian/Provincial Government photo identification and Birth Certificate).
- (c) Successfully complete a Professional Practice and Ethics Exam.
- (d) Complete the Canadian Technology Human Resources Board (CTHRB) Professionalism in Practice Module.
- (e) Sign ASTTBC's Privacy Policy declaration.
- (f) Supply a resume which includes details of continuing education and additional work history acquired since original registration granted.
- (g) Provide two (2) technical references at the discretion of the Registrar.
- (h) Because archived files are eventually purged, an applicant may be required to supply additional information to ensure the application is complete and current before being considered for reinstatement.
- (i) There is no time limitation in which an application for reinstatement must be made, ie from the time the applicant ceased being registered to the time of the application for reinstatement.
- (j) Submit with the Application the current 'Reinstatement Fee'; \$125.00 + GST (\$133.75).
- (k) Pro-rated dues for the current year will be due and payable upon acceptance for reinstatement. There is no requirement to pay dues from the last year in which the applicant was registered.
- (l) The Registrar may waive or vary any or all of the foregoing.
- (m) All Applications for Reinstatement will be considered by the Fire Protection Certification Board.

- 10.1 Registration Department staff would have the authority to reinstate members who were struck (non-payment of dues) or resigned and submit a list to the Board for approval. Staff will notify the applicable municipalities that the individual has reinstated and the Fire Protection Technician number has been reactivated.

11.0 Storage of Files

That the Registrar shall maintain the complete file of all Certified Registered Fire Protection Technicians and Trainees who were struck, resigned or deceased.

Five years following being struck, resigned or deceased the Registrar will remove and destroy by shredding all information from the file except for the following:

- a) Original application forms
- b) Board Reviewers' Examiner Report forms
- c) Registrar's letters of acceptance
- d) Registrar's letters with respect to cancellation of registration
- e) Any other significant correspondence

The Registrar will then place these files into long term storage.

(It is desirable and requested, that staff retain information for as long as is reasonably practical.)

12.0 Freedom of Information

- (a) Applicant's files are treated as confidential documents insofar as is practical. Access to them is privileged to ASTTBC Registration Staff, the Board and designated File Reviewers, or others as may be reasonably authorized by the Registrar. In exceptional circumstances the file may be disclosed, on a confidential basis, to external audit teams.
- (b) An applicant, or registrant, may apply to the Registrar for an appointment to view their file (excluding references) during regular office hours. If refused, they have the right of appeal, within 30 days, to the Council of ASTTBC.

- (b1) Based on advise from ASTT Legal Counsel, ASTT Council has passed the following Motion on February 25, 1999:

That ASTTBC Council authorize the release of files for review by the applicant or registrant during working hours. If the Registrar has cause to refuse, the matter shall be referred to Council.

13.0 Confidentiality Agreement

ASTTBC Fire Protection Certification Board **CONFIDENTIALITY AGREEMENT.....**

To be signed by all members of the ASTTBC Fire Protection Certification Board.

ASTTBC is a professional association with information on individuals that may be regulated under privacy legislation. Board information may involve access to information that may be restricted, confidential or highly sensitive. Therefore, conditions of being a board member are as follows:

“All records, files, publications, minutes, documents, passwords, intellectual material and information created or used during the term on the Board, shall remain the property of ASTTBC. All computer software, forms, graphics or designs used or developed in conducting the affairs of ASTTBC shall remain the property of ASTTBC. The Board person hereby acknowledges all such records will be held in strict confidence. In the event of termination, all such records or property outlined above will be delivered to the Board Chairman, or his designated representative”.

It is also understood that discussions pertaining to Board activities and decisions are confidential and may never be disclosed to a third party other than to Officers and designated staff of ASTTBC, or if required under applicable legislation.

Board members are also required to have read and adhere to the Practice Review Board Policy on Bias.

Print Name: _____

Signature: _____

Date: _____

14.0 Recording the Names of any Board Members Who Excuse Themselves from Discussion or Leave Prior to Adjournment of Meeting.

- (a) The Practice Review Board approved the Policy for recording the names of any Board members who excuse themselves from discussion, leave the room or leave prior to adjournment of the meeting and that the time the member left is recorded. If the member returns to the meeting, this time also needs to be noted in the Minutes.
- (b) This Policy is to become part of the PRB Operating Policies and Procedures Manual and applies to the Fire Protection Certification Board also.