



RESP-FIT

RESPIRATOR FIT TESTING
TRAINING & ACCREDITATION

RESP-FIT Accreditation Procedure

RESP-FIT Committee

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1.0 INTRODUCTION

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

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

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

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

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

- 1.3 The AIOH charges individuals a fee for the accreditation and re-accreditation process. The schedule of fees is available on <https://respsfit.org.au/become-an-accredited-fit-tester/>.

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

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

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

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

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



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

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

Stage 1 – Theoretical Assessment

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

The pass mark is 80% for the theoretical assessment.

Stage 2 – Practical Assessment by video

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

- QLFT-ATT – OSHA Saccharin Solution Aerosol Protocol or Bitrex (Denatonium Benzoate) Solution Aerosol Protocol
- QNFT-CNC – OSHA Ambient aerosol condensation nuclei counter (CNC) quantitative fit testing protocol (8 exercises)
- QNFT-CNP – OSHA Controlled negative pressure (CNP) REDON quantitative fit testing protocol

The practical assessment video is required within three (3) months of competing the Stage 1. A separate video (maximum 30 minutes) is required for each nominated fit test methodology. The applicant is responsible to ensure the video clip demonstrates their ability and competence.

Refer Accreditation Applicant Handbook for further details on the accreditation process and requirements. This can be found at <https://respfite.org.au/documents/>

1.6 Accreditation Duration

RESP-FIT accreditation is for a three (3) year period. Initial Re-accreditation requires completing a full online theoretical assessment. The second re-assessment period requires Stage 1 and Stage 2 to be completed. Following re-accreditation periods alternative between these.

1.7 Conflict of Interest



The RESP-FIT Board is responsible for ensuring that the nominated assessors declare and are not subject to a position which breaches the RESP-FIT Conflict of Interest Policy. This can be found at <https://respsfit.org.au/documents/>

2.0 PROCEDURES

2.1 Accreditation Procedure for Individuals

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

2.2 All RESP-FIT assessors are required to;

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



submitted by the 1st October in the following calendar year, the individual will forfeit their accreditation.

2.3 Re-accreditation Process

2.3.1 A fit tester's accreditation and re-accreditation is valid for three (3) years.

2.3.2 The first Re-accreditation is a full (3rd year) online exam process i.e. no practical video submission required. This full online exam process will cover the applicable methodology-specific content questions against competent person criteria Sections 5.0, 6.0 and 7.0. The first re-accreditation online exam will also cover respiratory protection programs, RPE selection and general fit testing questions against competent person criteria Sections 1.0, 2.0, 3.0 and 4.0.

2.3.3 The second re-accreditation (6th year) will be the same as the initial accreditation requiring the Stage 1 online exam and Stage 2 practical video submission

2.3.4 Re-accreditation requirements will alternate between will alternate between the Full online exam plus methodology practical video and the full methodology specific online exam-only assessment i.e. Practical video required every 6 years

2.3.5 If at any point accreditation lapses, applicants have up to 3 months to complete the required re-accreditation process. If the full online exam re-accreditation is required and 3 months lapses, a full initial accreditation process is required (initial exam and practical video)

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

2.5 Representations concerning Accreditation and Removal of Accreditation

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

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

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

The decision of AIOH on any appeal will be final.

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



3.0 DISPUTE RESOLUTION

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