



RESP-FIT

RESPIRATOR FIT TESTING
TRAINING & ACCREDITATION

RESP-FIT Accreditation Procedure

RESP-FIT Committee

ARBN: 637 163 850

ABN: 50 423 289 752

Procedure number: AIOH-RESPFIT-04

Version: 1.1

Approved by Council: July 2020

Scheduled review date: July 2021



1.0 INTRODUCTION

- 1.1 The Australian Institute of Occupational Hygienists Inc. (AIOH) RESP-FIT Committee has developed this procedure which outlines the process used by the RESP-FIT Committee for individuals seeking accreditation under the RESP-FIT Program (“the Program”).

The procedure outlines the degree of consultation that may be required between the RESP-FIT Committee, or their nominee, and the person seeking accreditation. The process involved in submitting and reviewing the application, is set out in [Appendix 1](#).

Participants in the RESP-FIT Program must abide by the terms and conditions and rules of the Program.

- 1.2 The AIOH values its relationships with individuals under the RESP-FIT Program. Benefits for individuals obtaining accreditation through the RESP-FIT Program include:

- Independent competence assessment against the nominated fit test methodology;
- Enhanced standing as an accredited and competent fit tester;
- Enhanced standing for organisations employing accredited fit tester/s;
- Accredited Fit Testers and employers can display a RESP-FIT Program logo on their web site, in their email signature and in hard copy publications; and
- All accredited fit testers and their contact details (optional) are listed on the RESP-FIT website for public access.

- 1.3 The AIOH charges individuals a fee for the accreditation and re-accreditation process. The schedule of fees is available on respfite.org.au.

- 1.4 The RESP-FIT accreditation is a two-stage assessment where the applicant must demonstrate theoretical and practical skill in fit testing generally and the chosen fit test methodology specifically per Section 1.5. The three (3) fit test methodologies are:

- Qualitative – Aerosol Taste Test (ATT)
- Quantitative - Ambient aerosol condensation nuclei-counting (CNC)
- Quantitative – Controlled Negative Pressure (CNP)

RESP-FIT is not assessing competence for other fit test methodologies, such as, odour threshold screening (isoamyl acetate/banana oil) or irritant smoke.

Those seeking accreditation can choose to attempt accreditation for multiple methodologies. This may be undertaken in the same assessment process or choose to attempt separate methodology accreditation at a later date.

NOTE: It is not mandatory for individuals seeking accreditation to have completed an approved RESP-FIT course but is highly recommended as an approved course covers the base theory knowledge that is assessed in the accreditation process.



1.5 The accreditation process involves two (2) stages to assess the knowledge and ability based upon AS/NZS 1715 and ISO 16975-3 including knowledge and application of the following:

- Human respiratory physiology
- Respiratory hazards
- Respiratory Protection Program requirements
- Types of Respiratory Protective Devices (RPD) used for the fit test
- Fit test methods
- Set up and usage of fit test equipment
- Conduct of the fit test
- Identify the likely causes of fit-test failures

Stage 1 – Theoretical Assessment

Timed theory assessment (1 Hour) is a general online theory assessment covering theory for all methodologies assessed under the RESP-FIT Program.

The pass mark is 80% for the theoretical assessment.

Stage 2 – Practical Assessment by video

On successful completion of Stage 1, the applicant provides a cloud video file link or YouTube link of themselves performing the nominated fit test methodology using the [OSHA 1910-134 protocols](#) (as detailed below for each methodology) for assessment of practical skills by nominated RESP-FIT assessors. They will be assessed for correct technique and explanation of the process, including the importance of each step and pitfalls to avoid.

- QLFT-ATT – OSHA Saccharin Solution Aerosol Protocol or Bitrex (Denatonium Benzoate) Solution Aerosol Protocol
- QNFT-CNC – OSHA Ambient aerosol condensation nuclei counter (CNC) quantitative fit testing protocol (7 exercises)
- QNFT-CNP – OSHA Controlled negative pressure (CNP) REDON quantitative fit testing protocol

The practical assessment video is required within three (3) months of completing the Stage 1. A separate video (maximum 20 minutes) is required for each nominated fit test methodology. The applicant is responsible to ensure the video clip demonstrates their ability and competence.

1.6 Accreditation Duration

RESP-FIT accreditation is for a three (3) year period. Re-accreditation requires completing Stage 1 and Stage 2.

1.7 Conflict of Interest

The RESP-FIT Board is responsible for ensuring that the nominated assessors declare and are not subject to a position which breaches the AIOH Conflict of Interest Policy.



2.0 PROCEDURES

2.1 Accreditation Procedure for Individuals

The RESP-FIT Accreditation Stream Co-ordinators will nominate a minimum of two (2) assessors to review assessment outcomes by individuals to evaluate necessary competence to become an accredited fit tester under the RESP-FIT Program.

2.2 All members of the RESP-FIT Committee are required to;

- Comply with the requirements listed in the *AIOH Conflict of Interest Policy and RESP-FIT Volunteers Agreement*;
- Hold confidential any information acquired by them regarding the application and assessment processes on behalf of the AIOH; and
- Not divulge such information to any third party except in making a report to RESP-FIT Board, AIOH Council or otherwise required by law. The process is as follows:
 1. The individual makes an application online for accreditation via the RESP-FIT website www.respfit.org.au
 2. The AIOH will process the payment and acknowledge the application then advise the Stage 1 assessment details i.e. date, time, log in details.
 3. The individual will attempt the Stage 1 theory assessment on the allotted date/time for nominated methodology(ies). They will be advised if they have passed and able to proceed to stage 2. If unsuccessful in stage 1, the individual can reapply to re-sit the exam and pay a re-application fee.
 4. Upon successful completion of stage 1, individuals will be provided details on the requirements of Stage 2 and how to submit their fit testing video(s) for assessment within three (3) months.
 5. The submitted videos will be assessed by 2 nominated RESP-FIT Assessors against a set criterion for each methodology. Results will be reviewed and collated by the nominated RESP-FIT Accreditation Stream Co-ordinators with recommendations forwarded to the RESP-FIT Board.
 6. Once the nominated RESP-FIT Board member has recommended an individual for accreditation, and if the RESP-FIT Board endorses this recommendation, the AIOH Administration will inform the individual of the outcome of the application and issue an accreditation certificate and card which is valid for three (3) years.
 7. The AIOH will maintain a list of accredited individuals on RESP-FIT website www.respfit.org.au.
 8. Unsuccessful Stage 2 applicants will be able to reapply to submit a new stage 2 video within three (3) months. The schedule of fees is available on www.respfit.org.au. If six (6) months has elapsed since the completion of Stage 1, a new application is required including both Stage 1 and Stage 2 to be completed.
 9. Once approved, the Accredited Fit Tester will submit an annual report, (Appendix 2), at the end of January, which reports on the number of fit tests for each methodology for the previous year. This de-identified data will be utilised to inform the development of the Program and promote RESP-FIT. If the report is not submitted by the 1st April in the following calendar year, the individual will forfeit their accreditation.



2.3 Re-accreditation Process

2.3.1 A fit tester's accreditation is valid for three (3) years. Within the last six (6) months of this period, the individual must re-apply, pay fees and again complete Stage 1 and Stage 2 to extend accreditation for another three (3) years (from the previous 3-year expiry date).

2.4 Accreditation to the RESP-FIT Program confirms that at the point of assessment, the individual was deemed competent to meet the Program's criteria. AIOH, its staff, agents or volunteers or any participant in the RESP-FIT Program will not be liable in the event of a fit test provider failing to satisfactorily carry out their duties whilst fit testing (or any other service they may undertake). It is recommended that all accredited RESP-FIT fit testers arrange suitable liability insurance for their fit testing activities.

2.5 Representations concerning Accreditation and Removal of Accreditation

The AIOH, reserves the right to suspend or withdraw "RESP-FIT Accredited" status from an individual, at any time, for the following grounds:

- a. That the accredited person has shown incompetence in carrying out RPE Fit test procedures.
- b. That the accredited person has brought the Program into disrepute.
- c. That the accredited person has not paid fees when due.
- d. That the accredited person has misrepresented the nature of their accreditation.
- e. That the accredited person is no longer able to competently carry out fit testing for any reason

Withdrawal of accredited status will be communicated in writing to the individual (along with the cause) and an opportunity to appeal will be granted.

The decision of AIOH on any appeal will be final.

Each accredited fit tester must ensure that they accurately communicate to clients and other interested parties the fit testing methods to which they have been accredited. Accreditation should not be implied in respect of any fit test method for which they have not been accredited.

3.0 DISPUTE RESOLUTION

3.1 If there is a dispute between the individual and the RESP-FIT Committee and/or the AIOH, the dispute will be dealt with in accordance with the *RESP-FIT Grievance and Dispute Resolution Policy & Procedure*.



Appendix 1: Steps Involved in an Individual Application for RESP-FIT Accreditation

Step	Item	Responsible person/s
1	The individual makes an application online for accreditation via the RESP-FIT website www.respfit.org.au	Individual
2	The AIOH will process the payment and acknowledge the application and advise the Stage 1 assessment details i.e. date, time, log in details.	AIOH Admin
3	The individual will attempt the Stage 1 theory assessment on the allotted date/time for nominated methodology(ies). They will be advised if they have passed and able to proceed to stage 2. If unsuccessful in stage 1, the individual can reapply to re-sit the exam and pay a reapplication fee.	Individual & AIOH Admin
4	Upon successful completion of Stage 1, individuals will be provided details on the requirements of Stage 2 and how to submit their fit testing video(s) for assessment which are to be submitted within three (3) months.	AIOH Admin
5	The submitted videos will be assessed by two (2) nominated RESP-FIT Assessors against a set criterion for each methodology. Results will be collated by the nominated RESP-FIT Board member with recommendations forwarded to the RESP-FIT Board.	Nominated RESP-FIT Assessors
6	Once the nominated RESP-FIT Board member has recommended an individual for accreditation, and if the RESP-FIT Board endorses this recommendation, the AIOH Administration will inform the individual of the outcome of the application and issue an accreditation certificate and card which is valid for three (3) years.	RESP-FIT Board
7	The AIOH will maintain a list of accredited individuals on the RESP-FIT website www.respfit.org.au .	AIOH Admin & AIOH Board
8	Unsuccessful Stage 2 applicants will be able to reapply to submit a new stage 2 video within three (3) months. The schedule of fees is available on the RESP-FIT website www.respfit.org.au . If six (6) months has elapsed since the completion of Stage 1, a new application is required including both Stage 1 and Stage 2 to be completed.	Individual
9	Once approved, the Accredited Fit Tester will submit an annual report, (Appendix 2), at the end of January, which reports on the number of fit tests for each methodology for the previous year. This deidentified data will be utilised to inform the development of the Program and promote RESP-FIT. If the report is not submitted by the 1st April in the following calendar year, the individual will forfeit their accreditation	Individual



Appendix 2: Accredited Fit tester Annual Report (due 31 January)

Due 31st January of the year for the previous year

This is an annual requirement to maintain accreditation.

Name	
Accreditation Number	
Telephone Number	
E-Mail Address	
Address	
Employed by	
Position	

Number of people fit tested for previous year	Fit Test Methodology
	Qualitative Fit Test (QLFT) – Aerosol taste test (ATT)
	Quantitative Fit Test (QNFT) – Ambient aerosol condensation Nuclei Counting (CNC)
	Quantitative Fit Test (QNFT) – Controlled Negative Pressure (CNP)