RESP-FIT Accreditation Applicant Handbook

RESP-FIT Committee

ARBN: 637 163 850

ABN: 50 423 289 752

Procedure number: AIOH-RESPFIT-08

Version: v4

Approved by RESP-FIT Board: April 2021

Scheduled review date: April 2022

Contents

1.0   Introduction

The Australian Institute of Occupational Hygienists Inc. (AIOH) RESP-FIT Committee has developed this accreditation application handbook to provide all the information for those seeking accreditation under the RESP-FIT Program.

1.1   RESP-FIT Objective

The objective of RESP-FIT is to improve worker health protection of those wearing tight fitting respiratory protective equipment, through reliable respirator fit testing by competent fit testers in Australia by:

- A standardised training syllabus to improve respirator fit tester knowledge and skills;
- Demonstration of competence through an accreditation process to ISO 16975-3 Section 5.

It provides information and tools for workplaces to make an informed decision on RPE fit testing that is appropriate and suitable for their working environment and controls.

Internationally there are a number of accepted and validated fit test methodologies. The three most common methodologies, and the ones covered under the RESP-FIT program, are:

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

RESP-FIT does not cover practical training or assessment of competence for other fit test methodologies such as Vapour qualitative fit testing with isoamyl acetate (IAA)/banana oil or irritant smoke.

1.2   Program Overview

There are two (2) key elements that make up the RESP-FIT program; being the training stream and the accreditation stream as described below.

1.2.1   Training stream

RESP-FIT have developed a comprehensive training syllabus based on AS/NZS 1715 and ISO 16975-3. Training providers develop their course material and submit to RESP-FIT with their trainer qualifications, for review and potential approval. Nominated trainers must meet specific qualifications, skills and knowledge requirements. Once approved, the approved training courses and nominated trainers will be listed on respfit.org.au. All courses will provide an overview of the three (3) fit testing methodologies; however, training providers will nominate what methodology the hands-on practical component of their course will cover. This may be 1, 2, or 3 methodologies.

Once approved, the course becomes a "RESP-FIT Approved Training Course" and must be delivered by the approved trainer. It is a 3-year approval and their details will be listed on respfit.org.au

The approved RESP-FIT training courses will provide the knowledge foundation and hands-on demonstration for fit test operators. They will also cover the core knowledge and skills that will make up the assessment process for accredited fit testers. It is not mandatory for individuals seeking accreditation to have completed an approved RESP-FIT training course, but it is recommended.

Workplaces or individuals will contact the approved training providers to arrange a course. On completion of a RESP-FIT Approved Course attendees will receive a "Certification of Completion". Completion of a RESP-FIT

Approved training course is not a designation of competence or accreditation as a RESP-FIT fit tester of the individual by RESP-FIT or the AIOH. Details on becoming an accredited fit tester can be found in Section 3.

For further details on becoming an approved training provider please visit respfit.org.au

1.2.2 Accreditation stream

RESP-FIT have developed an assessment process against ISO 16975-3 Section 5 and AS/NZS 1715 for individuals to be able to be deemed competent and use the designation of "RESP-FIT Accredited fit tester" for a nominated methodology by the AIOH. The accreditation process involves two (2) stages as detailed in this document Section 3.0.

1.3 Program Management & Administration

RESP-FIT is an initiative of the AIOH and is managed by a separate Board of ten (10) professionals with extensive experience in respiratory protection programs and respirator fit testing including Certified Occupational Hygienists, respirator manufacturers and PPE distributors. The Board is supported by a pool of experienced Assessors who conduct the examination of training materials and fit tester evaluations following the robust RESP-FIT processes.

The program is an independent operation, controlled by the AIOH and operated on a 'not for profit' basis. Any surpluses will be reinvested into RESP-FIT to ensure continued development and improvement of the program.

The RESP-FIT Board and working groups commenced development of the program in early 2019 and have been working hard in a voluntary capacity since this time to bring RESP-FIT to life to achieve the objective of the program. It was developed through close collaboration with many industry stakeholders such as

→ Current RPE fit testers.

→ State & Territory WHS/OHS Regulators.

→ RPE Manufacturers and Distributors.

→ Industry, workers and members of the AIOH.

The AIOH office provides administration and day to day management of the program. For any enquiries relating to RESP-FIT please email respfit@aioh.org.au as the first point of contact.

1.4 Is RESP-FIT a legal requirement?

No, attending a RESP-FIT Approved course or using a RESP-FIT Accredited fit tester is NOT currently a legal requirement. RESP-FIT seeks to provide a consistent and robust method for workplaces and individuals to be educated and develop competence in respirator fit testing.

A person conducting a business or undertaking (PCBU)/employer, is required under WHS/OHS law to provide a working environment that is safe and free of risk to health, so far as is reasonably practicable. Decisions on controlling exposure to a hazard should be based on considerations including the likelihood of the hazard or risk occurring, the harm that would result, the availability and suitability of ways to eliminate or reduce the hazard or risk, and the cost of eliminating or reducing the hazard or risk.

PPE is the lowest order on the hierarchy of control and if selected as a control measure, must be part of a comprehensive program which includes adequate information, training and instruction on the:

- Proper use and wearing of the PPE;
- Storage and maintenance of the PPE; and
- Responsibilities of the program administrator and workers.

There are specific legal duties that must be met when providing PPE (such as tight-fitting respirators) which includes ensuring that it is a suitable size, fit and reasonably comfortable. Guidance on this is provided in AS/NZS 1715 which discusses respirator fit testing (for tight fitting respirators) as part of a complete respiratory protective program (RPP) and is an accepted way to meet the legal obligations with regard to supply of suitable and properly fitted respiratory protective equipment (RPE).

State and Territory WHS/OHS regulators may issue notices and fines under the WHS/OHS legislation where RPE is utilised and the duty holder cannot demonstrate that a respiratory protection program in accordance with the Australian Standard AS/NZS 1715 (which includes respirator fit testing for tight fitting respirators) is implemented.

2.0 Accreditation Fee Structure

2.1 Fees

The associated fees for the application and accreditation process are as below to be an RESP-FIT Accredited fit tester. The total amount is due at the time of the application process, except for the case of resit exam fees and subsequent additional methodologies outside the initial application.

Description	Fee ex GST
Non AIOH Members - Two (2) stage online assessment through Examsoft, three (3) year accreditation period for one (1) methodology, AIOH administration, ongoing RESP-FIT marketing and website support, certificate and card, details on RESP-FIT website, RESP-FIT ebadge and includes one (1) year AIOH associate membership.	$650
Non AIOH Members who have attended an approved RESP-FIT course - Two (2) stage online assessment through Examsoft, three (3) year accreditation period for one (1) methodology, AIOH administration, ongoing RESP-FIT marketing and website support, certificate and card, details on RESP-FIT website, RESP-FIT ebadge and includes one (1) year AIOH associate membership. NOTE: Evidence of attending an Approved RESP-FIT course must be provided at the time of application by proving the certificate of completion.	$550
AIOH Members - Two (2) stage online assessment through Examsoft, three (3) year accreditation period for one (1) methodology, AIOH administration, ongoing RESP-FIT marketing and website support, certificate and card, details on RESP-FIT website and RESP-FIT ebadge. NOTE: AIOH membership evidence must be provided at the time of application.	$450
Resit Exam – An additional cost for the Examsoft exam package, will apply for each additional online exam attempt for the knowledge component. There is a direct cost to the AIOH for each attempt of the exam.	$200

Additional Methodologies & Practical Video Full Resubmissions – For each additional methodology or practical video full resubmission.	$100
Accredited Fit Testers Card Re-issue	$25
3 Month Practical video submission extension	$100

NOTE: Partial refunds will only be considered under exceptional circumstances should you wish to remove yourself from the accreditation process at any stage. Full refunds are not provided once accreditation application is submitted.

3.0   How Accreditation Works

3.1   Overview

The key element of the RESP-FIT program is confirming the competence of RPE Fit Testers. Fit testing for tight fitting respirators plays an essential role in the successful implementation of a complete respiratory protection program.

Therefore, the core of this scheme is to ensure that accredited respirator fit testers have both the knowledge to understand what they are doing & why, and the skills to competently conduct fit testing in accordance with the selected protocol.

Since Fit Testing can be carried out via a number of methods, the accreditation program allows an individual to obtain accreditation in one or a number of Fit Test methodologies. These are: -

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

Each of these methods has merits for selected situations and it is essential any fit tester understands the strengths and weaknesses of the method they are using. A tester can be accredited for one or more of the methods. The accreditation document, ebadge and credentials will clearly indicate for which method accreditation is held.

The test for competence, which leads to accreditation by the AIOH under the RESP-FIT program is conducted in two parts as detailed in 3.3 and 3.4 of this document to meet competence requirements based on ISO 16975-3 and AS/NZS 1715. Refer to Appendix A for details of the RESP-FIT competencies.
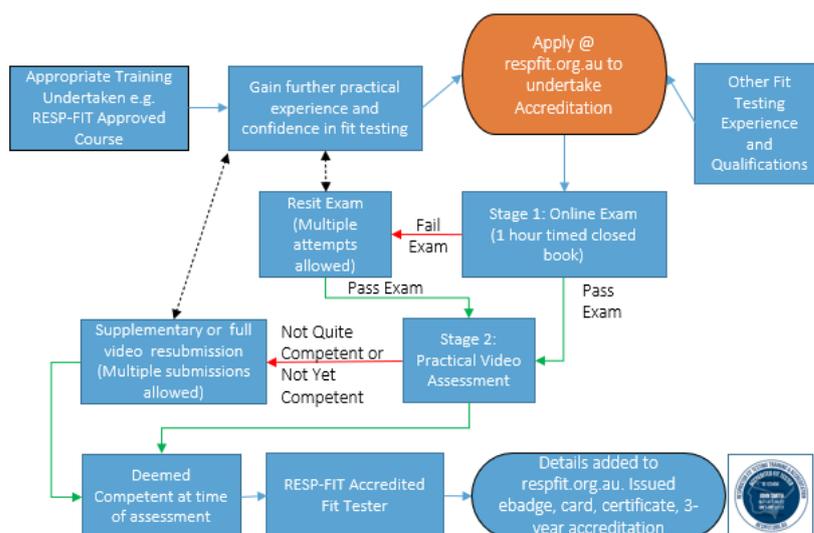
3.2 Why apply for accreditation?

There are a number of reasons and advantages that being a RESP-FIT accredited fit tester provides, such as

- Demonstration to WHS/OHS regulators and potential clients of a proven competence in respirator fit testing
- Demonstration that you can deliver "good practice fit testing which assists clients/PCBU/employer demonstrate legal compliance"
- A nationally recognised accreditation that informs clients seeking a fit test service provider
- Enhancement of the status of Respirator Fit Testing as a 'professional' undertaking

Individuals seeking to undertake the accreditation process, should apply online via respfit.org.au .

Applicants will be required to provide details, method/s seeking accreditation in, payment details and a profile picture. The profile picture will be used on the RESP-FIT card supplied upon successful completion of the process. It may also be used to verify identification at various stages of the process.

3.3 Stage 1 - Online Exam

Stage 1 is a timed theory assessment (1 Hour) based on AS/NZS 1715, OSHA 1910.134 and ISO 16975-3 covering theory for all 3 methodologies currently assessed under the RESP-FIT Program. The exam is closed book with no resources allowed. The aim is to ensure that individuals have the appropriate underlying knowledge to competently conduct RPE Fit Testing. The online exam sessions are recorded and reviewed by a proctor as discussed in Section 5.4.

The one (1) hour timed exam has sixty (60) multiple choice and/or True/False questions. Multiple choice questions are a mix between single answer choice or "select all that apply" answers. If a question states "Select all that apply", there is more than one (1) correct response. Some multiple choice "select all that apply" questions require all correct responses selected to receive a mark, while for other multiple choice "select all that apply" questions; partial marks will apply. There are no short answer questions.

The online exam covers general knowledge requirements around the following
- Respiratory hazards (AS/NZS 1715 Section 3);

- Human Respiratory defence system (AS/NZS 1715 Section 3);
- Respiratory Protection Program elements (AS/NZS 1715 Section 2 & Appendix D);
- Respiratory Protection Devices – Types, Selection, Limitations, Filters & Maintenance (AS/NZS 1715 Section 4, 5 & 9);
- Purpose of fit testing (ISO 16975-3 Section 4);
- Fit testing Procedures (OSHA 1910-134 & ISO 16975-3 Section 6 & 8);
- Capabilities and limitations of each fit testing methodology; and
- Health & Safety hazards associated with fit testing

Refer to Appendix A Section 1.0 to 4.0 for the specific knowledge elements to be demonstrated via the online exam. Detailed knowledge for the specific methodologies is gathered during the Stage 2 Practical assessment by video.

RESP-FIT believes that being a competent respirator fit tester requires general knowledge around the human respiratory systems, respiratory protection programs and respiratory protective device selection not just the knowledge on how to conduct a respirator fit test and/or operate the fit test equipment.

All candidates, regardless of which Fit Test method they wish to become accredited in, must successfully pass this examination before moving on to Stage 2.

The pass mark is 80% for the theoretical assessment.

RESP-FIT aim to provide exam results within two (2) weeks of completing the exam.

For each additional attempt of the online exam there is $200 ex GST re-sit fee. Refer Section 2.0.

Exams are scheduled on set dates throughout the year. All scheduled dates are available at respfit.org.au. Applications must be made at least 7 days prior to the scheduled exam date.

Refer to Section 5 in this document for further details.

3.4   Stage 2 - Practical Assessment by Video

On successful completion of Stage 1; a practical assessment of the nominated methodology/ies via recorded video is undertaken. Videos will be assessed by two (2) nominated, trained and experienced RESP-FIT assessors.

The aim of the practical video submission is for the individual:

1. To demonstrate correct fit testing in accordance with protocol.

2. To demonstrate you understand the equipment and process to be able to cope with changing environment, possible/common equipment issues/ failures and can deal with various presentations of people and respirators.

3. Show you understand and know how to interpret and respond to various outcomes of the fit test.

The applicant is to provide a 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. It is highly recommend to make this YouTube video an unlisted video so it is not available for public viewing. The applicant will be assessed for correct technique and explanation of the process, including the importance of each step and pitfalls to avoid as detailed in Section 6.2.

- 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 (8 exercises)
- QNFT-CNP – OSHA Controlled negative pressure (CNP) REDON quantitative fit testing protocol

NOTE: These protocols has been selected for consistency of assessment. It is not a recommendation of this protocol over another. An accredited fit tester is not required to only perform this protocol. If this protocol is able to be performed correctly, it is the belief of RESP-FIT that any of the other international accepted protocols would also be able to be correctly performed.

The practical assessment video is required within three (3) months of completing the Stage 1. A separate video (maximum thirty (30) minutes) is required for each nominated fit test methodology. Videos over 30 minutes may not be accepted and a video less than 30 minutes will be required to be resubmitted for assessment. The applicant is responsible to ensure the video clip demonstrates their ability and competence against elements in Appendix A Section 5.0 to 7.0.

If a video is not submitted within the three (3) months, the applicants can extend the video submission period by paying a $100 ex GST video extension fee. If a video is not submitted in the 3 month extension period, the applicant is required to re-sit the theory exam (at a cost of $200 ex gst) to begin the process again.

After the assessment of the submitted video/s, an applicant will be deemed "Competent", "Not Quite Competent (NQC)", or "Not Yet Competent (NYC)" as below.

- "Competent" – The individual has successfully demonstrated their competence against the competent person criteria and their Accreditation assessment has successfully been completed.
- "Not Quite Competent" – The individual has covered majority of the required information, but some gaps have been identified and/or incorrect information was provided. They will be required to submit a supplementary video to address the gaps identified and/or correct the incorrect information previously provided for re-assessment. A supplementary video can be a maximum of ten (10) minutes. Videos over ten (10) minutes may not be accepted by RESP-FIT. There is no cost to submit a supplementary video. If after the supplementary video, there are any gaps or incorrect understanding. A Coaching call will be arranged with 2 Assessors to clarify any specific information and finish the process.
- "Not Yet Competent" – The individual has not demonstrated enough information, or a number of incorrect information was provided. They will be required to provide a full resubmission video. It is $100 ex GST cost for each full video resubmission.

There is a maximum of 2 additional full video resubmission attempts per methodology within a six (6) month period.

We aim to provide video assessment results within six (6) weeks after submission.

Refer to Section 6 in this document for further details.

3.5   Successful Completion

Successful accreditation under the RESP-FIT Program confirms that at the point of assessment, the individual was deemed competent of meeting the Programs criteria. It does not, in any way, imply the AIOH or RESP-FIT Program will bear any responsibility whatsoever 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, accredited fit testers are personally and adequately insured against such an event and have agreed to abide by the terms and conditions and rules of the Program.

It is the "RESP-FIT Accredited" fit testers responsibility to ensure they communicate clearly the fit testing methodologies to which they have been accredited. Accreditation should not be implied against any fit test method that has not been granted accreditation to the individual.

Successful applicants will be provided their ebadge (see example below), card and certificate as evidence of successful assessment completion. These can be used as required to demonstrate evidence of assessment, company marketing promotion, email signatures, websites etc. A RESP-FIT Logo & Badge Guidelines is provided to ensure brand consistency across all platforms, accredited fit testers, approved training providers, approved trainers, partners and supporters.

3.6 Accreditation Duration

RESP-FIT accreditation is for a three (3) year period/36-month period. A reminder will be sent six (6) months before the end of the accreditation period.

3.7 Re-accreditation Process

Re-accreditation requires the recompletion of Stage 1 and Stage 2.

4.0 Preparation

4.1 What preparation should be undertaken?

You will be expected to have a good knowledge of AS/NZS 1715, ISO 16975-3 OSHA 1910.134 protocols and in particular a detailed knowledge of the selected methodology. The competent person assessment elements (as detailed Appendix A) are derived from these, clearly explaining the underpinning knowledge you should have and the practical competency skills required.

Please note: The accreditation process is not a training course. The RESP-FIT accreditation program is to assess your competence and therefore it is essential you have received appropriate prior training and have practical experience of respirator fit testing. RESP-FIT have available a database of training providers who offer RESP-FIT Approved Training courses.

The RESP-FIT criteria to achieve accreditation is to pass both an exam to check your underpinning knowledge of respirator fit testing and a practical assessment of your competence in undertaking a respirator fit test per the selected methodology/ies.

It is recommended to have completed appropriate training and have real world fit testing experience prior to assessment. There are commercial organisations who can offer Approved RESP-FIT training courses. It is

unlikely that without appropriate training and real-world experience, accreditation will be achieved. Other international programs have assessed several individuals straight from training courses. The lack of depth of knowledge and experience quickly shows. RESP-FIT recommends that newly trained fit testers gain the essential real-world experience and interact with other competent and experience respirator fit testers.

You will not only be assessed in your ability to handle normal situations, but also your ability to troubleshoot a range of circumstances and scenarios which could occur during fit testing. Experience has shown that a sufficient level of expertise to prove competency and achieve accreditation is most often gained from appropriate training followed by real-world experience under the supervision of a competent and/or experienced fit tester. RESP-FIT have available a database of training providers who offer fit test training on respfit.org.au.

5.0   Stage 1 – Online Exam

5.1   Accessing Examsoft/Examplify

The online exam is conducted via the Examsoft/Examplify platform after registering to undertake accreditation via respfit.org.au for a nominated online exam date. AIOH administration will register your details on ExamSoft and you will be sent your unique StudentID and password via email. This will allow you access to the AIOH Examsoft Portal to download Examplify. You are required to agree to an End User License agreement after installing. Examplify is required to be downloaded to the exam takers PC or Mac where the exam is conducted. Exams will not be made available on an iPad. Issued password can be changed via My Account in ExamSoft.

Accessing the AIOH Examsoft Portal should not be completed with a mobile phone or tablet. These steps should be completed with Mozilla Firefox or Google Chrome on PC or Mac.

During the exam, Examplify will disable the exam takers connection to the internet and will require all other programs are closed.

Different companies may have different default security settings that may not allow Examplify to perform all required functions as detailed in this document. It is strongly recommended to download Examplify when it becomes available to you and check system compatibility with your company I.T. during the mock exams and prior to the actual exam.

Refer to "Accessing ExamSoft/Examplify" document for a detailed visual step by step for instructions to be prepared and undertake the exam.

Refer to "Getting started with Examplify" and "Preparing to take exams with ExamID and ExamMonitor" YouTube videos for a more detailed overview of Examplify, system requirements, and things to be aware of before undertaking the exam.

ExamSoft has a 24/7 support Phone number and email. Either call 03 8594 1209 or email support@examsoft.com at any time for any troubleshooting issues with ExamSoft and Examplify.

5.2   Exam Identification

RESP-FIT is using ExamID as part of ExamSoft/Examplify which is an exam integrity and exam taker authentication process. It is to help prevent exam taker impersonation and create a secure and streamlined check-in process. For this reason, it is a requirement that exam takers have a working webcam.

ExamID uses a two-step authentication process – username/password and biometric facial recognition

How does it work?

- Exam takers establish a "baseline" of authentication the first time they log in to their exam software.
- At the allocated time, validated exam takers will be able to proceed with their assessments.

Refer to Section 5.5 Mock Exams for details on setting up the baseline photo for identification.

Refer to "Preparing to take exams with ExamID and Exam Monitor" YouTube video for a more detailed overview.

5.3   Invigilated Exam

To provide a secure and reliable online exam process, RESP-FIT uses ExamMonitor as part of ExamSoft/Examplify. ExamMonitor is an AI-driven remote proctoring service that continuously observes exam takers with video and audio monitoring throughout the entire exam. It eliminates the need for in-person proctoring and provides confidence in the integrity of all exams taken.

For this reason, it is a requirement that exam takers have a working webcam and microphone to monitor the exam being undertaken.

Exam-takers should follow these ExamMonitor guidelines for a smooth and successful assessment experience:

- Take the exam in a well-lit room with front-facing lighting
- Remain seated for the entire exam
- Always keep your eyes on the screen
- Stay quiet throughout the exam
- Exam takers face is fully within the camera view

If the exam taker has multiple monitors for their PC or Mac, be sure Examplify will be displayed on the primary monitor with the camera, as all connections to additional monitors will be disabled during the exam. While testing, the exam taker should be facing front on towards the webcam.

To prevent being flagged by ExamMonitor, exam-takers must avoid this list of "suspicious activities" the A.I. system may report:
- No Speaking, Background Noise, or Other People in the Room
  Do not talk, read out-loud, or have any devices turned on in the background (e.g. TV, radio, music, etc.). No one is allowed in the room with you during the exam.
- No Unusual or Excessive Movement
  The A.I. system monitors your baseline movement patterns. Avoid any unnecessary or excessive movement and gestures, like leaning over or waving your hands.
- No Leaving the View of the Camera
  Do not move from your seat or leave the view of the device's camera for any reason, including using the restroom. Do not attempt to block the view of the camera.
- No Unauthorized Materials
  External resources are strictly prohibited during an exam. Looking away from the screen to read a textbook or write notes will be flagged.
- No Using External Devices
  Turn off all external devices before an exam. No mobile phones, tablets, or other electronics of any kind are permitted.
- No Wearing Hats or Headphones
  Do not use earphones/headphones and make sure your ears are always uncovered. Do not wear a hat, scarf, or any other type of headwear. Hearing aids must also be removed.
  Refer to ExamSoft Exam day guide or Quick Tips PDF

Email respfit@aioh.org.au immediately post exam if you experienced any interruptions or issues during the exam.

After the exam is completed, the exam footage is automatically uploaded to ExamSoft, analysed and reviewed by a proctor. The AI system analyses the audio and video recording and identifies and abnormalities in student behaviour based on movement, gaze and background noise. Any abnormalities are reviewed by an ExamSoft expert who identifies and removes "false positives" in order to provide a verified, time stamped incident report. This report is provided to RESP-FIT to review. Two (2) individual assessors will review any reported incidents to determine if there are any integrity breaches.

Monitoring files are sent using encryption and remain encrypted in transit and at rest. Additionally, invigilating reports and video recordings may only be accessed by users with appropriate permissions and who are securely authenticated. Exam taker data such as institution name, applicant name, applicant contact information, other personally identifiable information, and exam grades are **not** shared as metadata with invigilators. To note, the video recordings themselves will not include information visible within Examplify, such as applicant name and applicant ID, as well as any identifiable information in the exam taker's physical environment.

Refer to "Preparing to take exams with ExamID and Exam Monitor" YouTube videos for a more detailed overview.

5.4   Examplify System requirements

5.4.1   Examplify PC System Requirements

- Operating System: 32-bit and 64-bit Versions of Windows 10.
- **Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time.**
- Only genuine, U.S.-English versions of Windows Operating Systems are supported.
- ExamSoft does not support Tablet devices other than Surface Pro as detailed below
- CPU Processor: 2.0 Ghz Intel i3 processor or equivalent
- RAM: 4GB or higher
- Hard Drive: highest recommended for the operating system or 1GB of available space.
- Webcam and microphone
- For technical troubleshooting, account passwords, including BitLocker keys, may be required.
- Internet connection for Download, Registration, Exam Download and Upload.
- Examplify cannot be run within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, Virtual Disks, Streamed images, etc.
- Screen Resolution should be at least 1024x768 or higher.
- The use of Microsoft Surface devices, Surface Pro and Surface Books are NOT permitted except for those that come with non-detachable keyboards. Non-Pro Surface devices are not supported.

For instructions on how to check your computer's specifications, click Here.

Some institutions may not block users who are running non-supported Operating System versions. If your institution allows you to use an unsupported Operating System, ExamSoft cannot guarantee the performance of our software on your device. Please review the above minimum system requirements to ensure your device is running a supported operating system.

5.4.2   Examplify Mac System Requirement

MacOS Catalina (version 10.15) is compatible with Examplify v.2.0.6 or greater. Previous versions of Examplify will not work with macOS Catalina

Supported Operating Systems: OS X 10.13 (High Sierra), OS X 10.14 (Mojave), and macOS Catalina (10.15). Only genuine versions of Mac Operating Systems are supported.

- CPU: Intel processor
- RAM: 4GB or higher
- Hard Drive: 1GB or higher available space
- Webcam and microphone
- For onsite support, and in order to back up the answer files to USB, a working USB port is required (Newer devices may require an adaptor)
- For technical troubleshooting, account passwords, including device passwords, may be required.
- Server version of Mac OS X is not supported
- This software cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.
- Internet connection for Download, Registration, Exam Download and Upload.
- Examplify cannot be run within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, Virtual Disks, Streamed images, etc.

For instructions on how to check your computer's specifications, click Here.

Some institutions may not block users who are running non-supported Operating System versions. If your institution allows you to use an unsupported Operating System, ExamSoft cannot guarantee the performance of our software on your device. Please review the above minimum system requirements to ensure your device is running a supported operating system.

5.5   Mock Exams

Prior to the exam date, the exam taker will be given access to two (2) mock exams in Examplify to undertake. These are highly recommended to complete prior to the exam date.

5.5.1   Baseline Photo Mock Exam

The first mock exam will be the Baseline Photo Mock Exam to test your system compatibility and to set up the baseline photo required for ExamID and will have one (1) question. There is a five (5) minute time limit and can only be downloaded once. The Baseline Photo Mock Exam password will be sent at least 5 days prior to the exam date.

When taking the baseline photo, be sure that:
- No one else is in the frame
- In well-lit area
- It is a clear image
- Full headshot in frame
- Baseline photo can be retaken for accuracy

The first time this is accessed You will also be required to give consent for Exam ID to collect your biometric data. You will also be required give access for Examplify to access your webcam and microphone. See below for full Notice of Collection of biometric data and consent.

NOTICE OF COLLECTION OF BIOMETRIC DATA AND CONSENT

Please be advised that ExamSoft Worldwide, Inc. ("ExamSoft"), its vendors and partners the proctoring software application that you intend to use, retain, and use Biometric Data (defined below) for the purpose of identifying you and recording you in the process of taking relevant examinations given by third parties with whom you've elected to take online examinations.

"Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. "Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. Biometric Identifiers and Biometric Information is referred to hereafter as "Biometric Data".
The software application that you are about to access is a computer-based system that scans your image, records your voice, is sometimes interactive and records your response and monitors your behavior for purposes of validating that you are engaging in the examination process within the scope of the rules imposed by the third party examination provider. This computer software extracts unique data points and creates a unique mathematical representation used to validate your performance against these examination rules., For example, are you referring to impermissible material in your possession or improperly communicating with a third party?

ExamSoft retains, and requires its vendors and partners, to retain the Biometric Data only for so long as required by the examination giver. If you have any questions concerning the length of time for which the examination giver retains the Biometric Data, please ask the examination provider.

You understand that you are free to decline to provide biometric identifiers and biometric information to the ExamSoft, its vendors, and/or the licensor of the proctoring software. However, if you elect to decline to provide these identifiers and information, you may be prohibited by the examination giver in proceeding to take the examination. Your decision to decline to provide this Biometric Data and the examination givers response this this decision is yours and the examinations givers, between these two parties, and not between ExamSoft and you.

By clicking the "I Accept" button below, you acknowledge that you have received and had the opportunity to review the description of the type of information collected, the use of the information collected and the retention policies of the data, voluntarily consents to the ExamSoft's, its vendors', and/or partners collection, storage, and use of Biometric Data through your computer device, and the use of the data for use in the proctoring process identified above, including to the extent that it utilizes the employee's biometric identifiers or biometric information as defined in BIPA, and voluntarily consents to ExamSoft's provision of such Biometric Data to its vendors, and/or the licensor of the proctoring software.

Refer to "[Preparing to take exams with ExamID and Exam Monitor](#)" YouTube videos for a more detailed overview.

Be sure to complete Baseline Photo Mock Exam before undertaking the Practice Mock Exam as detailed in Section 5.5.2 (Below)

5.5.2   Practice Mock Exam

After completing the Baseline Photo Mock Exam, the second mock exam will have a small number of questions to enable the applicant to familiarise themselves with the platform and user interface prior to the actual exam. These questions are not respiratory related but general filler questions to enable familiarisation with the system. The Practice mock exam will also verify ExamID was set up correctly. There is a five (5) minute time limit per exam attempt and can be downloaded up to five (5) times. The Baseline Photo Mock Exam password will be sent at least 5 days prior to the exam date.

Refer to "Preparing to take exams with ExamID and Exam Monitor" YouTube videos for a more detailed overview.

5.6   Undertaking the Exam

In the week leading up to the exam date, the exam will become available to download in Examplify. An email notification will be sent. At the set time of the exam, you will need to enter the exam password which will be provided by email on the day at 1pm (Eastern Standard Time). After entering the exam password ExamID will confirm your identify as set up in the baseline photo mock exam. Any Exam notices will be shown, then the one (1) hour timed exam will begin. Exam takers are encouraged to familiarise themselves with Examplify through the mock exam process (Section 5.5) per the detailed guidance document and Examplify You Tube video (as below) before the exam date.

The one (1) hour timed exam has sixty (60) multiple choice and/or True/False questions. Multiple choice questions are a mix between single answer choice or "select all that apply" answers. If a question states "Select all that apply", there is more than one (1) correct response. Some multiple choice "select all that apply" questions require all correct responses selected to receive a mark, while for other multiple choice "select all that apply" questions partial marks will apply. There are no short answer questions.

The exam is closed book with no external resources allowed. When entering into the exam, you must agree to these terms which is done by proceeding and beginning the exam. This exam is invigilated through ExamMonitor (Refer Section 5.3). Individuals found to have been or strongly suspected of using resources/cheating in any other way will be given a formal warning. If they have passed the exam, they will be required to re-sit the next exam (at the individuals cost of $200 ex gst per exam attempt). If they are found to or strongly suspected to have used external resources again or cheated in some way, they will be ineligible to apply for RESP-FIT accreditation any time into the future. For those who do not pass and are found to be using external resources or cheating in some way, they will be given a formal warning. They will be able to re-sit the exam (at the individuals cost of $200 ex gst per normal exam process). If they are found to or strongly suspected to have used external resources again or cheated in some way, they will be ineligible to apply for RESP-FIT accreditation any time into the future.

At the start of the exam, a "Resume Code Required" message may appear. This prompt indicates that ExamID and/or ExamMonitor did not have the required permissions to proceed. Please return to the dashboard and re-enter the exam.

If you finish the questions before the allotted timeframe, it is strongly recommended to reread the questions and review your responses before submitting. Make use of the time allowed.

At the end of the one (1) hour time or when you have completed all questions, submit the exam via the Exam controls. Please leave your device powered on and connected to the internet after an exam, to ensure the monitoring files can upload. There will be a confirming notice to confirm you wish to close the exam. After closing the exam, confirmation will be provided that the exam has been successfully uploaded

Refer to the "Accessing ExamSoft/Examplify" document for a detailed visual step by step for instructions to be prepared and undertake the exam.

Refer to "Getting started with Examplify" and "Preparing to take exams with ExamID and Exam Monitor" YouTube videos for a more detailed overview of Examplify, system requirements, and things to be aware of before undertaking the exam.

5.7   Exam taker feedback after the Exam

The aim is to provide results within 2 weeks of completion of the exam. An 80% result is required to proceed to Stage 2. All candidates will be provided a Strengths and Opportunity report which identify the number of

correct responses per category of competent person criteria. The questions and answers themselves will not be shown in this report. This report should be used to identify areas of improvement prior to reattempting the exam if required.

6.0   Stage 2 - Practical Video Submission

6.1   Video Assessment Procedure

On successful completion of Stage 1, a practical assessment of the nominated methodology/ies via recorded video is to be undertaken.

The aim of the practical video submission is for the individual:

1. To demonstrate correct fit testing in accordance with the protocol.

2. To demonstrate you understand the equipment and process to be able to cope with changing environment, possible/common equipment issues/ failures and can deal with various presentations of people and respirators.

3. Show you understand and know how to interpret and respond to various outcomes of the fit test.

The applicant is to provide a YouTube link (preferably an unlisted YouTube link) of themselves performing the nominated fit test methodology using the OSHA 1910-134 protocols (as detailed in 6.2) which will be submitted via Examsoft. Multiple YouTube links will not be accepted and there must be one link for each methodology application.

To upload videos longer than 15 minutes to YouTube, YouTube requires the Google account to be verified. Refer to You Tube Help for further guidance with uploading video troubleshooting.

The practical assessment video is required within three (3) months of completing the Stage 1. A separate video (maximum thirty (30) minutes) is required for each nominated fit test methodology. The applicant is responsible to ensure the video clip demonstrates their ability and competence against elements in to Appendix A Section 5.0 to 7.0.

If a practical video is not submitted within the three (3) months due date, this period may be extended by an additional 3 months. This can be done by paying a video extension fee of $100 ex GST. If due videos are not submitted within the additional three (3) months making it a total of six (6) months since receiving the exam results. The theory exam must be undertaken again (at a cost of $200 ex gst to the applicant) before any practical videos will be accepted to be assessed for accreditation.

Videos will be assessed by two (2) nominated trained and experienced RESP-FIT assessors. The RESP-FIT Conflict of Interest policy has been developed to address potential conflicts of interest between assessors and applicants.

It is suggested to use a lower video resolution when recording to reduce the file size and the likely time required to upload to YouTube. A video may also be compressed before uploading to You Tube to assist with file size and uploading time. Please ensure audio is clear and understandable. A Bluetooth microphone connected to the recording device may be considered.

A prompter sheet is allowed for the applicant to refer to during the fit test to ensure all requirements in applicable sections 6.3, 6.4, 6.5 and 6.6 are covered but you should not read directly from this. Refer to the RESP-FIT website for a standalone Video Checklist document which can be used as the video prompter.

Tips:

   i.   Fit test your subject as a new wearer of RPE with no prior knowledge.
   ii.   Ensure all work is visible in the video

iii.   Talk facing the camera where possible

iv.   Speak clearly/ record to ensure all information is able to be heard and understood

v.   Before submission, check your video against the provided checklist to ensure all requirements are met.

6.2   Video Assessment Protocol

Applicants shall use the OSHA 1910-134 protocols (as detailed below for each methodology) for assessment of practical skills by nominated RESP-FIT assessors. The applicant 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 (8 exercises)
- QNFT-CNP – OSHA Controlled negative pressure (CNP) REDON quantitative fit testing protocol

NOTE: These protocols has been selected for consistency of assessment. It is not a recommendation of this protocol over another. An accredited fit tester is not required to only perform this protocol. If this protocol is able to be performed correctly, it is the belief of RESP-FIT that any of the others would be able to correctly perform other internationally accepted protocols.

6.3   Video Assessment Instructions

During the assessment, candidates will be asked to carry out a fit test but also talk to the camera/assessors covering information (detailed below) that would not normally be explained to the fit test subject. An example may be for an ATT test, where a nebuliser may become blocked during a fit test. A fit tester wouldn't explain to the fit test subject the steps they would undertake to rectify this scenario though would be thinking through the steps themselves. But for the practical video assessment, they would explain to the camera out loud the steps they would undertake so this knowledge can be demonstrated for the purpose of assessment. Additional information may be provided at the end of the video of the fit test.

Please ensure that you are familiar with the requirements of the RESP-FIT program and have read and understand the competent person assessment elements (as detailed Appendix A). You will be expected to undertake the following steps to demonstrate your competence. This document explains the assessment process and information to be covered in your video.

Content is required to be covered in order of the instructions below. Videos can be clipped together provided it is in order. Minimal text can be overlaid to address gaps that may have been missed, provided it is in order.

For applicants submitting videos for multiple methodologies, all content must be covered in each methodology video. Each of the videos are allocated to different assessors for each of the different methodologies and they will not see any content from a different methodology video.

If there are extenuating circumstances, for why a video is not able to be submitted within the due date, please email respfit@aioh.org.au with any extenuating circumstances for consideration on compassionate grounds.

For all methodologies the applicant shall for the methodology being performed:

1. **Methodology Operation & Capabilities**

1.1 Explain the principle of operation of the fit test method

1.2 Explain the capabilities and limitations of the fit-test method.

1.3 List the types of respirators that can and cannot/should not be fit tested using this methodology

1.4 Explain how often and when a respirator fit test should be undertaken

2. **Fit Test Location**

2.1 Discuss considerations for potential fit test locations/facilities for fit testing are suitable for the methodology

3. **Fit Test Equipment Set Up**

3.1 Set up the fit test equipment and perform the necessary preliminary checks and actions required prior to performing a fit test.

4. **Respirator Inspection**

4.1 Examine a disposable and a reusable respirator (Half face and/or Full Face) and give examples of any potential faults or issues that may cause a fit test failure or reduce the expected protection on the job

4.2 Give examples of what steps would be taken if faults were identified with the respirator?

4.3 Explain what facepieces are acceptable for use for a fit test i.e individually issued? Surrogate respirator? Other type?

5. **Methodology Challenge Agent**

5.1 Explain what type of filters will be used for the fit test and why

6. **Preparation of the Respirator for the Fit Test**

6.1 Demonstrate preparing a disposable and a reusable/s respirator for the fit test per the selected methodology

6.2 Explain how a tight-fitting positive pressure respirator is fit tested

7. **Fit Test Subject Evaluation**

7.1 Evaluate that the person who you will be fit testing has presented themselves and any other criteria when evaluating a fit test subject required before undertaking

7.2 Advise under what circumstances you would refuse to conduct a fit test on a person.

8. **Pre-Fit Test Exercise Requirements**

8.1 Explain to the fit test subject the purpose of fit testing, the fit test exercises, comfort assessment period and how the fit test exercises will be performed

8.2 Provide instruction on a) how to correctly don a disposable and reusable (half face and full face) respirator and b) how to conduct a user seal check on all donned respirators.

8.3 Explain a) requirement/s for the final donning b) when the fit test may be stopped by the operator mid test and c) other PPE requirements during fit testing

8.4 Explain how many times you would fit test the same style/brand/size of respirator that is not passing before trying a different style/brand/size on the fit test subject?

(continues next page)

9. **Fit Test Screening & Exercise procedure**

9.1 Carry out a complete fit test using the method (for which you are being assessed which must include any:

a) Pre fit test exercise screening requirements (if applicable)

b) Fit test exercise procedure and timings

c) Requirements of the fit test operator throughout the fit test exercises

10. **Equipment Check & Trouble Shooting**

10.1 Explain equipment checks to be undertaken before, during and between fit tests.

10.2 Troubleshoot common potential issues that may occur with fit test equipment.

11. **Work Health & Safety and Hygiene**

11.1 Explain any Work Health & Safety and hygiene considerations before, during and after conducting the fit test.

11.2 Explain any equipment and respirator cleaning and disinfection requirements.

12. **Fit Test Outcome & Result**

12.1 Explain the outcome of the fit test and meaning of the result to the fit test subject

13. **Fit Test Record**

13.1 Explain making a record of the fit test result and explain what information should be recorded on the fit test record as a minimum.

14. **Post Fit Test Actions**

14.1 Undertake any appropriate post-test and end of day actions (including any equipment cleaning & maintenance requirements), depending on the results of the fit test.

14.2 Explain any actions to be taken regarding any disposable and reusable respirators used in the fit test before returning to use in the workplace

Refer to the RESP-FIT website for a standalone Video Checklist document which can be used as the video prompter.

In addition to the above requirements, methodology specific elements must also be covered in the video as detailed below in 6.4, 6.5 and 6.6.

6.4   QLFT – ATT Methodology Specifics

The applicant shall explain:

a) What fit factor a QLFT-ATT is equivalent to?
b) Explain the difference between the sensitivity solution and the test solution
c) The impact of eating, drinking, smoking or chewing gum prior to a test
d) Steps to take in the event of a failed fit test

6.5   QNFT-CNC Methodology Specifics

The applicant shall explain/demonstrate actions to take in the event of or explain impact of:

a) Explain and demonstrate the correct probe location of one (1) Full Face Mask, one (1) half mask and one (1) filtering face piece for the fit test. Subsequently, one of these masks will be selected for use during the assessment of the practical face fit test.

b) Fit factors over 100,000

c) Low and high particle count impact on the fit test outcome

d) Low alcohol level

e) Maintenance and service requirements of a CNC machine

f) When to select <99% filtering efficiency option when setting a respirator in the CNC machine

g) Required fit factor pass level for a disposable, half and full face respirator

h) Impact of smoking prior to a test may have on the fit test outcome

i) Discuss how many exercises must pass to be deemed a overall pass per the protocol and discuss RESP-FIT best practice recommendations

j) Use and location of a particle generator

6.6   QNFT-CNP Methodology Specifics

The applicant shall explain/demonstrate actions to take in the event of or explain impact of:

a) Demonstrate connecting an adaptor for one (1) Full Face and one (1) half face respirator for the fit test. Subsequently, one of these masks will be selected for use during the assessment of the practical face fit test.

b) What does it indicate if the pressure fails to reach the required challenge pressure?

c) What does it indicate if the pressure reaches the required challenge pressure and maintains but fails the test?

d) What would an erratic or jerky graph movement during the fit test indicate?

e) What is the inspiratory flow rate (modelled breathing rate) recommended for fit testing?

f) Fit factor pass level used in the test for half and full face respirator

6.7   Video Assessment Potential Outcomes

After the assessment of the submitted video/s, an applicant will be deemed "Competent", "Not Quite Competent (NQC)", or "Not Yet Competent (NYC)" as below. We aim to provide video assessment results within six (6) weeks after submission.

6.7.1   Competent

The individual has successfully demonstrated their competence against the competent person criteria and their Accreditation assessment has successfully been completed.

6.7.2   Not Quite Competent (NQC)

The individual has covered majority of the required information, but some gaps have been identified and/or incorrect information was provided. They will be required to submit a supplementary video to address the gaps identified and/or correct the incorrect information previously provided for re-assessment. A supplementary video can be a maximum of ten (10) minutes and must be submitted within four (4) weeks of

being notified. There is no cost to submit a supplementary video. A Strengths and Opportunities report will be provided with feedback on the gaps identified to be covered in the supplementary video. One supplementary video is able to be submitted.

If the supplementary video adequately addresses majority of information required, but still some clarification is required by the assessors to confirm competence, a coaching call will be arranged to discuss the point/s requiring clarification.

If the supplementary video does not adequately address the identified gaps/incorrect information, a full re-submission video if required to be submitted. A full video resubmission costs $100 ex GST.

The YouTube Link of the supplementary video is to be emailed to respfit@aioh.org.au for assessment.

6.7.3   Not Yet Competent (NYC)

The individual has not demonstrated enough information, or a number of incorrect information was provided. They will be required to provide a full resubmission video. It is $100 ex GST cost for each full video resubmission. The YouTube Link of the full re-submission video is to be emailed to respfit@aioh.org.au for assessment. A Strengths and Opportunities report will be provided with feedback on the gaps identified to be covered in the full resubmission video.

There is a maximum of 2 additional full video resubmission attempts per methodology within a six (6) month period.

7.0   Responsibilities

7.1   RESP-FIT Responsibilities

- RESP-FIT will carry out the initial examination, assessments and reassessments to determine competence against the criteria detailed in Appendix A. The result of each stage will be supplied to the individual.
- RESP-FIT undertakes to apply the criteria for accreditation consistently and to provide suitably qualified personnel to perform the examination and assessment process.
- Once RESP-FIT is satisfied of an individual's competence against the published criteria, RESP-FIT will issue an accreditation certificate and ebadge, which will remain in force for the defined period.
- In the event of any complaint or incident occurring with an Accredited Fit Test Provider, RESP-FIT reserve the right to require the individual to be re-assessed (at RESP-FIT's cost). In a case deemed to be sufficiently serious by the RESP-FIT Board, Accreditation may be suspended until the incident has been investigated and corrective action taken. RESP-FIT also reserves the right to carry out additional unscheduled surveillance visits as it may reasonably be required to ensure ongoing levels of competency are maintained.
- If a serious case of misconduct is deemed, RESP-FIT reserve the right to withdraw accredited status with immediate effect. This will be communicated to the individual in writing.

7.2   Accredited Fit Tester Responsibilities

- Once approved, the Accredited Fit Tester will submit an annual report, at the end of January, which reports on the number of fit tests for each methodology for the previous year. This is submitted via the

in the member log in section. 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.

- At all times to comply with the RESP-FIT terms and conditions and its relevant requirements.
- Not to use the accreditation in such a manner as to bring the RESP-FIT Program into disrepute and to take appropriate steps to correct an action or statement used by the provider and or its clients which RESP-FIT consider to be misleading.
- Successful completion of accreditation process under the RESP-FIT Program confirms that at the point of assessment, the individual was deemed competent of meeting the Programs criteria. It does not, in any way, imply the AIOH or RESP-FIT Program will bear any responsibility whatsoever 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, accredited fit testers are personally and adequately insured against such an event and have agreed to abide by the terms and conditions and rules of the Program.
- It is the "RESP-FIT Accredited" fit testers responsibility to ensure they undertake accredited fit testing activities to which they have been accredited. Accreditation should not be implied against any fit test method that has not been granted accreditation to the individual and the fit tester must fully acquaint the customer of the methodology they are accredited in.
- To make it clear to all clients that accreditation does not imply RESP-FIT in any way accepts liability for the actions of an Accredited Fit Tester. The program merely confirms the competence of a Fit Test Provider at the point of assessment.
- Use their best endeavours to utilise their skills on each and every fit test. RESP-FIT Accredited fit testers must ensure they adhere to the requirements of the selected protocol at all times when undertaking fit testing. It is also essential that their equipment is appropriate, fully maintained and calibrated where applicable (according to manufacturer's instructions).

8.0 Terms & Conditions

The following terms and conditions apply to all individuals applying for accreditation to the RESP-FIT program.

8.1 Payment

All fees are paid in advance of any stage in the accreditation process. The fee is not refundable if a candidate withdraws from the accreditation process.

8.2 Accredited status

Accredited status is granted to the individual achieving the required competence level. It is not a 'company' status or transferable to any other party, in anyway. Accredited status will remain with the individual until the accredited period expires (a maximum of three years). Within the three (3) year period, re-accreditation can be applied for and following a successful assessment be granted for a further three (3) years and so on.

Accreditation of an individual does not indicate or imply accreditation of a company. However, where the accredited fit test provider is an employee of a company, the company may use the RESP-FIT logo to promote the accredited services of the individual.

8.3 Failure to pass the exam or assessment stages

There is no limit to the number of times the exam or assessment process can be entered into. On each occasion, the appropriate fee is payable. In regard to the assessment, a minimum of one (1) month must have passed before re-assessment can be undertaken and following three consecutive failures, a minimum of three (3) months will be required before reassessment will be available.

8.4 Cancellations

Candidates wishing to postpone or cancel their online exam assessment must give RESP-FIT a minimum of seventy two (72) hours' notice or their fee will be forfeited.

8.5 Appeals

If at any stage a candidate for the exam or assessment process believes the process has been unfairly carried out, an appeal can be lodged (in writing) to respfit@aioh.org.au. The Board will appoint a panel of not less than two independent adjudicators, who will investigate the complaint and report to the board within thirty (30) working days of the original contact. The decision of the Board will be final in all cases. The decision will be communicated to the candidate within thirty (30) working days of receiving the adjudicators report.

8.6 Removal of Accredited status

The RESP-FIT Board reserves the right to suspend or withdraw accredited fit tester status from an individual, at any time, as it deems appropriate. Withdrawal of accredited status will be communicated in writing to the individual (along with the cause) and an opportunity to appeal will be granted.

8.7 Cause for Accreditation suspension

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 RESP-FIT on any appeal will be final.

Re-establishment of accreditation can be achieved through a satisfactory reassessment and if required, satisfactory resolution of any other issue creating the original accreditation removal. In the latter situation, the RESP-FIT board (or their representatives) will make the final decision upon acceptable remedy for the RESP-FIT Program.

In the event of accreditation being withdrawn, the individual must, within one (1) month of the notification, remove all references of RESP-FIT accreditation from his business correspondence, websites, business cards and any other area that is likely to be seen by prospective Fit Test users. Communication of compliance with this requirement should be made to the RESP-FIT board within the one (1) month period.

8.8 Liability & Limitations

Successful completion of accreditation process under the RESP-FIT Program confirms that at the point of assessment, the individual was deemed competent of meeting the Programs criteria. It does not, in any way, imply the AIOH or RESP-FIT Program will bear any responsibility whatsoever 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, accredited fit testers are personally and adequately insured against such an event and have agreed to abide by the terms and conditions and rules of the Program.

It is the "RESP-FIT Accredited" fit testers responsibility to ensure they undertake accredited fit testing activities to which they have been accredited. Accreditation should not be implied against any fit test method that has not been granted accreditation to the individual and the fit tester must fully acquaint the customer of the methodology they are accredited in.

8.9   Multiple Fit Test Subjects

It is the opinion of RESP-FIT Fit that in order to carry out a competent fit test, the fit test must be carried out on the basis of one fit tester to one (1) respirator wearer.

This is the position for both Qualitative and Quantitative fit test methods.

However, we accept that there are individual fit testers whose skill level in managing the Quantitative fit test method using a CNC method is such that they could competently conduct fit testing for two (2) respirator wearers simultaneously.

However, RESP-FIT is only assessing competence on the basis of one (1) fit tester to one (1) respirator wearer.

9.0 Appendix A RESP-FIT Competent Person

Respirator Fit-test operators should have and be able to demonstrate the follow knowledge, understanding and practical skills required to conduct a fit test which is assessed through the accreditation process. Fit-test operators shall be familiar with ISO 16975.3 and AS/NZS 1715.

It is not mandatory to attend an Approved RESP-FIT training course but is recommended as the course syllabus covers the theory and practical skills required, and in conjunction with gaining fit test experience to confidently undertake the accreditation process.

1.0	Knowledge of Human Physiology & Respiratory Hazard Identification - AS/NZS 1715 Section 3
Fit-test operators shall demonstrate a general knowledge of respiratory hazards that may be found in the workplace and the human respiratory defense system by:	
1.1	Explaining the routes of entry
1.2	Explaining the human respiratory system and defense mechanism
1.3	Explaining the health effects of airborne contaminants
1.4	Explaining potential respiratory hazards in the workplace
1.5	Demonstrate understanding of the hierarchy control and different control strategies
2.0	Knowledge of Respiratory Protection Program (RPP) requirements - AS/NZS 1715 Section 2 & Appendix D
Fit-test operators shall demonstrate a general knowledge of the RPP elements and role of fit testing within the program by:	
2.1	Explaining when RPE is required to be worn in the workplace that an RPP is required
2.2	Explaining the RPP elements and the role of fit testing with the RPP
3.0	Knowledge of RPD used for the fit test (ISO 16975.3 Section 5.2.2)
Fit-test operators shall demonstrate a general knowledge of RPD used by the wearer in the workplace by:	
3.1	basic understanding of the selection factors of adequate and suitable RPD (AS/NZS 1715 Section 4 & 5)
3.2	identifying RPD components and their functions;
3.3	demonstrating RPD inspection, cleaning, and maintenance procedures; (AS/NZS 1715 Section 9)
3.4	identifying different makes, models, styles, and size RPD as alternatives;
3.5	discussing RPD capabilities and limitations as related to RPD fit testing;
3.6	demonstrating and evaluating correct donning and doffing procedures including wearer-seal checks.
4.0	Knowledge of the Fit Test Method (ISO 16975.3 Section 5.2.3)
Fit-test operators shall demonstrate knowledge and application of the fit-test method(s) being used by:	
4.1	explaining the purpose of fit testing; (ISO 16975.3 Section 4)
4.2	explaining fit-testing procedures; (ISO 16975.3 Section 6 & 8)
4.3	explaining the capabilities and limitations of the fit-test method;
4.4	identifying indications of erroneous fit-test results (e.g. quantitative fit factors that are unusually low or high);
4.5	demonstrating knowledge of the health and safety hazards associated with the chemicals and/or equipment used in the fit test.

5.0	**Ability to set up and monitor the function of fit test equipment (ISO 16975.3 Section 5.2.4)**
Fit-test operators shall demonstrate the ability to set up all applicable equipment and monitor its function for the fit-test method(s) being used, by:	
5.1	selecting the proper RPD filters for the fit-test method;
5.2	preparing, inspecting and performing operational checks of fit-testing equipment and materials;
5.3	proper assembly and use and positioning of probes and adapters for quantitative fit-test methods;
5.4	identifying possible issues with the fit-test equipment.
6.0	**Ability to conduct the fit test (ISO 16975.3 Section 5.2.5) - per the nominated methodology**
Fit-test operators shall demonstrate the ability to conduct the fit test(s) being used, by:	
6.1	properly evaluating persons being fit tested and understanding when to refuse to conduct a fit test by recognizing interference concerns (such as/ due to) facial characteristics, facial hair or other problems that may interfere with RPD fit or the fit test;
6.2	explaining the fit-test purpose and procedures to persons being fit tested;
6.3	observing that the correct donning procedure is used without assisting the person being fit tested;
6.4	observing that wearer-seal checks are performed according to the procedures recommended by the RPD manufacturer;
6.5	observing the person being fit tested throughout the entire fit-test procedure to ensure it is performed correctly;
6.6	conducting the chosen fit-test method according to the procedures as specified by that protocol
6.7	evaluating and recording the results of the fit test;
6.8	explaining the result of the fit test and the meaning of the result to the wearer;
6.9	performing RPD cleaning and disinfection according to the information supplied by the manufacturer;
6.10	removing the fit-test adapter and reassembling valves, etc., if applicable prior to use in the workplace.
7.0	**Ability to Identify likely causes of fit test failure (ISO 16975.3 Section 5.2.6)**
Fit-test operators shall demonstrate the ability to identify causes of fit-test failure such as:	
7.1	improperly donned or adjusted RPD;
7.2	incorrectly assembled or damaged RPD;
7.3	incorrect size, shape or style RPD.