

Part M: Technical Referee Report - Routine Servicing of Fire Protection Equipment

THIS DOCUMENT MUST BE COMPLETED BY THE PERSON PROVIDING THE REFERENCE

What is a Technical Referee Report?

An applicant applying for accreditation in a restricted class of Fire Protection must have recent and relevant experience in carrying out work in accordance with relevant standards. The Technical Referee Report provides information about the applicant's work, when it was performed, and the applicant's role in performing that work.

The Victorian Building Authority (VBA) uses the report to help determine whether the applicant has sufficient experience to be considered for accreditation as a plumbing practitioner.

What are my responsibilities as a Technical Referee?

As a Technical Referee, you must:

- provide an accurate and true reference
- NOT give any false or misleading statement or information

- be willing to be contacted by the VBA to confirm or explain further the work the applicant performed
- sign and date the Technical Referee Report Declaration.

Who can provide a Technical Referee Report?

The referee must:

- be the person who was responsible for ensuring the work was completed to the appropriate standard. Typically this would be the applicant's employer, supervisor, contract manager or site manager.
- have directly observed the applicant carrying out the work that is listed in the report.



Technical Referee Report – Fire Protection work

DETAILS OF THE TECHNICAL REFEREE	
Given name:	
Surname:	
Date of birth:	
Address:	
Contact number:	
VBA practitioner number:	
Fire protection accreditation name and accreditation number:	
EMPLOYER DETAILS	
Name of company:	
Name of employer (if this is not you):	
Your position at this company:	
ABN:	
Address:	
Contact number:	



Use this form to tell us about Fire Protection work the applicant carried out under your supervision.

DETAILS OF THE APPLICANT FOR WHOM YOU ARE PROVIDING THE TECHNICAL REFEREE REPORT	
First name:	
Surname:	
TYPE OF EMPLOYMENT (Tick the relevant box/es)	PERIOD OF SUPERVISION: FROM – TO (Month/Year)
Apprentice	
Full time	
Part time (please also include average number of hours per month)	
Casual (please also include average number of hours per month)	

**To complete the following table:**

Only complete the tables relevant to the classes the applicant is seeking accreditation in.

In column 1

Tick each area of work that the applicant undertook under your supervision, otherwise leave blank.

In columns 2 and 3

Fill in information about:

- which aspects of the work the applicant performed
- when and where the work was done.

Remember

- Provide information about work the applicant undertook that you supervised. Do not include information about any work that you did not supervise personally.
- Please include as much detail as possible, because the VBA will use this statement to work out whether the applicant has enough experience for registration.
- You must not (under section 221V of the *Building Act 1993*) give any false or misleading statement or information in your report.
- The VBA will return your report if it is incomplete or doesn't have enough detail, and ask you for more information.



Routine Servicing of Fire Hose Reels:

What type of work was carried out?	Briefly describe the aspects of work performed:	List sites and dates where work was carried out. (please attach separate document if insufficient space.)	How many times have they done this type of work?
Conducted 'Six Monthly' Service Schedule to Fire Hose Reels as per AS:1851			20 – 50 times 51 – 99 times 100 +
Conducted 'Annual' service Schedule to Fire Hose Reels as per AS:1851			1 – 5 times 6 – 25 times 26 – 99 times 100 +



Routine Servicing of Unpumped Hydrants and Valves:			
What type of work was carried out?	Briefly describe the aspects of work performed:	List sites and date where work was carried out. (please attach separate document if insufficient space.)	How many times have they done this type of work?
Conducted 'Six Monthly' service Schedule to Unpumped Hydrants & Valves as per AS:1851			6 – 10 times 11 - 19 times 20 +
Conducted 'Annual' service Schedule to Unpumped Hydrants & Valves as per AS:1851			1 – 5 times 6 – 19 times 20 +



Routine Servicing of Pumped Hydrants and Valves:

What type of work was carried out?	Briefly describe the aspects of work performed:	List sites and date where work was carried out. (please attach separate document if insufficient space.)	How many times have they done this type of work?
Conducted 'Six Monthly' service Schedule to Pumped Hydrants & Valves as per AS:1851			1 – 25 times 26 – 100 times 101 – 149 times 150 +
Conducted 'Annual' service Schedule to Pumped Hydrants & Valves as per AS:1851			1 – 9 times 10 – 20 times 21 - 24 times 25 +



Routine Servicing of Fire Sprinklers Systems:			
What type of work was carried out?	Briefly describe the aspects of work performed:	List sites and dates where work was carried out. (please attach separate document if insufficient space.)	How many times have they done this type of work?
Conducted 'Six Monthly' service Schedule to Fire sprinkler Systems as per AS:1851			1 – 50 times 51 – 149 times 150 +
Conducted 'Annual' service Schedule to Fire sprinkler Systems as per AS:1851			1 – 10 times 11 – 24 times 25 +



Remember: The information provided in this form must be true and correct. It is an offence under section 221V of the *Building Act 1993* to give false or misleading information in relation to an application for registration, and this offence carries a maximum penalty of 50 penalty units.

I declare that the information contained in this form is complete and true to the best of my knowledge. And I understand that the VBA may make enquiries in order to verify any of the information I have given on this form and I consent for the information provided in this form to be shared with any other third party for that purpose.

Referee name

Referee signature

Date