

Member Annual Reporting

Guide to submitting annual reporting via RESP-FIT website

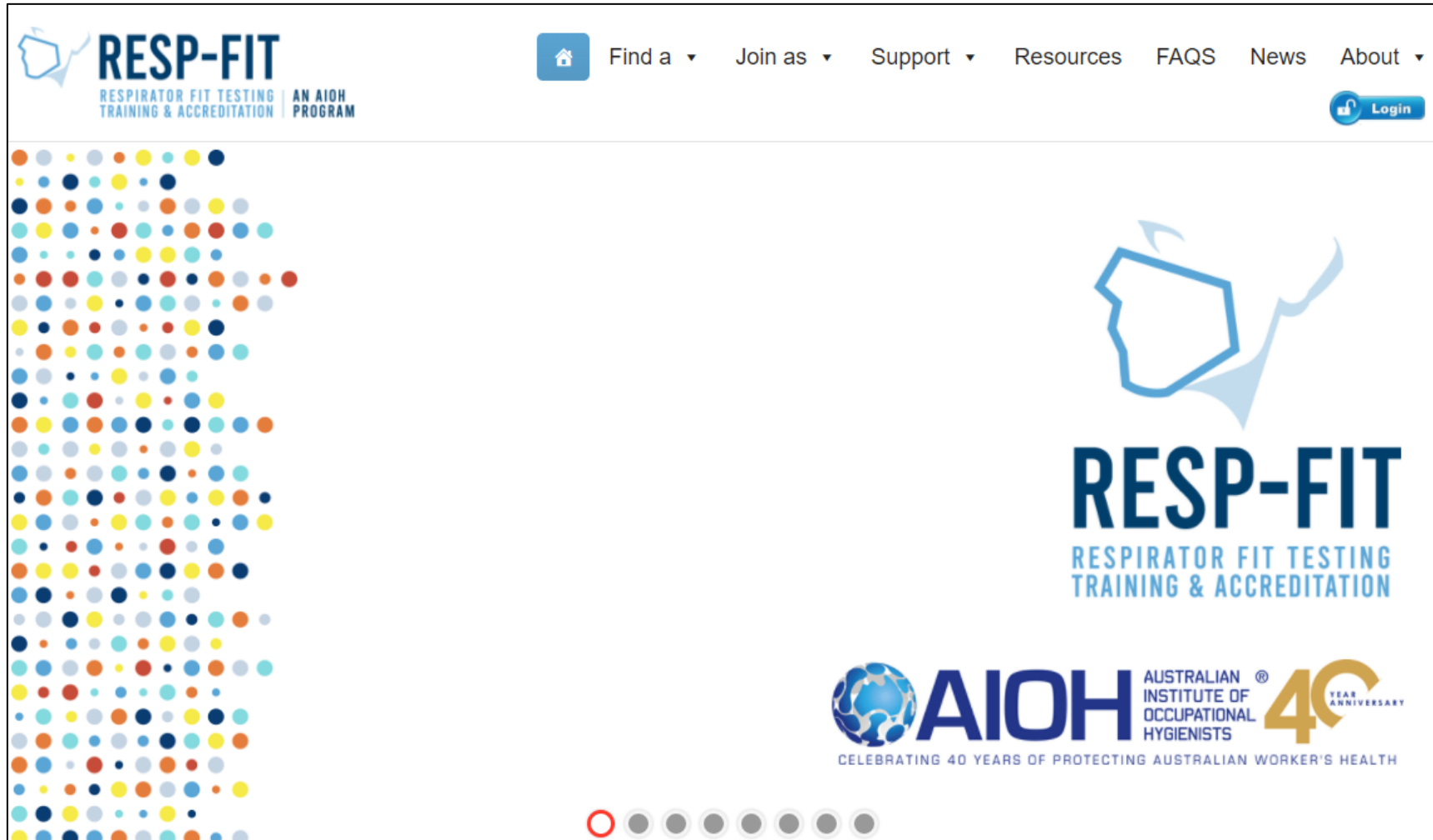
v1

RESP-FIT Annual Reporting Requirement

- It is a mandatory requirement for all RESP-FIT Accredited fit testers and Approved training providers to annually provide data around the number of people they have fit tested and trained per methodology.
- It is a requirement to maintain accreditation that annual reporting is submitted.
- The objective in collecting this data is to inform the development of the program and market RESP-FIT in the future. We hope over time with the increase of accredited fit testers and fit testing being performed in workplaces we can quantitatively show this increase with this self reported data. Data is kept confidential
- This submitting of data is done via your RESP-FIT member log in page which this guide will take you through how to do.
- The reporting window to submit data is from 1st January to 31st January.
- Data provided is all for fit tests a Accredited fit tester performed in the previous year per methodology accredited for. For Approved training providers it is the number of people who went through their approved training courses per methodology they are approved for.
- Accuracy of submitted data – We understand this is self reported data, hence need it to be as accurate as possible based on your fit test records or training records. We want as a reliable picture as possible to the activity going on in industry. Please do not overestimate or inflate your number.
- We are not tracking which fit testers did the most fit tests in the previous year or anything like that but collectively getting a picture of our impact.



Visit respfit.org.au to login

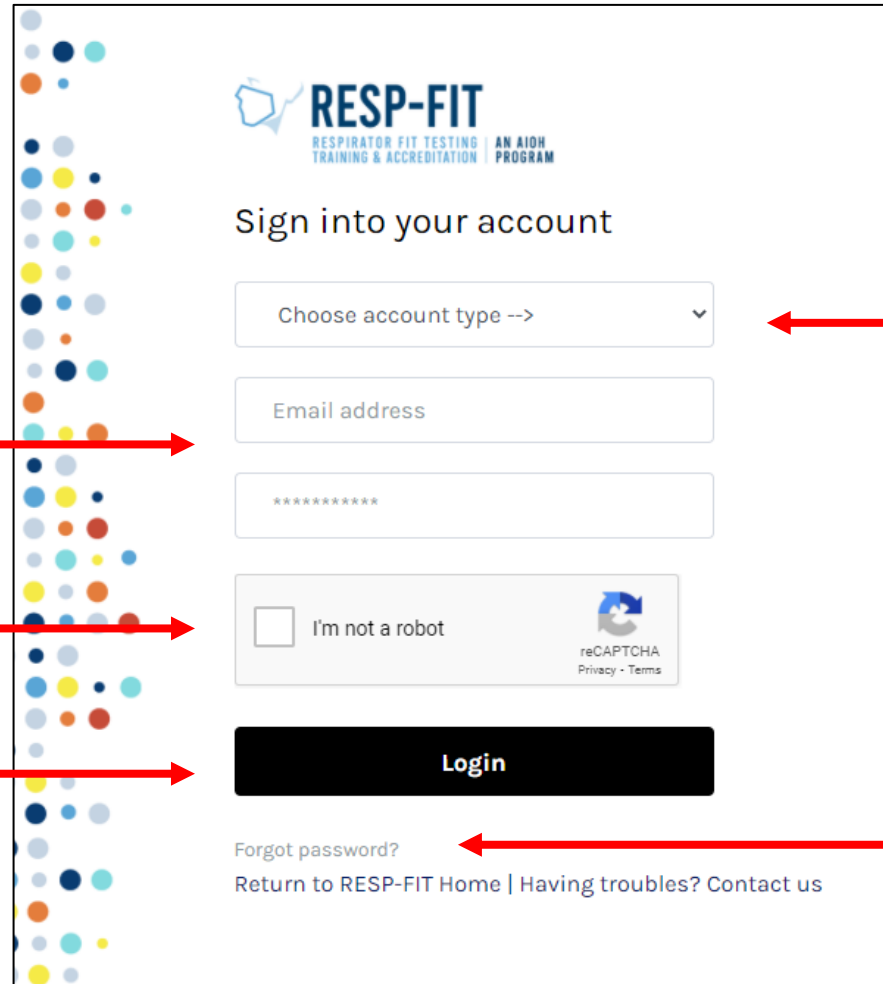


Logging In

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 are four input fields: a dropdown menu labeled 'Choose account type -->', an 'Email address' field, a password field with masked characters '*****', and a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo. Below these fields is a black 'Login' button. At the bottom, there are links for 'Forgot password?', 'Return to RESP-FIT Home', and 'Having troubles? Contact us'.

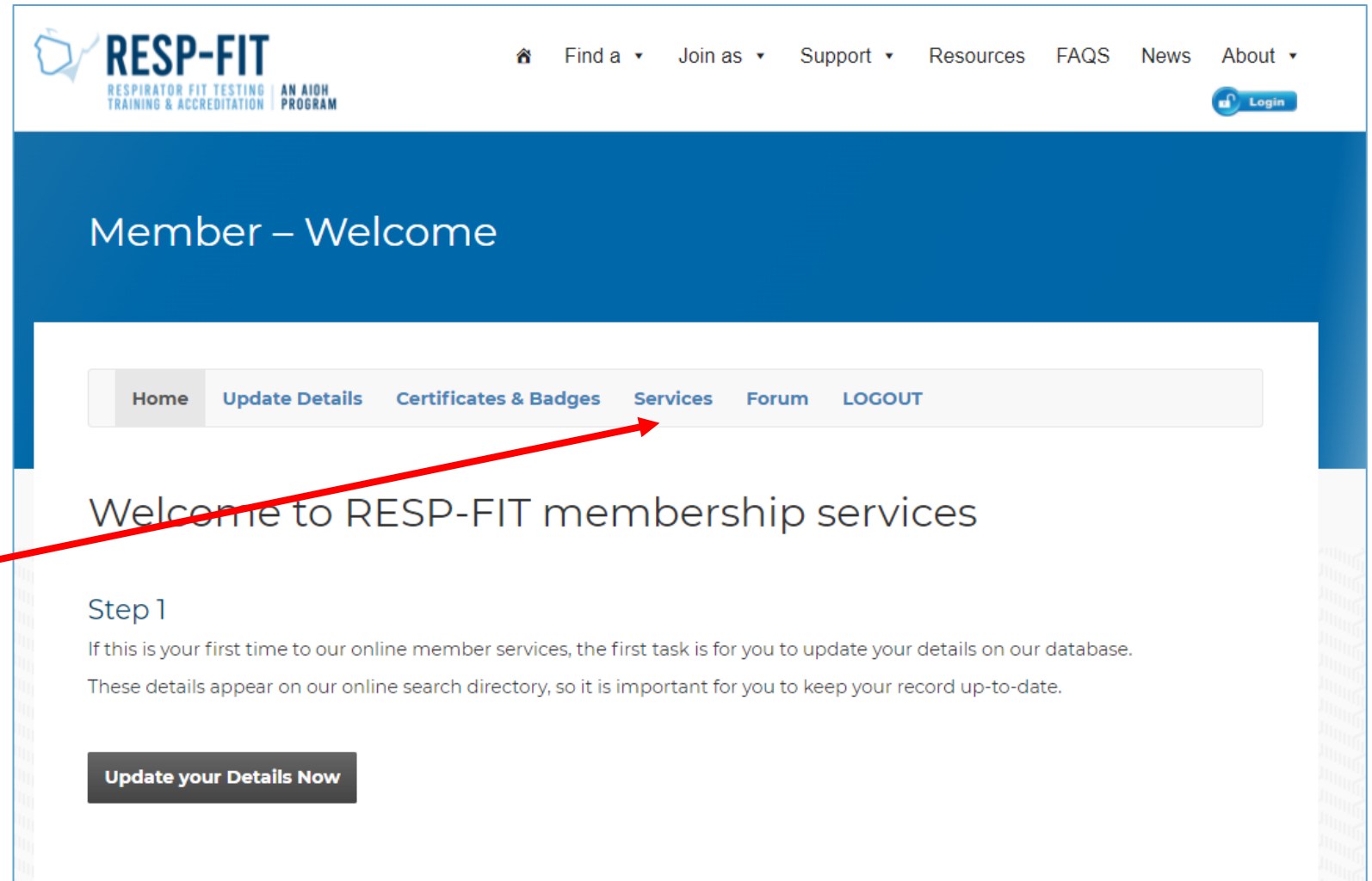
1. There are 2 types of account types, Individual and Organisation

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

When logging in for the first time or you have forgotten your password, click on "Forgot password"

Services

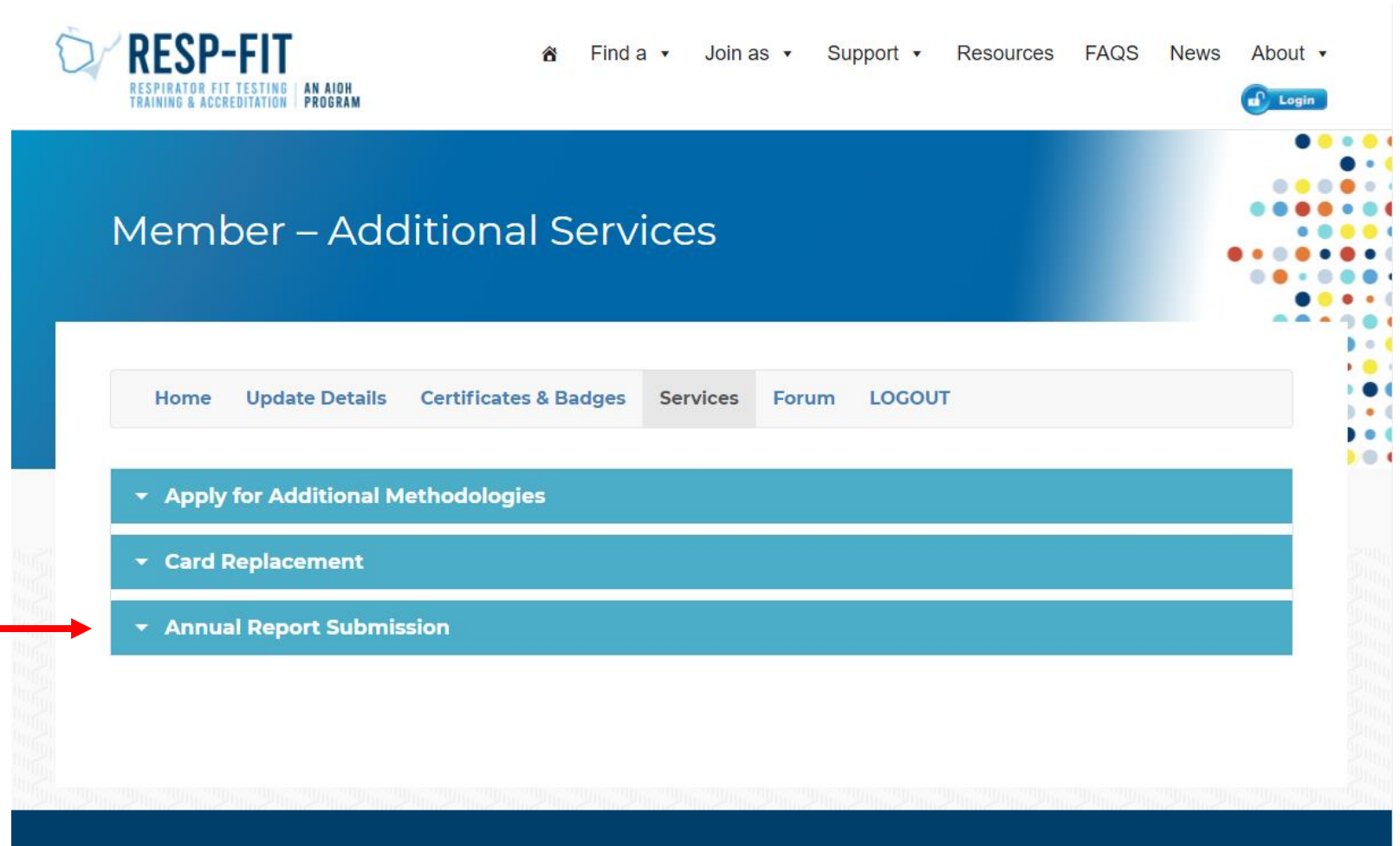
Go to Services



The screenshot shows the RESP-FIT website interface for a member. At the top, the RESP-FIT logo is on the left, and navigation links (Home, Find a, Join as, Support, Resources, FAQs, News, About) and a Login button are on the right. Below the navigation bar is a blue header with the text "Member – Welcome". Underneath this is a horizontal menu bar with items: Home, Update Details, Certificates & Badges, Services, Forum, and LOGOUT. A red arrow points from the text "Go to Services" to the "Services" menu item. The main content area below the menu bar has the heading "Welcome to RESP-FIT membership services" and "Step 1". It includes a paragraph: "If this is your first time to our online member services, the first task is for you to update your details on our database. These details appear on our online search directory, so it is important for you to keep your record up-to-date." and a button labeled "Update your Details Now".



Annual Report Submission



The screenshot displays the RESP-FIT member portal. At the top, the RESP-FIT logo is on the left, and navigation links (Home, Find a, Join as, Support, Resources, FAQs, News, About) and a Login button are on the right. The main header reads "Member – Additional Services". Below this is a horizontal menu with "Home", "Update Details", "Certificates & Badges", "Services", "Forum", and "LOGOUT". The "Services" menu is expanded, showing three options: "Apply for Additional Methodologies", "Card Replacement", and "Annual Report Submission". A red arrow points from the text "Select Annual Report Submission" to the "Annual Report Submission" option in the Services menu.

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

Home Find a Join as Support Resources FAQs News About Login

Member – Additional Services

Home Update Details Certificates & Badges Services Forum LOGOUT

- ▼ Apply for Additional Methodologies
- ▼ Card Replacement
- ▼ Annual Report Submission

Select Annual Report Submission →

Accredited Fit Testers – Submission

Enter number of people you fit tested in the previous year for the method/s you are accredited in



Annual Report Submission

Due 31st January of the year for the previous years, which reports on the number of fit tests for each methodology conducted in the previous year. This deidentified data will be utilised to inform the development of the Program and promote RESP-FIT. If the report is not submitted by the 1st April in the following calendar year, the individual will forfeit their accreditation.

This is an annual requirement to maintain accreditation.

Annual Report Due

Reporting Year

Please enter the number of people you have fit tested for the previous year. If there were no people fit tested, enter zero.

A numeric value is required for each Fit Test Methodology you are accredited in.

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

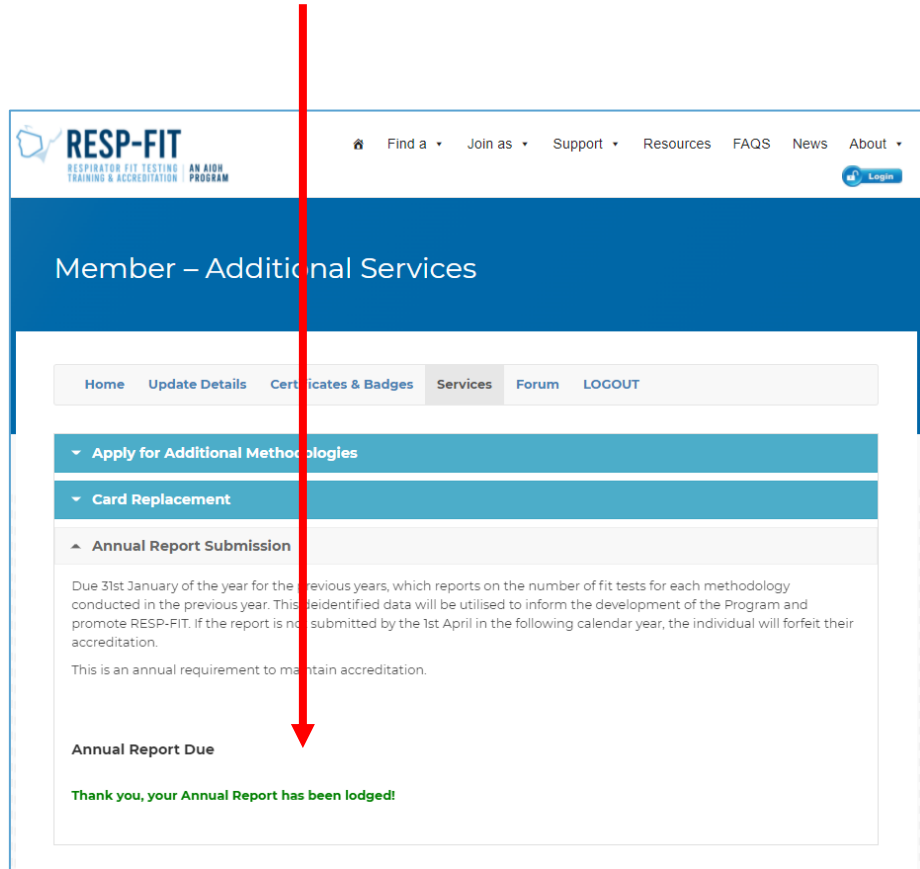
Quantitative Fit Test (QNFT) – Ambient aerosol condensation Nuclei Counting (CNC) *

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



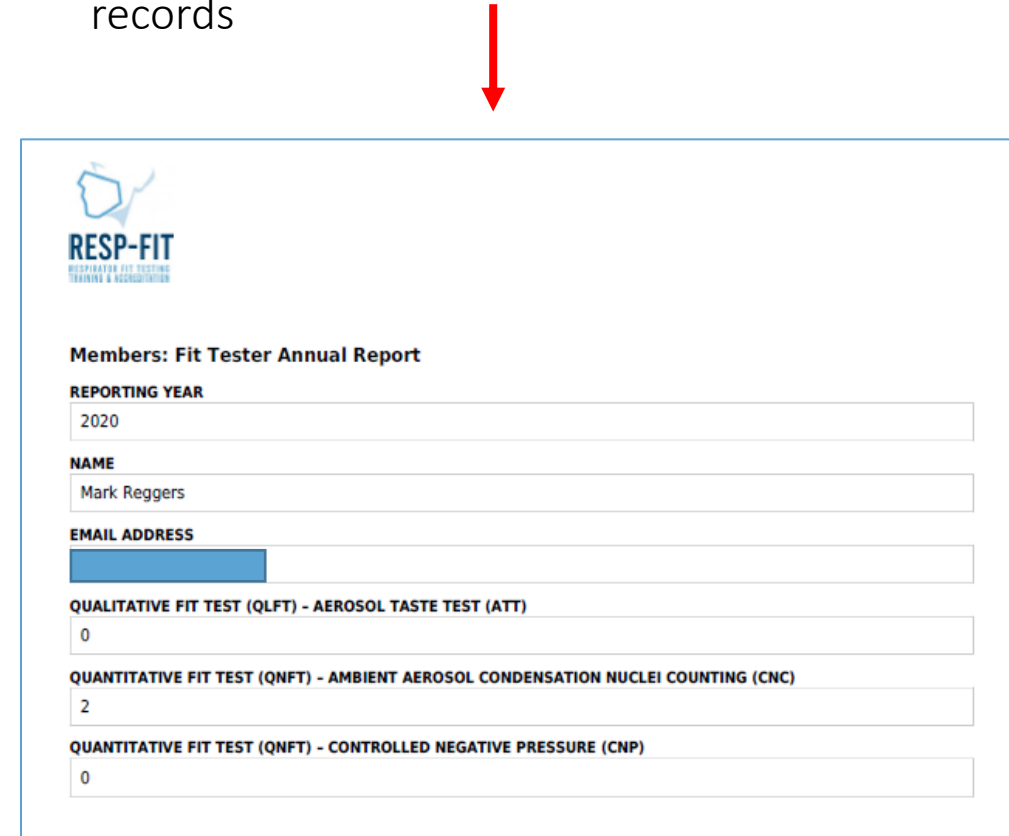
Accredited Fit Testers – Lodged Report

You will see the following screen to confirm annual report has been lodged



The screenshot shows the RESP-FIT website interface. At the top, there's a navigation bar with links like Find a, Join as, Support, Resources, FAQs, News, and About. Below this is a blue header with the RESP-FIT logo and the text "Member – Additional Services". A red arrow points from the text above to the "Annual Report Submission" section. This section contains a message about the annual report due date (31st January) and a confirmation message: "Thank you, your Annual Report has been lodged!".

You will also be sent a confirmation email with a pdf report for your submission to keep for your records



The screenshot shows the RESP-FIT website interface for the "Members: Fit Tester Annual Report". A red arrow points from the text above to the form. The form includes fields for "REPORTING YEAR" (2020), "NAME" (Mark Reggers), and "EMAIL ADDRESS". Below these are three sections for test results: "QUALITATIVE FIT TEST (QLFT) - AEROSOL TASTE TEST (ATT)" with a value of 0, "QUANTITATIVE FIT TEST (QNFT) - AMBIENT AEROSOL CONDENSATION NUCLEI COUNTING (CNC)" with a value of 2, and "QUANTITATIVE FIT TEST (QNFT) - CONTROLLED NEGATIVE PRESSURE (CNP)" with a value of 0.



Approved Training Providers – Submission

Provide additional details regarding any course changes made during the year and any attended feedback and resolution (if required)



Enter number of people you trained in the previous year for the method/s you are accredited in

The screenshot shows the 'Annual Report Submission' page on the RESP-FIT website. The page has a blue header with the RESP-FIT logo and navigation links. Below the header is a navigation bar with links: Home, Update Details, Documents & Badges, Services, Events, and LOGOUT. The main content area is titled 'Annual Report Submission' and contains the following sections:

- Annual Report Due:** A section explaining the due date (31st January) and the purpose of the report.
- Reporting Year:** A text input field containing the year '2020'.
- Student Numbers:** A section with instructions to enter the number of people trained for each methodology. It includes three input fields, all of which contain the text 'Not Applicable':
 - 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) *

The screenshot shows the 'Changes' and 'Attendee Feedback' sections of the form. The 'Changes' section is titled 'Changes' and contains the following elements:

- Changes:** A section with the instruction 'Please indicate any changes since your last report.' and four checkboxes:
 - ☐ Changes to Facilitators
 - ☐ Changes to Course
 - ☐ Major Changes to Assessment
 - ☐ Major Changes to Practical Component
- Do you have any comment regarding the changes made?:** A large text input field.
- Attendee Feedback:** A section with the instruction 'Provide a summary of attendee feedback and actions that were taken to resolve any issues.' and a large text input field.
- Submit:** An orange button at the bottom of the section.



Approved Training Providers– Lodged Report

You will see the following screen to confirm annual report has been lodged

RESP-FIT
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TRAINING & ACCREDITATION PROGRAM

Find a ▾ Join as ▾ Support ▾ Resources FAQs News About ▾

Member – Additional Services

Home Update Details Certificates & Badges **Services** Forum LOGOUT

▼ Apply for Additional Methodologies

▼ Card Replacement

▲ Annual Report Submission

Due 31st January of the year for the previous years, which reports on the number of fit tests for each methodology conducted in the previous year. This identified data will be utilised to inform the development of the Program and promote RESP-FIT. If the report is not submitted by the 1st April in the following calendar year, the individual will forfeit their accreditation.

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Annual Report Due

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RESP-FIT
RESPIRATOR FIT TESTING
TRAINING & ACCREDITATION PROGRAM

Members: Annual Report for Organisations

REPORTING YEAR
2020

COMPANY
AB Respiratory Test Service

EMAIL ADDRESS
[Redacted]

Student Numbers

QUALITATIVE FIT TEST (QLFT) - AEROSOL TASTE TEST (ATT)
1

QUANTITATIVE FIT TEST (QNFT) - AMBIENT AEROSOL CONDENSATION NUCLEI COUNTING (CNC)
2

QUANTITATIVE FIT TEST (QNFT) - CONTROLLED NEGATIVE PRESSURE (CNP)
3

Changes

CHANGES TO FACILITATORS
☒ True

CHANGES TO COURSE
☒ True

MAJOR CHANGES TO ASSESSMENT
☒ True

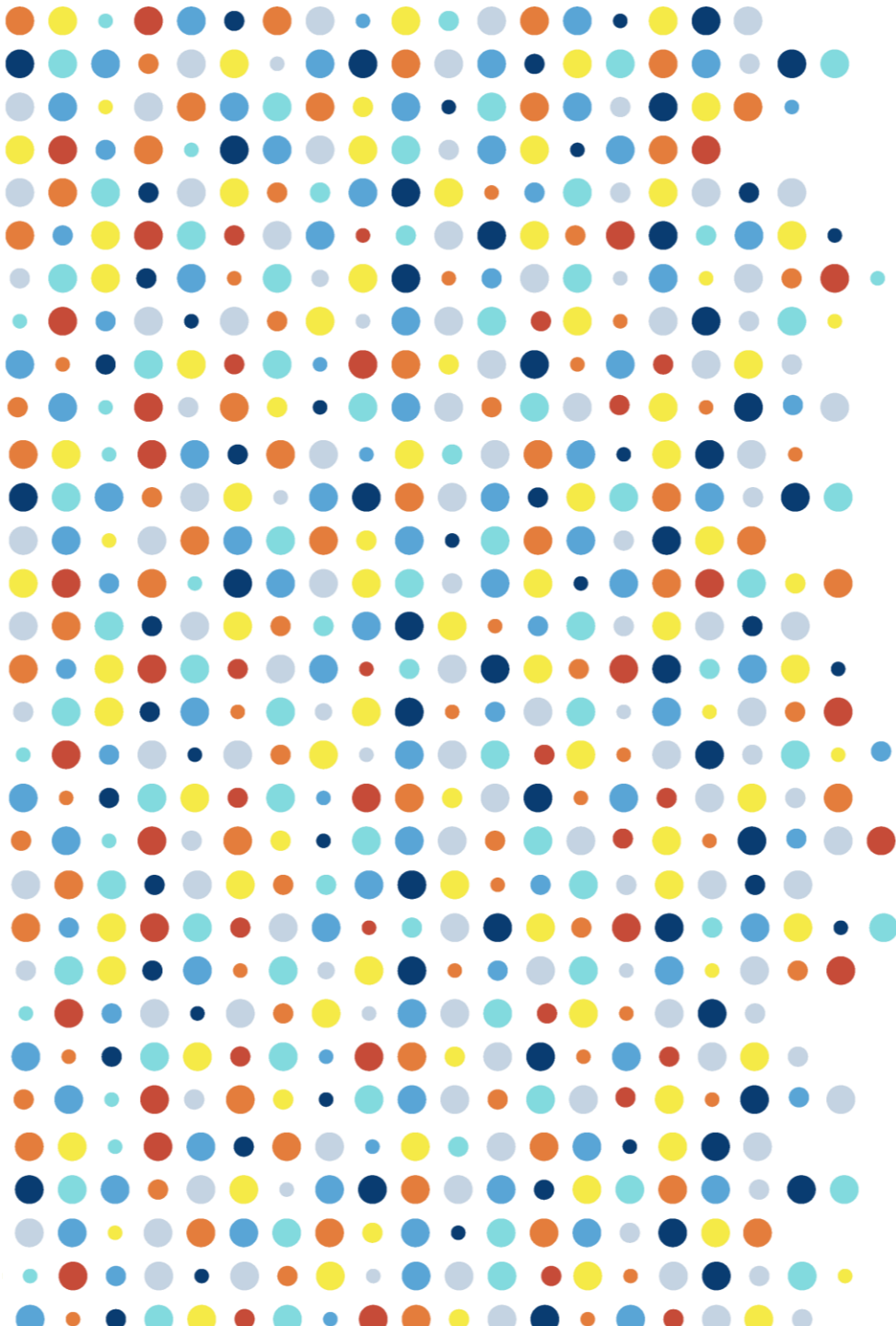
MAJOR CHANGES TO PRACTICAL COMPONENT
☒ True

DO YOU HAVE ANY COMMENT REGARDING THE CHANGES MADE?
Comments

Attendee Feedback

FEEDBACK
Feedback





Thank you

For more information visit www.respfit.org.au

or email respfit@aioh.org.au

