

## FSIB FIRE SYSTEMS

### IMPARTIALITY AND CONFIDENTIALITY POLICY

The FSIB shall be classified as a type A inspection body in terms of the national standard SANS 17020.

The FSIB shall be independent of any other party involved in the fire industry. It shall not fraternise with or have any connection with architects, consultants, designers, installers, or any end user.

The FSIB and its personnel shall not engage in any activities that may conflict with their independence of judgment and integrity in relation to our inspection activities.

The FSIB shall not engage in, or form any allegiance with any other legal entity, that manufactures, supplies, installs, operates, or maintains fire protection systems.

We shall not engage in any activity that can influence the outcome of the inspection activity.

The ownership of FSIB rests with one individual (K.D. Norgate)

The inspectors employed by FSIB shall not take any financial incentive, commission or any other form of inducement that may influence the result of the inspection.

The operation of a second division under the company (Fire Systems Training) shall be kept autonomous and its activities should not influence each other.

#### **Risks to impartiality**

Good friendships have been made in the industry and through our work. *This will be monitored and where close friendships exist an alternate inspector will be utilised.*

Gifts and incentives may be offered.

*No gifts or financial incentives shall be taken by staff (see employment policy)*

A risk to impartiality could arise from FSIB Fire Systems operating two divisions

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1. FSIB - Fire System Inspection Bureau
2. FST - Fire Systems training

These operate as separate divisions under the registered company FSIB FIRE SYSTEMS (see Addendum 6.)

Impartiality is maintained in the following manner.

### **Premises**

FSIB and FST operate from a training centre at 31, 1<sup>st</sup> Street, Bardene, Boksburg. The two divisions work out of different offices.

### **Staff**

There are separate administrators

FSIB - Steven Norgate

FST – Linda Nefdt

There are separate operating staff

FSIB - Inspector - Eugene Liebenberg

FSIB – Inspector – Karl Weber

FSIB – Trainee - Vaune Everington

FST - Trainer - Shane Nefdt

### **Documentation**

Documentation needs are totally separated with separate stationery, compiled by different persons, filed on different computers in different buildings.

We believe the two different operations complement each other rather than create impartiality problems. It is unlikely that a person trained by FST is recognised by the inspector at FSIB on a customer site,

### **CONFIDENTIALITY**

Any information gained regarding an installation, product or client information shall remain confidential.

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Staff members shall not discuss, or pass information on to others, regarding client's installation quality of work, or any information gained from the client.

The details of any report are the property of the client and the FSIB. The contents shall be for the sole in-house use of the client and FSIB and shall not be copied, reproduced, or distributed to any person or company not in the employ of the client without prior consent from the author or the requirement to do so by law.

Compiled by: K D Norgate

Position: C.E.O.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector:

*I have read and fully understood and acknowledge the contents of this document.*

Name: E. Liebenberg

Signature \_\_\_\_\_ Date: 09/12/2016

Inspector:

*I have read and fully understood and acknowledge the contents of this document.*

Name: K. Weber

Signature \_\_\_\_\_ Date: 25<sup>th</sup> September 15<sup>th</sup>, 2021

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Administrator:

*I have read and fully understood and acknowledge the contents of this document.*

Name: S. Norgate

Signature \_\_\_\_\_ Date: 20<sup>th</sup> September 2016

Trainee:

*I have read and fully understood and acknowledge the contents of this document.*

Name: V. Everington

Signature \_\_\_\_\_ Date: 20<sup>th</sup> January 2022

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