

# Technical Referee Report

## Part M: Routine Servicing of Fire Protection Equipment

### 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 Building and Plumbing Commission (BPC) uses the report to help determine whether the applicant has sufficient experience to be considered for accreditation as a plumbing practitioner. registration as a building practitioner.

### 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.

### 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 Building and Plumbing Commission to confirm or explain further the work that the applicant performed
- sign and date the Technical Referee Report Declaration.

## Details of the Technical Referee

Given name

Surname

Date of birth

Contact number

Street no. and name

Suburb

State

Postcode



BPC Practitioner number

Fire protection accreditation name and accreditation number

## Employer Details

Name of the company

Name of the employer (if this is not you):

Street no. and name

Suburb

State

Postcode

ABN

Contact number

## Applicant Details (for whom you are providing this report)

First name\*

Surname\*



## Type of Employment

Type of Employment (tick the relevant box)		Period of Supervision: From - To (Month/Year)
<input type="checkbox"/>	Apprentice	
<input type="checkbox"/>	Full time	
<input type="checkbox"/>	Part time (please also include average number of hours per month)	
<input type="checkbox"/>	Casual (please also include average number of hours per month)	

## To complete the following table

### 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 that the applicant performed
- when and where the work was performed

## Remember

- Provide information about the 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, this statement will be used to work out if 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 report will be returned if it is incomplete or doesn't have enough detail, and you may be asked to provide more detail.



## 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			<p>20 - 50 times</p> <p>51 - 99 times</p> <p>100+</p>
	Conducted 'Annual' service Schedule to Fire Hose Reels as per AS:1851			<p>1 - 5 times</p> <p>6 - 25 times</p> <p>26 - 99 times</p> <p>100+</p>



## Routine Servicing of Unpumped Hydrants and Valves

	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 Unpumped Hydrants & Valves as per AS:1851			<p style="text-align: center;">6 - 10 times</p> <p style="text-align: center;">11 - 19 times</p> <p style="text-align: center;">20+</p>
	Conducted 'Annual' service Schedule to Unpumped Hydrants & Valves as per AS:1851			<p style="text-align: center;">1 - 5 times</p> <p style="text-align: center;">6 - 19 times</p> <p style="text-align: center;">20+</p>



## Referee Declaration

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. This offence carries a maximum penalty of 120 penalty units.

I declare that the information contained in this application, including attachments, is true and correct. By signing this, I declare that I have read and understood how the BPC manages my personal information and the [BPC's Privacy Collection notice](#), as stipulated on the final page of this document.

Referee name

Referee Signature\*

Date of signature

\* We may contact you to confirm the information you provide including verifying a digital signature.

## Privacy Collection Notice

### How the BPC uses and discloses your personal information.

The Building and Plumbing Commission (BPC) is collecting your personal information (including any images or photographs and any and all details provided in this form), to process your application. If you do not provide all or any part of the information requested in this form, the BPC may be unable to process and subsequently grant your application.

The BPC may also use such information for the following purposes:

- (a) To enable the BPC to meet its statutory obligations or functions;
- (b) Monitoring compliance with the Act and associated regulations and standards;
- (c) Research, planning, to meet the BPC's operational requirements, assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the BPC;
- (d) Such other purposes as required by law or authorised under the privacy legislation.

The BPC may also share your personal information with third parties including, but not limited to, different business units within the BPC, the Building Appeals Board, Consumer Affairs Victoria, your insurer, other regulators (both in Victoria and interstate), and the BPC's staff and/or service providers who need to know such information to perform services for the BPC.

The BPC will only disclose your personal information to a third party claiming to act on your behalf (for example, your solicitor or interpreter) with your prior written consent, unless it is otherwise apparent that the third party has authority to act on your behalf.

You can request access to the personal information which the BPC holds about you. If you become aware that personal information the BPC holds about you is not accurate, complete or up to date, you can ask the BPC to correct it.

The BPC's full Privacy Policy and information about how to contact the BPC is available at [www.bpc.vic.gov.au/privacy](http://www.bpc.vic.gov.au/privacy).