



# FDIA

**FIRE DETECTION INDUSTRY ASSOCIATION**

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## **Contractor's Guide**

The first “access” point into the FDIA as a contractor is as a detection contractor, i.e., to join, you will need to first join as a Detection Installer before being able to join as a Gas Suppression Installer.

The progression would be:

1. Conditional Detection Installer.
2. Conditional Gas Installer.
3. Detection Installer.
4. Detection and Suppression installer.

As other disciplines join, they will need to set up their own requirements for joining the FDIA.

**NB: A non-disclosure document shall be entered into between the FDIA and all 3<sup>rd</sup> Party Inspection organisations accredited by SANAS.**

## **MEMBERSHIP TYPES**

- **3<sup>rd</sup> Party Inspection Bodies**

- The company has been registered terms of the company's act for no less than one year.
- The company shall submit a Certificate of Good Standing for the membership year, issued by the offices of The Department of Labour.
- The company shall submit proof that Professional indemnity insurance in place.
- The company shall submit proof that public liability insurance is in place.
- The company shall have the latest relevant SANS Standards, as per application form, available.
- The company shall have a minimum of one (1) Registered SAQCC Fire D&GS Detection and/or Suppression Designer employed on a permanent basis.
- The company shall only act as a 3<sup>rd</sup> party inspector, they will not supply equipment or carry out installations.
- Must SANAS Accredited with the relevant authority.
- A NDA must be entered into with the FDIA and adhered to.

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**SUBMIT ONLY PAGES 8 – 11 TO THE ADMINISTRATOR ALONG WITH ALL THE REQUESTED DOCUMENTS. ALL OTHER PAGES ARE INFORMATION FOR YOUR BENEFIT**

## **APPLICATION FORM**

	1	2	3	4	5	6
<b>Membership Type</b>	<b>3<sup>rd</sup> Party Inspectorate</b>					
<b>Annual Fee</b>	<b>R 4 200.00</b>					
<b>Tick desired membership</b>						

**This excludes any costing for the required inspections**

Is this application for the head office (mark here) or is this a branch (mark here) application?

<b>Full Name of Company:</b>	
<b>Trading As – if different to Company Name</b>	
<b>Type (CC \ PTY \ etc.):</b>	

<b>Physical Address:</b>			
<b>Postal Address:</b>			
<b>Telephone No:</b>			
<b>Email Address:</b>			
<b>Website Address:</b>			
<b>Contact Person:</b>		<b>Cell No:</b>	
<b>Company Registration No:</b>		<b>Date established:</b>	
<b>Date started in fire detection:</b>		<b>Workman's Comp. No:</b>	
<b>VAT No.</b>		<b>Income Tax No</b>	

**Management Complement**

Members / Directors	Quantity	Years' Experience	Qualifications

**Competent Personnel**

Type	Quantity	Years' Experience	SAQCC - Fire Reg. No's
Detection Designer			
Suppression Designer			
Detection Commissioner / Servicemen			
Suppression Commissioner / Servicemen			
3 <sup>rd</sup> Party Inspectorate			

**Reference Sites:**

**Provide details of sites you have completed in accordance with registration requirements**

Project Name	Detection	Suppression	Date	Value	Contact Person	Contact No


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

The information contained in this form is considered confidential and privileged information. May not be duplicated or copied in any manner and will be filed within the offices of the FDIA under the curatorship of the administrator who has entered into a confidentiality agreement with the FDIA.

### **Code of ethics**

As individuals and companies engaged in the fire detection and the 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 subscribe to the following values:

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 Regulations and bylaws, when designing, supplying or installing fire detection systems and gaseous extinguishing systems.
3. We agree to retain, read, study and abide by the latest editions of 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 the terms of annual membership.

7. We agree to register all of our technical staff with SAQCC Fire and always have the required SAQCC Fire registered technical staff, as per the membership level, permanently employed.
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 and promote our Association in its endeavours to improve the life safety and property protection in the Republic of South Africa and its surrounding nations.

### **DECLARATION**

I, \_\_\_\_\_ am authorised to declare on behalf of the company stated herein, that the information presented is accurate as of the \_\_\_\_\_ (Date).

I acknowledge that should any information provided within this document prove incorrect; the FDIA may terminate membership and that any refund is in accordance with their refund policy.

\_\_\_\_\_  
(Signature)

### **Constitution**

The FIRE DETECTION INDUSTRY ASSOCIATION (FDIA) (Registered 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, gaseous extinguishing systems and related services and meet with the criteria laid down by the Association.

#### **1.0 COMMITTEE**

- 1.1.1. Committee members will be an individual from a member company that pays full membership fees and are paid up to date.
- 1.1.2. Committee members will be selected from volunteers or nominations.
- 1.0.3 The committee shall consist of no less than four persons and be limited at the discretion of the Chairperson.
- 1.0.4 The committee will consist of at least one person from an installation member, one person from a Detection Supplier member and a Suppression Supplier member.
- 1.0.5 More than one individual per company may serve on the committee, however, each member company will have only 1 vote.
- 1.0.6 Committee members serve on the committee without remuneration or reward.
- 1.0.7 If a committee member is requested to carry out FDIA related work over and above the normal committee requirements and costs are incurred, these costs will need to first be cleared by the Exec comm and then will be reimbursed.
- 1.0.8 All committee members shall serve for 1 year.

1.0.9 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.

Will be an individual selected from the Committee.

Exec Committee members serve on the committee without remuneration or reward.

Exec Committee members will serve for a minimum of 3 consecutive periods.

If an Exec Committee member is requested to carry out FDIA related work over and above the normal committee requirements and costs are incurred, these costs will need to first be cleared by the Treasurer and then will be reimbursed.

All Exec Committee members will attend any executive committee meeting that is called.

The executive committee shall comprise of a minimum of 4 of the following positions: -

1.1.1 Chairperson

1.1.2 Vice Chairman

1.1.3 Treasurer

1.1.4 Marketing Officer

1.1.5 Liaison Officer

## 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.

## 1.3 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.

## 1.4 TREASURER

1.4.1 Shall institute control measures for collecting membership fees.

1.4.2 Present financial statements at all committee meetings.

1.4.3 Shall be responsible for the banking of funds.

1.4.5 Ensure that EFT payments are actioned as per the following protocol:

1.4.5.1 Payments to be loaded by one signatory

1.4.5.2 Release of the payments is to be done by a second signatory

1.4.6 Shall present a balance sheet at the AGM of the previous financial year.

**1.5 MARKETING OFFICER**

Shall control the various platforms where the FDIA is showing a presence, e.g. LinkedIn, YouTube, etc.

**1.6 LIAISON OFFICER**

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

**2.0 SECONDED COMMITTEE**

2.1 Member is an individual person associated with the industry.

2.2 Does not need to be on the committee but can be “seconded” to a subcommittee due to their expert knowledge.

Has no voting rights at committee.

When attending meetings does so without remuneration or reward.

The Secoded Committee member will need to sign a NDA

**3. Administrator**

The purpose of the administrator is to coordinate and correlate the functions of the FDIA. It is not to make decisions or take actions without the express authority of the Chairperson, their deputy or that of the Treasurer as they alone retain legislative accountable and that there’s no provision in law that would permit these office bearers from eluding such burden.

3.1 Control and retain copies of all in and out going correspondence such that they can be easily accessed as and when required.

3.2 Retain agreements, supplier appointments, statutory correspondence and submission SARS, financial records and any other document associated with the FDIA’s financial and operational obligations.

3.3 Submit timeous payments to SARS for authorisation based on returns associated with PAYE, UIF and any other

3.4 Administer the email facility and website as established by Marketing.

3.5 Register new members once they are approved by the committee and add to website and any other marketing instrument sanctioned by the Executive Committee.

3.6 Establish a set of accounts and report every month on preceding month’s Income / Expenditure / Collections / Performance against Previous Year and Budgets to-date.

3.7 Invoice members annually in accordance with set rates of membership as published and show discounts where applicable.

3.8 the bank accounts with transactions.

3.9 Retain in the Current Account sufficient funds to accommodate budgeted obligations for the month in question + approximately 50% as a buffer for unexpected events.

3.10 Transfer funds between the Current Account and the Interest Yielding account in keeping with item 8 and ensure that authorisation from an executive occurs timeously.

3.11 Upload payments for authorisation by an executive and follow up that the executive have timeously authorised same.

3.12 minutes and hold records in a formal structure such that they’re quickly and easily accessible as and when required in both hard and digital formats.

3.13 Distribute minutes of the meeting to all committee members.

3.14 Create and issue such documents as requested by the chairperson, their deputy, and the treasurer.

- 3.15 Ensure that the Chairperson, their deputy, and the Treasurer are kept abreast of all events that may have material bearing on the operations of the association.
- 3.16 Provide expeditiously to the appointed auditor such records as requested by same.
- 3.17 Secure budgets at least two weeks prior to the Annual General Meeting failing which make known delays to the Treasurer.
- 3.18 Publish notices of the AGM and any extraordinary meetings.
- 3.19 Arrange the Annual General Meeting in accordance with the wishes of the Chairperson or their deputy.
- 3.20 Maintain confidentiality on all matters associated with the association whether directly or otherwise obtained.
- 3.21 Perform such additional duties as authorised by the Chairperson or their deputy.

#### **4.0 ANNUAL GENERAL MEETING**

- 4.1 The AGM shall be held in the first quarter of each year.
- 4.2 Not less than 30 Days' notice is required – to be emailed to all members.
- 4.3 Requests for items to be included into the agenda must be submitted not less than 15 days prior to the AGM.
- 4.4 Nominations for a new committee must be handed in not less than 15 days prior to the AGM.
- 4.5 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.
- 4.6 The chairperson is responsible for controlling the counting of votes.
- 4.7 Minutes are to be kept by the secretary.

#### **5.0 COMMITTEE MEETINGS**

- 5.0.1 These shall be held a minimum of six times a year and more when necessary.
- 5.0.2 All committee members shall attend all meetings.
- 5.0.3 Emergency meetings may be called by any committee member at any time if approved by the Chairperson.
- 5.0.4 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.
- 5.0.5 Committee meetings may only be attended by committee members or their invited guests.

#### **5.1 ATTENDANCE**

- 5.1.1 Committee members shall attend ALL meetings.
- 5.1.2 Should a committee member fail to attend two meetings the administrator will send him/her a written warning.
- 5.1.3 Should a third meeting be missed the committee member shall be removed from the committee.
- 5.1.4 The administrator shall inform him/her of their dismissal in writing.

#### **5.2 VOTING**

- 5.2.1 Any decisions required will be passed by a majority vote. 50% plus 1



5.2.2 If a majority is not reached the chairperson will have the casting vote.

## **6.0 CONSTITUTION AMENDMENTS**

Changes to the constitution can be made as follows:

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