



FORM 7

Application for Contractor Listing & Biennial Relisting NZS 4541 / NZS 4515

Forward all applications
Aon Sprinkler Certification, Aon New Zealand, PO Box 331240, Takapuna, Auckland 0740

When completing this application please ensure that all relevant sections are completed and that all requested information and attachments are provided. Attach additional sheets as necessary.

This application form is for use by new contractors seeking initial listing and also for listed contractors applying for biennial relisting

When applying for relisting and there is no change in the scope of work that the contractor intends to carry out, the relisting application shall:

- Document any changes in key personnel identified in the previous listing application.
- Provide an abridged CV, along with a continuing education activity log for all nominated key personnel.
- Document any changes in changes of locations and related administrative details.
- Provide activity logs for work undertaken since the previous listing application.

Applications for initial listing and for extensions to scope will require sufficient evidence of competency for each element within each new scope of listing. For new listings, a face to face interview will be required, and if considered necessary on site assessments. Interviews or assessments may be necessary for extensions to scope on an as required basis, as determined by the listing panel. In such cases, the disbursements involved in arranging such interviews or assessments will be invoiced in addition to the standard listing fee.

Provisional listing will provide a contractor the ability to gain and demonstrate competency in a field that they have not been previously approved to operate in, where ISO Quality Certification is being processed, or where an extension to scope is outside their current ISO Quality Certification.

Indicate a request for provisional listing with each relevant scope of work.

Provisional listing should only be requested if there is an intention to work in this area in the foreseeable future.

Provisional listing can be given later to extend a scope of work in the future when the need arises, and where a contractor can demonstrate adequate expertise for the work involved.

If ISO Certification is not presented prior to a subsequent application for re-listing, evidence will be required to be presented demonstrating that significant progress has been made to obtaining such certification, to demonstrate that the contractor is committed to complying with all the provisions of NZS4541 and NZS4515. It is unlikely that Aon will be able to accept a second application for relisting if ISO Certification is not presented.

SECTION 1 –CONTRACTOR DETAILS

Legal Company Name:		For office use only
Trading as:		
Head Office Postal Address:		
Directors:		
Management Representative:		
Phone:	Fax:	Email:
Office Locations:		Local Management Representative:

SECTION 2 –SCOPE OF LISTING

<input type="checkbox"/> New Listing	<input type="checkbox"/> Reapplication for Listing
<input type="checkbox"/> Extension to Existing Scope of Listing	<input type="checkbox"/> Provisional listing (all or part)

Circle the Scope of Listing being Applied for (annotate with a "P" if provisional):

Activity	System Type
1. Project Management	a. Residential fire sprinkler systems
	b. Conventional wet systems
	c. Dry pipe sprinkler systems
	d. Control mode specific application sprinkler systems
	e. Suppression mode systems
	f. Foam enhanced systems
	g. Antifreeze enhanced sprinkler systems
	h. Deluge and preaction sprinkler systems
2. Design	a. Residential fire sprinkler systems
	b. Conventional wet systems
	c. Dry pipe sprinkler systems
	d. Control mode specific application sprinkler systems
	e. Suppression mode systems
	f. Foam enhanced systems
	g. Antifreeze enhanced sprinkler systems
	h. Deluge and preaction sprinkler systems
3. Testing and Maintenance	a. Residential fire sprinkler systems
	b. Conventional wet systems
	c. Dry pipe sprinkler systems
	d. Control mode specific application sprinkler systems
	e. Suppression mode systems
	f. Foam enhanced systems
	g. Antifreeze enhanced sprinkler systems
	h. Deluge and preaction sprinkler systems
4. Biennial Inspection	a. Residential fire sprinkler systems
	b. Conventional wet systems
	c. Dry pipe sprinkler systems
	d. Control mode specific application sprinkler systems
	e. Suppression mode systems
	f. Foam enhanced systems
	g. Antifreeze enhanced sprinkler systems
	h. Deluge and preaction sprinkler systems
5. Fabrication of fire protection system pipe work	
6. Installation of fire protection system pipe work	

SECTION 3 – RESPONSIBLE PERSONS

1. Where relevant, complete one page for each branch.
2. Identify the persons who have been assigned responsibility for project management, design, testing and maintenance, biennial inspection, fabrication and installation.
3. Identify the individuals responsibilities. e.g. Designer, design manager, tester, testing / service managers, site supervisors / charge hands etc.
4. If a function is carried out by a subcontractor identify this with a "C" against their name and advise their scope of listing. (e.g. contract designers and the scope of work they are listed to design for)
5. Where an individual is not located in the branch office being considered identify the location of the office they work from in the right hand column.
6. Please attach an abbreviated curriculum vitae for each person listed.

BRANCH:

Name	Responsibilities / subcontractor scope of listing etc.	Office Location if other than branch
Project Managers		
Designers		
Testing and Maintenance Technicians		
Biennial Inspection Technicians		
Fabrication Fitters		
Installation Fitters		

Attach additional sheets as required.

SECTION 4 – ACTIVITY LOG

List either-

- A representative sample of 20 contracts you have submitted Design Parameters to Aon in the last two (2) year period, or
- All the contracts you have submitted Design Parameters to Aon in the last two (2) year period, whichever is the lesser.

Aon Reference	Site name and address	System type and status of compliance

SECTION 5 – ATTACHMENTS

The following attachments must be submitted with this Application Form

- For new applications and extensions to scope - details of previous relevant experience for each scope being applied for.
- A copy of the current AS/NZS ISO 9000 / ISO 17020 certificate and attached schedules, or
- In the case of provisional listing, evidence of an application for certification to ISO 1900 / 17020 (as appropriate) with an accredited certification body.
- Basic Application Fee – note:
 - The basic fee covers time required for the consideration of documentation as presented.
 - Additional charges will apply for on-site interviews or assessments.
 - Where documentation is significantly inadequate or incomplete and additional time is required for follow up work then additional charges will apply.
- Evidence of public liability and professional indemnity insurance being held by the company. The minimum level of insurance required is \$10m Public Liability Insurance (all contractors) and \$2m Professional Indemnity Insurance (for contractors involved in design and installation services).
- For new applications, a list of three referees that may be approached for verbal references should this be required by the listing panel.
- The CV's noted in section 3.
- If contractors intend to use sub-contractors to provide any services (such as design or fabrication), then they should attach a letter from the proposed sub-contractor confirming that an agreement is in place to provide such services.

SECTION 5 – CODE OF CONDUCT & AGREEMENT

In submitting this application for listing,

_____ agrees to:
Company Name

comply with the requirements of Aon listing programme and payment of all fees associated with this listing.

Signed: _____ Date: _____
Senior Management Representative