RESP-FIT

RESPIRATOR FIT TESTING TRAINING & ACCREDITATION

RESP-FIT Accreditation Applicant Handbook

RESP-FIT Committee

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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; and
- Demonstration of competence through an accreditation process to AS/NZS 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 several 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; 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 AS/NZS 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 foundational knowledge 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 complete 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 AS/NZS 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 up to 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 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 committee have been working in a volunteer capacity since the Programs early inception in early 2019 to achieve the stated objectives. 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 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, adequate fit and reasonably comfortable. Guidance on this is provided in SA/SNZ TS ISO 16975.1 and 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 regarding 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 and New Zealand Standard SA/SNZ TS ISO 16975.1 or 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 (one (1) exam attempt), 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 (one (1) exam attempt), 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 (one (1) exam attempt), 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 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.

For information on reaccreditation please refer to Section 7 or visit https://respfit.org.au/reaccreditation/

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.

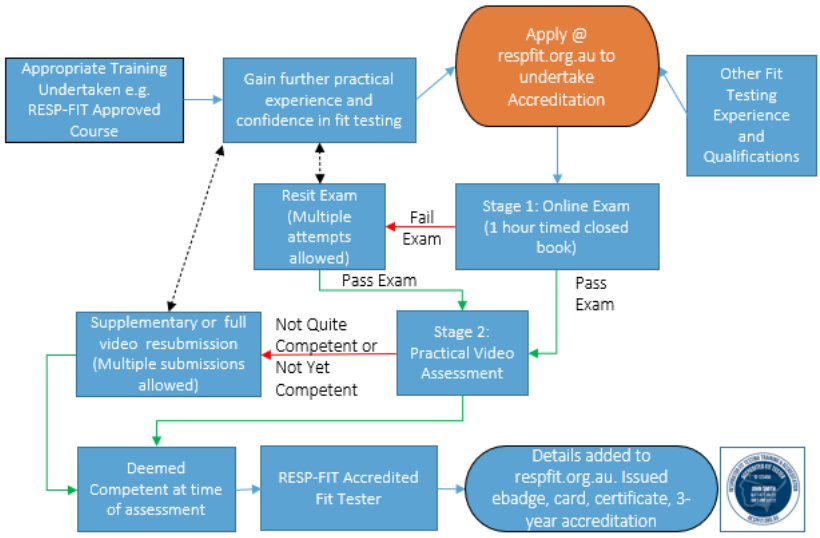
Therefore, the core of this scheme is to ensure that accredited respirator fit testers have both the knowledge to understand what they are doing & why, and the skills to competently conduct fit testing in accordance with the selected protocol.

Since Fit Testing can be carried out via several methods, the accreditation Program allows an individual to obtain accreditation in one or more 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 indicate for which method or methods of 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 AS/NZS 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 several advantages to being a RESP-FIT accredited fit tester, such as;

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

Individuals seeking to undertake the accreditation process, should apply online via https://respfit.org.au/become-an-accredited-fit-tester/ .

Applicants will be required to provide details, method/s of interest, 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 AS/NZS 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 (AS/NZS ISO 16975-3 Section 4);
- Fit testing Procedures (OSHA 1910-134 & AS/NZS 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 https://respfit.org.au/become-an-accredited-fit-tester/ 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

Upon successful completion of Stage 1; video recording of a practical assessment of the nominated methodology/ies 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 environments, 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 covering the required information per section 6.3 which include 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 recommended 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. RESP-FIT does not recommend one protocol over another. An accredited fit tester may be required or choose to perform other protocols.

NOTE: For the CNC methodology, we do not accept the OSHA modified 4 exercise protocol. If you do submit a video of the OSHA modified 4 exercise protocol, you will be required to resubmit a new video with the correct protocol conducted.

The practical assessment video is required within three (3) months of completing the Stage 1. A separate video (maximum thirty-five (35) minutes) is required for each nominated fit test methodology. Videos over 35 minutes may not be accepted, and a video resubmission will be required to be 35 minutes or less. 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 practical video is not submitted within the three (3) months due date, this period may be extended by application for 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.

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 the 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 closing 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 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 two (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 clearly communicate 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.



Accredited fit testers will also have access to a member log in section where they can update their detail to appear on the RESP-FIT website.

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 to undertake re-accreditation.

3.7 Re-accreditation Process

Refer to Section 7 for details on the accreditation process.

4.0 Preparation

4.1 What preparation should be undertaken?

You will be expected to have a good knowledge of AS/NZS 1715:2009, AS/NZS ISO 16975-3:2023, OSHA 1910.134 protocols and 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 approved fit testing courses on https://respfit.org.au/find-a-training-provider/

4.2 Useful Resources & Links

In the resources section of the RESP-FIT website (link below), there are links to the various Australian and International respirator standards and fit testing protocols as well as other resources that will be useful the preparation for undertaking the RESP-FIT accreditation. It is highly recommended to review and familarise yourself with these.

- Respirator Standards and Fit Testing Protocols
- International Respirator & Fit Testing Resources

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 taker's 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" 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

Exam takers downloading the test taking software Examplify, should review the minimum system requirements (MSR) on the Examsoft website to ensure their devices are supported. Examplify works with most modern computers, both Mac and Windows. Examplify will not run on Chromebooks, Android or Linux operating systems. Examplify does not support touchscreen input devices on Mac and Windows laptops.

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 the software on your device. Please review the 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 one (1) mock exams in Examplify to undertake. These are highly recommended to complete prior to the exam date.

5.5.1 Practice Mock Exam

The practice mock exam will have five (5) questions to enable the applicant to familiarise themself with the platform and user interface prior to the actual exam. These questions are 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 Practice Mock Exam password will be sent at least 5 days prior to the exam date. The practice Mock Exam password is: Respf1t

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

The Practice Mock Exam is also to test your system compatibility and to set up the baseline photo required for ExamID.

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.

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 just prior to 1pm (Australian Eastern Standard Time AEST). 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 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 your understanding of 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, know how to interpret and respond to various outcomes of a 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 is to be emailed to respfit@aioh.org.au . 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-five (35) minutes) is required for each nominated fit test methodology. The applicant is responsible to ensure the video 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 application for 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 the standalone Video Checklist document which can be used as the video prompter. You can glance to your notes/prompter to make sure you keep on track and ensure you do not miss any of the required information. But you CAN NOT fully read off your notes, computer, off screen monitor or similar. This does not demonstrate your competence. If you do read excessively off any notes/prompter you will be required to re-submit a full video. The requirement to avoid reading directly from a pre-prepared script also applies to supplementary video submissions.

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

These protocols have been selected for consistency of assessment. RESP-FIT does not recommend one protocol over another. An accredited fit tester may be required or choose to perform other protocols.

NOTE: For the CNC methodology, we do not accept the OSHA modified 4 exercise protocol. If you do submit a video of the OSHA modified 4 exercise protocol, you will be required to resubmit a new video with the correct protocol conducted.

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. However, 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 assessment. Additional information may be provided at the end of the video of the fit test. A way to think about the video is that you are explaining/training someone to conduct fit testing rather than only performing a 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.

A subject must be fit tested in the video and the fit test demonstration cannot be performed on yourself. Video footage cannot be sped up or parts of the exercises skipped via editing to meet the time requirements.

Content is required to be covered in order of the instructions below. Videos can be edited together provided the content it is the correct in order. Minimal text can be overlaid to address gaps that may have been missed, provided it is inserted in the appropriate section. If excessive text is used, a supplementary video requiring explanation or demonstration of these sections may be required.

For applicants submitting videos for multiple methodologies, all required content must be covered in each methodology video. Each video may be allocated to a different assessor and therefore only the content in the allocated video will be viewed.

If there are extenuating circumstances, for non-submission of a video within the above timeframes, please email respfit@aioh.org.au prior to the due date with the details for consideration on compassionate grounds.

For each assessed method, the applicant shall:

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 be fit tested using this methodology

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

2. Fit Test Location Setup & Risk Evaluation

2.1 Explain the specific considerations required to ensure potential fit test locations/facilities are suitable for the fit testing methodology

2.2 Explain any health & safety risk factors that need to be addressed before, during and after the fit test

3. Fit Test Equipment Set Up

3.1 Demonstrate or describe in detail the setting up of the fit test equipment and the necessary daily checks

3.2 Explain the minimum fit factors required for the different types of respiratory protection suitable for that methodology

4. Respirator Inspection

4.1 Demonstrate an examination of a a) disposable and b) reusable respirator (Half face or Full face) and give examples of any potential faults or issues

4.2 Explain what steps would be taken if faults were identified with the respirator

5. Methodology Challenge Agent

5.1 Explain selection of appropriate filters used for the fit test required for the methodology and why

6. Preparation of the Respirator for the Fit Test

6.1 Demonstrate respirator preparation for a a) disposable and b) a half and/or full face reusable respirator for the fit test per the methodology. If preparation of a full face reusable respirator is all not demonstrated, the process must be described

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

7. Fit Test Subject Evaluation

7.1 Describe the factors that need to be assessed to determine a subject's suitability to undergo respirator fit testing. Evaluate whether the subject has presented themselves suitable for a fit test and explain why orwhy not

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 subject the purpose of fit testing, any other head worn PPE requirements during fit testing, the comfort assessment period and how the fit test exercises will be performed

8.2 Provide instruction to the subject on how to correctly don and conduct a user seal on the respirator being fit tested (disposable or reusable half/full face). Demonstrate how to don and conduct a user seal check on one other type.

That is, if you fit test on a disposable, then also demonstrate the above on a half face or full face reusable (or the reverse)

8.3 Explain requirement/s for the final donning and when the fit test may be stopped by the operator mid test

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?

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

9.1 Carry out and explain a complete fit test using the method (for which you are being assessed) and 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, and at the end of the fit test exercises

10. **Equipment Check & Trouble Shooting**

10.1 Explain potential respirator related causes of fit test failures

10.2 Explain fit testing equipment checks to be undertaken before, during and after a fit test

10.3 Explain common potential issues that may occur with fit test equipment per the methodology and how to resolve them.

11. **Fit Test Outcome & Result**

11.1 Explain the outcome of the fit test and recommendations to the fit test subject depending on the results of the fit test and explain the meaning of the result to the fit test subject

12. **Fit Test Record**

12.1 Outline how to make a record of the fit test result and explain what information should be recorded on the fit test record as a minimum.

13. **Post Fit Test Actions**

13.1 Describe appropriate post-testing actions regarding RPE, testing location and fit testing equipment cleaning and maintenance requirements

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

6.5 QNFT-CNC Methodology Specifics

The applicant shall explain or demonstrate: the implications or impact of:

a) The correct probe location on one (1) reusable Full Face, one (1) reusable half face and one (1) disposable respirator (both valved and unvalved)
b) Maintenance and service requirements of a CNC machine
c) When and why to select <99% filtering efficiency option when setting up a respirator in the CNC machine
d) Required minimum fit factor pass level for a disposable, half and full-face respirator
e) Impact that smoking prior to a test may have on the fit test outcome
f) Discuss how many exercises must pass to be deemed an overall pass per the protocol and discuss RESP-FIT best practice recommendations
g) Use and location of a particle generator for the CNC equipment being used.

The applicant shall explain the implications or impact of:

a) Fit factors over 100,000
b) Low alcohol level

6.6 QNFT-CNP Methodology Specifics

The applicant shall:

a) Demonstrate connecting an adaptor for one (1) reusable full face and one (1) reusable half face for the fit test.
b) Explain what is indicated if the pressure fails to reach the required challenge pressure?
c) Explain what is indicated if the pressure reaches the required challenge pressure and maintains but fails the test?
d) Explain what is indicated by an erratic or jerky graph movement during the fit test
e) Explain the recommended inspiratory flow rate (modelled breathing rate) for fit testing
f) Explain the required minimum fit factor pass level for a half face and full face respirator
g) Explain the maintenance and service requirements of a CNP machine

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 assessment. A supplementary video can be a maximum of ten (10) minutes and must be submitted within four (4) weeks of being notified. A longer supplementary video may be specified on occasion. 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 can be submitted per methodology.

The individual is not required to conduct a full fit test again in the supplementary video but can be them talking direct to camera address the aps/incorrect information.

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 has a significant number of gaps or 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. The applicant will be contacted by RESP-FIT to provide some general feedback (in addition to the strengths and opportunities report) to help with preparation for the next video submission.

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

6.8 Video Submission Tips

i. Fit test your subject as though a new wearer of RPE with no prior knowledge. Do not demonstrate a fit test on yourself.
ii. Be sure to keep to the 35-minute video maximum time limit. If over the video submissions is greater than 35 minutes, you will be required to resubmit a video that is 35 minutes or less. You can edit your footage together to help you keep to this time limit, but the footage must not be,sped up.

iii. Use the whole 35 minutes to talk, explain, demonstrate etc the required information. You can use the time during the fit test exercises to explain other points. If your video length is well under the 35 minutes, it is unlikely that you have covered all the required information or have not provided enough detail
iv. Be prepared. Study the OSHA protocol for your methodology so you are familiar with all the requirements to demonstrate competence.
v. Ensure all activities are visible in the video (i.e if you are demonstrating the use of equipment, ensure that equipment is in the frame of the video, the face of the subject is visible during the fit test)
vi. Talk facing the camera where possible
vii. Speak clearly and record appropriately to ensure all information can be heard and understood (e.g. if you have a particle generator on, please do NOT place it closer to the camera, or it will cover your voice). Check the recording for sound quality before submission.
viii. Before submission, check your video against the provided checklist to ensure all requirements are met and information is covered. If you miss a section, you will automatically be required to submit a supplementary video
ix. You may refer to this checklist or a prompter sheet during the fit test to ensure all elements are covered but you must not read directly from this or a script. You may glance to your notes/prompter to make sure you keep on track and ensure you do not miss any of the required information however **you MUST NOT fully read off your notes, computer, off screen monitor or similar as** his does not demonstrate your competence. If you do read excessively off any notes/prompter you will be required to re-submit a full video. The requirement to avoid reading directly from a pre-prepared script also applies to supplementary video submissions.
x. For several elements, you are required to demonstrate on different types of respirators (that is disposable, half face and full face). If in your current workplace/role you do not use/have one of these styles, that does not mean you do not have to cover it in the video. An accredited fit tester needs to demonstrate foundational knowledge on all types of respirators
xi. Show the entirety of fit test exercises in your video. Do not cut the exercises down or out completely. A key part of the video assessment is the observation of the subject by the fit tester
xii. **For the CNC methodology, you must not use the OSHA modified 4 exercise protocol. For any video submissions with the OSHA modified 4 exercise protocol, a new video submission with the correct protocol will be required.**

7.0 Re-Accreditation

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. Within the last six (6) months of this period, the individual will be emailed a reminder that accreditation is coming up to expiry and they may apply for the re-accreditation process.

The re-accreditation process will alternate between

a) Completing methodology-specific online exam only assessment and
b) an online exam plus practical video (same as initial accreditation process) i.e. practical video required every six (6) years

- Year 1: Initial assessment = online exam and a practical video per method
- Year 3: 1st Re-Accreditation = online exam only with methodology specific questions & core RPP, RPE selection, fit testing questions
- Year 6: 2nd Re-Accreditation = online exam and practical video per method (Same as initial assessment process)

- Year 9: 3rd Re-Accreditation = online exam only with methodology specific questions & core RPP, RPE selection, fit testing questions
- Then will continue to alternate each reaccreditation period if accreditation is to be maintained.

Exams are scheduled monthly from February to November on the third Friday of each month starting at 1pm NSW time.

To register for re-accreditation, individuals log into their individual member login via their Member Login. They select the reaccreditation option to begin the registration process and provide payment details per costs below.

Member & Methods	Online only (1st re-accreditation) ec GST	Exam & Video (2nd re-accreditation) ex GST
AIOH Member + 1 method	$300	$450
AIOH Member + 2 methods	$300	$550
AIOH Member + 3 methods	$300	$650
Non-Member + 1 method	$400	$650
Non-Member + 2 methods	$400	$750
Non-Member + 3 methods	$400	$850

An exam reattempt is $200 ex GST per online exam reattempt for either initial accreditation or any re-accreditation cycle.

The length and number of questions per Methodology Specific Online Exam is based on how many methodologies the accredited fit tester is seeking reaccreditation in, as indicated below. Questions will cover respiratory selection principles, respiratory protection programs etc similar to the initial exam content. It also includes methodology-specific questions mapped to the RESP-FIT competent person criteria. A result of 80% is required to pass and maintain accreditation.

- 1 method = 60 minutes for 60 Questions
- 2 methods = 90 minutes for 90 questions
- 3 methods = 120 minutes for 120 questions

If the accreditation period has expired by greater than 3 months and the re-accreditation period requires only the online exam, they will then be required to complete the initial accreditation process ie the online exam and video

8.0 Responsibilities

8.1 RESP-FIT Responsibilities

- RESP-FIT will carry out the initial examination, assessments and reaccreditation process 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.

8.2 Accredited Fit Tester Responsibilities

- Familiarise themselves with, and comply with, the AIOH Code of Conduct, AIOH Code of Ethics, and AIOH Professional Conduct, Complaints and Disciplinary Procedures, including any related obligations, processes, and requirements.
- Accredited Fit Testers are required to submit an annual report, by the 31st of July each year, which reports on the number of fit tests for each methodology for the previous financial year (1 July to June 30). This is submitted via the RESP-FIT 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 October in the following financial year, the individual will forfeit their accreditation.
- Confirm fit testing records via email/online for fit testing that has been conducted for organisations that have made the RESP-FIT Pledge.
- 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 fit test. RESP-FIT Accredited fit testers must ensure they adhere to the requirements of the selected protocol always when undertaking fit testing. It

is also essential that their equipment is appropriate, fully maintained, and calibrated where applicable (according to the manufacturer's instructions).

9.0 Terms & Conditions

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

9.1 Payment

All fees are paid in advance of any stage in the accreditation process. 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 the accreditation application is submitted.

9.2 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).

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.

9.3 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. On each occasion, the appropriate fee is payable. Regarding 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.

9.4 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.

9.5 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.

9.6 Removal or Suspension 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. Accredited fit testers must familiarise themselves with, and comply with, the AIOH Code of Conduct, AIOH Code of Ethics, and AIOH

Professional Conduct, Complaints and Disciplinary Procedures, including any related obligations, processes, and requirements

The AIOH, reserves the right to suspend or withdraw or remove "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
f. That the accredited person has not complied with, the AIOH Code of Conduct, AIOH Code of Ethics, and/or AIOH Professional Conduct, Complaints and Disciplinary Procedures, including any related obligations, processes, and requirements.

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.

9.7 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.

9.8 Multiple Fit Test Subjects

It is the opinion of RESP-FIT Fit that to carry out a fit test, it should be on the basis of one (1) fit tester to one (1) respirator wearer to allow the fit testers full attention on the wearer being fit tested.

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 or CNP method is such that they could competently conduct fit testing for two (2) respirator wearers simultaneously.

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

10.0 Appendix A RESP-FIT Competent Person

Respirator Fit-test operators should have and be able to demonstrate the following 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 (AS/NZS 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 (AS/NZSISO 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; (AS/NZS ISO 16975.3 Section 4)
4.2	explaining fit-testing procedures; (AS/NZS 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 (AS/NZS 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 (AS/NZS 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 (AS/NZS 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.