

# Pledge Application

Guide to the RESP-FIT Pledge Application Process

v1

# Make the RESP-FIT Pledge

Respiratory Protection is a key part of many workplaces' hazard control strategies. For tight-fitting facepieces/respirators, fit testing is an important part of a respiratory protection program per AS/NZS 1715.

The RESP-FIT Pledge is for organisations wanting to show their commitment to the protection of their workers through competent person fit testing by using RESP-FIT accredited fit testers. RESP-FIT accreditation ensures demonstrated fit tester competence is in accordance with ISO 16975-3 and the RESP-FIT competent person criteria.

The RESP-FIT Pledge is free for organisations to join.



# Eligibility Criteria

Organisations in Australia who are eligible to make the RESP-FIT Pledge are those that engages or employs a RESP-FIT Accredited fit tester to conduct their worker respirator fit testing. However, organisations that are listed on the RESP-FIT website as a fit test service provider are not eligible to make the pledge.

Organisation Description	Pledge Eligible
Organisations of any size that engages an accredited fit tester through an external service provider (listed on the RESP-FIT website) to undertake any respirator fit testing for their workers	YES
Organisations of any size that employ an accredited fit tester to undertake any of their worker respirator fit testing	YES
Organisations that are listed on the RESP-FIT website as a fit test service provider who provide fit testing as a commercial service offering	NO



# How does it Work?

Eligible organisations can sign up *free* on the RESP-FIT website by providing their company details and company logo (to be displayed on the RESP-FIT website).

After signing up, confirmation of registration will be provided. Organisations can now log into their member account.

After having any fit testing conducted by an Accredited fit tester, the fit testing is registered through the RESP-FIT member log in.

After registering a fit testing session, the Accredited RESP-FIT fit tester will receive an email to confirm the details registered.

Upon successful confirmation, the Pledge organisation will be able to download the Pledge certificate and Pledge badge. The badge and certificate can be used to externally show the organisation's commitment to competent person fit testing.

This may be through

- Organisation literature and marketing
- Social Media
- Tender Document
- Organisation reception/lobby areas with other company certificates and policies



# Sign up Today

Current Pledge organisations will be displayed on the RESP-FIT website with the company logo and pledge details. To maintain a current RESP-FIT Pledge, fit testing by an accredited fit tester for the organisation must have been conducted in the previous 12 months.

A history of the fit testing registered through the RESP-FIT pledge is kept for the organisation record keeping via the member log in. This is where the Pledge Badge and certificate can be downloaded from. See examples below.

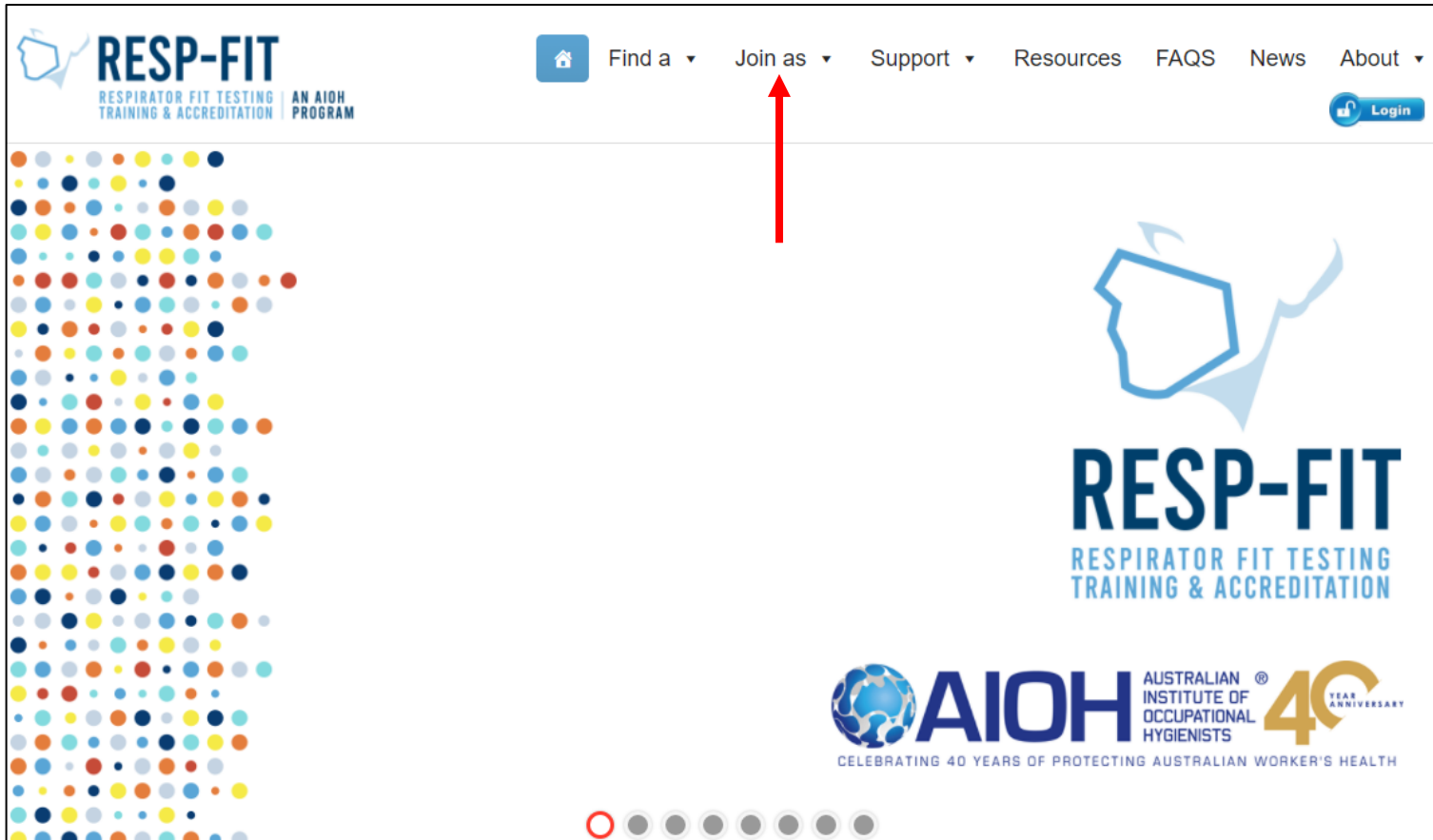


Certificate and Badge examples

Sign Up



Visit [respfit.org.au](https://respfit.org.au)



Or go direct to  
[RESPFIT.ORG.AU/PLEDGE-APP/](https://RESPFIT.ORG.AU/PLEDGE-APP/)



# Make the Pledge

Fill in  
Organisation  
and Contact  
details then  
click submit

Organisation Details

Entity Name \*

0 of 150 max characters

Legal or business name of your organisation.

ABN

Your Logo (for display on the Workplace Pledge webpage) \*

Drop files here or

select files

Accepted file types: jpg, jpeg, gif, png, Max. file size: 2 MB, Max. files: 1.

Upload your organisation logo that has been prepared for website use. Quality is important and depending on your logo canvas size and ratio, around 400-700px in width would be ideal. You can crop the logo once you load your file.

Website Address \*

https://

Your organisation's web address. You must include the full URL (including https:// or http://). This address will be used to link your logo on our Pledge Partner webpage.

Please select the region your organisation is located \*

Please select -->

How many employees? \*

Select -->

Industry Sector \*

Select -->

Contact Details

Contact Name \*

Firstname

Surname

Name of the person who will be the primary contact for your organisation.

Phone Number \*

Email Address \*

Street Address \*

City/Suburb \*

Postcode \*

State \*

Select -->

Overseas? Select your country below.

Country \*

Australia

Other Details

How did you hear about us? \*

Select -->

Tick if you Agree

☒ I would like to subscribe to the RESP-FIT / AIOH email list.

You can unsubscribe at any time when you receive an email.

☐ I'm not a robot

reCAPTCHA

Privacy - Terms

Submit



# Application Acknowledgment

An email confirmation with a PDF attachment will be sent to the nominated email address for your records.

You can also download the application receipt from the webpage.

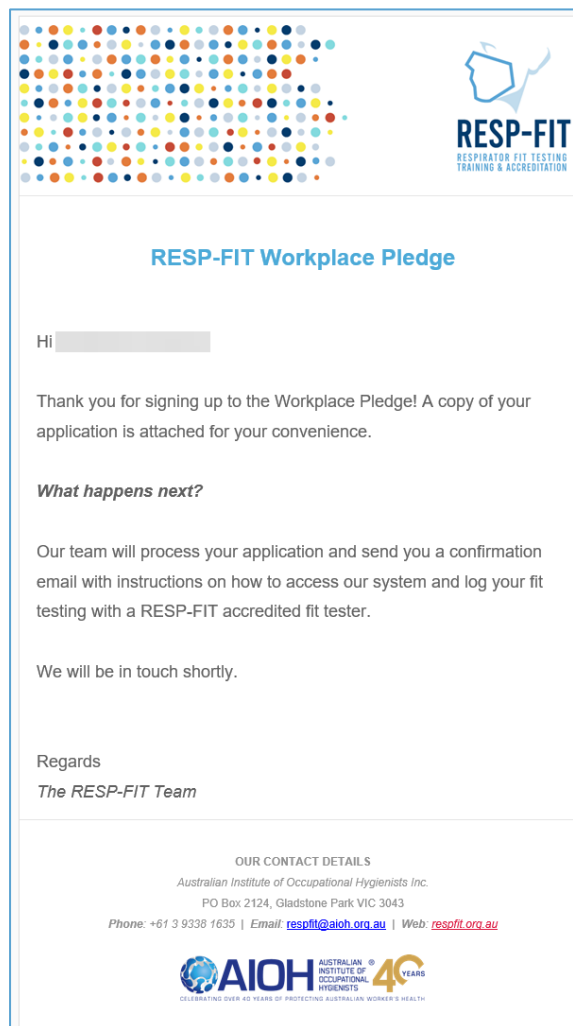
Make the Pledge Today!

Thank you for your application

We have sent you a confirmation email. Make sure to check your spam inbox if you haven't received it.

One of our RESP-FIT team members will review your application and be in touch with you shortly.

DOWNLOAD YOUR RECEIPT



The receipt template features a header with a colorful dot pattern and the RESP-FIT logo. The main body contains a personalized greeting, a thank you message, and instructions on what happens next. It includes contact details for the Australian Institute of Occupational Hygienists (AIOH) and a footer with the AIOH 40th anniversary logo.

**RESP-FIT Workplace Pledge**

Hi [Redacted]

Thank you for signing up to the Workplace Pledge! A copy of your application is attached for your convenience.

*What happens next?*

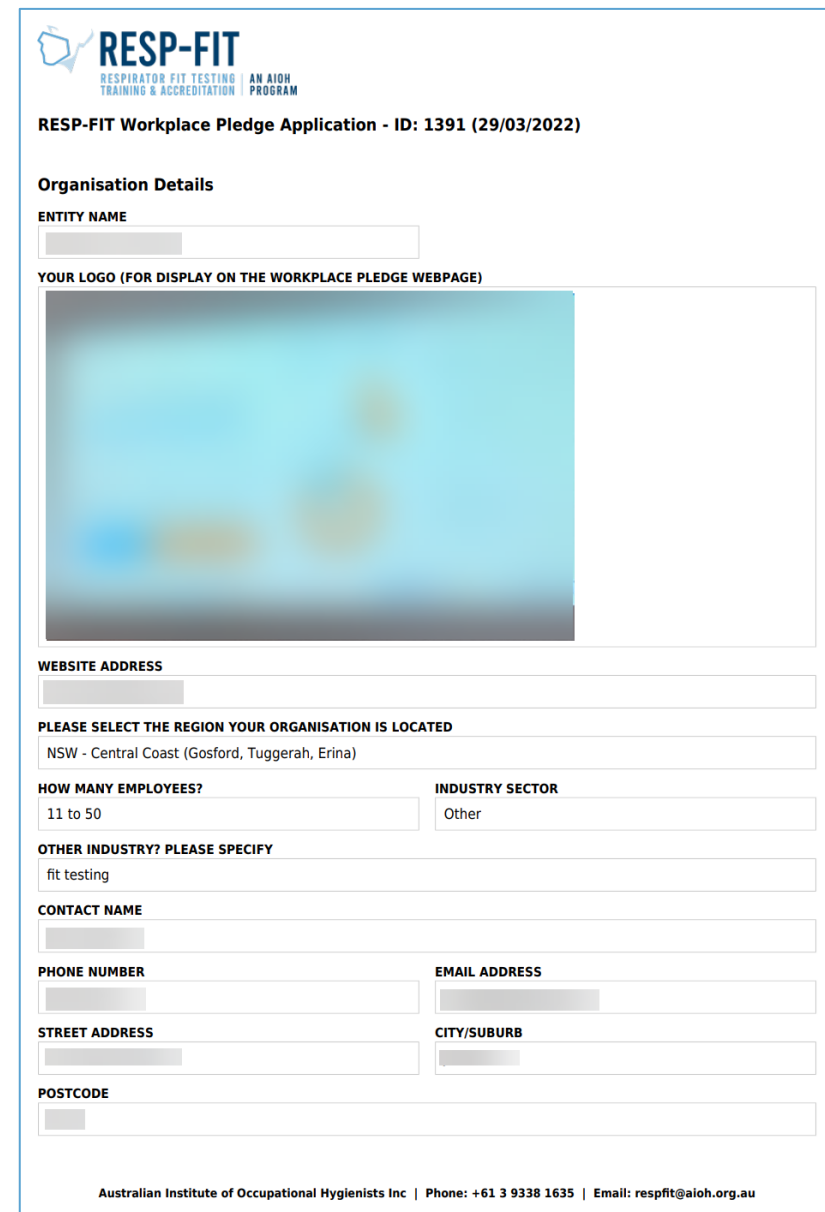
Our team will process your application and send you a confirmation email with instructions on how to access our system and log your fit testing with a RESP-FIT accredited fit tester.

We will be in touch shortly.

Regards  
The RESP-FIT Team

OUR CONTACT DETAILS  
Australian Institute of Occupational Hygienists Inc.  
PO Box 2124, Gladstone Park VIC 3043  
Phone: +61 3 9338 1635 | Email: [respfit@aioh.org.au](mailto:respfit@aioh.org.au) | Web: [respfit.org.au](http://respfit.org.au)

**AIOH** AUSTRALIAN INSTITUTE OF OCCUPATIONAL HYGIENISTS 40 YEARS  
CELEBRATING OVER 40 YEARS OF PROTECTING AUSTRALIAN WORKER'S HEALTH



The application form is titled 'RESP-FIT Workplace Pledge Application - ID: 1391 (29/03/2022)'. It includes sections for Organisation Details, Website Address, Region, Employees, Industry Sector, Other Industry, Contact Name, Phone Number, Email Address, Street Address, City/Suburb, and Postcode. A red arrow points to the 'DOWNLOAD YOUR RECEIPT' button in the email confirmation template.

**RESP-FIT** RESPIRATOR FIT TESTING | AN AIOH TRAINING & ACCREDITATION PROGRAM

**RESP-FIT Workplace Pledge Application - ID: 1391 (29/03/2022)**

**Organisation Details**

ENTITY NAME [Redacted]

YOUR LOGO (FOR DISPLAY ON THE WORKPLACE PLEDGE WEBSITE) [Redacted]

**WEBSITE ADDRESS** [Redacted]

**PLEASE SELECT THE REGION YOUR ORGANISATION IS LOCATED**  
NSW - Central Coast (Gosford, Tuggerah, Erina)

**HOW MANY EMPLOYEES?** 11 to 50

**INDUSTRY SECTOR** Other

**OTHER INDUSTRY? PLEASE SPECIFY**  
fit testing

**CONTACT NAME** [Redacted]

**PHONE NUMBER** [Redacted]

**EMAIL ADDRESS** [Redacted]

**STREET ADDRESS** [Redacted]

**CITY/SUBURB** [Redacted]

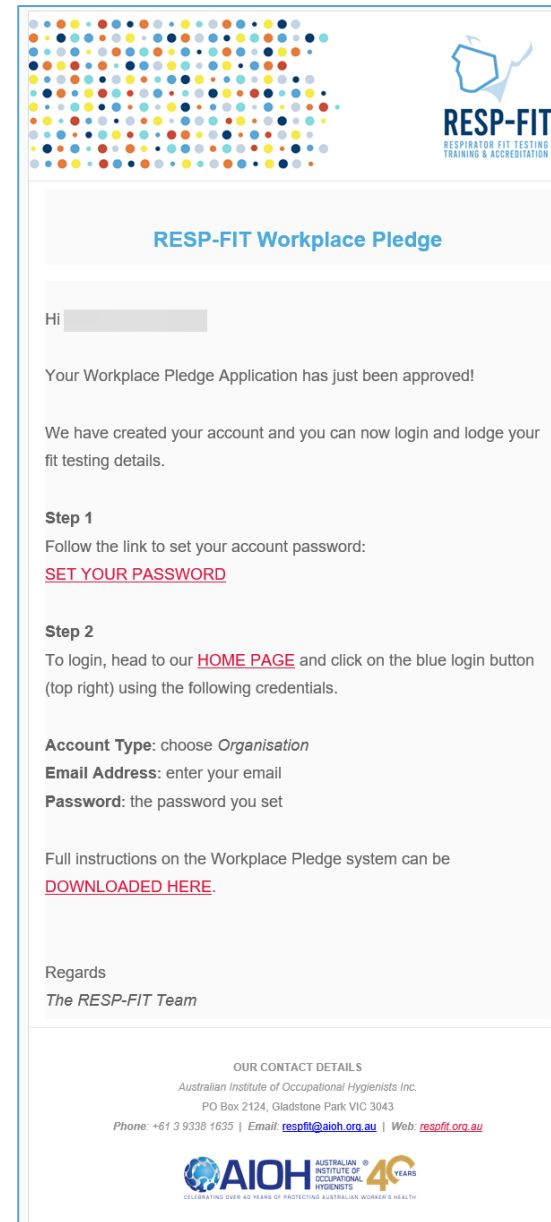
**POSTCODE** [Redacted]

Australian Institute of Occupational Hygienists Inc | Phone: +61 3 9338 1635 | Email: [respfit@aioh.org.au](mailto:respfit@aioh.org.au)

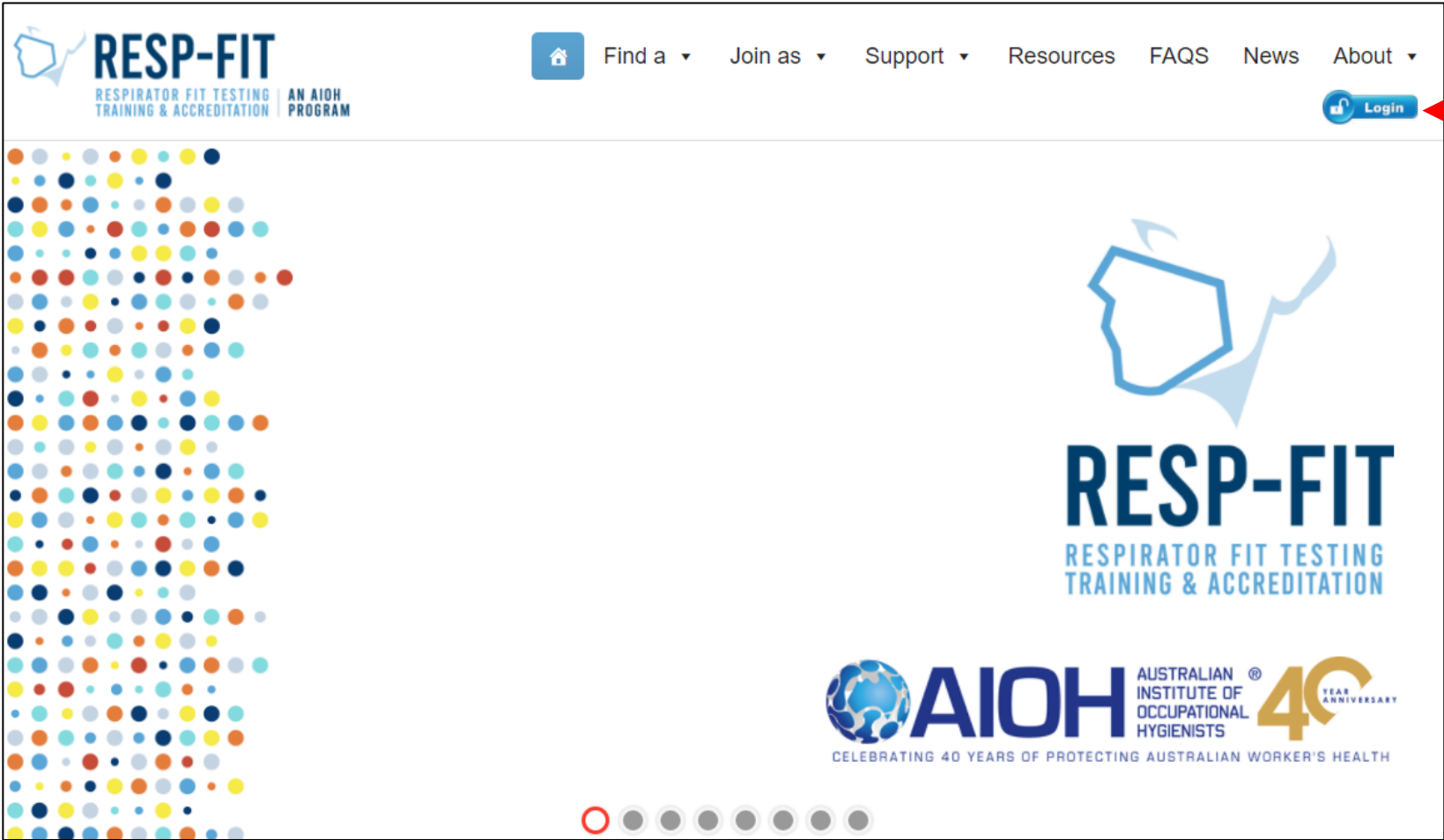


# Application Confirmation

- The RESP-FIT team reviews all applications. When your application is approved you will receive an approval email
- You can now log into the RESP-FIT member page
- Click SET YOUR PASSWORD to be taken to the set password page directly for your new account
- Click HOME PAGE to go to the member log in page



# Member Login



RESPFIT.ORG.AU

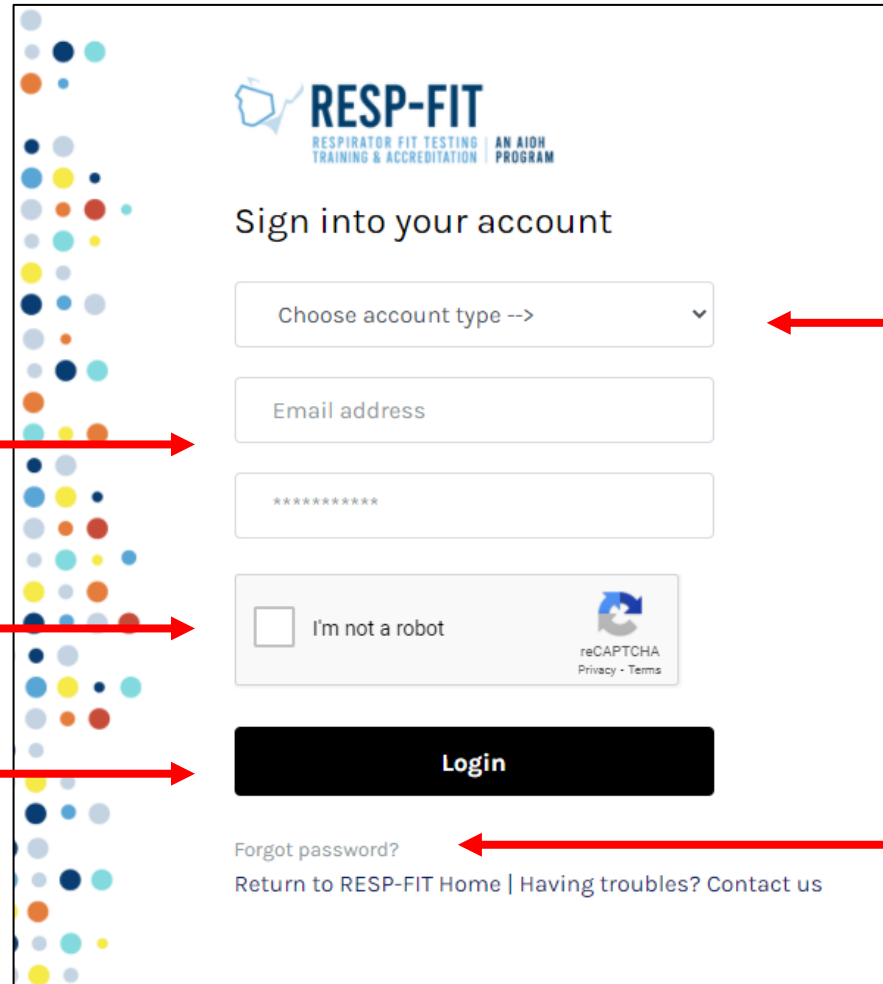


# Logging In

2. Enter your email address and password

3. Select “I’m not a robot” unless you are a robot

4. Login



The screenshot shows the RESP-FIT login interface. At the top is the RESP-FIT logo with the text 'RESPIRATOR FIT TESTING | AN AIOH PROGRAM | TRAINING & ACCREDITATION'. Below the logo is the heading 'Sign into your account'. There is a dropdown menu labeled 'Choose account type -->'. Below that are two input fields: 'Email address' and a password field with masked characters '\*\*\*\*\*'. A checkbox labeled 'I'm not a robot' is present, with a reCAPTCHA logo and 'Privacy - Terms' link to its right. A large black 'Login' button is at the bottom. Below the button are links for 'Forgot password?', 'Return to RESP-FIT Home', and 'Having troubles? Contact us'.



1. There are 2 types of account types, Individual and Organisation

- Individuals are Accredited fit testers and Approved trainers
- Organisations are Approved training providers, Fit Tester service Providers, Pledge Organisations, Partners and Supporters


When logging in for the first time, click on “Forgot password” if not already set




# First time login & Password Recover



Recover your password

Choose account type --> 

Email address

☐ I'm not a robot  reCAPTCHA  
Privacy - Terms

**Recover**

[Return to RESP-FIT Home](#) | [Having troubles? Contact us](#)

## 1. Select Individual or Organisation

NOTE: If you are an accredited fit tester/approved trainer and also the main contact for an organisation you will need to do this process twice, 1 for individual account and 1 for organisation account

## 2. Enter your email

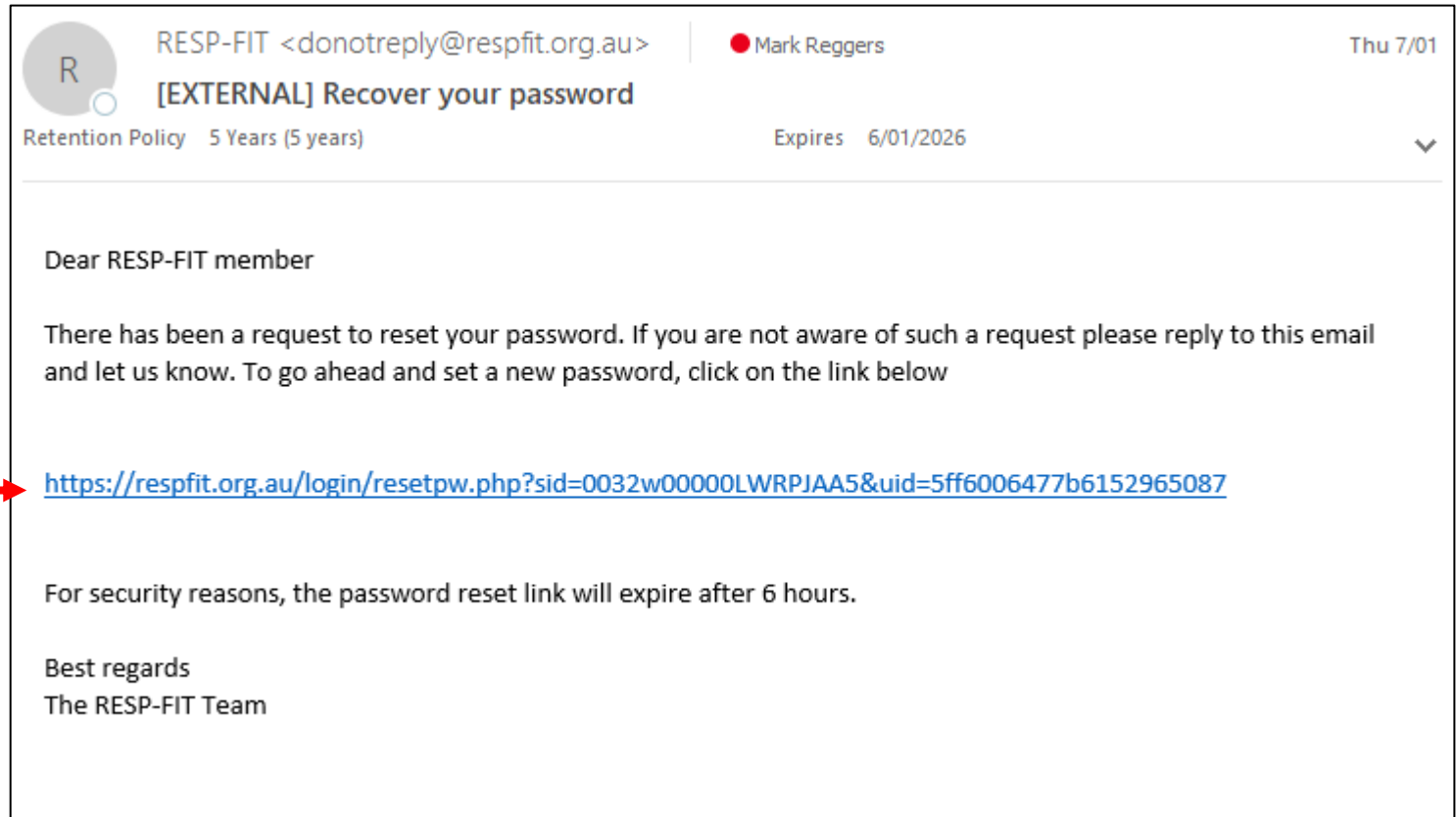
3. Select “I’m not a robot” unless you are a robot

4. Click Recover. You will be sent a email with a link to set your password



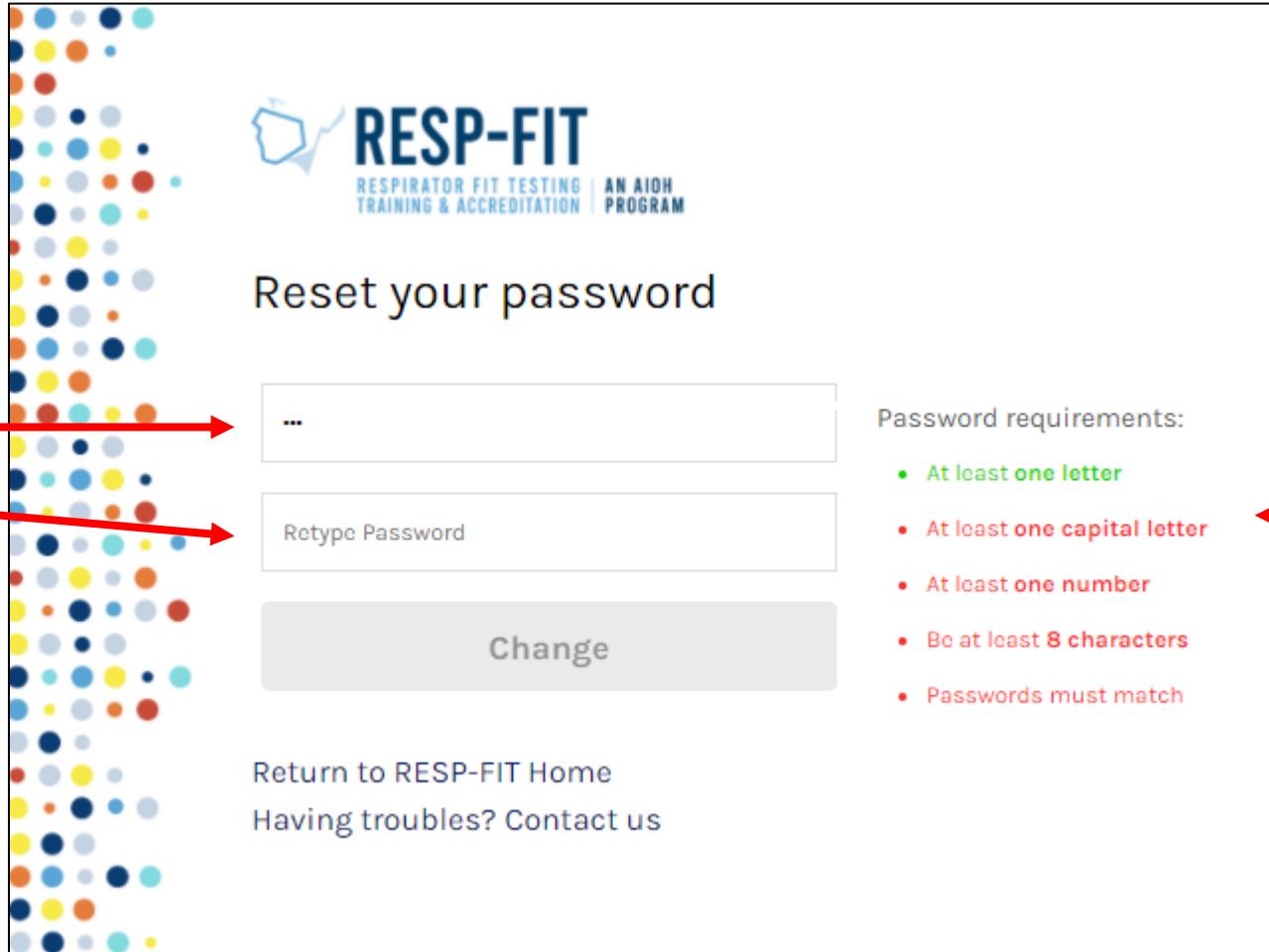
# Set Password/Password Recover


You will be sent a email with link to set/recover your password



# Set new password

1. Enter new password  
and retype



 **RESP-FIT**  
RESPIRATOR FIT TESTING | AN AIOH  
TRAINING & ACCREDITATION PROGRAM

### Reset your password

...

Retype Password

Change

Return to RESP-FIT Home  
Having troubles? Contact us

Password requirements:


- At least one letter
- At least one capital letter
- At least one number
- Be at least 8 characters
- Passwords must match

Password needs  
to meet this  
criteria



# Successful password

After successfully resetting your password, go to the login page to login




## Reset your password

Success! Return to the [LOGIN PAGE](#) and use your new password.

[Return to RESP-FIT Home](#)  
[Having troubles? Contact us](#)

Password requirements:

- At least one letter
- At least one capital letter
- At least one number
- Be at least 8 characters
- Passwords must match




## Sign into your account

Choose account type -->

Email address

\*\*\*\*\*

☐ I'm not a robot 

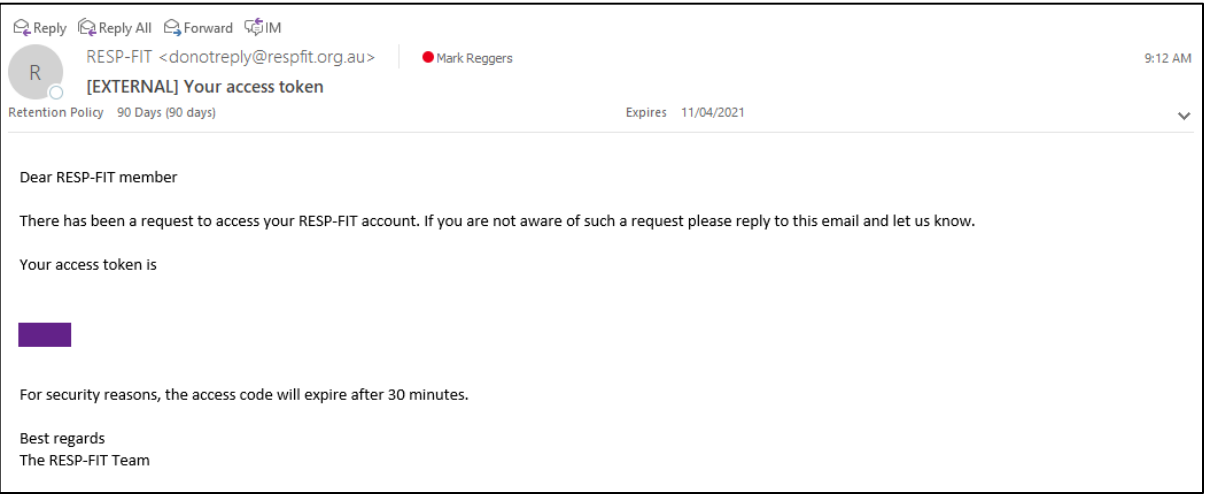
Login

[Forgot password?](#)  
[Return to RESP-FIT Home](#) | [Having troubles? Contact us](#)

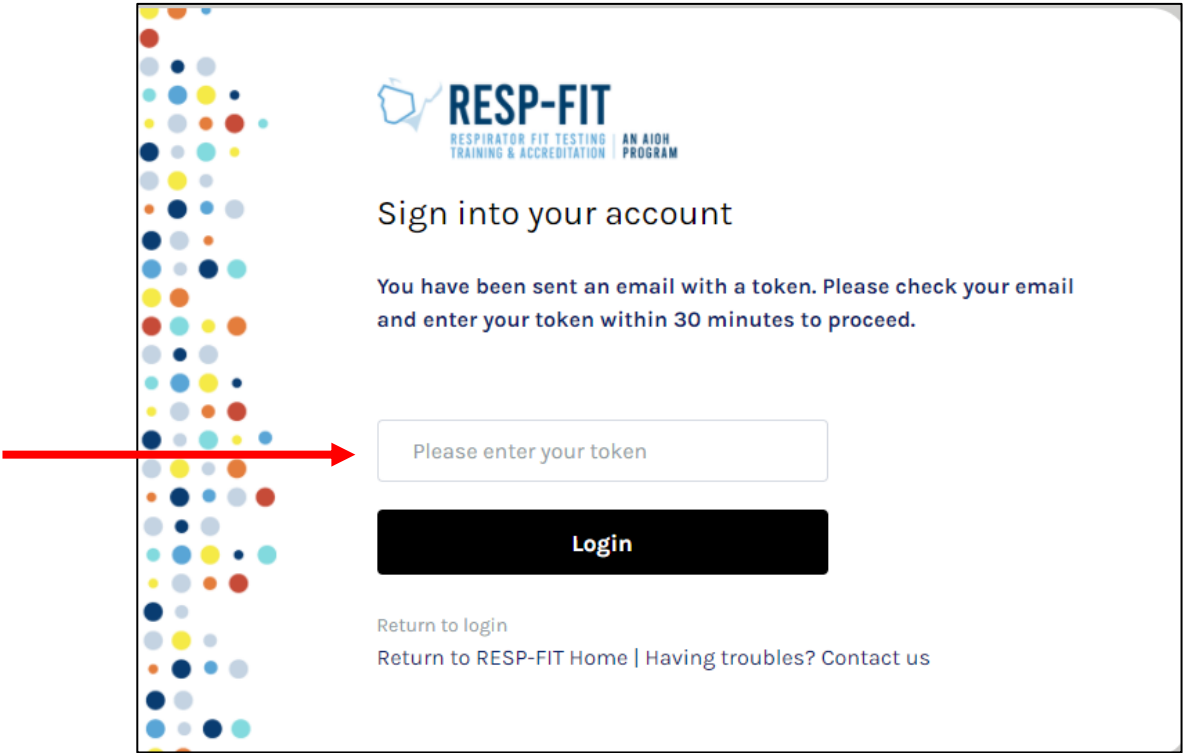


# Login token

1. After logging in, you require a token to enter.  
You will be sent a email with the token to enter  
which expires after 30 minutes.



2. Enter Token







# Pledge Organisation Details

Updating Details, Downloading Badges & Documents, View Record

# Organisation Membership Services

1. Update your details
2. **NOTE:** Pledge badges and documents are not found through this link
3. **NOTE:** Pledge Companies do not have an organisation page like fit test service providers and Approved training providers. Pledge company details will be found in the Pledge database



The screenshot shows the RESP-FIT membership services dashboard. At the top is a navigation bar with links: Home, Update Details, Documents & Badges, Services, Workplace Pledge, and LOGOUT. The main heading is 'Welcome to RESP-FIT membership services'. Below this, 'Step 1' is titled, followed by instructions for first-time users and Fit Testing Service Providers. A dark button labeled 'Update your Details Now' is present. 'Step 2' follows, with instructions for Approved Training Providers and a 'Download Badges & Documents' button. 'Step 3 – for Fit Testing and Training Providers' is next, with instructions on reviewing details and a 'View Your Record' button. At the bottom, a note asks users to LOGOUT when finished.

# Organisation – Update Details Page

1. Enter/Update Organisation Name (if needed)
2. Enter/Update organisation ABN (if needed)
3. Enter/Update the name of the contact person (if needed). It can be the same for both contacts.
4. Enter/Update a company logo to be displayed on the RESP-FIT website
5. Enter/Update your website and website for your logo to be linked to.

Organisation Details

Please note: if you are a fit test service provider or accredited training provider, your details below will appear on our online directory of service providers.

<b>Entity Name (read only)</b>	<b>Did you need to change the Entity Name?</b>
<input type="text"/>	<input type="text"/>
21 of 120 max characters Legal or business name of your organisation.	0 of 120 max characters Please enter the new name and our staff will update this for you.
<b>ABN *</b>	
<input type="text"/>	
0 of 14 max characters	
<b>Contact Name</b>	<b>Workplace Pledge Contact</b>
<input type="text"/>	<input type="text"/>
0 of 80 max characters Name of the person who will be the primary contact for the organisation	13 of 80 max characters The Workplace Pledge primary contact person
<b>Do you want to add a new/replace your company logo? *</b>	
<input checked="" type="radio"/> YES	
<input type="radio"/> NO	
<b>Organisation logo</b>	
<div>Drop files here or <input type="button" value="select files"/></div>	
Accepted file types: jpg, jpeg, gif, png, Max. file size: 3 MB, Max. files: 1. Upload your logo that has been prepared for website use. Quality is important and depending on your logo canvas size, around 400-700px in width would be ideal (jpg, gif and png only - 500kb max).	
<b>Website</b>	<b>Website Logo URL (Workplace Pledge) *</b>
<input type="text"/>	<input type="text"/>
Your organisation's main web address. You must include the full URL (including https:// or http://)	This URL will be linked to your logo that will appear on our Workplace Pledge webpage

Continues next page....



# Organisation – Details Page (cont)

7. Enter/Update the contact details

8. Submit

**Contact Details**

These are your primary contact details for public enquiries.

**Phone Number \***

**Email Address \***

**Street \***

**City/Suburb \***

**Postcode \***

**State \***

**Country \***

**Region location \***

The region where your organisation is located - main or head office





# Registering a Fit Session

How to log a fit test session has been undertaken

# Register Fit Testing



## Welcome to RESP-FIT membership services

### Step 1

If this is your first time to our online member services, the first task is for you to update your details on our database.

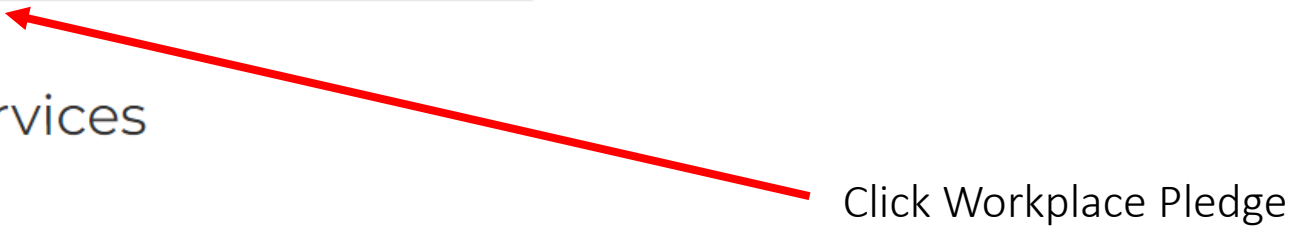
If you are a Fit Testing Service Provider or an Accredited Training Provider, your details will appear on our online directory. It is therefore important for you to keep your record up-to-date.

[Update your Details Now](#)

### Step 2

If you are an Approved Training Provider, Sponsor or Supporter, you can download your badges, certificates and other items from our documents section.

**NOTE: Generating these files can take up to a minute or more. Please be wait until the process is completed after you click.**



# Log a Fit Testing Session

- Enter fit testers RESP-FIT Badge ID
- The Accredited fit tester may provide you with this number if they know you have made the pledge
- Accredited Fit Testers Badge ID can be searched for in the [“Find a Fit Tester”](#) page

▲ Log a Fit Testing Session

## 1. Find your RESP-FIT Accredited Fit Tester

Please enter the Badge ID of your Fit Tester.

**Enter the Badge ID \***

Search

Accredited Fit Testers Badge ID can be found at: [respfit.org.au/find-a-fit-tester](https://respfit.org.au/find-a-fit-tester) or contact your accredited fit tester directly. Some may list their badge ID on their Fit Test reports.

**Your Accredited Fit Tester (name will appear if there is a match)**

Continues next page....



- Enter date/date range of when fit testing was conducted
- Enter the number of fit tests conducted by the accredited fit tester
- Leave blank if none conducted for other methodologies

Continues next page....

## 2. Fit Testing Details

**Fit Testing Commencement Date \***

Day  Month  Year

**Fit Testing Completion Date \***

Day  Month  Year

Please enter the number of your respirator wearers who were fit tested for each methodology box below (integer numbers only)

**Qualitative Fit Test (QLFT) – Aerosol taste test (ATT)**

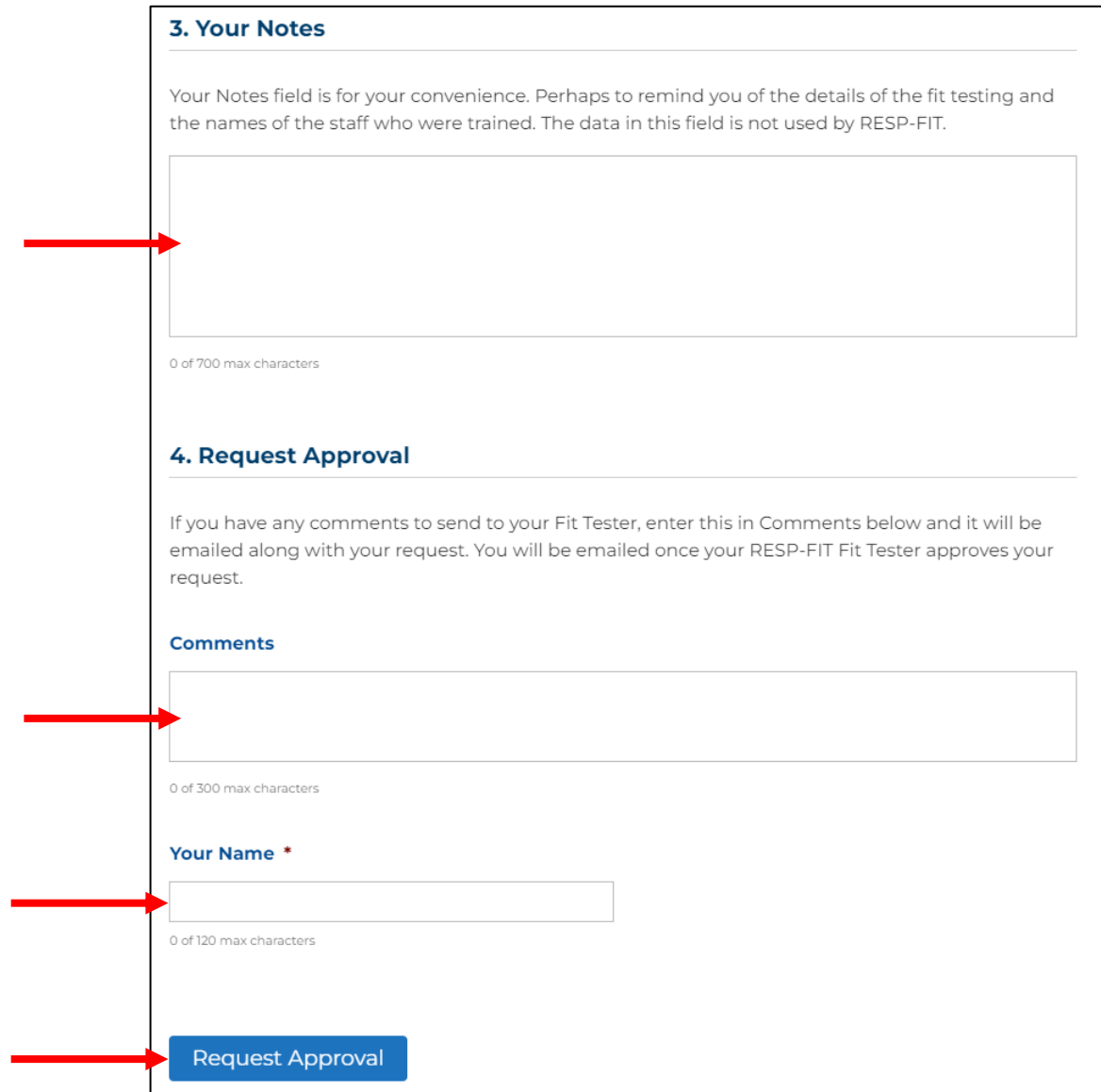
**Quantitative Fit Test (QNFT) – Ambient aerosol condensation Nuclei Counting (CNC)**

**Quantitative Fit Test (QNFT) – Controlled Negative Pressure (CNP)**





- Add Notes for your own information e.g. Names of people fit tested, specific work group or departments etc.
- NOTE: The information/data is not used by RESP-FIT
- Request Approval – Add any comment for the accredited fit tester which will be seen for their reference in the acknowledgement request email sent to them
- Add name of the person submitting the information
- Click “Request Approval”.



**3. Your Notes**

Your Notes field is for your convenience. Perhaps to remind you of the details of the fit testing and the names of the staff who were trained. The data in this field is not used by RESP-FIT.

0 of 700 max characters

**4. Request Approval**

If you have any comments to send to your Fit Tester, enter this in Comments below and it will be emailed along with your request. You will be emailed once your RESP-FIT Fit Tester approves your request.

**Comments**

0 of 300 max characters

**Your Name \***

0 of 120 max characters

**Request Approval**



# Request Confirmation

- You should see the following “Successful Request” notification
- If you do not see this notification, please email [respfit@aioh.org.au](mailto:respfit@aioh.org.au) with any screenshots or information.
- Details of the fit testing session just registered will appear as pending. You can also download a PDF copy of the submitted details for your records
- An email has been sent to the Accredited fit tester to confirm/update the fit testing details entered

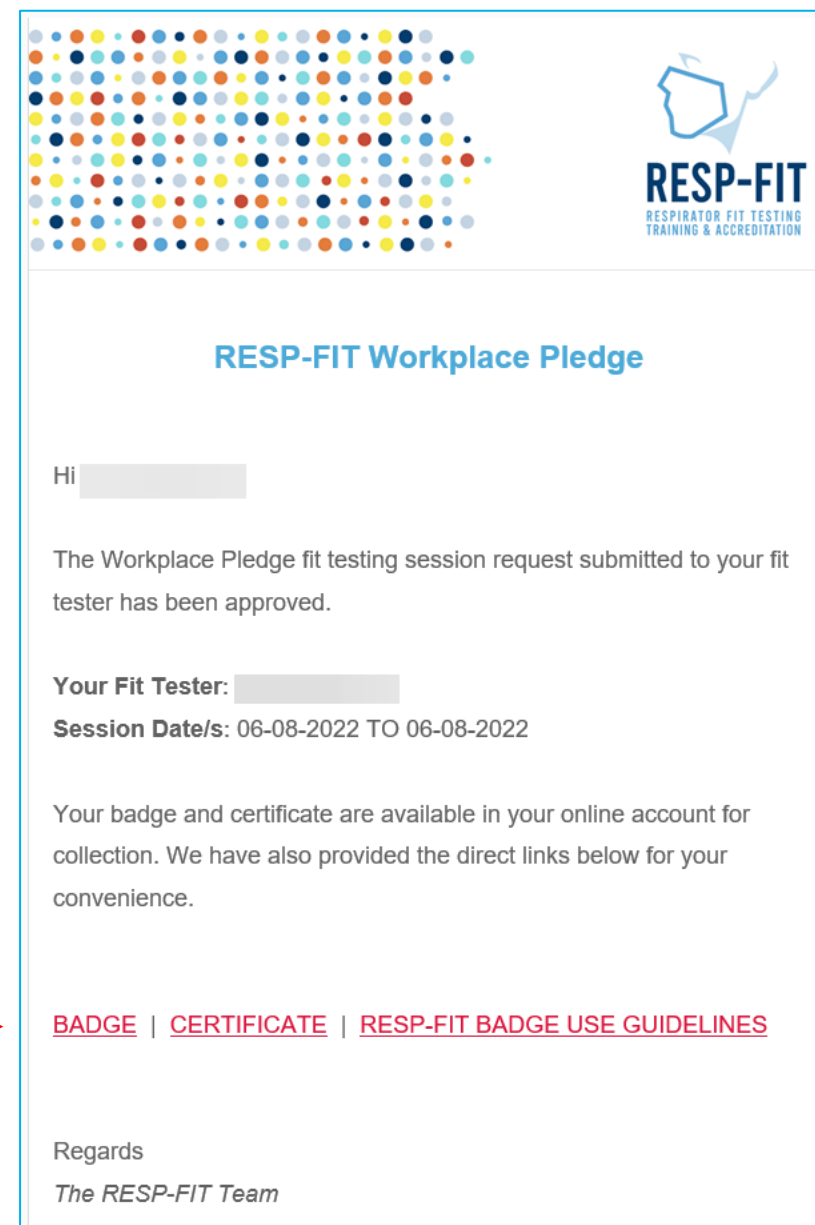
The screenshot displays the RESP-FIT web application interface. At the top, a navigation bar includes links for Home, Update Details, Documents & Badges, Services, Workplace Pledge, and LOGOUT. Below this, a green notification banner states: "You successfully submitted your request! An email has been sent to your RESP-FIT Fit Tester." with a close button (X). The main content area features a blue header for "Log a Fit Testing Session" and a section titled "Fit Testing History". Within this section, a table displays the details of a submitted session. The table has three rows: "Submission Details", "Fit Testing Details", and "Download". The "Submission Details" row shows "Status: Pending" (highlighted with a red box) and "Submitted On: 09 Sep 2022". The "Fit Testing Details" row shows "Dates: 06 Jul 2022 TO 11 Jul 2022", "Methodology: QLFT-ATT Total - 25 QNFT-CNC Total - 50 QNFT-CNP Total - 10", and "Accredited Fit Tester: [redacted] - View Profile". The "Download" row contains a blue button labeled "RECEIPT". Red arrows from the text on the left point to the notification banner, the "Fit Testing History" section, and the "RECEIPT" button.

Fit Testing History	
Submission Details	Status: Pending   Submitted On: 09 Sep 2022 Your Contact: [redacted] Notes:
Fit Testing Details	Dates: 06 Jul 2022 TO 11 Jul 2022 Methodology: QLFT-ATT Total - 25 QNFT-CNC Total - 50 QNFT-CNP Total - 10 Accredited Fit Tester: [redacted] - View Profile
Download	RECEIPT



# Confirmation Complete

- After the Accredited Fit Tester has confirmed the submitted details, you will receive the following email confirmation
- You can click to download your badge and certificate directly from the provided links
- You can also download your badge and certificate from your Member log in.



# Fit Testing Records

- After the Accredited fit tester confirmation, this will be recorded in your Member login under Fit Test History as Approved
- Your badge and certificate can now be downloaded. Refer to Logo and Badge Guidelines for appropriate use of the badge
- Your company details and logo provided will now be listed in the Pledge Database

Home Update Details Documents & Badges Services **Workplace Pledge** LOGOUT

▼ Log a Fit Testing Session

▲ Fit Testing History

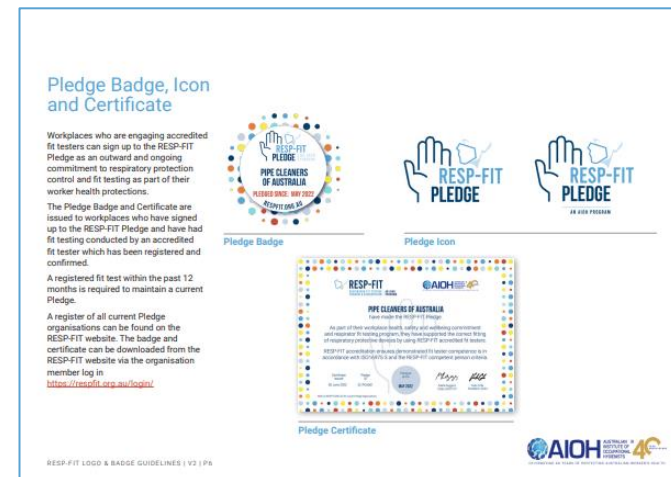
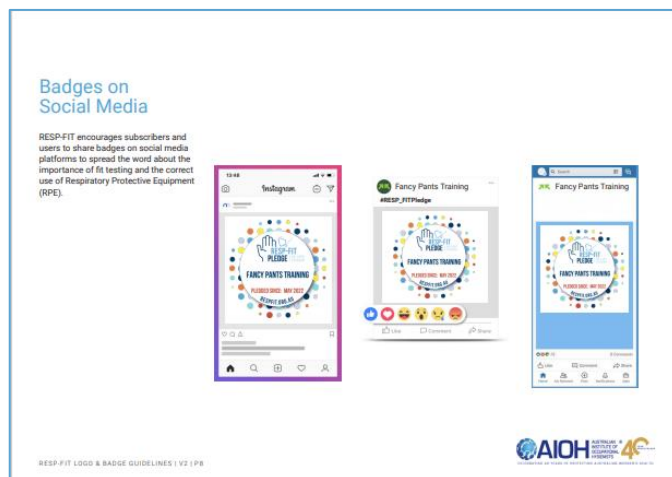
**GUIDELINES** The RESP-FIT Guidelines for use of logos and badges is available for download.

<b>Submission Details</b>	<b>Status:</b> Approved   <b>Submitted On:</b> 09 Sep 2022 <b>Your Contact:</b> [Redacted] <b>Notes:</b>
<b>Fit Testing Details</b>	<b>Dates:</b> 06 Jul 2022 TO 06 Jul 2022 <b>Methodology:</b> QLFT-ATT Total - 25 QNFT-CNC Total - 50 QNFT-CNP Total - 10 <b>Accredited Fit Tester:</b> [Redacted] - View Profile
<b>Download</b>	<a href="#">RECEIPT</a> <a href="#">BADGE</a> <a href="#">CERTIFICATE</a>

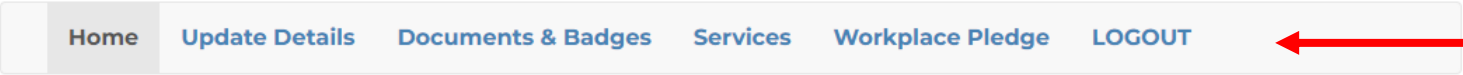


# Logo and Badge Guidelines

- Refer to the RESP-FIT Logo and Badge Guidelines for appropriate use of the Pledge Badge, and other RESP-FIT badges and logos.
- It can be downloaded from your member logo “Fit Testing History”, [RESP-FIT Documents page](#) and Fit Tester Confirmation email



# Logging Out



When you have finished log out via member login homepage

## Welcome to RESP-FIT membership services

### Step 1

If this is your first time to our online member services, the first task is for you to update your details on our database.

If you are a Fit Testing Service Provider or an Accredited Training Provider, your details will appear on our online directory. It is therefore important for you to keep your record up-to-date.

[Update your Details Now](#)

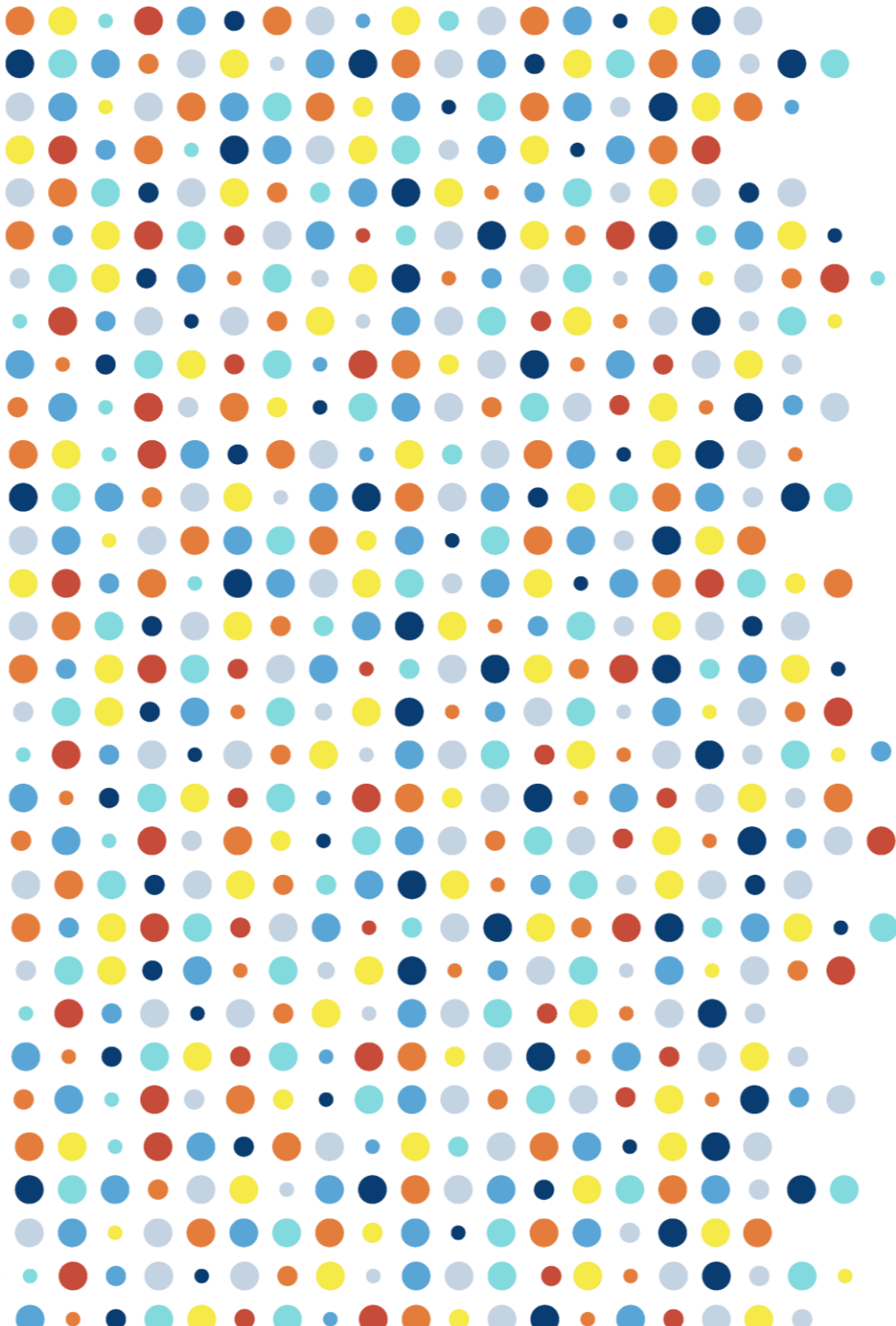
### Step 2

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**NOTE: Generating these files can take up to a minute or more. Please be wait until the process is completed after you click.**







## Thank you

For more information visit [www.respfit.org.au](http://www.respfit.org.au)

or email [respfit@aioh.org.au](mailto:respfit@aioh.org.au)

