



## SAFENETIX LEVEL 1 CERTIFIED FIRE AND SMOKE DAMPER INSPECTOR(LEVEL 1 CFSDI)

### **POLICIES & PROCEDURES MANUAL**



## About this Manual

This document contains all of the policies of the Safenetix Level 1 Certified Fire and Smoke Damper Inspector (Level 1 CFSDI) Program. Safenetix Certification is a voluntary program that tests and certifies the achievement of a professional level of knowledge and skill in the field of fire and smoke damper inspection. A Safenetix Level 1 Certified Fire and Smoke Damper Inspection Technician is recognized by peers and the public as a fire safety professional who has attained a generally-accepted level of knowledge in areas such as code requirements, fire and smoke damper functionality, diagnosis, maintenance practices, safety, and other subject and practice areas within the passive fire protection profession as identified through periodic job task analyses.

The purpose of this document is to outline the principles, rules and guidelines hereby adopted by Safenetix to support its efforts to provide the premier credentials in the field of fire and smoke damper inspections serving both stakeholders and certified persons. These policies and procedures are subject to change at any time, notice of which shall be posted on the Safenetix website.

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## 1.0 COMMITMENT TO IMPARTIALITY POLICY

The Safenetix Certification Board shall establish policies and procedures to ensure that all actions taken in regards to certification shall consistently be carried out in an impartial manner free from the self-interest of certification personnel, undue influence of interested parties or related organizations, excess familiarity with the program, or a single party predominating.

The certification body's commitment to impartiality shall be made public by publishing the policy in information provided to applicants, candidates, certificants, interested parties and the general public.

All certification personnel shall be required to sign a document approved by the Safenetix Certification Board stating their commitment to impartiality.

Annually an analysis shall be performed of certification actions or actions of related bodies that may be threats to the impartiality of the certification process (perceived or actual). The analysis shall be reviewed and approved by the Certification Board. Appropriate action shall be taken and documented to correct or prevent identified threats.

## 1.1 COMMITMENT TO IMPARTIALITY PROCEDURE

The Safenetix Certification Board shall develop a policy statement on impartiality to be posted on [www.safenetix.com](http://www.safenetix.com) and published in the [Candidate Application Handbook](#). The Executive Director shall ensure the policy statement is posted and updated when changes are made to the policy.

The Safenetix Certification Board will annually review any potential threats to the certification program, identify methods to track the threats, assign person(s) responsible for tracking, and develop a report form for any action taken.

Annually, all certification personnel will sign a statement agreeing to immediately report any conflict of interest to the Executive Director and/or Safenetix Certification Board and



their continued commitment to impartiality. The document shall be distributed in January of each year by the Executive Director and returned for review to the Executive Director within 30 days. The Executive Director will report any potential conflict of interest to the Board for action up to and including removing and replacing certification personnel.

The Safenetix Certification Board will annually review the written list of interested parties for any additions/deletions needed. The Executive Director will update the list as required and update any website postings and publications. The Board will also review the composition of Committees and Boards to assure that all interested parties are represented and no one party has undue influence on the certification process.

Policy & Procedure #s: 2.0 & 2.1

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## 2.0 THREAT ANALYSIS POLICY

The Safenetix Certification Board shall be responsible for conducting periodic threat analyses to identify potential threats to impartiality as they relate to adherence to the *Code of Ethics*, the *Conflict of Interest Policy*, the *Policy on Non-Discrimination* and the *Policy on Privacy and Confidentiality*. The Board shall take action on any identified or potential threats.

## 2.1 THREAT ANALYSIS PROCEDURE

To confirm compliance with this Policy the Safenetix Certification Board shall ensure that the following tasks are accomplished:

- a. Conduct every year, or as circumstances warrant, a threat analysis which shall contain at a minimum a list of relationships that can threaten impartiality. This list shall also identify potential area(s) of risk including products and services, involvement of interested parties, governance structure, resources, and contracts (Appendix A - A7 Threat Analysis - 406.01-FM-06 )
- b. Develop metrics for assessing threat risks
- c. Create and follow a timeline to implement corrective actions to minimize identified threats.
- d. Follow-up on any corrective actions to ensure that the threat or potential threat has resolved

Policy & Procedure #s: 3.0 & 3.1

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### 3.0 NONDISCRIMINATION POLICY

It is the policy of the Safenetix Certification Program to not discriminate in determining certification of an individual in any of the application, examination, certification decisions, recertification processes on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

### 3.1 NONDISCRIMINATION PROCEDURE

A person who believes s/he has been harassed or been subject to discriminatory treatment within Safenetix because of race, color, national origin, sex, age, current military status, marital status, sexual orientation, gender identity, gender expression, genetic information, religion, disability, pregnancy or veteran status, or has been retaliated against for participating in such a complaint process, is urged to file a complaint by contacting our office at 888.857.3004. This policy will be listed on the Safenetix website at [www.safenetix.com](http://www.safenetix.com) and available for any potential candidate or certificate holder.

For any given time with obtaining the certification, the candidate/certificate holder or Safenetix employee shall call the office number and request to speak with someone in the Human Resources Department.

The Director of Human Resources will initiate an investigation where there is evidence that a violation of this policy may have occurred. HR will review the claim and get back with the person within 3-5 business days of review.

Policy & Procedure #s: 4.0 & 4.1

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## 4.0 CERTIFICATION FEES POLICY

The Safenetix Certification Board shall be responsible for setting the fees for certification and recertification. When setting the fee structure, the Certification Board shall take into consideration research into other similar industry certifications and the Safenetix certification body's costs to develop, offer, and maintain the certification program. Certification Fees shall be published on the Safenetix' website and in the [Candidate Application Handbook](#). Safenetix is not a membership based organization. Being a customer/client of Safenetix or any of its related companies or membership in any industry organization shall not be a requirement for certification nor a consideration in the fee structure.

## 4.1 CERTIFICATION FEES PROCEDURE

Once the application has been approved, a registration link will be sent to the candidate via email with exam registration and payment procedure through Prolydian. Prolydian will reach out to candidates with test schedule, location, date and time.

Should circumstances change after the examinee has applied for the examination, they are able to reschedule the exam for a later date. Requests to reschedule must be received no later than one business day prior to the scheduled exam date. If contact is less than three business days, you will be considered a no-show and all exam fees will be forfeited. Registrations are not transferable.

The Safenetix Certification board will research comparable certification exams similar to the industry. They will discuss their findings in the Certification Board meeting. A vote will be put in motion for a final price and the majority will rule. The certification fee will be voted on and reset every three years. If the certificant holds a certification, he/she will need to identify on the website that the exam to be administered is for recertification. The recertification fee will be 50% of the standard certification fee.

## 5.0 PROGRAM ADMINISTRATION & STAFFING POLICY

Policy & Procedure #s: 5.0 & 5.1

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The Safenetix Certification program shall be staffed by employees of the Safenetix Corporation. They shall perform all administrative duties related to the certification program and provide administrative and coordination support to the Certification Board and its Committees and Task Forces. An organizational chart detailing the staff structure as within the Safenetix Certification program is provided in Appendix A - A2 Safenetix Org Chart 10.12.2023 - rev. 2 (401.00-C-01)

Staff assigned to the certification program will be selected based on the ability to carry out the responsibilities and duties as defined by the Certification Board. Safenetix staff may have duties within the corporation not related to certification. However, those duties may not constitute a conflict of interest, breach of confidentiality or impartiality with certification responsibilities.

Staff shall have documented instructions describing their duties and responsibilities that are reviewed at least annually for any changes or updates. They shall be trained on their specific duties and responsibilities and the general requirements of the certification program. At least annually certification staff shall be reviewed for their performance in relation to their job responsibilities.

Staff shall be required to sign a document stating that they have no conflict of interest in carrying out their responsibilities in the certification program, they will maintain the confidentiality of all certification records and materials, and they will act in a nondiscriminatory and impartial manner at all times.

Safenetix staff may not apply for certification until they have no longer been employed by Safenetix for two years. Employees with subsidiaries of Safenetix parent company, may apply for certification as long as they have not held duties or responsibilities with Safenetix for a minimum of two years.

### 5.1 PROGRAM ADMINISTRATION & STAFFING PROCEDURE

Safenetix shall have the following responsibilities concerning Administration and Staffing:

- a. Monitor the effectiveness of the staff organizational chart (Appendix A - A2 Safenetix Org Chart 10.12.2023 - rev. 2 / 401.00-C-01) The CEO/President will review the organization structure and determine its effectiveness.
- b. Policies, procedures, and documents stored within a restricted access Shared Drive, exclusively designated for departmental personnel responsible for document maintenance. Access is granted solely to the Certification Board Chair, Executive Director, and Human Resources, ensuring confidentiality and integrity.
- c. Notify Safenetix Certification Board of any changes to the organizational model within 10 business days. The changes should be ensured compliance with the organizational hierarchy approved by the Safenetix Certification unless it affects the financial structure of the business, which will receive a final vote by the Safenetix Executive Director
- d. Provide documented job descriptions for all staff describing duties and responsibilities. Human Resources will create and maintain job descriptions for each role depending on the position being hired for or filled. The job descriptions will be discussed with the employees on their roles and activities. Appendix A - A3 Safenetix Job Descriptions v1.0 / 401.00-PP-03)
- e. Hiring and Staffing - First, Human Resources will list open positions on job listing boards from the Safenetix website. HR will review applicants and resumes. The resume and application will be forwarded to the appropriate department, if HR deems an applicant as a potential candidate for the position. Lastly, face to face or teleconference interviews will be conducted based on the supporting documents.
- f. Onboarding the Certification Staff - Dependent upon filling the open role, the Department Head will be responsible for creating onboarding training tasks.
- g. The certification staff shall be reviewed annually In March for their current role within the organizational model as required by the Executive Director and the Human Resources Department. The performance review form shall be complete and sent to the HR Director and Safenetix Certification for records to gain feedback on restructuring the organizational model.

Policy & Procedure #s: 6.0 & 6.1

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## 6.0 POSITION ON TRAINING POLICY

The Safenetix Certification Body shall not offer exam preparation training or give approval to any industry exam preparation course. General damper installation courses offered by Safenetix or its parent company and subsidiaries shall not be required as a prerequisite to obtaining certification. The Safenetix and other industry courses and reading materials may be listed as general reading and training for anyone interested in certification and specific damper installation knowledge. No course or preparation materials whether developed by Safenetix or another organization may be advertised by Safenetix as a guaranteed path to certification.

No individual currently involved in the development of or instruction in training programs and/or exam preparation courses or the writing of exam prep materials for damper installation shall be eligible to be a member of the Certification Board/Committees/Task Forces. A Safenetix employee similarly involved in training may not be assigned to assist any of the Certification Committees or have access to any examination or process applications or certificant information.

## 6.1 POSITION ON TRAINING PROCEDURE

No training is required to take the Safenetix Certification Exam.



## 7.0 CERTIFICATION BOARD STRUCTURE & AUTHORITY POLICY

Policy & Procedure #s: 7.0 & 7.1

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The Certification Body known as the Safenetix Certification Board will consist of the following permanent committees and/or Task Forces:

- a. Certification Board (Scheme Committee)
- b. Exam Development Committee
- c. Job Task Analysis Committee
- d. Appeals Task Force

### 7.0.1. Certification Board

The Safenetix Certification Board shall oversee the development, review and approval of policies and procedures for the certification program. The Board specifically has the responsibility for the following decisions: granting, maintaining, recertifying, expanding and reducing the scope of the certification, and suspending or withdrawing the certification. No certification decision will be outsourced to a third-party.

However, any decisions that require financial investment will be subject to review and approval by the Safenetix Corporate CEO and/or Executive Director to safeguard the finances of the corporation and certification program.

The Certification Board shall consist of a minimum of 5 and maximum of 11 voting members and one Non-Voting Safenetix Staff member. Members shall be selected so as to represent, as far as practicable, all interested parties in the fire safety industry. The Initial selection of members shall be made by the Safenetix Executive and thereafter through a nomination and approval process of the current Board Members. The Board Chair shall be selected annually by the members of the Board.

Board Member term of office shall be three years with 1/2 of the Board members appointed annually. A Board Member may resign at any time for any reason with written notification. A Board Member may be removed by majority vote of the Board for the following reasons: unexcused absences of more than 50% of the Board meetings, conflict of interest, no longer representing an interested party. A replacement shall be selected by the Executive Director for the balance of the resigning or removed Board member's term.

A quorum of 50% must be present at any meeting to conduct Board business. Members may participate in person, via teleconference or video conference. A majority vote is 51% of

the members present. An electronic vote may be taken between Board meetings and the vote verified at the next official Board meeting.

Minutes of all meetings shall be taken by a designated Board member or assigned staff.

#### **7.0.2. Exam Development Committee**

The Exam Development Committee shall have the responsibility of developing and overseeing the examination process including the following: exam blueprint, item writing, test site selection, exam administration, psychometric reporting and reviews. The Committee shall make periodic status reports to the Certification Board. It shall make recommendations to the Certification Board for final decision on policies and procedures as it relates to the certification exam including passing score method and determination.

The Exam Development Committee shall consist of a minimum of 3 and maximum of 7 voting members and one Non-Voting Safenetix Staff member. The initial selection of members will be made by the Safenetix Executive Director based on industry recommendations and knowledge and thereafter based on industry recommendations and knowledge and approval of the Certification Board. There are no term limits for committee members.

Minutes of all meetings shall be taken by a designated Committee member or assigned staff.

#### **7.0.3. Job Task Analysis Committee**

The Job Task Analysis Committee shall have the responsibility of developing and overseeing the initial and any updated job task analysis including the following: development of policies and procedures to determine industry skills, knowledge, and abilities as related to the scope of the certification. The Committee shall make periodic status reports to the Certification Board. It shall make recommendations to the Certification Board for final decision on policies and procedures as it relates to the job task analysis including: method for conducting the JTA, results of the JTA, recommendation and justification on when a new or updated JTA shall be conducted.

The Job Task Analysis Committee shall consist of a minimum of 3 and maximum of 7 voting members and one NonVoting Safenetix Staff member and/or exam development consultant. The initial selection of members will be made by the Safenetix Executive Director based on industry recommendations and knowledge and thereafter based on industry recommendations and knowledge and approval of the Certification Board. The Committee Chair shall be selected by the Job Task Analysis Committee members. There are no term limits for committee members.

Minutes of all meetings shall be taken by a designated Committee member or assigned staff.

#### **7.0.4. Appeals Task Force Committee**

A task force of three members shall be appointed from current members of the Certification Board to review and make recommendations for final decision on appeals submitted to the Certification body by applicants, candidates or certificants. The Appeals Task Force Committee will be convened as needed.

Minutes of all meetings shall be taken by a designated Committee member or assigned staff.

## **7.1 CERTIFICATION BOARD STRUCTURE & AUTHORITY PROCEDURE**

The Safenetix Executive Director and CEO will jointly make the initial Certification Board selection based on industry recommendations and experiences. The Executive Director and CEO will ensure that the Certification Board consists of a diverse group of individuals included but not limited to: manufacturers, fire safety experts, life safety code experts, fire inspectors, and students. Conflict of interest will certainly be considered during the nomination process.

After the first year, the Executive Director and CEO will review the Certification Board membership every three years to determine the number of vacancies. A call for nominations will be distributed to Safenetix certificants and other relevant stakeholder groups in January. The Executive Director and CEO will nominate an individual based on the job description. Nominees will then submit a resume, an application or bio with the nomination form. Any individual may submit a nomination. Self-nominations are accepted. Members of the Safenetix Certification Board will vote on the committee applicants and appoint the new position based on majority vote.

The nominations of all qualified individuals will be sent to the existing Board Members for review. In reviewing nominations, the committee will consider:

- a. The qualifications for the vacant position in job description form
- b. The nominee's ability to devote the time necessary to commit to the Certification Board
- c. The nominee's previous experience in the fire safety field performing inspections
- d. The needs and composition of the current Safenetix Certification Board

- e. The diversity of the Safenetix Certification Board, including relevant factors such as geographic location, firm size, areas of discipline and years of experience. As needed, the Executive Director and existing Safenetix Certification Board may request additional information from nominees and/or may schedule telephone/virtual interviews with nominees.

Prior to being placed on the final slate of recommended Candidates each nominee will be contacted to verify that he/she:

- a. Understands the requirements and responsibilities associated with the position
- b. Understands the time commitment and length of term associated with the position
- c. Is willing and able to serve in the position if elected.

The Executive Director will prepare a slate of recommended qualified Candidates and send the ballot to the Safenetix Certification Board for vote. The new Certification Board member will elect Candidates recommended by the Executive Director or request additional Candidates.

A member of the Certification Board may resign at any time by delivering written notice to the Executive Director. The resignation will take effect at the time specified in the resignation, or, if no time is specified, the resignation will take effect upon acceptance. The Executive Director will then determine the time of acceptance. The resulting vacant position will be filled as soon as possible by following the recruiting process listed above.

The resulting vacant position will be filled as soon as possible by following the recruiting process listed above.

Policy & Procedure #s: 8.0 & 8.1

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## 8.0 CERTIFICATION SCHEME(S) POLICY

The Safenetix Level 1 Certified Fire and Smoke Damper Inspector certification shall be developed, approved and maintained by the Safenetix Certification Board with input from the Board's Committee, Safenetix staff and any contracted consultants. All prerequisites shall be reviewed and justified as to their appropriateness to the scheme and approved by the Safenetix Certification Board.

The approved Scheme shall be published in a document entitled [Candidate Application Handbook](#) for use by applicants, candidates, certificants and interested parties. The scheme shall be fully described including but not limited to: all prerequisites, fees, application process, examination process, and recertification process. The document shall be made available to the public on the Safenetix website. (Also available on Prolydian Website)

## 8.1 CERTIFICATION SCHEME(S) PROCEDURE

The Safenetix Executive Director will make the initial selection based on industry recommendations and experiences which will ensure the committees consist of a diverse group of individuals included but not limited to: manufacturers, fire safety experts, life safety code experts, fire inspectors, and students.

### 8.1.1. Certification Board

After the first year, the Executive Director will review the Certification Board membership every three years to determine the number of vacancies. A call for nominations will be distributed to Safenetix affiliates, certificants and other relevant stakeholder groups in January. The Exam Development Committee will nominate an individual based on the job description. Nominees will then submit a resume, an application or bio with the nomination form. Any individual may submit a nomination. Self-nominations are accepted. Members of the Certification Board will vote on the committee applicants and appoint the new position based on majority vote.

The nominations of all qualified individuals will be sent to the existing Board Members for review. In reviewing nominations, the committee will consider:

- a. The qualifications for the vacant position
- b. The nominee's ability to devote the time necessary to commit to functions of certification board service
- c. The nominee's previous experience in the fire safety field performing inspections
- d. The needs and composition of the current Certification Board
- e. The diversity of the Exam Development Committee, including relevant factors such as geographic location, firm size, areas of discipline and years of experience. As needed, the Executive Director and existing Certification Board may request additional information from nominees and/or may schedule telephone/virtual interviews with nominees.

Prior to being placed on the final slate of recommended Candidates each nominee will be contacted to verify that he/she:

- a. Understands the requirements and responsibilities associated with the position
- b. Understands the time commitment and length of term associated with the position
- c. Is willing and able to serve in the position if elected.

The Executive Director will prepare a slate of recommended qualified Candidates and send the ballot to the Safenetix Certification Board for vote. The new Certification Board member will elect Candidates recommended by the Executive Director or request additional Candidates.

A member of the Certification Board may resign at any time by delivering written notice to the Executive Director. The resignation will take effect at the time specified in the resignation, or, if no time is specified, the resignation will take effect upon acceptance. The Executive Director will then determine the time of acceptance. The resulting vacant position will be filled as soon as possible by following the recruiting process listed above. The resulting vacant position will be filled as soon as possible by following the recruiting process listed above.

### Meetings

The Certification Board will hold at least one regular virtual meeting each year. Meetings may be held via teleconference or video conference, so long as the Board members in attendance can participate and be heard, and a quorum is present. A quorum is at least 3 of the 3-7 individuals on the Committee.

## **Agendas**

The Executive Director, or other designated representative, will distribute meeting agendas at least one week in advance of any meeting.

## **Minutes**

The Executive Director will attend all meetings of the Certification Board and will record the official minutes of the meetings or designate assigned staff to do so. Meeting minutes will be considered confidential unless otherwise specified. Minutes of any executive session will be considered confidential. Meeting minutes will normally include the decisions made by the Certification Board. Minutes are not required to include all discussion or background information presented to the Certification Board. Written minutes of each meeting will be prepared within 2 weeks following each meeting and will be distributed to all members of the Safenetix Certification Board via email. Meeting minutes will be retained according to the requirements of the record retention policy.

### **8.1.2. Exam Development Board**

After the first year, the Executive Director will review the Exam Development Committee membership every three years to determine the number of vacancies. A call for nominations will be distributed to Safenetix affiliates, certificants and other relevant stakeholder groups in January. The Exam Development Committee will nominate an individual based on the job description. Nominees will then submit a resume, an application or bio with the nomination form. Any individual may submit a nomination. Self-nominations are accepted. Members of the Certification Board will vote on the committee applicants and appoint the new position based on majority vote.

The nominations of all qualified individuals will be sent to the existing Board Members for review. In reviewing nominations, the committee will consider:

- a. The qualifications for the vacant position
- b. The nominee's ability to devote the time necessary to commit to Exam Development service
- c. The nominee's previous experience in the fire safety field performing inspections
- d. The needs and composition of the current Exam Development Committee
- e. The diversity of the Exam Development Committee, including relevant factors such as geographic location, firm size, areas of discipline and years of experience. As needed, the Executive Director and existing Certification Board may request additional information from nominees and/or may schedule telephone/virtual interviews with nominees.

Prior to being placed on the final slate of recommended Candidates each nominee will be contacted to verify that he/she:

- a. Understands the requirements and responsibilities associated with the position
- b. Understands the time commitment and length of term associated with the position
- c. Is willing and able to serve in the position if elected.



## **Meetings**

The Exam Development Board will hold at least one regular virtual meeting each year. Meetings may be held via teleconference or video conference, so long as the Exam Development Board members in attendance can participate and be heard, and a quorum is present. A quorum is at least 3 of the 3-7 individuals on the Committee.

## **Agendas**

The Executive Director, or other designated representative, will distribute meeting agendas at least one week in advance of any meeting.

## **Minutes**

The Executive Director will attend all meetings of the Exam Development Board and will record the official minutes of the meetings or designate assigned staff to do so. Meeting minutes will be considered confidential unless otherwise specified. Minutes of any executive session will be considered confidential. Meeting minutes will normally include the decisions made by the Exam Development Board. Minutes are not required to include all discussion or background information presented to the Exam Development Board. Written minutes of each meeting will be prepared within 2 weeks following each meeting and will be distributed to all members of the Exam Development Committee and the Safenetix Certification Board via email. Meeting minutes will be retained according to the requirements of the record retention policy.

### **8.1.3. Job Task Analysis Committee & Maintenance Procedures**

The Safenetix Executive Director will appoint the initial JTA Committee based on industry recommendations and relevant experience, ensuring diverse representation. Committee members may include, but are not limited to: manufacturers, fire safety professionals, life safety code experts, fire inspectors, and students or emerging professionals. A Job Task Analysis (JTA) shall be conducted at least once every five (5) years, unless triggered earlier by sufficient data. The JTA may be conducted sooner if either 50 certifications have been issued or 200 certification exams (including retests) have been administered—whichever occurs first. The JTA Committee will only be convened once one of these conditions is met, ensuring adequate data is available to support valid psychometric analysis.

After the first year, the Executive Director will review the Job Task Analysis Committee membership every three years to determine the number and type of upcoming vacancies. A call for nominations will be distributed to Safenetix affiliates, certificants and other relevant stakeholder groups. The call for nominations will include the job description and qualifications for each vacant Job Task Analysis Committee member position. Nominees will submit a resume, an application or bio with the nomination form. Any individual may submit a nomination. Self-nominations are accepted. Members of the Safenetix Certification Board and Safenetix personnel may actively assist to recruit and encourage nominations of qualified individuals. All nominations will be initially reviewed by the Executive Director to determine if the nominated individuals meet the basic requirements for the vacant Job Task Analysis Committee. The nominations of all qualified individuals will be sent to the existing Board Members for review. The Job Task Analysis process, including committee selection and subsequent meetings, will only take place once the required number of certification exams has been conducted to ensure data sufficiency. In reviewing qualified nominations the committee will consider:

- a. The required qualifications for the vacant positions
- b. The nominee's ability to devote the time necessary to commit to Job Task Analysis
- c. The nominee's previous experience in the fire safety field performing inspections
- d. The needs and composition of the current Job Task Analysis Committee
- e. The nominee's ability to work productively as part of a volunteer group
- f. The diversity of the Safenetix Job Task Analysis Committee including relevant factors such as geographic location, firm size, areas of discipline and years of experience. As needed, the Executive Director and existing Certification Board may request additional information from nominees and/or may schedule telephone/virtual interviews with nominees.

Prior to being placed on the final slate of recommended Candidates each nominee will be contacted to verify that he/she:

- a. Understands the requirements and responsibilities associated with the position
- b. Understands the time commitment and length of term associated with the position
- c. Is willing and able to serve in the position if elected The Executive Director or assigned staff will prepare a slate of recommended qualified Candidates and send the ballot to the Certification Board for vote.

Job Task Analysis Committee members will be elected by the Safenetix Certification Board by majority vote. The Certification Board may elect Candidates recommended by the Executive Director or request additional Candidates. A member of the Job Task Analysis Committee Board may resign at any time by delivering written notice to the Executive Director. The resignation will take effect at the time specified in the resignation, or, if no time is specified, the resignation will take effect upon acceptance. The time of acceptance will be determined by the Executive Director. The resulting vacant position will be filled as soon as possible by following the recruiting process listed above.

## **Meetings**

The Job Task Analysis Committee Board will hold at least one regular meeting each year. Meetings will be held via teleconference or video conference, so long as the Job Task Analysis Committee Board members in attendance can participate and be heard, and a quorum is present. A quorum is defined as 3 of the 3-7 members of the JTA Board.

## **Agendas**

The Executive Director, or other designated representative, will distribute meeting agendas at least one week in advance of any meeting.

## **Minutes**

The Executive Director will attend all meetings of the Job Task Analysis Committee Board and will record the official minutes of the meetings or designate assigned staff to do so. Meeting minutes will be considered confidential unless otherwise specified. Minutes of any executive session will be considered confidential. Meeting minutes will normally include the decisions made by the Job Task Analysis Committee Board. Minutes are not required to include all discussion or background information presented to the Job Task Analysis Committee Board. Written minutes of each meeting will be prepared within 2 weeks following each meeting and will be distributed to all members of the Job Task Analysis Committee Board and the Safenetix Certification Board via e-mail. Meeting minutes will be retained according to the requirements of the record retention policy.

### **8.1.4. Appeals Task Force Procedures**

The Safenetix Certification Board will randomly appoint three members to participate in the Appeals Task Force should the need arise. The Appeals Task Force will consist of three different individuals from different combinations of individuals for each appeal. The Task Force will convene on an as needed basis.

## **Meetings**

Meetings may be held via teleconference or video conference, so long as the Appeals Task Force Committee members are in attendance and can participate and be heard, and a quorum is present. All information on the appeal or complaint to be discussed during the meeting will be redacted to protect individual's names. The Appeals Task Force will vote on the issue at hand. The results of the appeal will be shared with the Safenetix Certification Committee and the appropriate response will be carried out at the Board level.

Policy & Procedure #s: 9.0 & 9.1

Changes to be Authorized by: Certification Board

Approved by: Certification Board

Approval Date: 02.18.22

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Revision Date:

## 9.0 CONFIDENTIALITY & CONFLICT OF INTEREST POLICY

### 9.0.1. Confidentiality

The Safenetix Certification Board shall ensure that all records and processes related to certification records remain confidential and are available only to authorized personnel. The Board shall develop policies and procedures for safeguarding confidentiality including signed commitments from all certification personnel (staff, committee members, volunteers, subcontractors, applicants, candidates and certificants).

### 9.0.2. Conflict of Interest

The Safenetix Certification Board shall ensure that all personnel with responsibility or duties related to certification do not have a conflict of interest with their certification duties. The Safenetix Certification Board shall develop policies and procedures for establishing guidelines for reviewing all personnel's credentials/backgrounds for potential or perceived conflicts including signed commitments from all certification personnel (staff, committee members, volunteers, subcontractors). As a general policy, no personnel currently involved in training for fire and smoke damper installations or inspections may hold a certification committee or task force position nor be assigned as a staff liaison, administrator, or clerical staff.

## 9.1 CONFIDENTIALITY & CONFLICT OF INTEREST PROCEDURE

The Executive Director shall develop and maintain a Conflict of Interest, Non-Disclosure and Confidentiality form that conforms to ANAB Standards. The Safenetix Certification Board shall review and approve the form and any subsequent changes.

All Safenetix Certification personnel (employees, volunteers, and contractors) shall be required to sign upon assignment of duties or initiation date of contract services the Conflict of Interest, Non-Disclosure and Confidentiality form attesting that they do not have a conflict of interest with any current affiliations or activity that would compromise their impartiality in carry out their duties on behalf of the certification body. The form will be distributed to all personnel by the Executive Director. Signed forms will be returned to the

Executive Director for review of any conflict of interest. Any potential conflicts shall be brought to the attention of the Safenetix Certification Board for action.

The Policy and form shall be reviewed by the Executive Director every three (3) years to ensure its efficacy, and compliance with standard and updated as required.

The Policy shall be posted on the Safenetix website providing access to all stakeholders and certified persons.

Any allegations of violations to the Policy shall be submitted to the Executive Director who shall bring the allegation for review and action by the Safenetix Certification Board.

Policy & Procedure #s: 10.0 & 10.1

Changes to be Authorized by: Certification Board

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Revision Date:

## 10.0 OUTSOURCING POLICY

Outsourcing consulting, psychometric, test administration or other services as needed may be approved by the Safenetix Certification Board. However, the Safenetix certification body is committed to assure the decisions of granting, maintaining, re-certifying, extending, reducing, suspending or withdrawing certification shall not be outsourced.

All outsourced services related to the certification process must be listed in the operations manual and a written legal agreement executed by both parties that includes: scope of work; signed agreement of non-disclosure, conflict of interest and confidentiality; security of certification materials; commitment to follow Safenetix policies and procedures.

Outsourced contractors/subcontractors shall be evaluated at least annually on their performance against their agreed to scope of work.

## 10.1 OUTSOURCING PROCEDURE

When subcontractors are used for any other activity substantially related to the certification program, written agreements are made with the subcontractors to include, at minimum, the following terms:

- a. Scope of work
- b. Payment terms
- c. Termination
- d. Conflicts of interest prevention
- e. Confidentiality and security

The CEO and the Executive Director will negotiate with the contractors and will sign and approve the agreements on behalf of Safenetix. Vendors will be selected based on a combination of price and compatibility to Safenetix' needs.

The contractor's performance will be evaluated by the Department Head in which the task belongs to. A verbal exit interview with the contractor will be conducted to discuss the project and the progress achieved during the contract. All reviews will be shared with the CEO and the Executive Director upon completion of the project.

The NDA, Confidentiality, and Vendor Agreements shall be signed by the vendor. The vendor will submit the agreements to the Executive Director. Once the Executive Director receives the appropriate documents, HR will review and file the documents in the Safenetix cabinet for document control.

The Executive Director shall maintain a current list of all subcontractors with responsibilities related to the certification program.



Policy & Procedure #s: 11.0 & 11.1

Changes to be Authorized by: Certification Board

Approved by: Certification Board

Approval Date: 02.18.22

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Revision Date:

## 11.0 RECORDS RETENTION POLICY

The Safenetix Certification Board shall establish and approve guidelines and staff responsibilities to manage the retention and storage of all certification records. The records management program is intended to maintain, protect, retain and dispose of records in accordance with operational needs.

### 11.1 RECORDS RETENTION PROCEDURE

The Safenetix Human Resources Department shall ensure that the applications and records of candidates and certified persons are retained for five years and destroyed as outlined below when the timeline is fulfilled.

The Safenetix Certification Board in fulfilling its requirement to retain and destroy the records of applicants, candidates and certified persons shall be responsible for the following tasks:

- a. Tracking all records in the management system
- b. Retaining applications for applicants/candidates who failed to certify for two (2) years.
- c. Retaining applications for certified persons who allow their certification to lapse for two (2) years after the lapse.
- d. Retaining records for certified persons who are no longer in good standing for two (2) years after the change in status.
- e. Holding records for certified persons in good standing.
- f. Retaining records of examination scores for five years after the date of the examination administration.
- g. Human Resources will destroy physical documents using a Fellowes 79CI locked paper shredder located at the Corporate Office. All shredded material is then recycled through a commercial recycling company.

All appeal documents, complaint documents and Test User Agreements will also follow these guidelines.

Policy & Procedure #s: 12.0 & 12.1

Changes to be Authorized by: Certification Board

Approved by: Certification Board

Approval Date: 02.18.22

Effective Date: 02.18.22

Revision Date:

## 12.0 SECURITY & PROTECTION POLICY

The Safenetix Certification Board shall take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure, or destruction of certification records and data. These include internal reviews of data collection, storage and processing practices, and security measures, as well as physical security measures to guard against unauthorized access to systems where personal information is stored

### 12.1 SECURITY & PROTECTION PROCEDURE

The security of all confidential information is of the utmost importance. The Safenetix Certification Board develops and documents policies necessary to ensure security throughout the entire Level 1 Certified Fire and Smoke Damper Inspector Certification process and has preventative measures in place and procedures to take corrective action when security breaches occur. Security includes protecting examination content during development, during examination administration, adequate physical and digital security for exam content, applicant and candidate records, appeals and all other aspects of the Certification program.

The Executive Director is responsible for periodically reviewing and monitoring the implementation of security policies, procedures, and practices to ensure that confidential information is adequately protected.

The plan includes:

- a. Security breaches
- b. Roles and responsibilities of individuals involved in the security plan
- c. Funding for maintenance of appropriate security measures and for responding to unexpected security problems.
- d. Legal agreements including agreements with examinees regarding cheating, examination disruptions, and the confidentiality of examination content.
- e. Examination design that addresses security concerns, including limiting item exposure, steps to discourage memorization of examination content, and other steps to minimize the likelihood of cheating.

- f. Examination development processes that limit access to the item bank and other examination content components to only a limited number of authorized individuals.
- g. Examination administration policies ensure the security of examination content at all stages of the administration and scoring process.
- h. Examination results transmitted and stored securely with access only by authorized individuals.
- i. Physical security considerations include procedures for guests, access rules, procedures for proper document and electronic file storage, etc.
- j. Monitoring of internet sites for disclosure of confidential examination content.
- k. Actions required in response to security violations.

#### **12.1.1. Record Security**

Confidential information includes, but is not limited to: examination materials, examination development materials such as job task analysis, reports, item writing materials, examination scores, applicant and Certificant records, records of disciplinary investigations, information discussed or disclosed during Certification Board and/or Committee meetings. Safenetix will securely retain confidential materials.

Policy & Procedure #s: 13.0 & 13.1

Changes to be Authorized by: Certification Board

Approved by: Certification Board

Approval Date: 02.18.22

Effective Date: 02.18.22

Revision Date: 12.15.2023

## 13.0 RECERTIFICATION POLICY

The Safenetix Certification Board shall establish written procedures for re-certification based on confirmation of continued competence of the certificants and ongoing compliance with current scheme requirements. The rationale for the recertification process and period shall take into account the following:

- a. Regulatory requirements
- b. Changes to normative documents
- c. Changes in any scheme requirements
- d. Risks resulting from an incompetent person
- e. Ongoing changes in technology and requirements for certified persons
- f. Requirements of interested parties.

The rationale for recertification requirements and term shall be reviewed annually by the Safenetix Certification Board to reaffirm the adequacy of the process.

## 13.1 RECERTIFICATION PROCEDURE

The Executive Director will post the recertification policy and procedures for each certification program in the [Candidate Application Handbook](#). The Executive Director will review and update the recertification policy, or more frequently as changes to the profession and/or regulation affecting the credential warrant. This may include requiring certified persons to demonstrate competence of content that was not part of initial certification.

The Safenetix Level 1 Certified Fire & Smoke Damper Inspector Certification Program offers one method of recertification - to retake and pass the certification exam. To retain certification after each three-year period, a Safenetix Level 1 Certified Fire and Smoke Damper Inspector must re-certify by retaking the Certification Exam. Safenetix will notify any Certificate Holder that their Certification will expire within six months of expiration via email.

The Certificate Holder will be responsible for paying the certification fees via the Safenetix's Exam administering partner website during registration and consequently scheduling their certification exam.

Safenetix will track Certification expirations via their content management system, Hubspot. The Safenetix Marketing team will be responsible for setting reminders and automated emails out to existing certification holder's that their certification is approaching expiration.

Annually in March, the Safenetix Certification Board will meet and collect a majority vote on the recertification fee pricing. The Certification Board will base the amount based on other industries and research from the damper inspector industry.

Policy & Procedure #s: 14.0 & 14.1  
Changes to be Authorized by: Certification Board  
Approved by: Certification Board  
Approval Date: 02.18.22  
Effective Date: 02.18.22  
Revision Date:

## 14.0 CODE OF CONDUCT POLICY

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The Safenetix Certification Board shall be responsible for the development, approval, maintenance, implementation and dissemination of a *Code of Conduct* for certified persons. Applicants shall be made aware of the *Code of Conduct* when applying for certification and shall acknowledge receipt of an agreement to follow the Code once certified. The Code of Conduct shall be made publicly accessible without request.

## 14.1 CODE OF CONDUCT PROCEDURE

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The *Code of Conduct* for Certified Persons shall initially be developed and approved by the Safenetix Certification Board. The Code will be reviewed by the Safenetix Certification Board every three (3) years or upon the completion of a **Job Task Analysis Study** to ensure that it continues to address the Conduct required of a Level 1 Certified Fire and Smoke Damper Inspector.

Each Candidate for Certification shall be required to sign a statement affirming their commitment to the Code and again during recertification.

The Code of Conduct shall be published in the [Candidate Application Handbook](#), incorporated in the application for certification, and posted on the Safenetix website and generally available upon request to all stakeholders and certificants.

A complaint form shall be made available on the Safenetix website or upon request for stakeholders to submit allegations of violations to the Code.

Any allegation of violations to the Code will be processed in accordance with the Policy and Procedure on Complaints.

Certificants found in violation of the *Code of Conduct* may be subject to discipline up to suspension and/or revocation of the certification.

In order to maintain a high level of integrity as a certificant, Safenetix has established a *Code of Ethics* (Appendix A). Also, as a prerequisite of gaining the certification or

recertifying the certification, the certificant must sign a *Confidentiality Agreement* (Appendix A ) collected by the Executive Director or the Policies & Procedures Implementation Manager.



Policy & Procedure #s: 15.0 & 15.1

Changes to be Authorized by: Certification Board

Approved by: Certification Board

Approval Date: 02.18.22

Effective Date: 02.18.22

Revision Date: 02.25.2024

## 15.0 EXAM ADMINISTRATION POLICY

The Safenetix Level 1 Certified Fire and Smoke Damper Inspector exams are offered in two formats on site at accredited test centers throughout the United States, precisely on the 2nd and 4th Thursdays each month at 1 PM and on-line or web-based exam with flexible schedule. The management of test locations and schedules is handled by Safenetix's exam partner Prolydian, in accordance with the needs of the candidates. All candidates will be required to show proof of identity. Additionally, examinees will be allowed to bring the most current version of NFPA 80 and NFPA 105 to the exam. The Exam Administrator will ensure that no additional handwritten notes are written within the text book.

All applicants are required to review and accept the Safenetix Level 1 Certified Fire and Smoke Damper Inspector *Code of Ethics* as well as the *Certification Agreement and Release Authorization*. Signature confirming review and acceptance of both documents is required for certification. These documents will be available on the Safenetix website at [www.safenetix.com/cfsdi-1/](http://www.safenetix.com/cfsdi-1/).

## 15.1 EXAM ADMINISTRATION PROCEDURE

The Safenetix Level 1 Certified Fire and Smoke Damper Inspector exam is available in two formats. The on-site format is offered at approved test centers managed by Prolydian nationwide. Prolydian communicates the schedule to candidates, and it is posted monthly on [www.safenetix.com/cfsdi-1/](http://www.safenetix.com/cfsdi-1/) by the marketing team. For the Online format, the exam is remotely proctored by Prolydian in collaboration with Meazure, allowing candidates to take it from anywhere meeting the technical requirements. (Refer to document - CFSDI-1 Examination Process)

### 15.1.1.Exam Proctor & Administrators

The Exam Administrator for Safenetix exams is determined by the testing location or the exam format. Prolydian, Safenetix's exam management partner, handles accredited test centers, web-based exam and proctoring processes through their certified testing center network and remote proctoring through Meazure learning. Designated partners are responsible for proctoring duties based on Safenetix's guidelines during the Level 1 Certified Fire and Smoke Damper Inspector Certification Exam.

- a. Follow the examination administration guidelines in this **CFSDI-1 Exam Administrator Guide (406.01-PP-26)** (including how to handle exam irregularities and accommodations), and stay current with changes to procedures.
- b. Organize and administer all exam activities to ensure secure, standardized examination administration.

- c. Ensure the exam is proctored.
- d. Maintain exam security by reporting security breaches.
- e. Conduct exam administration.
- f. Treat all examinees in a fair and equitable manner.

#### **15.1.2. Identity Verification and Exam Fees**

The Exam Administrator will require every examinee to present: a valid, un-expired, government-issued photo identification including signature (Ex: valid driver's license); and a confirmation of their exam appointment. The name on their Prolydian registration must match the name on their identification. Additionally, the administrator may verify that all fees have been paid for the exam prior to beginning the exam. Additionally, examinees will be allowed to bring the most current version of NFPA 80 and NFPA 105 to the exam. The Exam Administrator will ensure that no additional handwritten notes are written within the text book. In the event that there is a discrepancy, the Executive Director will be notified immediately.

#### **15.1.3. Exam Security**

Exam Security measures are in place for both paper and online formats. Paper exams undergo scanning and evaluation by Prolydian, with the documents securely stored on Safenetix's Google Drive, accessible only to HR. The hard copies are then responsibly destroyed at the test center to ensure confidentiality. In the case of online or web-based exams, Measure Learning monitors the exam on the Prolydian website until secure submission. Following completion, Prolydian takes charge of securely storing digital records on Safenetix's Google Drive, maintaining exclusive access for HR.

#### **15.1.4. Examinee Test User Agreement**

Examinees are required to read and agree to the conditions set forth in the *Examinee Test Use Agreement* that precedes the online exam. A copy of the *Examinee Test Use Agreement* is provided in Appendix B - *B7 Test User Agreement (406.01-FM-14)* of this manual.

The *Examinee Test User Agreement* is a contract between the examinee and Safenetix concerning the responsibilities of the examinee and Safenetix. The *Examinee Test Use Agreement* provides examinees the opportunity to review and accept or reject the terms that govern the purpose, use and content of exams, and consequences of misuse of exam contents, prior to taking the exam. Among other provisions, the *Examinee Test Use Agreement* contains guidelines related to the exam purpose, retesting options, recertification policies, repercussions for cheating, appeal and research options, Exam Administrator responsibilities, confidentiality and privacy (related to the examinee), and reproduction of any or all of the Exam. The exam administrator will collect the signed copy of this agreement before the exam begins.

In the event that the Examinees may indicate their DISAGREEMENT with the terms and conditions of the *Exam Test Use Agreement* by rejecting the agreement before beginning the onsite examination. The examinee will be eligible to receive a refund with 10% deduction for processing fees. A Test Use Agreement Refund Exam Form must be submitted in order to receive a refund for a certification exam. The signed Test Use Agreement Refund Exam Form must be submitted to [certification@safenetix.com](mailto:certification@safenetix.com) within two business days of agreement rejection.

### **15.1.5.Exam Time Allowance**

The on-site exam starts at 1:00 pm EST, and the online or web-based exam must commence as scheduled, with no exception. Candidates must initiate the exam on time; delays will prevent proceeding. The test duration is two hours, and individuals may leave the exam room upon submitting their materials to the Exam Administrator.

### **15.1.6 Exam Grading**

The Exam Administrator will grade the exam within one week of the exam. All examinees will be notified via email of their final result as Pass or Fail. Passing examinees will receive a Certificate with their name / certificate ID number, a digital copy of the Certified Fire and Smoke Damper Inspector mark and a copy of the Certification Mark Brand Guidelines via email. Those that do not pass the exam on the first try will be invited to take the exam again within 45 days. Outcomes of the exams will be stored in the Safenetix CRM (Hubspot along with the dates in which they are eligible to re-exam or re-certify for future certification. The CRM will have automation applied by the Marketing Team that will email the examinee of status 60 days and 30 days prior to the certification expiration date. For those eligible to re-exam, notification will be sent out two weeks prior to the 30 day threshold.

### **15.1.7.Cheating and Irregularities**

If an Exam Administrator is certain beyond a reasonable doubt that someone is cheating during an exam, they will notify the examinee(s) that he/she must stop the exam immediately and/or the candidate will be escorted out of the building. These individuals will not be allowed to retake the exam. In case of an incident or irregularity the incident is recorded with necessary action taken in *Exam Information Form*. A copy is added to Appendix B (B14 Exam Information Form - 406.01-FM-21)

### **15.1.8.Emergencies**

If an emergency occurs during testing (events over which you have no control—e.g., fire, flood, storm, power failure, etc) that prevents examinees from traveling to the test site or taking the exam and completing the Exam, the examinee should call the corporate office at 888. 857.3004 or email [certification@safenetix.com](mailto:certification@safenetix.com) to reschedule the exam as soon as possible. The Executive Director along with Prolydian will be responsible for resetting the Exam for the candidate.

### **15.1.9.Illness**

If a candidate falls ill during or leading up to testing that prevents examinees from traveling to complete the Exam or taking the exam, the examinee should call the corporate office at 888. 857.3004 or email [certification@safenetix.com](mailto:certification@safenetix.com) to reschedule the exam as soon as possible. The Executive Director along with Prolydian will be responsible for resetting the Exam for the candidate. All of this information will be posted in the Safenetix [Candidate Application Handbook](#) as well as the Safenetix website at [www.safenetix.com](http://www.safenetix.com) by the Executive Director.

### **15.1.10. Comparability**

Safenetix ensures comparability across online and on-site exams, partnering with Prolydian for monitoring and adhering to agreed security procedures. Measure Learning implements additional security controls for online exams (Measure Learning\_ Proctoring\_ Process Security Overview). Scoring processes ((Para. 15.1.6.) remain consistent, and clear communication with candidates about format-specific expectations is maintained.

## 16.0 AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION POLICY

Policy & Procedure #s: 16.0 & 16.1

Changes to be Authorized by: Certification Board

Approved by: Certification Board

Approval Date: 02.18.22

Effective Date: 02.18.22

Revision Date: 02/15/2024

Safenetix policy is to provide reasonable accommodations to individuals with disabilities following guidelines that are consistent with the *Americans with Disabilities Act and the Standards for Educational and Psychological Testing*. The policy applies to applicants, candidates, examinees, and certificants. The Safenetix Certification Board shall approve procedures to request and approve reasonable accommodations and to ensure the procedures are fairly and consistently implemented and published in information accessible to the public, interested parties, applicants, candidates, and certificants.

### 16.1 AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATION PROCEDURE

The paper-based pen exam will be conducted at specific test venues assigned by Prolydian, taking into account the candidate's location as indicated in their submitted application. Should accommodation be required, Safenetix will collaborate with the candidate and Prolydian to arrange the exam schedule at accessible test center.

An ***B8 Exam Accommodation Request Form*** (Appendix B) shall be developed by the Executive Director and reviewed and approved by the Safenetix Certification Board for use by an examination candidate.

The *Exam Accommodation Request Form* and policy shall be published in the [Candidate Application Handbook](#), referenced in the application for certification, and posted on the Safenetix website. The form will also be available upon request from the Executive Director.

Candidates who believe they have a disability that restricts their ability to take an examination under the standard conditions may request special testing arrangements by filling out the *Exam Accommodation Request Form*. Such requests must accompany the application, and must be received 30 days in advance of the test date. The request must indicate the nature of the disability and the special accommodations needed. Verification of both the disability and the need for special accommodations by a licensed medical professional is required.

Within five calendar days of receipt of the Application and *Exam Accommodation Request Form* it will be reviewed by the Executive Director and documentation handled according to HIPPA regulations.

Requests for special arrangements will be considered on a case-by-case basis. Translation to a foreign language is not provided for under the ADA and will not be considered for accommodation.

The Executive Director may make the determination that testing accommodations are necessary and feasible. The determination will be communicated to the applicant via email or mail no later than ten calendar days prior to the requested examination date.

h. No charges will be assessed for the candidate for reasonable special testing accommodations.

If accommodation for testing is denied, the applicant will have the right to appeal. The denial communication shall include a notice of appeal rights and where to find a form and description of the appeal process. accommodations.

## 17.0 SUSPENSION, WITHDRAWAL, & REINSTATEMENT OF CERTIFICATION POLICY

Policy & Procedure #s: 17.0 & 17.1

Changes to be Authorized by: Certification Board

Approved by: Certification Board

Approval Date: 02.18.22

Effective Date: 02.18.22

Revision Date:

The Safenetix Certification Board shall have the right and responsibility to suspend or revoke the certification of any individual for the following reasons:

- a. Substantiated complaint the certificants is not following standards of practice
- b. Is disciplined or found guilty of impartiality
- c. Misuses or misrepresents the Certification Mark
- d. Fails to recertify

The Certification Board shall develop procedures for suspending, withdrawing and reinstating of an individual's certification including the following:

- a. Enforceable agreement with the certificant that ensures the certified person refrains from further promotion of the certification while it is suspended or refrains from use of all references to a certified status if certification is withdrawn.
- b. Notification to the certificants of the reason for suspension or withdrawal
- c. Timeframe for finalizing the suspension or withdrawal
- d. Right to Appeal
- e. Allowed Circumstances for Reinstatement

## 17.1 SUSPENSION, WITHDRAWAL, & REINSTATEMENT OF CERTIFICATION PROCEDURE

The Safenetix Certification Board shall have the authority to suspend or revoke certification for cause. General causes for suspension or revocation include, but are not limited to: fraud, deceit, failure to follow Safenetix policies and procedures, including submission of inaccurate data to obtain and/or maintain certification. Safenetix shall task the Safenetix Certification Board with responsibility for considering situations whereby suspension/revocation of a Safenetix credential may be appropriate.

While the Committee will put forth best efforts to provide certified persons advance notice of intent to investigate cause for revocation/suspension, in cases where the health and

safety of the stakeholders is in jeopardy the credential may be revoked/suspended without advance notice. All due process shall be in place in either case.

Specific examples of infractions that are grounds for certification suspension / revocation include:

- a. Falsifying information on a Safenetix certification application.
- b. Misappropriating secure examination materials.
- c. Providing fraudulent information during the certification examination administration process.
- d. Assisting other applicants during examination administrations.
- e. Misusing or misrepresenting a Safenetix credential, mark or logo.
- f. Violating the Code of Ethics.
- g. Failing to maintain competency (failing to recertify).
- h. Violating any of the Safenetix policies, procedures, standing rules or requirements.
- i. Having been found guilty of violating the law with respect to professional responsibilities by a court, licensing agency, or registration agency.

The Safenetix Human Resources Department will gather necessary Information and documentation violating the policy. This can take 1-2 weeks depending on the nature of the infraction. Once the information has been gathered, it will be taken to the Safenetix Certification Board for review. The Safenetix Certification Board will meet within one week to discuss any potential violations and to vote on suspension or revocation. The Board will notify the certificant holder of their status within 5 business days.

The certificant can appeal the suspension or revocation by following Safenetix' Appeals processes and procedures.

A certificant can reapply for certification at one year following revocation or suspension. The applicant will be required to resubmit an application and follow the application guidelines.

Policy & Procedure #s: 18.0 & 18.1

Changes to be Authorized by: Certification Board

Approved by: Certification Board

Approval Date: 02.18.22

Effective Date: 02.18.22

Revision Date:

## 18.0 CERTIFICANT DIRECTORY POLICY

A listing of all current certificants shall be developed and maintained by the Safenetix Marketing staff in a format approved by the Certification Board. The list shall be used to verify the status of individuals holding the Level 1 Certified Fire and Smoke Damper Inspector Certification. The listing shall be made public on the Safenetix website.

## 18.1 CERTIFICANT DIRECTOR PROCEDURE

Safenetix provides verification for all Safenetix certificate holders who have passed the Level 1 Certified Fire and Smoke Damper Inspector Exam. The Marketing team will update the website with certificate holder information within two weeks of passing the exam. The listing will include the Certificate Holder's name, their certificate number and the date in which the certificate is active.

Certificants will pay an additional fee for an extra copy of the certificate for \$20.00. Requests can be made on the Safenetix website.

Request duplicate copy and pay directly via credit card on the Safenetix website. The fee for duplicate copies is \$20.00 per certification and can be paid via credit card directly on the website. The Safenetix HR Department will receive notification after the form is complete and copies of the certificate will be mailed to the requester immediately via USPS within 3 - 5 business days of request.



## 19.0 USE OF THE CREDENTIAL / CERTIFICATION MARK POLICY

Policy & Procedure #s: 19.0 & 19.1

Changes to be Authorized by: Certification Board

Approved by: Certification Board

Approval Date: 02.18.22

Effective Date: 02.18.22

Revision Date:

Certificants may use the designation of Safenetix Level 1 Certified Fire and Smoke Damper Inspector (Level 1 CFSDI) after completion of all requirements. A Certification logo shall be developed and approved by the Board for use by the certificants and incorporated into the Certification Certificate.

Certificants shall be provided with written documentation on the proper use of the designation upon attaining certification to include:

- a. The certification is personal and may not be transferred or assigned to any other individual, organization or entity.
- b. When publicizing the credential it must comply with the requirements of the Safenetix Certification Mark Branding and Style Guide.

Certificants may only use the logo and designation while maintaining active certification. If the certification is revoked or withdrawn, the certificant shall be notified in writing to discontinue use of the mark and logo.

The Safenetix Certification Board shall periodically monitor for any unauthorized use of the mark and/or logo.

## 19.1 USE OF THE CREDENTIAL / CERTIFICATION MARK PROCEDURE

Upon successful completion of the Safenetix Level 1 Certified Fire and Smoke Damper Inspector Exam, the certificate holder will receive a copy of the Safenetix Certification Badge via email and a copy of the *Certification Mark Branding Guide* within 1-2 business weeks.

The Executive Director and internal Marketing team shall perform the following duties and hold the following responsibilities concerning advertising and the use certification marks and logos:

- a. Establish, publish, review and update the Safenetix Level 1 Certified Fire and Smoke Damper Inspector Advertising Policy and publish on the Safenetix website, which shall include the use of marks and logos.
- b. Post the current Advertising Policy in the [Candidate Application Handbook](#) along with on the website.
- c. As part of the management systems review, conduct an annual audit of Safenetix marketing and advertising to ensure policy compliance.
- d. Monitor the use of the marks and logos by any certified persons that are posting the credential on their individual websites or social media profiles. The marketing team will perform random audits of this.
- e. Communicate with certified persons concerning alleged violation of the advertising policy or misuse of the marks/logos.

For an individual who notes that a Safenetix Certification mark is being misused, they are asked to fill out the “Logo Misuse Complaint Form” on the Safenetix website at [www.safenetix.com/certifications](http://www.safenetix.com/certifications).

If the use of the certification mark is violated, the individual will be notified via email within 3-5 business days.

## 20.0 COMPLAINTS & APPEALS POLICY

### 20.0.1. Appeals

Safenetix Certification Body is committed to the fairness and impartiality of the certification process. In keeping with this commitment, applicants, candidates, examinees, and certificants shall have the right to appeal any decision made by the Certification body that impacts their ability to obtain or maintain the designation of the Level 1 Certified Fire and Smoke Damper Inspector. The Safenetix Certification Board has the responsibility to develop, approve, implement and maintain an appeals procedure for each of the following certification processes that takes into consideration a timely, impartial and confidential review and resolution:

- a. Eligibility Appeal
- b. Recertification Denial Appeal
- c. Examination Results Appeal (Not a rescore request)
- d. ADA Accommodations Appeal
- e. Suspension or Withdrawal of Certification Appeal
- f. Examination Rescore Request

The appeals policy/policies and procedures shall be made accessible without request and no fee shall be assessed to submit an appeal except for a request to rescore an examination.

### 20.0.2. Complaints

Safenetix Certification Body is committed to the fairness, impartiality and continuous improvement of the certification process. In keeping with this commitment, applicants, candidates, examinees, and certificants, and all interested parties including the general public shall have the right to submit a complaint against any of the certification processes, a certified person or a person misusing the mark/logo. The Safenetix Certification Board has the responsibility to develop, approve, implement and maintain a complaints procedure. The procedure shall take into consideration a timely, impartial and confidential review and resolution. Complaints shall be reviewed for potential corrective or preventive actions.

The complaint policy and procedures shall be made accessible without request and no fee shall be assessed to submit a complaint.

## 20.1 COMPLAINTS & APPEALS PROCEDURE

A complaint or appeal must be made in writing to the Appeals Committee within 30 days of receiving the determination via the Appeals Committee. The written appeal must include the stated appeal, the reason for the appeal (including relevant supporting materials), and appellant's day phone number/email address.

### 20.1.1. Complaint/Appeal Review and Determination

The *B4 Complaint and Appeal Request Form* (Appendix B) will need to be filled out on the website or submitted via hard copy via fax at 502.964.1337 or via email, [certification@safenetix.com](mailto:certification@safenetix.com). The Appeals Committee will collect the completed form with full information from the Executive Director for review.

The complaint or appeal will be discussed and considered at the next regularly scheduled meeting of the Appeals Committee or within 45 days, whichever comes first.

The Appeals Committee will acquire a decision of the scenario being appealed. Members of the Appeals Committee must excuse themselves from the appeal consideration if there is any reason for which impartiality might reasonably be questioned or there is actual or apparent conflict of interest. The Appeals Committee will have a majority vote, either for or against the appellant, the complaint/appeal decision is provided to the Chair of the Safenetix Certification Board.

In the event of a tie vote by the Appeals Committee, the complaint/appeal is elevated to the Safenetix Certification Committee to vote on as a whole.

The Appeals Committee or its representative shall notify the Safenetix Certification Board and the appellant of the decision within 14 days from the Appeals Committee determination. Should the Appeals Committee grant an appeal on an issue that impacts the eligibility status or examination scores of other candidates, a review or rescoring of all those potentially impacted will automatically be conducted.

The Safenetix Executive Director is responsible for notifying the individuals of the review or rescoring and final decision within 60 days of the decision.

Types of Appeals and Complaints:

- |  |                            |
|--|----------------------------|
| a. Denial of Application                       | d. Ethics Violation        |
| b. Exam failure                                | e. Misuse of Certification |
| c. Revocation of Certification for Non-renewal | f. Criminal Offense        |

Policy & Procedure #s: 21.0 & 21.1

Changes to be Authorized by: Certification Board

Approved by: Certification Board

Approval Date: 02.18.22

Effective Date: 02.18.22

Revision Date:

## 21.0 MANAGEMENT REVIEW POLICY

The Safenetix Certification Board shall conduct a complete review of the examination process and certification administration policies and procedures on an annual basis. The results shall be brought to the Safenetix Certification Board for review and action. This review ensures that the management system is adequate and fully implemented. The review ensures the effectiveness of the system for satisfying the requirements of Safenetix Certification Body's stated quality policies and objectives. The review shall include at minimum the following:

- a. The results of all internal audits.
- b. Feedback from interested parties, applicants, candidates and certificants from complaints and appeals.
- c. Adequacy and qualifications of certification staff.
- d. The status of all preventive and corrective actions.
- e. The status of objectives and actions from previous management meetings.
- f. Any suggested changes that could affect the management system after review of policies and procedures.
- g. Annual Threat Analysis.
- h. Psychometric reports from exam administrations.
- i. Subcontractor performance reviews.

## 21.1 MANAGEMENT REVIEW PROCEDURE

The Safenetix Certification Board will review the Management System at minimum twice annually.

The Reviews shall be performed by the members of the Safenetix Certification Board, the Executive Director and Certification Project Manager. The Executive Director shall be responsible for setting day, place and time of the reviews and documenting the meeting and all discussion/outcomes/action items.

One of the Reviews shall be completed within 30 days after completion of the Internal Audit.

Items to be reviewed are the following:

- a. Internal Audit
- b. Complaint Logs
- c. Appeal Logs
- d. Statistical Analysis of Examinations
- e. Feedback from Examinees
- f. Contractor Performance Reviews
- g. Personnel Reviews
- h. Resources Needed - financial/staffing
- i. Threat Analysis
- j. Annual Conflict of Interest Statements

The second review shall be completed within 30 days after the ANAB on-site assessment.

Items to be reviewed are the following:

- a. Nonconformities
- b. Opportunities for Improvement
- c. Root Cause Analysis of Nonconformities

As a part of each review, the Board shall develop corrective action and preventive action plans and track them to ensure continuous improvement and that ANAB Standards are met. Responsibility for implementing the action plans shall be assigned to Board members or staff as appropriate.

Tracking of action plan/actions shall be carried out by the Executive Director and interim reports on status reported to the Safenetix Certification Board at each of their Committee Meetings.

Policy & Procedure #s: 22.0 & 22.1

Changes to be Authorized by: Certification Board

Approved by: Certification Board

Approval Date: 02.18.22

Effective Date: 02.18.22

Revision Date:

## 22.0 MANAGEMENT SYSTEM POLICY

The Safenetix Certification Board shall define, document, implement and periodically review its policies and procedures. The objective is to ensure fairness, consistency, impartiality and continuous improvement in all aspects of the certification process. The Management System shall include at minimum the following:

- a. Development and Certification Board approval of the management system and any changes there to
- b. Documented Management reviews
- c. Documented Annual internal audits
- d. Documented Corrective actions including root cause analysis
- e. Documented Preventative actions
- f. Documented implementation of Policies and Procedures
- g. Document Control and Retention

## 22.1 MANAGEMENT SYSTEM PROCEDURE

The Safenetix Certification Board in fulfilling its obligation to ensure that the organization uses a management system shall be responsible for policies and procedures for:

- a. Document Control
- b. Document Maintenance
- c. Record Retention
- d. Internal Audits of the Management System

Each policy and procedure of the elements of the Management System are outlined in this Policy & Procedure Manual.

Policy & Procedure #s: 23.0 & 23.1

Changes to be Authorized by: Certification Board

Approved by: Certification Board

Approval Date: 02.18.22

Effective Date: 02.18.22

Revision Date: 02.04.2024

## 23.0 DOCUMENT CONTROL POLICY

The Safenetix Certification Board shall establish a method to control certification related documents including: document identification and version, approval authority, approval status and date, and retention. A listing of all current documents shall be made available upon request from staff and/or Certification Board / Committee / Task Forces. The most current version of documents shall be published within 10 days of approval and notification of changes sent to all appropriate parties.

## 23.1 DOCUMENT CONTROL PROCEDURE

The Safenetix Certification Board has established a document control system to ensure all Certification program documents are properly maintained and updated. The Certification document control system will be managed to ensure the integrity of the program and confidentiality of the information.

A document review will be conducted in March every year, so that all key documents will be kept up to date. The Executive Director or appointed staff will maintain a review schedule for all official documents and will notify the Safenetix Certification Board as needed when a document requires Certification Board level review and/or approval.

### 23.1.1. Policies and Procedures

The Executive Director and appointed staff will check all policies and procedures to have a heading that clearly identifies each policy and so that only the current version of any policy is in use.

The policy heading will include the:

- a. Policy Name
- b. Policy Number
- c. Changes to be Authorized By:
- d. Approved By:
- e. Approval Date:
- f. Effective Date:
- g. Revision Date(s):



### 23.1.2. Forms and Publications

All forms and publications will be confirmed before use for the most recent approval and/or revision date, including the month, day and year.

The Executive Director and appointed staff will check all forms and publications to have a heading that clearly identifies each form or publications so that only the current version of any policy is in use.

The form or publication heading will include the:

- a. Name
- b. Number
- c. Changes Authorized By:
- d. Approved By:
- e. Approval Date:
- f. Effective Date:
- g. Revision Date(s):

Official documents may only be revised or updated with appropriate approval. Changes to Certification program documents may be suggested or proposed by Safenetix personnel, Certification Board members, committee members, and other appropriate individuals.

All documentation, current and expired documentation, will be saved on the secure folder on the company server. Access is prohibited to anyone apart from the Safenetix staff and shall be shared externally with Certification board on request.

The table below lists responsibility for approving document revisions.

Document Type	Responsible for Approval	Action Request for Approval
Personnel certification program policies and procedures	Certification Board	Certification Board Vote
Certification board meeting minutes	Certification Board	Certification Board Review
Operations manual / procedures	Certification Board	Certification Board Review
Candidate handbook	Executive Director	Certification Board Review
Candidate certificant / forms (application, recertification application, etc.)	Certification Board	Certification Board Review
Website content regarding the personnel certification program	Executive Director	Certification Board Review
Job descriptions regarding the personnel certification program & Certification Board	Executive Director	Certification Board Review
Examination reports (Job Task Analysis, cut score, etc.)	Certification Board	Certification Board Review

Policy & Procedure #s: 24.0 & 24.1  
Changes to be Authorized by: Certification Board  
Approved by: Certification Board  
Approval Date: 02.18.22  
Effective Date: 02.18.22  
Revision Date:

## 24.0 INTERNAL AUDIT POLICY

The Certification Board shall cause an internal audit of the certification program's management system be conducted on an annual basis to ensure the program:

- a. Conforms to ISO Standard 17024.
- b. Is effectively implemented
- c. Is being maintained on a regular basis
- d. Regularly identifies opportunities for improvement
- e. Takes corrective action when necessary including root cause analysis
- f. Regularly reviews result of previous audit for continued compliance

The audit shall be performed by a person knowledgeable of auditing procedures, the certification process and who does not have direct responsibility for the functions being audited.

A written audit report shall be prepared and submitted within 10 days of audit completion to the Certification Board for review and timely action. Personnel responsible for the area audited shall also be informed of the outcome of the audit.

## 24.1 INTERNAL AUDIT PROCEDURE

Annually, three months prior to submitting an application for Surveillance or Reassessment to ANAB for accreditation, an internal audit shall be conducted on all aspects of the certification program.

A standard form shall be developed for use by the auditor to ensure all areas of the program are reviewed. (Appendix A)

The internal audit will be initiated by the Executive Director and conducted by an individual(s) that are knowledgeable of accredited certification programs and are not responsible for any of the program areas being audited. The auditor(s) shall be approved by the Safenetix Certification Board.

The results of the internal audit shall be reviewed by top management within 30 days of completion of the audit. Any changes in policies and procedures must be approved by the Certification Board before final implementation. Corrective and Preventive action plans including root cause analysis shall be developed based on the findings of the audit and personnel assigned to implement and track the progress of the plan for each item identified. Opportunities for Improvement cited shall be reviewed and action taken as appropriate. Certification Committee Minutes of audit review meetings shall be recorded and include full details of actions taken.

Dates of the management review(s) shall be documented on the audit form along with progress towards completion of the action plans. Progress on corrective and preventive actions shall be reported at each meeting of the Safenetix Certification Board.

Training on updated policies/procedures resulting from the corrective/preventive action plan shall be conducted and documented for all certification personnel impacted by the changes.

## Appendix A

### Organization & Certification Scheme Documents:

A1 Articles of Organization / Certificate of Assumed Name

A2 Organizational Chart

A3 Job Descriptions

A4 Employee Performance Review

A5 Non-Disclosure and Impartiality Agreement (NDA)

A6 Committee Meeting Report

A7 Threats to Impartiality Analysis

A8 Internal Audit Checklist

A9 Management Review Form

**Commonwealth of Kentucky**  
**Alison Lundergan Grimes, Secretary of State**

<small>LAOO</small>
<b>1078222.06</b> Alison Lundergan Grimes Secretary of State Received and Filed <b>11/20/2019 10:54:31 AM</b> Fee receipt: \$40.00

Alison Lundergan Grimes  
Secretary of State  
P. O. Box 718  
Frankfort, KY 40602-0718  
(502) 564-3490  
<http://www.sos.ky.gov>

**Articles of Organization**  
**Limited Liability Company**

**KLC**

For the purposes of forming a limited liability company in Kentucky pursuant to KRS Chapter 275, the undersigned organizer hereby submits the following Articles of Organization to the Office of the Secretary of State for filing:

**Article I:** The name of the company is

**LSS Technologies, LLC**

**Article II:** The street address of the company's initial registered office in Kentucky is

**908 S 8th St Ste 500, Louisville, KY 40203**

and the name of the initial registered agent at that address is **Robert Craig Rutledge**

**Article III:** The mailing address of the company's initial principal office is

**908 S 8th St Ste 500, Louisville, KY 40203**

**Article IV:** The limited liability company is to be managed by **Members**

Executed by the Organizer on Wednesday, November 20, 2019

Name of Organizer: **LSS Holdings, LLC**

Signature of individual signing on behalf of Organizer:  
**Robert Craig Rutledge**

I, **Robert Craig Rutledge**, consent to serve as the Registered Agent on behalf of the limited liability company.

Signature of Registered Agent or individual signing on behalf of the company serving as Registered Agent:

Robert Craig Rutledge

**Commonwealth of Kentucky**  
**Michael G. Adams, Secretary of State**

1078222  
Michael G. Adams  
KY Secretary of State  
Received and Filed

63933510

2/26/2020 10:57:47 AM  
Fee receipt: \$20.00

Michael G. Adams  
Secretary of State  
P. O. Box 718  
Frankfort, KY 40602-0718  
(502) 564-3490  
<http://www.sos.ky.gov>

**Certificate of Assumed Name**

**ASN**

Pursuant to the provisions of KRS chapter 365, the undersigned hereby applies to assume a name, and for that purpose, submits the following statements:

1. The assumed name is:

**Safenetix**

2. The name of the business entity that is adopting the assumed name is:

**LSS Technologies, LLC**

3. This application will be effective upon filing.

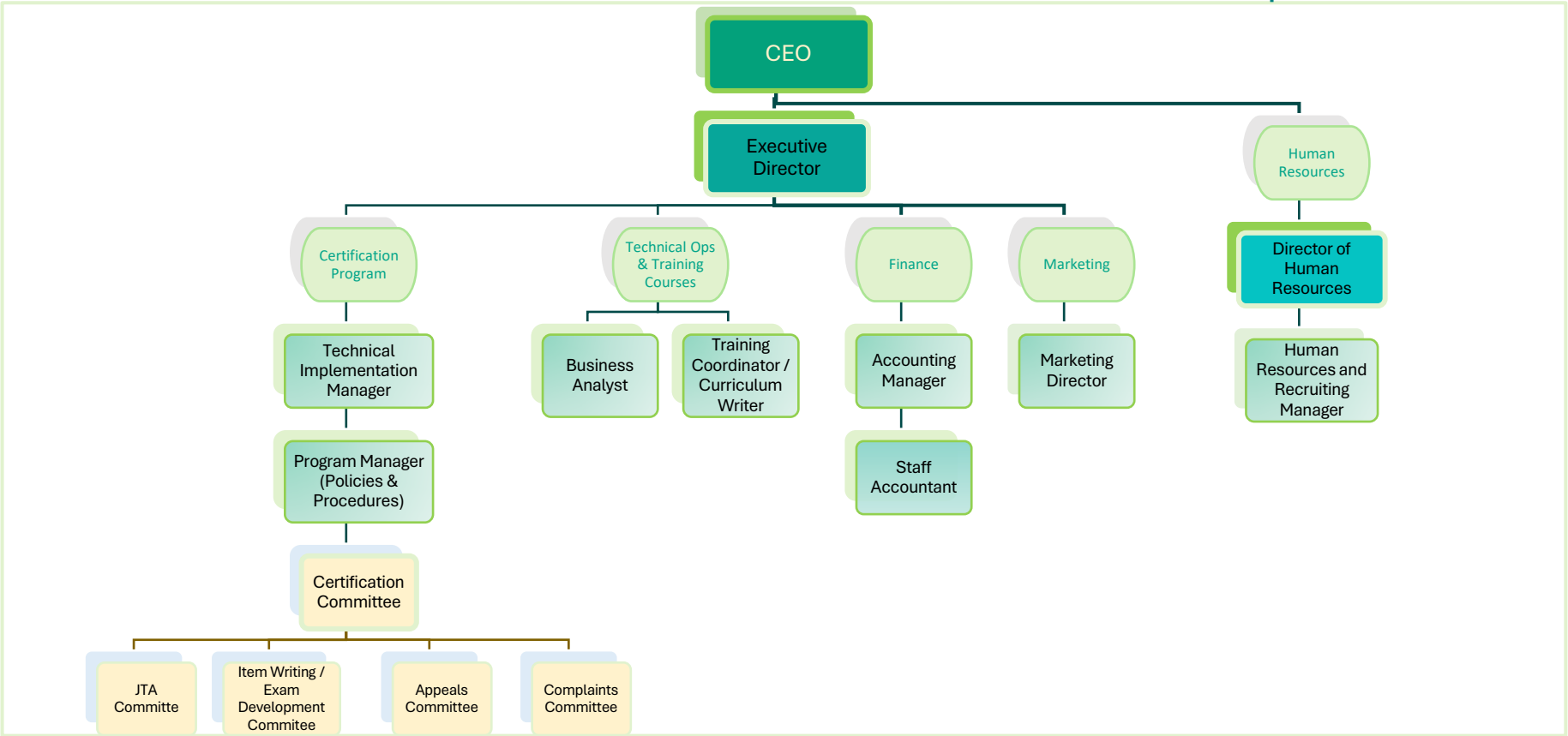
4. The mailing address is:

**908 S 8th St Ste 500, Louisville KY 40203**

5. I declare under penalty of perjury under the laws of the state of Kentucky that the foregoing is true and correct.

**R. Craig Rutledge**

Publication: A2 Safenetix Organizational Chart  
Changes to be Authorized by: CEO  
Approved by: Certification Board  
Approval Date: 02.18.22  
Effective Date: 02.18.22  
Revision Date: 10/17/2024  
Version: 4.0



### A3.1 Job Description for President/CEO

Job Title	President / CEO	Reports to:	--
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (President / CEO)
Issue Date:	03/10/2021	Last Revised Date:	4/18/2024

#### Purpose

The President of Safenetix provides visionary leadership for the company, working with the Executive Director to establish short and long-term goals and strategies to develop and launch a platform containing online curricula and exams that fire safety professionals can complete to obtain official certifications.

#### Minimum Requirements

- Bachelor's Degree; MBA preferred.
- Ten years of management experience.
- Strong business acumen, analytical skills and extensive knowledge of the fire safety industry gained through experiences serving in a variety of roles in the industry.
- Excellent leadership skills and demonstrated success building a management team.
- Possesses the ability to learn complex technical requirements based on national codes and regulations and understands generally how to implement processes to ensure compliance.
- An innovative thinker who is entrepreneurial and motivational.
- Outstanding verbal and written communications skills.
- Effective presentation skills.
- Proficiency in Microsoft Word and Excel.

#### Duties and Responsibilities

- Develops productivity, sales and profitability goals for Safenetix in consultation with the Executive Director and discusses these goals and the rationale for them with the rest of the senior management team.
- Leads senior-level discussions about the short, mid and long-range goals of the organization.
- Ensures the company's work is consistent with its stated mission.
- Analyzes budgets and financial reports in consultation with the Executive Director and the Director of Accounting.
- Participates in senior-level discussions about new courses and new offerings from Safenetix.
- Remains on the lookout for strategic alliances, partnerships and investment opportunities.
- Reviews and approves major contracts.
- Proposes large and national account targets in consultation with the Senior Director of Sales.
- Evaluates the financial performance of the company and progress toward all company goals.
- Stays abreast of changes of tax liabilities and implications on the business in consultation with the Director of Accounting.
- Represents the company at industry events and creates and maintains important industry relationships.

#### Working Conditions

- Works in a professional office environment.
- Communicates by telephone, e-mail, and in-person and virtual discussions.
- Works closely with the members of the senior management team.
- Ultimately responsible for the work outcomes and results of the Executive Director and the entire Safenetix team.
- Some travel for industry-related meetings and meetings with representatives from partner organizations.



### A3.2 Job Description for Executive Director

Job Title	Executive Director	Reports to:	President / CEO
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (President / CEO)
Issue Date:	03/10/2021	Last Revised Date:	4/18/2024

#### Purpose

The Executive Director of Safenetix is responsible for developing, marketing, launching and managing all operations for Safenetix. The Executive Director plays a critical role in the strategic management and oversight of certification operations, ensuring compliance with standards and delivering high-quality services to stakeholders.

#### Minimum Requirements

- Bachelor's degree highly preferred; experience in fire protection or safety industry may be considered in lieu of college degree.
- 3-5 years of senior management experience in the fire protection or safety industry.
- Possess the ability to learn and understand complex technical requirements based on national codes and regulations and implement them in the field.
- Outstanding leadership skills.
- Excellent verbal and written communication skills.
- Knowledge of computer software and experience using Microsoft Word and Excel.

#### Duties and Responsibilities

- 1. Financial Management and Strategic Planning**
  - Lead efforts to achieve revenue and profitability goals
  - Monitor costs and expenses to ensure cost-efficient operations
  - Develop annual budgets and marketing plans aligned with organizational goals
- 2. Market Research and Program Development**
  - Conduct market research to identify demand for new courses and training programs
  - Stay updated on industry trends to expand Safenetix's course offerings
  - The Executive Director manages the training program, sets goals and ensures strategic oversight, while the Training Coordinator handles course development and customer service
- 3. Certification Program Oversight**
  - Oversee the entire certification process, providing supervision and management of the Program Manager, who has day-to-day responsibility for application review to certificate issuance
  - Collaborate with stakeholders to enhance program credibility and recognition
- 4. Compliance, Quality Assurance and Stakeholder Engagement**
  - Conduct regular audits to ensure compliance with ISO 17024 standards and organizational policies
  - Implement measures to address non-conformities and improve program quality
  - Serve as the primary point of contact for stakeholders, including candidates, trainers, accrediting bodies and regulatory agencies
  - Foster positive relationships to promote trust and collaboration
  - Address stakeholder inquiries and feedback in a timely manner
- 5. Performs** other duties as assigned by the President and CEO.

#### Working Conditions

- Regularly communicates by telephone, e-mail, and through in-person discussions.
- Works closely with the staff they supervise and engenders a team environment.
- Works in an office environment.

### A3.3 Job Description for Director of Accounting

Job Title	Director of Accounting	Reports to:	Executive Director
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (President / CEO)
Issue Date:	03/10/2021	Last Revised Date:	4/18/2024

#### Purpose

The Director of Accounting is responsible for the financial aspects of company operations and provides leadership and coordination in the administrative, business planning, accounting and budgeting efforts of Safenetix.

#### Minimum Requirements

- Bachelor's degree in Accounting or Finance; CPA preferred
- 5-7 years of accounting/financial management experience.
- Ability to explain accounting and financial concepts to non-financial managers.
- Outstanding leadership and supervisory skills.
- Good verbal and written communications skills.
- Experience using Microsoft Word and Excel.

#### Duties and Responsibilities

- Analyzes cash flow, cost controls, and expenses to guide Safenetix leadership.
- Develops and implements finance, accounting, billing and auditing procedures.
- Ensures compliance with local, state, and federal budgetary reporting requirements.
- Evaluates the financial programs and coordinate budgeting, tax planning and conservation of assets.
- Oversees the preparation of financial statements, financial reports, special analyses and information reports.
- Manages the approval and processing of revenue, expenditure and position control documents, and ledger and account maintenance.
- Interacts with other managers to provide consultative support to planning initiatives through financial and management information systems, reports and recommendations.
- Establishes and maintains appropriate internal control safeguards.
- Assists in efforts to obtain licenses and insurance.
- Performs other responsibilities as assigned by the President/ CEO or Executive Director.

#### Working Conditions

- Communicates by telephone, e-mail, and in-person discussions.
- Performs work in an office environment.
- Fosters teamwork and collaboration among staff they supervise.
- Is ultimately responsible for the work outcomes and results of their staff.

### A3.4 Job Description for Staff Accountant

Job Title	Staff Accountant	Reports to:	Director of Accounting
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (President / CEO)
Issue Date:	03/10/2021	Last Revised Date:	4/18/2024

#### Purpose

The Staff Accountant performs a broad range of accounting functions which include transactional processing, financial analysis, account reconciliation, implementation of financial controls, management reporting and annual audit support for Safenetix. The Staff Accountant must be able to drive the accounts payable and invoicing process to provide an appropriate level of costing information to Safenetix management.

#### Minimum Requirements

- Bachelor's degree in accounting.
- Three years of related accounting experience.
- In-depth understanding of Generally Accepted Accounting Principles (GAAP).
- Ability to work independently or in a team environment.
- Strong verbal, written and interpersonal skills; must be able to communicate effectively with various levels of management and outside vendors.
- Proficient using Microsoft Word and Excel.
- Ability to deal sensitively with confidential matter

#### Duties and Responsibilities

- **Provides** daily financial oversight to ensure the financial records are complete, accurate and comply with generally accepted accounting principles, policies and regulations.
- **Ensures** financial transactions related to Safenetix are recorded timely and accurately.
- **Verifies** cash receipts and disbursements are properly accounted, and daily cash position is up to date.
- **Facilitates** customer invoicing and review for completeness, accuracy and proper revenue coding in a job-costing environment, including progress billing.
- **Oversees** payroll process, prepare payroll tax filings and complete expense reimbursements.
- **Prepares and enters** journal entries including correcting entries, allocations and accruals.
- **Reconciles and reviews** of G/L accounts on a monthly basis and regular account maintenance.
- **Assists** with monthly, quarterly and annual tax filings by providing preparation support.
- **Supports** inventory and fleet management.

#### Working Conditions

- Works in a professional office environment.
- Communicates by telephone, e-mail, and in-person discussions
- Works independently as well as on teams.

### A3.5 Job Description for Director of Marketing

Job Title	Director of Marketing	Reports to:	Executive Director
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (President / CEO)
Issue Date:	03/10/2021	Last Revised Date:	4/18/2024

#### Purpose

The Executive Director/Marketing Lead is responsible for overseeing and leading all marketing and promotion efforts for Safenetix, utilizing online and audiovisual resources

#### Minimum Requirements

- Bachelor's Degree in Marketing or Business.
- 5-7 years of senior management experience, with expertise in marketing and advertising.
- Demonstrated success marketing and launching new services in the fire safety industry.
- Possesses the ability to learn and understand complex technical requirements based on national codes and regulations and implement them in the field
- Experience managing and refining the SEO strategy to increase qualified organic search engine rankings.
- Good verbal and written communications skills.
- Outstanding leadership skills.
- Knowledge of Microsoft Word, Excel and other programs used in developing marketing collateral.
- Ability to travel to attend trade shows and industry association events.

#### Duties and Responsibilities

- Leads the effort to develop a marketing strategy and an annual marketing plan for Safenetix based on the market, costs and overall company strategy.
- Analyzes customer research and market trends and adapts the marketing strategy and annual plan accordingly.
- Develops a marketing budget for Safenetix in consultation with the Director of Accounting and manages to budget.
- Oversees the development of all marketing and promotion material for Safenetix.
- Evaluates the effectiveness of marketing and advertising efforts utilizing online, print and audiovisual resources.
- Works with the Senior Director of Sales and the Director of Marketing to make sure the sales representatives have the marketing material they need when they need it.
- Trains sales representatives, colleagues and customers on Safenetix and its services,
- Represents Safenetix at industry trade shows.

#### Working Conditions

- Works in a professional office environment.
- Participates in senior management meetings in-person as well as virtually.
- Communicates by telephone, e-mail, and in-person discussions
- Works independently as well as on teams.

### A3.6 Job Description for Marketing Manager

Job Title	Marketing Manager	Reports to:	Director of Marketing
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (President / CEO)
Issue Date:	03/10/2021	Last Revised Date:	4/18/2024

#### Purpose

The Marketing Manager uses online advertising to promote the company's services through educational materials provided for webinars, trade shows, consultations and a variety of marketing and communication channels. The Marketing Manager will lead a small team to carry out this work under the direction of the Director of Marketing for Safenetix.

#### Minimum Requirements

- Bachelor's degree in marketing, sales and business administration.
- Five to seven years of experience leading other marketing professionals.
- At least five years of experience successfully managing or implementing internet marketing efforts including SEO strategy.
- At least ten years of experience working with media vendors including printers, graphic designers, online marketing and advertising agencies and public relations firms.
- Excellent verbal and written communications skills.
- Proficient in Microsoft Word, Excel and other programs.
- Ability to travel occasionally.

#### Duties and Responsibilities

- Assists in implementing an annual marketing plan for Safenetix under the direction of the Executive Director of Safenetix.
- Coordinates the development of promotional materials including marketing collateral and educational material presented in slide shows during trade shows and at consultations.
- Leads the Marketing Department in analyzing customer research, market trends and conditions and competitor information and adapting the marketing strategy and annual plan accordingly.
- Refines the SEO strategy to increase qualified organic search engine rankings.
- Manages PPC – Google AdWords, Yahoo, MSN Search Marketing to optimize ROI.
- Oversee the development of the marketing database (CRM) to direct mail and email campaigns.
- Ensures marketing and sales efforts are coordinated so that Safenetix's objectives are met under the direction of the Director Marketing of Safenetix and the Senior Director of Sales.
- Performing other duties as assigned by the Executive Director of Safenetix.

#### Working Conditions

- Works in a professional office environment.
- Communicates by telephone, e-mail, and in-person discussions
- Works independently as well as on teams.

### A3.7 Job Description for Director of Human Resources

Job Title	Director of Human Resources	Reports to:	President / CEO
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (President / CEO)
Issue Date:	03/10/2021	Last Revised Date:	4/18/2024

#### Purpose

The Director of Human Resources is responsible for planning, directing and overseeing the work of the Human Resources Department, including the development and implementation of policies, the recruitment and retention of employees and leading the implementation of programs that help foster the growth and development of employees.

#### Minimum Requirements

- Bachelor's degree; MBA preferred.
- Previous experience managing a Human Resources Team, influencing senior managers and driving an HR strategy.
- At least 5 years of management experience.
- Strong working knowledge of employment law issues and the ability to apply these to a variety of situations using a pragmatic approach.
- Business acumen – has a good overall understanding of company finances and uses the information to support managers in resource and planning.
- Able to problem solve both operational and strategic issues through a pragmatic and commercially sound approach.
- Works with others in a collaborative and solutions focused manner to achieve win-win outcomes.
- Good verbal and written communications skills.
- Ability to meet deadlines.
- Experience using Microsoft Word and Excel.

#### Duties and Responsibilities

- Responsible for senior level decision-making and both day-to-day management and participation in decisions regarding the strategic direction of the company.
- Develops an annual agenda for an HR strategy that is in line with the business plan.
- Leads the HR Department's efforts in ensuring all policies and procedures are legally compliant.
- Resolves performance or grievance issues in a legally compliant and professional manner.
- Provides day-to-day advice to line managers on all human resources issues including the management of staff and remuneration.
- Establishes and maintains relationships with recruiters and employment and community agencies to expand the company's recruiting program in consultation with the Recruiting and Human Resources Manager.
- Directs the company's performance management program.
- Designs and implements new programs that increase and promote employee engagement in consultation with the HR Team.
- Performs other responsibilities as assigned by the CEO and President.

#### Working Conditions

- Communicates by telephone, e-mail, and in-person discussions.
- Work performed primarily in an office environment.
- Have a high level of social contact with members at all levels of the organization. Work closely with the staff they supervise.
- Ultimately responsible for the work outcomes and results of their staff.

### A3.8 Job Description for HR & Recruiting Manager

Job Title	HR & Recruiting Manager	Reports to:	Director of Human Resource
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (President / CEO)
Issue Date:	03/10/2021	Last Revised Date:	4/18/2024

#### Purpose

The HR & recruiting manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, benefits, and leave, and enforcing company policies and practices.

#### Minimum Requirements

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

#### Duties and Responsibilities

- Employee relations including investigations, coaching for success, HR compliance, retention, training and employee engagement
- Help build company values and business priorities
- Full life cycle recruiting oversight including orientations and on-boarding
- Assist management team with HR procedure knowledge, employee training/development and performance management
- Benefit administration including leaves of absences, open enrollment and troubleshooting issues
- Maintain employee files and information including input of data into HRIS/payroll system
- Special HR analytical reporting, reviews and projects as assigned
- Lead and execute recruiting strategies and initiatives.
- Implement new sourcing methods and recruitment software.
- Effectively manage the recruitment budget.

#### Working Conditions

- Communicates by telephone, e-mail, and in-person discussions.
- Has a high level of social contact. Works closely with service line managers of new services, the Executive Director of Safenetix and the President.
- Frequently leads webinars and makes presentations at customer facilities. Frequent travel for training sessions, consulting work, industry-related training events, learning about potential new services and work coaching and training technicians on services.

### A3.9 Job Description for Program Manager

Job Title	Program Manager	Reports to:	Technical Implementation Manager
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (President / CEO)
Issue Date:	03/10/2021	Last Revised Date:	1/18/2025

#### Purpose

The ISO 17024 Program Coordinator at Safenetix is responsible for assisting with ISO certification activities, maintaining compliance documentation, and ensuring smooth project execution. This role supports the certification process, manages program schedules, develops relationships with subcontractors and vendors, and assists customers with technical difficulties related to the system.

#### Minimum Requirements

- Previous experience in cooperating with managers for the delivery of projects
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office and project management tools
- Experience working in a customer service environment.
- Experience working with vendors or subcontractors.
- Familiarity with maintaining documents and compliance administration.
- Training will be provided.

#### Duties and Responsibilities

- Ensure attainment of ISO certification and maintain current certifications for Safenetix.
- Represent Safenetix in meetings with the ISO consultants and communicate certification progress to relevant stakeholders.
- Coordinate ISO audits with Safenetix staff.
- Manage fees associated with ISO membership and certification.
- Develop, update and maintain quality manuals required for ISO certification.
- Address evolving client needs throughout the project lifecycle.
- Develop project timelines, ensure milestone achievement and monitor progress.
- Assist in project proposal preparation and utilize project management tools for scheduling, budgeting and tracking.
- Coordinate meetings with certification committees in a timely manner.
- Handle project issues and act as a point of contact for stakeholders.
- Report and escalate issues to management when necessary.
- Create and maintain comprehensive project documentation and reports.
- Ensure the establishment, implementation, and maintenance of processes and procedures required for the management system, and report on the performance of the management system.

#### Working Conditions

- Regularly communicates by telephone, e-mail, and through in-person discussions.
- Works closely with the committees and vendors
- Works in an office environment.



### A3.10 Job Description for Technical Manager

Job Title	Technical Manager/Implementation of Policies and Procedures	Reports to:	Executive Director
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (President / CEO)
Issue Date:	03/10/2021	Last Revised Date:	4/18/2024

#### Purpose

The Vice President of New Business Development leads the research and development efforts of the company and uses extensive knowledge of the fire safety industry and its codes to effectively introduce new services and ensures that the policies and procedures established are in compliance.

#### Minimum Requirements

- Bachelor's degree in Engineering. Some graduate work preferred.
- Must be self-motivated and possess the ability to work independently and efficiently. 7-10 years of management experience in the fire protection industry.
- Possess the ability to learn and understand complex technical requirements based on national codes and regulations and implement them in the field.
- Outstanding presentation skills.
- Excellent verbal and written communications skills.
- Proficient in Microsoft Word and Excel.
- Travel required

#### Duties and Responsibilities

- Explores new service and course offerings in consultation with the President and the Executive Director of Safenetix.
- Stays abreast of trends in the fire safety industry, keeps up-to-date on codes and standards and serves as the subject matter expert on services and course offerings.
- Ensures the policies and procedures of Safenetix are in compliance and maintains the company's certifications with FM, ISO, ANSI, etc.
- Presents information about new services to staff in other departments and to the Sales Team and is available to join them on sales calls and to answer technical questions from service line managers and others on the Safenetix Team.
- Leads training sessions on Safenetix course offerings and services for customers. Participates in conversations involving course offerings, pricing, development of future products and services.
- Performs other duties as assigned by the President.

#### Working Conditions

- Communicates by telephone, e-mail, and in-person discussions.
- Has a high level of social contact. Works closely with service line managers of new services, the Executive Director of Safenetix and the President.
- Frequently leads webinars and makes presentations at customer facilities. Frequent travel for training sessions, consulting work, industry-related training events, learning about potential new services and work coaching and training technicians on services.

### A3.11 Job Description for Business Analyst

Job Title	Business Analyst	Reports to:	Executive Director
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (President / CEO)
Issue Date:	03/10/2021	Last Revised Date:	4/18/2024

#### Company Conformance Statements (Core Values)

Much of the company's success is attributed to our employees, who strive to demonstrate five core values every day: Dependable, Pride & Ownership of Work, Accountable, Problem Solving and Empathy & Respect. If you share these five values, come and join our team, which helps to ensure safety by delivering solutions that provide our customers with peace of mind.

#### Purpose

The Business Analyst at Safenetix plays a pivotal role in bridging practical system needs with technical requirements, thereby contributing to the development of major software applications aimed at enhancing operational efficiencies within our online training and certification platform. Reporting directly to the Executive Director, the Business Analyst ensures seamless collaboration between stakeholders and developers to achieve project goals.

#### Responsibilities

- Collaborate with Operations and stakeholders to translate practical system needs into technical requirements.
- Work closely with developers to craft functional specifications aligned with project requirements.
- Act as a subject matter expert for both requirements and developers during the software development lifecycle.
- Revise, edit, or update requirement documents as necessary for software projects.
- Create and adhere to project schedules and deadlines.
- Conduct system testing and quality assurance for developed functionalities.
- Identify and document system gaps to guide future enhancements.
- Maintain regular communication with the Executive Director and project team members.
- Preference for candidates with a strong background in agile development.

#### Minimum Requirements

- Ability to collaborate effectively with developers throughout all stages of software development.
- Bachelor's degree in Business Administration or Information Systems (relevant experience may substitute for degree requirement).
- Minimum of two years of experience as a business analyst.
- Proficiency in new product development processes.
- Collaborative mindset to work closely with sales, marketing, and operations teams.
- Knowledge of software development, coding, and familiarity with tools such as Jira is advantageous.
- Excellent oral and written communication skills to articulate complex concepts clearly.
- Strong analytical, problem-solving, and project management abilities.
- Capacity and willingness to work as an integral part of a team.
- Exceptional organizational and planning skills.
- Keen attention to detail.
- Excellent interpersonal skills to engage with individuals possessing diverse skill sets.
- Demonstrated experience thriving under tight deadlines.

### A3.12 Job Description for Training & Educational Course Manager

Job Title	Training & Educational Course Manager	Reports to:	Executive Director
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (President / CEO)
Issue Date:	03/10/2021	Last Revised Date:	4/18/2024

#### Purpose

The Vice President of New Business Development leads the research and development efforts of the company and uses extensive knowledge of the fire safety industry and its codes to effectively introduce new services and ensures that the policies and procedures established are in compliance.

#### Minimum Requirements

- A Bachelor's degree in Education or a closely related field from an accredited institution.
- Experience in instructional design, e-learning, or professional development.
- Lesson and curriculum planning skills
- Visual design skills (Photoshop, Illustrator)
- Ability to write effective copy, instructional text, audio and video scripts
- Degree in instructional design, educational technology or similar relevant field desired.

#### Duties and Responsibilities

- Create engaging learning activities and compelling e-learning course content
- Work with subject matter experts to identify target audience's training needs
- Set instructional end goals and create content that matches them
- Visualize instructional graphics, the user interface and the finished product
- Analyze and apply trends and best practices in learning technologies and instructional design
- exercises and activities that enhance the learning process
- Answer inquiries related course and training.
- Generate Quotes and schedule On-Site Training
- Create supporting graphic material (i.e. video, etc.)
- Performs other duties as assigned by the Executive Director.

#### Working Conditions

- Communicates by telephone, e-mail, and in-person discussions.
- Has a high level of social contact. Conduct Training in-office trainings.
- Work in Office Environment.

### A3a - Certification Board Responsibilities

Committee	A3a - Certification Board	Reports to:	Program Manager
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (CEO)
Issue Date:	03/10/2023	Last Revised Date:	4/18/2024

#### Purpose

As a member of the Safenetix Certification Board overseeing the Certified Fire and Smoke Damper Inspector Level 1 program, you will play a crucial role in ensuring the integrity, quality, and relevance of the certification process.

1. Ensuring the establishment, review, and approval of policies and procedures aligned with ISO 1024 requirements for the Certified Fire and Smoke Damper Inspector Level 1 program.
2. Making informed decisions regarding the certification process, including granting, maintenance, recertification, and potential suspension or withdrawal of certifications, to uphold program integrity and standards.
3. Safeguarding the financial stability of Safenetix and the certification program by reviewing and approving decisions requiring financial investment.
4. Ensuring the representation of diverse interests within the fire safety industry by participating in the selection of Board members.

#### Minimum Requirements

- **Industry Expertise:** Demonstrated experience and expertise in the fire safety or related industry potentially including roles such as manufacturers, subject matter experts, service provider, or related fields.
- **Commitment:** Willingness to commit to a three-year term with active participation in Board meetings and activities.

#### Responsibilities

- **Attendance and Participation:** Regularly attending and actively participating in Board meetings, ensuring a quorum is present for conducting business.
- **Conflict Resolution:** Addressing conflicts of interest, unexcused absences, or other issues that may arise within the Board to maintain its effectiveness and integrity.
- **Nomination and Selection Process:** Participating in the nomination, review, and selection of new Board members based on qualifications, experience, and diversity.
- **Candidate Engagement:** Ensuring nominees understand the requirements, responsibilities, and time commitment associated with Board membership and are willing and able to serve if elected.
- **Continuous Improvement:** Engaging in periodic reviews of Board composition, effectiveness, and vacancies to ensure the ongoing relevance and success of the certification program.

#### Why to be a part of Certification Body?

- **Professional Development:** Engagement with a diverse group of industry experts and stakeholders provides opportunities for continuous learning, knowledge sharing, and professional growth within the fire safety field.
- **Industry Influence:** Participation in decision-making processes enables members to influence the direction and standards of the certification program, contributing to the advancement and improvement of industry practices and standards.
- **Contributing to Quality Assurance:** By upholding the standards and integrity of the certification program, members contribute to ensuring the quality and consistency of fire safety practices and services, promoting confidence and trust among stakeholders and the public.

### A3b – Exam Development Board Responsibilities

Committee	A3b – Exam Development / Item Writing Committee	Reports to:	Certification Board / Committee
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (CEO)
Issue Date:	03/10/2023	Last Revised Date:	4/18/2024

#### Scope

The Exam Development Committee for the Safenetix Certified Fire and Smoke Damper Inspector Level 1 Program is responsible for overseeing the development and administration of the certification examination process in accordance with ISO 17024 standards.

#### Purpose

The committee's primary purpose is to ensure the integrity, validity, and reliability of the certification examination. By developing and implementing robust examination processes, the committee upholds the quality and credibility of the certification program.

#### Minimum Requirements

- **Industry Expertise:** Extensive experience in fire safety or similar, including knowledge of fire and smoke damper inspection practices.
- **Commitment:** Willingness to dedicate time and effort to committee responsibilities, ensuring active participation and adherence to procedures.
- **Communication Skills:** Strong ability to communicate effectively and collaborate with diverse stakeholders.
- **Analytical Abilities:** Proficiency in analyzing information and making informed decisions in alignment with ISO 17024 standards.
- **Ethical Conduct:** Commitment to upholding ethical standards, promoting fairness, transparency, and accountability in all activities.

#### Responsibilities

- **Development of Examination Processes:** Establishing and overseeing the examination process, including creating the exam blueprint, item writing, test site selection, exam administration, psychometric reporting, and reviews.
- **Policy Recommendations:** Making informed recommendations to the Certification Board regarding policies and procedures related to the certification exam, including the passing score method and determination, to ensure alignment with industry standards and best practices.
- **Periodic Reporting:** Providing regular status reports to the Certification Board on the progress of examination activities, including updates on exam development, administration, and psychometric analysis.

#### Why Choose this Responsibility?

Committee members have the opportunity to play a crucial role in shaping the examination process for a prestigious certification program within the fire safety industry. By serving on the Exam Development Committee, individuals can:

- **Contribute to Exam Integrity:** Ensure the certification examination accurately assesses candidates' knowledge and skills, maintaining the program's integrity and credibility.
- **Professional Growth:** Gain valuable experience in exam development, psychometrics, and quality assurance, enhancing their expertise and credentials within the field.
- **Impact on Industry Standards:** Influence the development of examination policies and procedures, shaping industry standards and best practices in fire and smoke damper inspection.

### A3a - Job Task Analysis Responsibilities

Committee	A3c - Job Task Analysis	Reports to:	Certification Board / Committee
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (CEO)
Issue Date:	03/10/2023	Last Revised Date:	4/18/2024

#### Scope

The Job Task Analysis Committee for the Safenetix Certified Fire and Smoke Damper Inspector Level 1 Program is responsible for developing and overseeing the initial and updated job task analysis (JTA). This includes establishing policies and procedures to determine industry skills, knowledge, and abilities relevant to the certification scope.

#### Purpose

The committee's primary purpose is to ensure that the certification program accurately reflects the skills and competencies required for fire and smoke damper inspection. By conducting comprehensive JTAs, the committee ensures the program remains aligned with industry standards and practices.

#### Minimum Requirements

- **Industry Expertise:** Extensive experience in fire safety or similar, including knowledge of fire and smoke damper inspection practices.
- **Commitment:** Willingness to dedicate time and effort to committee responsibilities, ensuring active participation and adherence to procedures.
- **Communication Skills:** Strong ability to communicate effectively and collaborate with diverse stakeholders.
- **Analytical Abilities:** Proficiency in analyzing information and making informed decisions in alignment with ISO 17024 standards.
- **Teamwork:** Capacity to work collaboratively, respect diverse viewpoints, and contribute positively to group dynamics.
- **Ethical Conduct:** Commitment to upholding ethical standards, promoting fairness, transparency, and accountability in all activities.

#### Responsibilities

- **Development of Policies and Procedures:** Establishing guidelines for conducting JTAs and determining the methodology, reporting structure, and frequency of updates.
- **Periodic Reporting:** Providing regular status reports to the Certification Board on the progress of JTA activities, including results and recommendations.
- **Recommendations to the Certification Board:** Making informed recommendations to the Certification Board regarding policies and procedures related to JTAs, including the necessity for new or updated analyses.
- **Committee Composition:** Ensuring the committee consists of a diverse group of industry experts, including manufacturers, fire safety experts, life safety code experts, fire inspectors, and students, to bring varied perspectives to the JTA process.
- **Nomination and Selection Process:** Participating in the nomination and selection of committee members, reviewing nominations based on qualifications, experience, commitment, and diversity.
- **Candidate Engagement:** Engaging with nominees to ensure understanding of responsibilities, time commitment, and willingness to serve if elected, and verifying qualifications and suitability for the role.
- **Election Process:** Electing committee members by majority vote of the Safenetix Certification Board, ensuring transparency and accountability in the selection process.
- **Resignation and Vacancy Management:** Managing resignations and vacancies on the committee by following established recruitment processes to fill positions in a timely manner.

#### Why Choose this Responsibility?

Committee members have the opportunity to contribute directly to the development and maintenance of a prestigious certification program within the fire safety industry. By serving on the Job Task Analysis Committee, individuals can:

- **Shape Industry Standards:** Influence the certification program's direction and ensure it remains relevant and effective in meeting industry needs.
- **Professional Development:** Gain valuable experience in job task analysis and contribute to advancing the field of fire and smoke damper inspection.
- **Networking and Recognition:** Build connections with industry experts, enhance professional reputation, and contribute to public safety while fulfilling a meaningful volunteer role within the fire safety community.

### A3d - Appeals Committee Responsibilities

Committee	A3d - Appeals Committee	Reports to:	Certification Board / Committee
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (CEO)
Issue Date:	03/10/2023	Last Revised Date:	4/18/2024

#### Scope

The Appeals Committee for the Safenetix Certified Fire and Smoke Damper Inspector Level 1 Program is responsible for reviewing and addressing appeals related to certification decisions in accordance with ISO 17024 standards.

#### Purpose

The purpose of the appeals committee per ISO 17024 is to provide a fair and impartial mechanism for individuals or organizations to appeal decisions made in relation to certification processes. This committee is responsible for reviewing appeals, assessing their validity, and making decisions accordingly to ensure transparency, fairness, and adherence to established standards and procedures.

#### Minimum Requirements

- Knowledge of Certification Policies:** Familiarity with the certification program's policies, procedures, and relevant ISO 17024 standards to ensure consistent application and adherence to established guidelines.
- Analytical Skills:** Strong analytical abilities to assess appeal cases objectively, evaluate evidence, and make reasoned decisions based on established criteria.
- Conflict Resolution:** Ability to navigate and resolve conflicts effectively, demonstrating patience, impartiality, and fairness in addressing appeal concerns.
- Communication Skills:** Excellent communication skills to convey complex information clearly and concisely, both in written and verbal forms, while maintaining professionalism and sensitivity.

#### Responsibilities

- Review of Appeals:** Thoroughly reviewing appeals submitted by certification candidates or stakeholders regarding certification decisions, such as exam results, certification status, or eligibility determinations.
- Fair and Impartial Decision-Making:** Conducting impartial evaluations of appeal cases, considering relevant evidence, documentation, and established procedures to make fair and informed decisions.
- Compliance with Standards:** Ensuring compliance with ISO 17024 requirements and established certification policies and procedures throughout the appeals process.
- Confidentiality:** Maintaining strict confidentiality regarding appeal cases and sensitive information to protect the privacy and rights of individuals involved.
- Communication:** Providing clear and timely communication to appellants regarding the status and outcome of their appeals, including reasons for decisions rendered by the committee.

#### Why Choose this Responsibility?

Serving on the Appeals Committee offers individuals the opportunity to contribute to the integrity and fairness of the certification program while gaining valuable experience in conflict resolution and decision-making processes. By choosing this responsibility, individuals can:

- Promote Fairness:** Ensure that all certification candidates have recourse to appeal decisions, promoting fairness and transparency within the certification process.
- Enhance Professional Skills:** Develop skills in conflict resolution, analytical thinking, and communication, valuable for both personal and professional growth.
- Contribute to Program Improvement:** Provide feedback and recommendations for improving certification policies and procedures based on insights gained from reviewing appeals.
- Make a Positive Impact:** Help uphold the reputation and credibility of the certification program by ensuring that appeals are handled fairly and impartially, benefiting both candidates and the broader fire safety community.



### A3e – Complaints Committee Responsibilities

Committee	A3e – Complaints Committee	Reports to:	Certification Board / Committee
Created By:	Vince Patton (Dir. Of HR)	Approved By:	Craig Rutledge (CEO)
Issue Date:	03/10/2023	Last Revised Date:	4/18/2024

#### Scope

The Complaints Committee for the Safenetix Certified Fire and Smoke Damper Inspector Level 1 Program is responsible for reviewing and addressing appeals related to certification decisions in accordance with ISO 17024 standards.

#### Purpose

The purpose of the complaints committee per ISO 17024 is to impartially and effectively handle complaints related to the certification process, ensuring fairness, promptness, and adherence to established procedures, thereby upholding the integrity and credibility of the certification system.

#### Minimum Requirements

- **Understanding of Certification Processes:** Knowledge of the Safenetix certification processes, policies, and procedures to effectively review and address complaints in accordance with established guidelines.
- **Impartiality:** Ability to conduct reviews and make decisions impartially, without bias or conflict of interest, to ensure fair treatment of all parties involved.
- **Confidentiality:** Commitment to maintaining strict confidentiality throughout the complaint review process to protect the privacy and rights of complainants and other parties involved.
- **Communication Skills:** Effective communication skills to interact professionally with complainants, gather relevant information, and provide clear and concise updates on the status and outcome of complaints.

#### Responsibilities

1. **Review and Assessment:** Reviewing complaints received regarding the certification process. Assessing the validity and seriousness of complaints.
2. **Investigation:** Conducting investigations into complaints, if necessary. Ensuring confidentiality throughout the complaint resolution process.
3. **Decision Making:** Making impartial decisions based on evidence gathered. Collaborating with relevant stakeholders to address complaints.
4. **Recommendations:** Providing recommendations for corrective actions or improvements. Contributing to preventive measures to avoid similar complaints in the future.
5. **Documentation and Compliance:** Documenting and maintaining records of complaints and their resolutions. Upholding the principles of fairness, transparency, and integrity in all dealings.

#### Why Choose this Responsibility?

Serving on the Complaints Committee offers individuals the opportunity to contribute to the fairness, integrity, and continuous improvement of the certification process. By choosing this responsibility, individuals can:

- **Promote Fairness:** Ensure that all complaints are addressed in a fair, impartial, and timely manner, upholding the credibility and reputation of the certification program.
- **Enhance Professional Skills:** Identify areas for improvement in certification processes and procedures based on insights gained from reviewing and addressing complaints, contributing to ongoing program enhancement.
- **Protect Stakeholder Rights:** Uphold the rights of applicants, candidates, examinees, certificants, and other interested parties by providing a mechanism for addressing concerns and ensuring accountability for misuse of the certification mark/logo.
- **Make a Positive Impact:** Help maintain stakeholder trust and confidence in the certification program by demonstrating a commitment to transparency, fairness, and responsiveness in handling complaints.





## Employee Performance Review

This form will be used to evaluate job performance in 2022. Employees should complete this form indicating the ratings they believe they have earned before submitting it to their supervisor. Please use the Rating Key below for each section of the Performance Review. Place a rating next to each statement and provide an overall rating for each section and an overall rating for the entire Performance Review. **Your rating for each item will be a whole number of 1, 2, 3 or 4.** If you and your supervisor agree that a statement does not apply to you, then please mark "NA (Not Applicable)" in the space allotted.

PERFORMANCE RATING	RATING KEY
1	Performance is consistently <b>below</b> acceptable levels, or the level of performance does not meet minimum expectations. <b>Immediate improvement</b> is required if the employee is to remain in the position.
2	Performance <b>partially meets</b> expectations. Performance meets some of the expectations but falls short of what is expected some of the time. A need for further development and improvement is needed.
3	Performance <b>consistently meets</b> all the essential requirements associated with the position. Accomplishments are clearly in accordance with job demands, quality and quantity of output.
4	Performance is <b>exceptional, consistently exceeding expectations</b> for the majority of the review period.

List up to six essential job duties and list them in order of importance in the space provided below.

PERFORMANCE RATING		ESSENTIAL MANAGERIAL JOB DUTIES
SELF	SUPERVISOR	
		Develops an annual agenda for the department that reflects an overall strategy for meeting company objectives.
		Conducts a needs analysis and designs a plan for the department to meet the needs of other departments.
		Successfully builds and maintains the necessary relationships across the company to meet individual departmental objectives and that helps the organization meet its productivity and profitability goals.
		Prepares a budget and manages the team and projects to ensure projects are completed on time and on or under budget.
		Utilizes technology to improve productivity within the department





## PROFESSIONAL DEVELOPMENT

In conversation with your supervisor please choose at least one of the professional development goals for 2023 listed below.

1. Please select one of the following online courses to take:
2. Read *The Fred Factor: How Passion in your Work and Life can Turn the Ordinary into the Extraordinary* by Max Sanborn. Employees who read the book should schedule time with their supervisors to discuss what they learned from the book and how it informed and inspired them to greater effectiveness in their current role with Life Safety Services, Hughes or LSS Holdings. (Employees who purchase the book from Amazon will be reimbursed.)
3. Read *The Challenger Sale: Taking Control of the Customer Conversation* by Matthew Dixon and Brent Adamson. Employees who read the book should schedule time with their supervisors to discuss what they learned from the book and how it informed and inspired them to greater effectiveness in their current role with Life Safety Services, Hughes or LSS Holdings. (Employees who purchase the book from Amazon will be reimbursed.)
4. Attend a management class at a professional conference or trade association meeting. You and your supervisor must agree that the class will be helpful to you in your current role with the company. Employees must receive approval from their supervisors before enrolling for any workshop or program. This expense may or may not be covered by the company.

**EMPLOYEE COMMENTS:** *(Attach additional sheets if necessary)*

**SUPERVISOR'S COMMENTS**

**Employee's Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Date**

*Your signature indicates you have reviewed this appraisal with your manager, not that you agree or disagree with it.*

**Supervisor's Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Date**

**Director's Signature** \_\_\_\_\_

**Date**

## **A5 Safenetix Certification Personnel Agreement (Employee, Contractor and Volunteer)**

Form: A5 Safenetix Personnel Agreement  
(Employee, Contractor & Volunteer): Confidentiality,  
Impartiality, NDA  
Approval Date: 02/18/2022  
Issue Date: 02/18/2022  
Last Revised Date: [Publish Date]  
Version: 0.0  
Changes authorized by: Complaints & Appeals  
Committee

### **1. Confidentiality, Impartiality, Non-Discrimination, Non-Disclosure**

All Safenetix personnel involved in the Safenetix Fire and Smoke Damper Inspector Certification process whether as an employee, volunteer, or contractor shall acknowledge they have read and agree to abide by the following defined policies, ethical conduct and all other policies and procedures of the Certification program.

In general, the use of good judgment, based on high ethical principles, will be the guide with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter must be disclosed to the Certification Director or Board Chair.

### **2. Non-Discrimination**

Safenetix will comply with all applicable laws and regulations and expects all of its directors, officers, senior managers and employees, volunteers and contractors to conduct business on behalf of the certification program in accordance with the letter and spirit of relevant laws regarding discrimination based on race, sex, religion, age, national origin or other applicable local, state or federal regulation.

### **3. Impartiality**

The certification body shall operate in an impartial manner according to the policies and procedures of the certification body. Safenetix personnel, its certification committees' and contractors' commitments shall not be influenced by third parties or specific sectors / businesses in the industry. The organization understands the importance of impartiality in carrying out its certification activities, manages conflict of interest and ensures the objectivity of its certification activities publicly through the following statement: "Safenetix undertakes to act impartially in relation to its

clients, applicants, candidates, certified persons and approved/certified parties to ensure a consistent and ethical approach.”

Senior management and all other employees, volunteers and contractors shall, during both working and nonworking hours, and while on social media, act in a manner which will inspire public trust in their integrity, impartiality and devotion to the best interests of the certification program and its certificants.

#### **4. Conflict of Interest**

To ensure ethical and impartial business practices, it is prohibited for Safenetix Certification personnel (employees, volunteers, contractors) to:

Offer, accept or solicit money, property, service or other items of value by way of gift, favor, inducement or loan with the intent that the offer would influence or the recipient would be influenced by such conduct in the discharge of his/her duties.

Use their official position to secure special advantage in business, personal gain or other benefit derived from such relationships.

Invest or hold a financial interest, directly or indirectly, in any business entity, transaction or business endeavor that would create a conflict between the certification personnel’s duty to uphold the public trust in the certification and the individual’s private interest.

Personnel agree to promptly disclose to the Certification Board Chair or Executive Director any activity that may be an actual or perceived conflict of interest.

#### **5. Confidentiality and non-disclosure**

Any and all confidential information shall be maintained in a safe and secure location and reasonable steps shall be taken to preserve the confidentiality of information to protect against theft or inadvertent disclosure of information. This includes but not limited to test materials, nonpublic policies/procedures, contracts, appeals, complaints, applicant/certificant information. Any personnel whose term of office, volunteer term, employment has expired has the obligation to return any and all certification materials and may not retain copies of this information.



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Louisville, Ky. 40203

Except as required by law, Safenetix personnel shall not disclose or cause to be disclosed to anyone outside the Safenetix certification program at any time, including after work with/for Safenetix is completed, any confidential information related to the certification.

I understand that any violation of this agreement will constitute a material breach causing substantial harm to the Safenetix certification program and remedies including legal action may be taken against the signatory to this agreement.

Agreed to:

**Name:**

---

**Signature:**

**Date:**

---



## A6 Committee Meeting Report

Form Name: **A6 Committee Meeting Report**  
 Application  
 Approval Date: 02/18/2022  
 Issue Date: 02/18/2022  
 Last Revised Date: 11/21/2023  
 Version: 1.0  
 Changes authorized by: Certification Board

Subject:	
Date:	
Time:	
Location of Meeting:	

### Names of Attendees and Absentees:


### Order of Business to Address:

### Minutes:

### Future Action Steps:

### Closing:





Form:

A7 Threats to Impartiality Form

Doc Id:

406.01-FM-06

Issue Date:

2/18/2022

Last Revised Date:

2/28/2023

Version:

2.0


Changes Authorized by:


Certification Board


A7 Threat Analysis Report


Date:


Risks Threat to Impartiality	Possible Impact	Risk Ranking	Acceptable	Control Measure Used	Analysis of Control Measures	Residual Risk Verdict	Date Last Reviewed by Board	Identity of Threat	Responsible for Threat	Action Taken with Evidence (Minimizes, Eliminates, & Manages Threats)	Documented Action Date


		Certification Program(s): ISO 17024						406.01-FM-07
			Issue Date:	2/18/2022	Changes Authorized By:		Last Revised Date:	1/20/2024
			Lead Reviewer:		Results Reviewed by:		Client Contact:	
			Audit Date:				Total Non-Conformities:	0
Section	Requirement	Notes	Date Reviewed	Compliant ( C ) / Non-Compliant (NC)	Document(s) Reviewed	Findings/Comments	Actions Taken	Action Taken Date
4.1	Legal Matters							
4.2	Responsibility for certification decision	This can be a simple statement in your P&P that the committee / council is responsible for certification decision						
4.3.1a	Cert body operates in impartial manner with a public statement regarding impartiality							
4.3.1b	Public statement regarding impartiality							
4.3.2	Management of Impartiality in regards to applicants, candidates, and certified persons							
4.3.3	Policies & procedures produced with fairness & nondiscrimination							
4.3.4a	Does not restrict certification on undue financials or other limiting factors							
4.3.4b	Doesn't require membership of association							
4.3.4c	Doesn't interrupt or inhibit access by applicants or candidates							
4.3.5	Threats to impartiality have been properly identified, listed, and documented							
4.4	Financial sustainability – assets & sustainability have been identified to cover liabilities	Financial statements.						
5.1.1	Review organizational structure to fit to document and outline roles accurately with up-to-date job titles in operations							

<div></div>		Certification Program(s): ISO 17024						
			Issue Date:	2/18/2022	Changes Authorized By:		Last Revised Date:	1/20/2024
			Lead Reviewer:		Results Reviewed by:		Client Contact:	
			Audit Date:				Total Non-Conformities:	0
Section	Requirement	Notes	Date Reviewed	Compliant ( C ) / Non-Compliant (NC)	Document(s) Reviewed	Findings/Comments	Actions Taken	Action Taken Date
5.1.2	The organizational structure process should be structured & managed with safeguarding its impartiality.	Simple policy stating that the committee can recommend structure changes and it can be approved by the committee; if it affects organizational finance, the decision may be overseen by the parent company.						
5.2.1	Affirm the training and study guide to not conflict with the examination or compromise impartiality.							
5.2.2	Implication that training would not make certification easier	You will need to check all materials - web, print - to check that this implication is not stated anywhere.						
5.2.3a	Impartiality in regard to training							
5.2.3b	Trainers access to exam materials							
5.2.3c	Offering training & certification for persons within the same legal entity constitutes a threat to impartiality and not give an advantage to candidates with pre-requisites.	Organizational structure; policy that prevents anyone who works on the course from having any access or input on exam materials and vice versa.						
5.2.3d	Not require the candidates to complete the certification body's own education or training as an exclusive prerequisite when alternative education or training with							
5.2.3e	Enforce that the personnel do not serve as an examiner of a specific candidate							

		Certification Program(s): ISO 17024						406.01-FM-07
			Issue Date:	2/18/2022	Changes Authorized By:		Last Revised Date:	1/20/2024
			Lead Reviewer:		Results Reviewed by:		Client Contact:	
			Audit Date:				Total Non-Conformities:	0
Section	Requirement	Notes	Date Reviewed	Compliant ( C ) / Non-Compliant (NC)	Document(s) Reviewed	Findings/Comments	Actions Taken	Action Taken Date
6.1.1	Performance evaluations are demonstrated for all personnel involved with the certification process	Organizational structure; policy that prevents anyone who works on the course from having any access or input on exam						
6.1.2	Review of personnel resources (staff, board, contractors, SMEs, proctors) is sufficient							
6.1.3	Defined competencies for personnel working with the certification process							
6.1.4	Has provided its personnel with up to date instruction with duties & responsibilities							
6.1.5	Personnel records are up-to-date with known qualifications, training experience, professional affiliations, status and signed conflicts of interests							
6.1.6	Personnel records are kept confidently and securely to exemplify the performance of certification body's status & activities							
6.1.7	Conflict of interest and confidentiality forms are signed and documented to comply with rules and regulations of confidentiality, impartiality and conflict of interests							
6.1.8	The certification body maintains impartiality when certifying an employee during the certification process							
6.2.1	All personnel should claim conflict of interest in any candidate							

<div></div>		Certification Program(s): ISO 17024						406.01-FM-07
			Issue Date:	2/18/2022	Changes Authorized By:		Last Revised Date:	1/20/2024
			Lead Reviewer:		Results Reviewed by:		Client Contact:	
			Audit Date:				Total Non-Conformities:	0
Section	Requirement	Notes	Date Reviewed	Compliant ( C ) / Non-Compliant (NC)	Document(s) Reviewed	Findings/Comments	Actions Taken	Action Taken Date
6.2.2	Qualifications of examiners and proctors should meet requirements to perform certification scheme with impartiality							
6.3	Review outsourcing of certification activities - legal agreement and documents are properly kept & tasks completed	Policy regarding which activities are outsourced and that they are reviewed and evaluated at least annually. Legal agreements with						
6.4	Other non-personnel resources should be adequate (premises, equipment)	Assessors will address this during the onsite - It should be fine.						
7.1	Record retention policy for candidates & applicants	Policy regarding how long the candidate records are kept and how they are destroyed						
7.2	Cert program and process publicly available	A revised website and a candidate handbook will provide all necessary public						
7.3	Confidentiality of related bodies have agreements to securely access exam material	You will need to provide examples of signed vendor agreements that cover						
7.4	Security measures & procedures are properly outlined to prevent cheating and fairness for all candidates in combination of safeguarding impartiality.	this will depend on how you develop and store your test questions. Important to note: There must be policies in place that prohibit						
8.2	The Entire Review of Cert. Scheme shall take interal ownership for a valid and Up-to-Date Job Task Analysis	interal reports are incomplete. There are blank spaces in the paragraph regarding the number of tasks. Further, the survey is not finished and						
8.3	Review of initial certification and recertification, and maintenance of certification requirements (including code of ethics and disciplinary actions)							
9.1	Scope and requirements on application are accurate with proper documentation and requirements	Please see the Application tab for components needed on every candidate application. There also must be verification of components completed						
9.2	The assessment method follows a fair & valid process to safeguard impartiality for its candidates	Policy and procedures for accommodations; must be publicly available						

		Certification Program(s): ISO 17024						406.01-FM-07
			Issue Date:	2/18/2022	Changes Authorized By:		Last Revised Date:	1/20/2024
			Lead Reviewer:		Results Reviewed by:		Client Contact:	
			Audit Date:				Total Non-Conformities:	0
Section	Requirement	Notes	Date Reviewed	Compliant ( C ) / Non-Compliant (NC)	Document(s) Reviewed	Findings/Comments	Actions Taken	Action Taken Date
9.3	The examination process follows consistent procedures and statistical measures for accurate test performance evaluations.							
9.4	Final certification decision review process	Sound JTA, representation for item writing, methodologically sound.						
9.5	Suspension, withdrawing, reducing policy review	Must be a specific policy with tracking of steps and documentation (in candidate						
9.6	Review of recertification requirements for relevancy & to changes in the industry							
9.7.2	Statement regarding non-use of certificate if suspended	This can become part of the "agreement" or "ethics" document that a candidate signs when						
9.7.3	Use & misuse logo, certificate, & marks policy	This can become part of the "agreement" or "ethics" document that a candidate signs when						
9.8	Appeals process review - documents with tracking & action, certification board decisions	An appeal is when a candidate appeals the certification decision, or a decision to suspend / revoke their						
9.9	Complaints process policy with tracking & action	There are two types of complaints: 1. Complaints against						
10.2.1	Identify the member of management who ensures and reports to top management							
10.2.2	Ensure the management sytem documentation for review, updates and approval							
10.2.3	Verify document control process	The policy should contain details regarding how it's created and versions						
10.2.4	Verify record control process	The policy should contain details regarding how it's stored, database						
10.2.5	General management review includes the review of appeals and complaints handling based on the feedback from applicants, candidates, certificants, other stakeholders which follows and safeguard impartiality through input & output	Reviewed: Safenetix Management Review Form The Form is not specific to the certification management system, but rather for a QMS. The evidence for an MR that has occurred, specific to the certification program, does not yet exist.						

ISO 17024 Internal Audit					Form: A8 Internal Audit Checklist			Version 1.0
		Certification Program(s): ISO 17024						406.01-FM-07
			Issue Date:	2/18/2022	Changes Authorized By:		Last Revised Date:	1/20/2024
			Lead Reviewer:		Results Reviewed by:		Client Contact:	
			Audit Date:				Total Non-Conformities:	0
Section	Requirement	Notes	Date Reviewed	Compliant ( C ) / Non-Compliant (NC)	Document(s) Reviewed	Findings/Comments	Actions Taken	Action Taken Date
10.2.6	Ensure the planned internal audits to be conducted annually with proper opportunity to improve the outcome of the audit with proper documentation. Note: All planned audits will need to follow the ISO 17024 Standard by competent personnel							
10.2.7	Check the corrective actions process. It should identify the nonconformities, actions needed, and implementation of the outcomes fixed for any complaints, appeals, irregularities, and program operation problems through a tracking log.							
10.2.8	Check the preventative action process to ensure problems are mitigated and eliminated to review the outcome of actions taken and how they were implemented.							



## Management Review Form

Form Name	Approval Date	Issue Date	Changes to be Authorized by	Last Revision Date:	Version
A9 Management Review Form	2/18/2022	2/18/2022	CEO	4/15/2024	2.0

Review Period:	
Review Date:	
Facilitator:	

### Attendance:

Board Members		Role / Responsibilities
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

Team Members		Role / Responsibilities
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

### Guidelines:

1. Start each meeting by reviewing the notes from the prior Management Review. Discuss any follow up items as needed.
2. Each attendee should come prepared with most recent data on performance in the area of his or her responsibility. This data should be shared with the management team.
3. Management Reviews may include, but aren't limited to, some or all of the items identified in the checklist. Record meeting notes in the box associated with each line item. If an item is not reviewed, note it accordingly.

### Old Business & Review of Previous Assignments:

Item #	Action Item:	Assigned To:	Due	Status
1.				
2.				
3.				
4.				



ISO 17024 Management Review Checklist			
Aspect to Review		Summary	Checked (✓)
<b>Review input</b>			
1.	Results of internal audits	Management Review for Internal Audit was completed in March 2024.	<input type="checkbox"/>
2.	Results of External Audit		<input type="checkbox"/>
3.	Appeals and Complaints		<input type="checkbox"/>
4.	Customer Feedback		<input type="checkbox"/>
5.	Threat Analysis		<input type="checkbox"/>
6.	Safeguarding Impartiality		<input type="checkbox"/>
7.	Status of Corrective and preventive actions		<input type="checkbox"/>
8.	Policies and Procedures Objective		<input type="checkbox"/>
9.	Subcontractor Performance Reviews		<input type="checkbox"/>
10.	Performance of personnel		<input type="checkbox"/>
11.	Changes affecting the QMS		<input type="checkbox"/>
12.	Follow Up Items from Previous Management Review		<input type="checkbox"/>
<b>Review Output</b>			
13.	Resource needs		<input type="checkbox"/>
14.	Recommendations for improvement		<input type="checkbox"/>
15.	Decisions and actions related to improvements		<input type="checkbox"/>







## Management Review Form

<b>3.</b>	<b>Appeal / Complaint Logs</b>		Click or tap to enter a date.
<b>Complaint / Appeal</b>	<b>Performance Metrics</b>	<b>Action Required</b>	
None		- Not Applicable	
		-	
		-	
		-	
		-	
		-	
<b>4.</b>	<b>Feedback</b>		Click or tap to enter a date.
<b>Feedback</b>	<b>Who</b>	<b>Comments</b>	
		-	
		-	
		-	
		-	

<b>5.</b>	<b>Threat Analysis</b>	Click or tap to enter a date.

<b>6.</b>	<b>Safeguarding Impartiality</b>	Click or tap to enter a date.
Is management safeguarding impartiality?		

<b>7.</b>	<b>Status of Preventive and Corrective Actions</b>	Click or tap to enter a date.												
<p><b>Corrective and Preventive Actions</b></p> <table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>														

<b>8.</b>	<b>Policies &amp; Procedures - Objectives</b>	Click or tap to enter a date.
Do the policies & procedures fulfill the objectives of the standard?		

<b>9.</b>	<b>Subcontractor Performance Reviews</b>	Click or tap to enter a date.

<b>10.</b>	<b>Personnel Performance Reviews</b>	Click or tap to enter a date.

<b>11.</b>	<b>Changes that could affect Management Review System</b>	Click or tap to enter a date.

<b>12.</b>	<b>Follow Up from Previous Management Review</b>	Click or tap to enter a date.
------------	--	-------------------------------



#	Items	Comments

13.	Resources Needed	Click or tap to enter a date.
<div></div>		

14.	Recommendations for Improvements for Certification Program	Click or tap to enter a date.
<div></div>		

New or Future Action Items:

Item #	Action Item:	Assigned To:	Due	Status
1.				
2.				
3.				
4.				



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Safenetix Vendor Evaluation

Safenetix Vendor Evaluation Form

Form Name: A10 Safenetix  
Vendor Evaluation Form  
Doc#: 402.01-FM-34  
Changes to be Authorized by:  
Executive Director  
Approved by: CEO  
Approval Date: 02.18.22  
Effective Date: 02.18.22  
Revision Date: 10/18/2024  
Revision: 2.0

Contractor Performance Review:		Service Provided:	
Contact Name:		Email ID:	
Exam:		Review Year:	
Vendor Evaluation Performed by:		Date:	

The purpose of the vendor evaluation form is to evaluate Safenetix’s vendors for their overall performance. A strong business relationship to execute the job thoroughly while maintaining a budget are important to the Safenetix program. The end goal of the evaluation will determine if the partnership is low risk, well-collaborated and sustained.

Have NDA & Confidentiality Agreement(s) been signed and dated? YES OR NO



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Louisville, Ky. 40203

**Safenetix Vendor Evaluation**

Instructions: Please indicate with a checkmark: *Needs Improvement*, *Meets Expectation*, or *Exceeds Expectation*. This coding will determine the outcome of each category. Write any comments or concerns that pertain to each category.

Category	Needs Improvement	Meets Expectation	Exceeds Expectation	Comments
<b>BUSINESS RELATIONS</b>				
Roles were assigned evenly from various departments with full cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vendor coincides with Safenetix core values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PARTNERSHIP</b>				
Relationship between the vendor and Safenetix staff exuded professionalism and time sensitivity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Level of expertise in the technical field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prompt & effective communication with Safenetix to carry out tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TIMELINESS OF PERFORMANCE</b>				
Preparation and outline for overall job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule was accurately followed to meet milestones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meets overall delivery for the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>BUDGET/PRICE SUITABILITY</b>				
Financially suitable and affordable for Safenetix	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	





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Safenetix Vendor Evaluation

1. General Performance Overview

2. Customer Support & Responsiveness

3. Cost vs. Value

Add sections to enter more details

4. Overall Rating		
Category	Rating (1-5)	Comments

5. Recommendations for Improvement

6. Conclusion

Final Rating: 97

## Appendix B

### Applicant & Certificants Documents

- B1 Code of Ethics
- B2 Certification Mark Branding & Style Guide
- B3 Logo Misuse Complaint Form
- B4 Complaint & Appeal Request Form
- B5 Corrective / Preventative Action Form
- B6 Certification Agreement & Release Authorization
- B7 Examinee Test User Agreement
- B8 Exam Accommodation Request Form
- B9 Exam Application
- B10 Test User Agreement Refund Form
- B11 Exam Blueprint
- B12 Certificate Example
- B13 Certification Request Form
- B14 Exam Information Form - Irregularity Report
- B15 CFSDI-1 Exam Proctor Sign In Sheet





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Form Name:	B1 Code of Ethics
Application	
Approval Date:	02/18/2022
Issue Date:	02/18/2022
Last Revised Date:	[Publish Date]
Version:	0.0
Changes authorized by:	Certification Board

## B1 Code of Ethics

### The Code of Ethics reads as follows:

The Safenetix Code of Ethics (“the Code” or “Code”) establishes guiding principles for the certificants involved with obtaining the Safenetix Fire and Smoke Damper Certification.

#### Section One: Preamble

This Code is intended to create public trust and confidence in the integrity of the fire and smoke damper inspector process. These guiding principles are the foundation for conduct of Safenetix employees. All certificants will abide by the letter and spirit of this Code.

#### Section Two: Guiding Principles

##### Accountability

Certificants accept responsibility for their own conduct and hold themselves accountable. Certificants shall not cheat, falsify or steal certification material.

##### Compliance with Laws

Certificants follow all laws and regulations that pertain to the inspection of fire and smoke dampers according to local and state ordinances.

##### Confidentiality

Certificants protect confidential information concerning the certifications process including examinations, test content and certifications marks.

##### Good Faith

Certificants conduct all fire and smoke damper inspections in good faith, make any required disclosures, and avoid actual or perceived conflicts of interest.

##### Integrity

Certificants fulfill their duties without deception or misleading practices.

##### Professionalism

Certificants educate themselves on all aspects of the fire and smoke damper inspection process and maintain the highest standards of fire safety.

### Respect

Certificants acknowledge the importance of diversity, equity, and inclusion across the industry. Certificants do not make statements that could reflect poorly on certification, the reputation of Safenetix, or the fire and smoke damper inspector profession.

### Transparency

Any information collected from a certificant or candidate upon certification may be considered public information and may be available to the public upon request.

### Trust

Certificants conduct themselves in a manner to establish and maintain trust and confidence in the integrity of the fire and smoke damper inspection profession and processes.

Certificants will have the accessibility to file any complaint or appeal, which will be resolved by Safenetix through its policies, procedures, and rules.

### Violations

Certificants must report any suspected violations to a Safenetix official. Violations of the Code are subject to disciplinary action at the discretion of Safenetix including, revocation of certification. Certificants may inform Safenetix if by any means they are not able to fulfill the recertification requirements.



## Certification Mark Branding & Style Guide

[www.safenetix.com](http://www.safenetix.com)



# Table of Contents

About the Branding Guide	3
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Logo Colors	7
Logo Usage	8
Text Usage	9
Applications	10





## About the Safenetix Certification Mark Branding Guide

Safenetix is an organization dedicated to fostering worldwide awareness of the benefits of fire safety and the value of proper and ethical inspection of fire and smoke dampers. We have worked tirelessly to create training and educational programs that inform the public about the valuable services fire safety technicians provide.

Safenetix provides our credential holders with logos to identify themselves to their peers and customers as professionals committed to proper fire safety practices. We encourage you to proudly wear the emblems and use the appropriate titles that designate you as a professional fire safety technician. Please review the instructions about proper use of each of our logos outlined in this branding guide. Consistent use throughout the industry helps to reinforce the brand within the profession and to the public. If you have any questions regarding the Safenetix logos or need to request a logo, contact [info@safenetix.com](mailto:info@safenetix.com).

Following trademark and usage requirements is a critical step in strengthening the certification you have worked so hard to acquire. We hope that you will join us in this effort.

Neha Panchdhar  
Executive Director  
Safenetix

# Logo Misuse and Trademark Infringement

Logos trademarked by Safenetix are available for use by current credential holders to identify their affiliation with Safenetix. These logos are intended for use by individuals who meet the requirements rather than by companies who employ Safenetix members and credential holders. To receive and use a copy of a Safenetix trademarked logo, Safenetix requires verification of certification status. If a third-party vendor requests a Safenetix logo, Safenetix must confirm the third party's status and relationship with a verified Safenetix credential holder. As a credentialing body, Safenetix maintains logos that are used to promote an individual's affiliation with Safenetix. We recognize that on occasion, there may be either intentional or unintentional misuse of these logos. This information has been prepared to help you better understand the difference between a logo misuse and a trademark violation and what one can expect when a complaint has been filed. Please visit [www.safenetix.com](http://www.safenetix.com) to verify the status of Safenetix credential holders before submitting a complaint.

## Logo Misuse

If a Safenetix credential holder is not using a logo correctly, it is considered logo misuse. Some examples of logo misuse include: using a retired logo, not following style and color guidelines, companies using the logos incorrectly, or using unapproved logos without consent.

## Trademark Violation

Use of a logo without authorization through written consent or certification is considered a trademark infringement. Examples of trademark infringement include: an individual who is not a Safenetix credential holder using the Safenetix logo; companies using an Safenetix logo without employing Safenetix credential holders, or without consent; or members and credential holders who use a logo they are not authorized to use.






## **When a Safenetix credential holder is reported for logo misuse or an individual or company infringes on a Safenetix trademark, Safenetix will take the following steps to correct the matter.**

- Safenetix will review all complaints submitted to our office. Complaints must be completed in full, and documentation must be included at the time of submission.
- A status update is provided to the complainant after the review
- A communication is mailed to the company or individual misusing or violating the Safenetix trademark giving them 30 days to correct the issue and provide evidence of compliance.
- If the matter has been brought to compliance, the file is closed.
- If the matter has not been addressed within 30 days, the claim is forwarded to Safenetix' attorney for further action.
- Safenetix then makes the final determination on which cases are pursued and processed through court based on legal recommendation.

Safenetix encourages you to use this guide to understand the proper use of the Safenetix trademarked logos. The usage requirements outlined for each type of logo will provide you with the necessary information to avoid a trademark Violation or logo misuse case. For more details, review the report a violation information on [www.safenetix.com](http://www.safenetix.com).



# Safenetix Official Certification Branded Logos



## Primary Full-Color Certified Fire & Smoke Damper Inspection Technician Logo

The primary full-color logo should be used whenever possible.



## Primary One-Color Certified Fire & Smoke Damper Inspection Technician Logo



The primary One-Color Logo is a single color version of the Primary Logo. The acceptable colors to use on this logo are in the Primary Color Palette, as well as black and white.

# Certification Mark Branded Colors

When using color versions of Safenetix logos, you must use the established brand colors for that particular logo. These colors are all defined at the right. Safenetix provides details for these colors and requests that you provide this information to your graphic designer and printer to ensure proper color matching.

The Pantone Matching System® (PMS) is preferred, when possible. The PMS values are the primary means for naming each color in Safenetix logos. You will see references to these PMS numbers throughout the branding guide. When it is not possible to use PMS colors, you may use the process color breakdown, which is denoted to the right as the CMYK values.

The RGB and Hex colors are to be used for digital media, such as websites. No substitutions in color are permissible, unless otherwise indicated under individual logo instructions.

## PRIMARY COLORS

<p>PMS: 3035 HEX: #034659 CMYK: 100/67/48/38</p>	<p>PMS: 7473 HEX: #08A79D CMYK: 80/10/45/0</p>	<p>PMS: 7731 HEX: #038341 CMYK: 86/11/98/1</p>	<p>PMS: 368 HEX: #8DC73F CMYK: 50/0/100/0</p>
<p>PMS: 7580 HEX: #BD492B CMYK: 72/80/92/6</p>	<p>PMS: 158 HEX: #F37824 CMYK: 2/66/98/0</p>	<p>PMS: 432 HEX: #363947 CMYK: 79/64/52/43</p>	

# General Logo Guidelines

## How to obtain logos

Upon completion of the Level 1 Certified Fire and Smoke Damper Inspector Exam, you will receive an electronic copy of the certification mark via email.

Logo requests may also be made by emailing [info@safenetix.com](mailto:info@safenetix.com). Please specify desired file type and color preference (black/white, color). Verification of certification status is required so requests should be submitted by the individual member or credential holder. Third party vendors, such as a printer, graphic designer, or employer, should work with the individual for verification and approval of usage by Safenetix. Use of a logo by a third party vendor without proper verification may be considered a trademark violation.



# General Logo Guidelines

## Text usage

Safenetix does not require you to use a logo to refer to your Safenetix certification credential. Registered or approved wordmarks (text) may be used in place of a logo - Level 1 CSFDI. The same trademark guidelines apply to usage of wordmarks. Each word within the wordmark must be capitalized unless otherwise indicated. Please refer to the acceptable wordmarks identified for each logo within this guide.

Monteressat Classic

Safenetix Certified Fire & Smoke Damper Inspection Technician  
Certification Number

Monteressat

Safenetix Level 1 Certified Fire & Smoke Damper Inspection Technician or  
Level 1 CSFDI  
Certification Number

**Monteressat Extra-Bold**

**Safenetix Level 1 Certified Fire & Smoke Damper Inspection Technician or  
Level 1 CSFDI  
Certification Number**



# General Logo Guidelines

## For Companies employing Safenetix Members and Credential Holders

Only Safenetix credential holders are allowed to use applicable Safenetix certification logos. However, use of logos by companies employing Safenetix credential holders is permitted if the following guidelines are adhered to:

Use of Safenetix member logo: Companies may use the “On Staff” (See example on page 11) version of the logo on advertising and business materials. Only the individual member is allowed to use the logo on personal items such as business cards and uniforms.

### Use of Safenetix certification logos:

Companies who have an employee that has a Safenetix certification may use the logo only if the individual’s name and certification number are listed with the logo (see examples on page 12 ). If a company employs three or more individuals who are Safenetix certified you may use the statement “Safenetix Certified Fire & Smoke Damper Inspectors On Staff.” A list of the Safenetix credential holders’ names and Certification ID’s must also appear listed on the website.

A company that does not employ someone who is Safenetix certified, but contracts with someone who is, may list the information using the format in the following examples:

**» Contracts with Safenetix Level 1 Certified Fire & Smoke Damper Inspectors**  
**Joe Inspector, NO-1234A**

# Examples of Correct & Incorrect Use

## Individual Use

Follow these examples to assist you with proper logo usage when promoting yourself as a Safenetix credential holder.

### Correct usage

- » Must include first and last name
- » Must include certification ID #
- » Certification must be current



### Incorrect usage

- » Must include first and last name
- » Must include certification ID #
- » Certification must be current





# Examples of Correct & Incorrect Use

## Company Use

Follow these examples to assist you with proper logo usage when promoting Safenetix credential holders on your company staff.

### Correct usage

- » Membership must be notated with the individual member's name listed as "Safenetix Certified Inspectors On Staff"
- » You must include the full name and certification ID of the credential holder.
- » If you employ three or more full-time Safenetix Certified Inspectors and space is limited, please use "Safenetix Certified Fire and Smoke Damper Inspectors on Staff" and make your web address available for consumers to confirm this information.
- » Contracted or consulting certified inspectors not employed as full-time staff must be indicated as such and include the name and certification ID #.



### Incorrect usage

- » Must include first and last name
- » Must include certification ID #
- » Certification must be current
- » Certification is an individual credential, and this ad gives the reasonable impression that it is company-wide.









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### Logo / Trademark Misuse Complaint Process

Through research, technology, and education, Safenetix promotes the professional practice of fire and smoke damper inspection technicians worldwide awareness of the importance of fire safety. As a credentialing body, Safenetix maintains logos that are used to promote an individual's affiliation with Safenetix. We recognize that on occasion, there may be either intentional or unintentional misuse of these logos. This information has been prepared to help you understand logo / trademark violations and what you can expect after filing a complaint. Please review the following as you consider how to proceed:

- You can visit <https://www.safenetix.com/certified-individuals> to verify the status of Safenetix credential holders, but we strongly encourage you to contact our office to verify the status of an individual before filing your complaint.
- Safenetix will only accept logo misuse complaints that have been submitted using the enclosed form and which also contain adequate information to substantiate a violation. We do not take action on complaints without evidence of a violation.
- Sometimes, the logo misuse is unintentional. Before filing a complaint, please carefully review the Safenetix Branding and Style Guide which provides direction on how to properly use the various Safenetix logos. This will help you to determine what type of violation you think is being made.
- Safenetix will not share your name or information with the individual you are making a complaint against, but your name may not remain confidential if the complaint results in legal action.
- We may use copies of the documentation you supply in our communications with the alleged violator throughout the process.
- Once adequate information has been provided and reviewed, Safenetix will mail you a communication regarding the status of your claim, and what action may be taken.
- Privacy laws and restrictions prevent Safenetix from sharing the status or any other information related to a complaint once it has been accepted and is in process, unless the complaint results in legal action and you are involved in the case.
- Logo misuse complaint cases can take up to several months, up to over a year, to reach a complete resolution, so you may not see immediate compliance, depending on the nature of the violation(s).

We thank you for helping to make sure that only members and credential holders in good standing with Safenetix are allowed to promote themselves accordingly.

Sincerely,

Neha Panchdhar  
Executive Director  
Safenetix



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## What to Expect When You File a Complaint

- 1) Complaints can be submitted by mail or email and are forwarded to the appropriate department. Usually on the same business day.
- 2) Complaint forms and documentation are reviewed by Safenetix staff. This can take 1-2 weeks depending on content and workload.
- 3) Status letter mailed to the person making the complaint. This usually goes out within 5 business days of review being completed.
- 4) Initial communication mailed to the company or individual violator. This usually goes out within 5 business days of review being completed.
- 5) Violator is given 30 days to cure the issue and provide evidence of compliance.
- 6) Either the violator corrects the issue and provides evidence of this within 30 days or does not respond or correct the default and the claim moves forward.
- 7) If the issue is corrected within the 30 days, a letter is mailed to the violator stating that the claim has been satisfied and the file closed.
- 8) If the issue is not corrected within 30 days, the claim is forwarded to Safenetix' attorney for further action. This can take 2-4 weeks depending on content and workload.
- 9) Legal action may be taken against the violator(Safenetix makes the final determination on which cases are pursued). The decision can take several months.
- 10) If the case is processed through court, the violator may be found guilty or not guilty of a trademark violation. This can take an additional several months.
- 11) Violation is corrected and case is closed. Total time unknown.

## B3 Logo Misuse Complaint Form

Form Name:	B3 Logo Misuse
Application	Complaint Form
Approval	02/18/2022
Date:	
Issue Date:	02/18/2022
Last Revised	[Publish Date]
Date:	
Version:	0.0
Changes	Certification
authorized	Board
by:	

### What to Expect When You File a Complaint

- 1) Complaints can be submitted by mail or email and are forwarded to the appropriate department. Usually on the same business day.
- 2) Complaint forms and documentation are reviewed by Safenetix staff. This can take 1-2 weeks depending on content and workload.
- 3) Status letter mailed to the person making the complaint. This usually goes out within 5 business days of review being completed.
- 4) Initial communication mailed to the company or individual violator. This usually goes out within 5 business days of review being completed.
- 5) Violator is given 30 days to cure the issue and provide evidence of compliance.
- 6) Either the violator corrects the issue and provides evidence of this within 30 days or does not respond or correct the default and the claim moves forward.
- 7) If the issue is corrected within the 30 days, a letter is mailed to the violator stating that the claim has been satisfied and the file closed.
- 8) If the issue is not corrected within 30 days, the claim is forwarded to Safenetix' attorney for further action. This can take 2-4 weeks depending on content and workload.
- 9) Legal action may be taken against the violator (Safenetix makes the final determination on which cases are pursued). The decision can take several months.
- 10) If the case is processed through court, the violator may be found guilty or not guilty of a trademark violation. This can take an additional several months.
- 11) Violation is corrected and case is closed. Total time unknown.

### Logo Misuse Complaint Form

To help Safenetix maintain the integrity of its programs, services, and member benefits, we are providing this document to gather information which will help us determine whether or not a logo misuse or trademark violation has taken place.

Please make sure to provide as much factual information as possible to substantiate your complaint. While the content you submit may be shared with the alleged violator, your name and contact information will remain confidential.

#### Complaint Information (must be completed in full)

Name of the Company Being Reported:	
Name of the Individual Being Reported:	
Full Address: (Street, City, State, Zip)	
Phone:	
Email:	
Website:	
Other Information:	

#### Type of Complaint Being Made

What evidence led you to make the complaint?

What documentation can you provide to support this claim? Please include clear copies of any and all documentation. Examples of proof include business cards, Yellow Page ads, brochures or flyers, photographs of company trucks, company websites, or other means of advertising.

Advertisement Communication:	
Photo of Vehicle Bearing Violation:	
Other Information (such as a s Certl D# Being Used):	

Have you contacted Safenetix to verify the individual's status?

--

If so, when?

--

What was the result?

--

### Your contact information (For Safenetix follow-up)

Name:					
Address:					
City:		State:		Zip:	
Phone:					
Email:					

Are there other individuals who have noted this issue whom we may contact?

Name:	
-------	--



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Address:					
City:		State:		Zip:	
Phone:					
Email:					



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## B4 Complaint and Appeal Request Form

Form: B4 Complaint and Appeal Request Form  
Approval Date: 02/18/2022  
Issue Date: 02/18/2022  
Last Revised Date: 2/15/2024  
Version: 1.0  
Changes authorized by: Complaints & Appeals Committee

All requests for appeal must be submitted to Safenetix within 30 days of original incident. This will be reviewed and a final decision made within 30 days of Safenetix receiving the request.

### 1. Candidate Information

First Name:		M.I.		Last Name:	
Street Address:					
City:		State:		Zip:	
Email Address:				Home Phone:	
Work Phone:				Cell/Other Phone:	

### 2. Appeal or Complain:

Appeal	<input type="checkbox"/>
Complain	<input type="checkbox"/>

### 3. Reason:

### 4. Please attach a personal statement describing your reason(s) for appeal.

Signature of Requested \_\_\_\_\_ Date: \_\_\_\_\_





## B5 Corrective/Preventive Action Form

Form Name: B5 Corrective/Preventive  
Application: Action Form  
Approval Date: 02/18/2022  
Issue Date: 02/18/2022  
Last Revised Date: 4/12/2024  
Version: 2.0  
Changes authorized by: Certification Board

<input type="checkbox"/>	Corrective Action	<input type="checkbox"/>	Preventive Action	<input type="checkbox"/>	Opportunity for Improvement
	<b>Source</b>	<b>Comments:</b>			
<input type="checkbox"/>	Internal Audit				
<input type="checkbox"/>	External Audit				
<input type="checkbox"/>	Customer Complaint				
<input type="checkbox"/>	Product Deficiency				
<input type="checkbox"/>	Previous CPAR				
<input type="checkbox"/>	Other:				
<b>ISO 17024 Requirement:</b>					
<b>Description of Nonconformance, Risk or Opportunity for Improvement:</b>					
<b>Initiator:</b>				<b>Date:</b>	Click or tap to enter a date.
<b>Received and entered by:</b>				<b>Signature:</b>	<b>Date:</b> Click or tap to enter a date.
<b>Assigned to:</b>				<b>Reply Due Date:</b>	Click or tap to enter a date.
<b>Root Cause:</b>					
<b>Actions Taken or Planned:</b>				<b>Planned Completion Date:</b>	Click or tap to enter a date.
<b>Submitted by:</b>				<b>Signature:</b>	<b>Date:</b> Click or tap to enter a date.
<b>Comments by Approval Authority:</b>					
<b>Approved by:</b>				<b>Signature:</b>	<b>Date:</b> Click or tap to enter a date.



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Followed Up by:				Signature:				Date:		Click or tap to enter a date.	
Outcome:											
Effective?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Evidence:					
Closed Out by:				Signature:				Date:		Click or tap to enter a date.	

## B6 Certification Agreement and Release Authorization

Form Name:	B6 Certification
Application	Agreement and Release Authorization
Approval Date:	02/18/2022
Issue Date:	02/18/2022
Last Revised Date:	10/9/2023
Version:	
Changes authorized by:	Certification Board

The Safenetix Level 1 Certified Fire and Smoke Damper Inspector Program certifies qualified inspectors in the field of fire safety who have met the professional knowledge standards established by Safenetix.

1. I acknowledge that I have read and understand all of the terms and conditions of Safenetix Certification as defined in the Safenetix Level 1 Certified Fire and Smoke Damper Inspector Application Guide and in policies of the Safenetix Certification Program.
2. I agree not to release confidential examination materials or participate in fraudulent test-taking practices.
3. I understand that the Safenetix Level 1 Fire and Smoke Damper Inspector Certification Program is separate and distinct from all other Safenetix programs and services.
4. I agree to provide the Safenetix Certification Program with complete and accurate information related to my certification application and certification, including all changes to home or business address, telephone, or e-mail within sixty (60) days of such a change.
5. I agree that Safenetix has the right to contact any person or organization as part of the review of my initial application. I authorize the release of any information requested by Safenetix for the purpose of reviewing my application. I agree that Safenetix has the right to notify appropriate organizations if my application contains false information.
6. I understand that maintaining my Safenetix Certification is based on my fulfillment of all certification and recertification requirements, including compliance with the Safenetix Level 1 Certified Fire and Smoke Damper Inspector "Code of Ethics".
7. I agree to report to Safenetix my conduct that may violate any provision of the Safenetix Level 1 Certified Fire and Smoke Damper Inspector "Code of Ethics", within sixty (60) days of my knowledge of such conduct. This reporting requirement applies to behavior or activities that occurred on or after the date that I applied for Safenetix certification. (NOTE: Any conduct to be reported under this term must be provided on a separate sheet of paper, and submitted with this agreement.)
8. I understand that certification granted by Safenetix does not represent licensure, registration, or other authorization to practice or to conduct business activities for a fee or otherwise.

9. I agree to indemnify and hold Safenetix and its agents, employees, representatives, and successors harmless against and release them from any and all third party claims, lawsuits, complaints, losses, or liability (claims) (including attorney fees) arising out of or related to my Safenetix certification, my use and/or display of Safenetix Certification Program credentials or designations or references to the Safenetix Certification Program, my professional activities, and services, or my other business activities.
10. I understand that Safenetix certification is personal to me and may not be transferred or assigned to any other individual, organization, or entity. With respect to my use and/or display of Safenetix certification marks in connection with professional business activities, I agree to comply with all applicable policies pertaining to the certification program and the examination, as they may be amended in the future.
11. By signing this agreement, I understand that upon certification, the certificate is not to be copied or counterfeited. No copies or substitute without legal right or authority by Safenetix is permitted.
12. After being granted Safenetix Certification, I understand that Safenetix may be asked by individuals or organizations to verify my certification, including dates of certification, and I agree that such information may be released.
13. I agree that Safenetix may publish certain professional information concerning me on the Safenetix Internet site, including my employer and business contact information. I may opt-out of having this information published by contacting the Safenetix Credentialing Department at [info@safenetix.com](mailto:info@safenetix.com). I further agree that information contained in my application for Safenetix certification may be used for research and statistical purposes.
14. In the event that my Safenetix certification expires, is suspended or is revoked, I agree to immediately stop using and/or displaying the Safenetix Level 1 Certified Fire and Smoke Damper Inspector certification mark, credential, and any other designation indicating an affiliation with Safenetix Certification. I agree to comply with any additional directives of the Safenetix Certification Program.
15. Safenetix retains sole ownership of all certificates issued to the credential holder.
16. Upon certification and by signing this agreement, I consent for Safenetix to release my certification ID number, date of certification and expiration of certification to any individual that inquires about it.
17. 17. Upon completion of the exam, I understand that my candidate information will be released.

---

Applicant Signature

---

Date

Form Name:	B7 Examinee Test User
Application	Agreement
Approval Date:	02/18/2022
Issue Date:	02/18/2022
Last Revised Date:	2/20/2024
Version:	2.0
Changes authorized by:	Certification Board

## B7 Examinee Test User Agreement

By signing below and moving forward with taking this examination, you certify that you understand and agree to abide by the terms and conditions set forth herein.

The examination and the related examination booklet are the legal property of Safenetix and are protected by copyright and trade secret law. Any means of copying/duplicating, disclosing, or transmitting this material – in whole or in part – is expressly prohibited without prior written permission from an authorized officer or agent of Safenetix.

Any misconduct related to the examination process and/or failure to comply with the terms and conditions set forth in this agreement may be grounds for immediate suspension of the examination process, as well as denial or revocation of certification, denial of a refund request, denial of future examination applications, legal action, and other penalties Safenetix considers reasonable appropriate.

Reports of any disciplinary action may be sent to relative third parties who possess a reasonable interest in the related examination process. Such reports may be sent without prior notification to the examinee.

By completing the examination process, you authorize Safenetix and/or its authorized agent to release score information to you and third parties who possess a reasonable interest in the related examination process. Such parties may include, but are not limited to, an employer, an educational institution, and the Exam Administrator. Please note that in accordance with applicable laws and regulations, Safenetix and its authorized agents may verify and provide information upon request about whether an individual holds a current, valid certification and the scope of that certification, except where the law prohibits such disclosure.

If you disagree with any aspect of this agreement, you have the option to decline signing it and to halt the examination process. In such a case, you may request a refund by submitting the B10 Test User Agreement Refund Form via email. This form is available on the Safenetix website or can be requested via email at [certification@safenetix.com](mailto:certification@safenetix.com). Please note that a 10% administration fee will be deducted from the approved refund amount. Make sure to complete and submit the form within two business days of rejecting the agreement. For further details, please visit [www.Safenetix.com](http://www.Safenetix.com).

\_\_\_\_\_  
Examinee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Examinee Name Printed

**The following is to be completed by a Safenetix representative or the Examiner:**

Examination Date:		Title Of the Examination:	
Was the examination successfully Submitted?	<input type="checkbox"/> YES		<input type="checkbox"/> NO



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Form Name:	B8 Exam Accommodation
Application	Request Form
Approval Date:	02/18/2022
Issue Date:	02/18/2022
Last Revised Date:	2/20/2024
Version:	1.0
Changes	
authorized by:	Certification Board

B8 Exam Accommodation Request Form

Safenetix is responsible for monitoring and addressing compliance with the Americans with Disabilities Act as well as Section 503 of the Rehabilitation Act of 1973. Please fully answer each item in Section I, then provide the form to [certifications@safenetix.com](mailto:certifications@safenetix.com) or return via fax to 502.964.1337.

1. Candidate Information

First Name:		M.I.		Last Name:	
Street Address:					
City:		State:		Zip:	
Email Address:				Home Phone:	
Work Phone:				Cell/Other Phone:	

2. Describe your current request for accommodation because of a disability:



- 3. Describe the functional limitations caused by your disability for which you are requesting an accommodation.**  
*Use additional pages, if necessary. (Attach any additional medical documentation):*

- 4. Describe any accommodation(s) you believe would minimize or eliminate the functional limitations listed above.**  
*Include any available information relating to source, name of device, etc. Use additional pages, if necessary:*

I have voluntarily completed this Exam Accommodation Request Form and all information provided is true and accurate to the best of my knowledge or belief. I give Safenetix permission to explore coverage and reasonable accommodations under the Americans with Disabilities Act. This may include speaking to appropriate personnel and/or my health care professional, and acknowledge that such communication is job-related and consistent with business necessity. I understand that all information obtained during this process will be maintained and used in accordance with ADA confidentiality requirements. I further understand that I may be required to provide appropriate documentation of my disability, including the impact of the functional limitations on my ability to perform the essential functions of my job.

Signature of Applicant: \_\_\_\_\_

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



*All categories are required for verification.*

Employer or School	Full Address	Phone Number	From Month/Year	To Month/Year

I confirm that the above statements are true and realize falsification of these statements or any information provided in my application shall be cause for disqualification.

If granted a Safenetix certification, I shall agree to comply with the following terms and conditions related to the certification program:

- Not making false claims regarding the scope of my certification
- Not advertising my certification in a false and/or misleading manner
- Not engaging in activities that may negatively portray Safenetix
- Not utilizing the certification mark inaccurately/falsely
- Promptly notifying Safenetix of changes in my ability to comply with the certification program’s policies

Name the Attachments Included

No.	File name





## B9 Application for Safenetix Level 1 Certified Fire and Smoke Damper Inspector

Form Name:	B9 Safenetix CFSDI-1
Application	Exam Application
Approval Date:	02/18/2022
Issue Date:	02/18/2022
Last Revised Date:	1/10/2025
Version:	4.0
Changes authorized by:	Certification Board

### 1. Eligibility

TO BE ELIGIBLE FOR THIS EXAMINATION, all candidates must meet either of the requirements established by the Safenetix Level 1 Certified Fire and Smoke Damper Inspector Certification Board through one of the following methods:

1. A minimum of two years of documented practical full-time experience (*See below for Acceptable Experience Criteria*)
- OR**
2. A combination of applicable education and one year of related experience. **NOTE: One year of full-time experience is equal to 2,080 hours of work.** (*See below for Acceptable Experience and Education Criteria*)

#### Acceptable Experience Criteria

Acceptable experience consists of hands on, in-field work directly utilizing knowledge specific to the inspection of fire/smoke dampers or knowledge of fire/smoke dampers from an engineering or HVAC perspective.

Examples include employment within:

- Fire protection companies
- Facilities management / Maintenance
- Property management
- HVAC companies
- Building inspection companies / consultancies

#### Acceptable Education Criteria

Applicable education can be met through either of the following:

- An associate degree that included a minimum of two courses directly related to facilities management and/or fire safety
- A bachelor's degree that included a minimum of four courses directly related to facilities management and/or fire safety

#### Eligibility Documentation

Applicants must submit documentation of work experience,

- Documentation of work experience: Reference letters from current and/or previous employers



- If meeting eligibility through a combination of education and experience: Documentation of education along with proof of experience must be submitted

## 2. Fees

THE EXAMINATION FEE is one thousand, four hundred and ninety-five dollars (\$1,495), and it must be prepaid following approval of your application. Payment can be made by check or purchase order to Safenetix or by credit / debit card (Visa, Mastercard, or American Express).

Per law, Safenetix will not release any personal or confidential information in this application without the applicant's consent.

Please keep a copy of application with you for records and return the original filled out application to Safenetix via mail to the address shown above, fax to 502.964.1337, or email to [certification@safenetix.com](mailto:certification@safenetix.com). For more information, call 888.857.3004.

- ☐ I meet the minimum eligibility requirements as outlined on page 1
- ☐ I have read the Exam Application Guide for the Safenetix Level 1 Certified Fire and Smoke Damper Inspector (available online at [www.safenetix.com/certifications](http://www.safenetix.com/certifications))

## 3. Applicant Information

First Name:		M.I.		Last Name:	
Street Address:					
City:		State:		Zip:	
Email Address:				Home Phone:	
Work Phone:				Cell/Other Phone:	

Certification Type	Choose an item.
--------------------	-----------------



#### 4. Payment

Please select your preferred payment method by checking into the box below. **Note that the payment will be collected after the application is approved and before scheduling the exam.**

Payment Method		Reference Number	
1. I will be paying the exam fees through Purchase order	<input type="checkbox"/>	Purchase Order#	Please enter the purchase order# and email the PO with exam application to <a href="mailto:certification@safenetix.com">certification@safenetix.com</a>
2. I will be paying the exam fees through Check / Money order	<input type="checkbox"/>	Check # (Date) / Money order Receipt#	Payable to LSS Technologies, LLC DBA Safenetix Please enter the check# and mail the check to 908 S 8 <sup>th</sup> Street, Suite 500, Louisville, KY 40203. You may email a scanned copy to application to <a href="mailto:certification@safenetix.com">certification@safenetix.com</a>  <a href="#">Specify CFSDI-1 in memo on Money Order.</a>  For any questions, please call accounting (888) 857-3004 ext. 330
3. I will be paying the exam fees using credit / debit card	<input type="checkbox"/>		Please call accounting (888) 857-3004 ext. 330

#### 5. Accommodations

Do you require special accommodations? ☐Yes ☐No

If yes, please fill out the form [B8 Exam Accommodation Form](#) and email us at [certification@safenetix.com](mailto:certification@safenetix.com)

## 6. Work Experience

In the table below, list your present or most recent experience first. Attach documentation that sufficiently proves you meet the minimum eligibility requirements as outlined on page

Acceptable documentation includes

1. Letters from employers, employment history or employment records
2. Certification records, state license(s) or school transcripts.

In the form below, list your present or most recent work experience first. Attach documentation that sufficiently proves you meet the minimum eligibility requirements as outlined on page 1. Acceptable documentation includes letters from employers, employment history, and any other employment records. Start with most recent employer.

*All categories are required for verification.*

Employer (Company Name)	Job Title	Full Address	Employer Phone #r	From mm/yyyy	To mm/yyyy

I confirm that the above statements are true and realize falsification of these statements or any information provided in my application shall be cause for disqualification.

If granted a Safenetix certification, I shall agree to comply with the following terms and conditions related to the certification program:

- Not making false claims regarding the scope of my certification
- Not advertising my certification in a false and/or misleading manner
- Not engaging in activities that may negatively portray Safenetix
- Not utilizing the certification mark inaccurately/falsely



- Promptly notifying Safenetix of changes in my ability to comply with the certification program's policies

Name the Attachments Included *(Please email attachments along with application to certification@safenetix.com)*

No.	File name

## 7. Education Information

<b>Highest level Of Education</b>	Choose an item.
<b>If you selected 'Other' Please specify</b>	
<b>School or Institution Name</b>	
<b>School or Institution Name</b>	
<b>Type of Degree or License Earned</b>	

Name the Attachments Included *(Please email attachments along with application to certification@safenetix.com)*

No.	File name



## 8. Consent

I understand that Safenetix has the right to release information regarding my certification status, except where prohibited by law.

I understand that, if at any time I do not meet the established requirements of certification, I must contact Safenetix by emailing [certification@safenetix.com](mailto:certification@safenetix.com) to inform them of my ineligibility or inability to fulfill those requirements.

I understand that by signing this application, I consent to the release of my information obtained during the examination process.

I understand that Safenetix reserves the right to suspend or revoke my certification should I violate the certification program's obligations. Should my certification be revoked, I agree to cease and desist any and all references to being a holder of the related Safenetix certification and shall return any certificates, including the digital badge.

I confirm that, on the examination day, I will read the Examinee Test User Agreement provided to me before beginning the examination.

I understand that, upon approval of my application, I will receive an email with information on how to proceed with the examination and that this email will include confidential information on how to verify my personal identity. I understand that if I require special accommodations to take the examination, per the Americans with Disabilities Act, I have to complete the Special Accommodations Form and promptly submit it to Safenetix (available online at <https://www.safenetix.com/cfsdi-1/>)

By completing this application and signing below, I agree to abide by the rules and regulations of the certification program as set forth by Safenetix, including keeping all examination material confidential.

Signature of Applicant: \_\_\_\_\_

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



908 South 8th Street, Suite 500  
Louisville, Ky. 40203

### Test User Agreement Refund Form

All refunds are issued within 4-6 weeks of receipt.

All requests must submit this form and the required documentation below to"

Safenetix

908 South 8th Street, Suite 500

Louisville, Ky 40203

or

Fax 502.964.1337 or e-mail [certifications@safenetix.com](mailto:certifications@safenetix.com)

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell/Other Phone: \_\_\_\_\_

Signature of Requested \_\_\_\_\_ Date: \_\_\_\_\_



## Safenetix: Level 1 Fire & Smoke Damper Inspector Draft Exam Blueprint

	Domain	Weight	# of Items
1	Domain 1: General Fire Safety	15%	11
2	Domain 2: Codes, Standards and Life Safety/Mechanical Drawings	20%	15
3	Domain 3: Prepare for the Onsite Visit	9%	7
4	Domain 4: Perform Fire and Smoke Damper Inspector	30%	22
5	Domain 5: After the inspection: Damper Repairs and Reporting Requirements	9%	7
6	Domain 6: Maintain Safety	17%	13
			75

	Sub-Domain	# of KT *	# of Items
1.1	A general understanding of the basics of fire and smoke and the risks associated	3	7
1.2	Knowledge of tools and equipment	4	4
2.1	ICRA / Infection control standards for facilities	3	8
2.2	Working and functional knowledge of codes and standards documents and drawings	4	7
3.1	Understand powers and duties of Authority Having Jurisdiction (AHJ)	6	4
3.2	Review relevant information and gather resources, equipment, and tools	4	4
4.1	Assess condition of fire/smoke damper features, components, and accessories	12	8
4.2	Document damper location, irregularities, failure reasons	3	7
4.3	Test operability of fire, smoke, and combination dampers	4	7
5.1	Generate information related to damper repairs on inspection report	3	6
6.1	Review safety requirements and evaluate potential hazards	5	9
6.2	Handle tools/equipment according to manufacturer specifications	1	4
			75

\* KT Statements are specific tasks and knowledge that map to that sub-domain. Items will be written to map to KT statements, so the number of KT statements is an indicator of the breadth of content within that sub-domain.

LEVEL 1 CERTIFIED FIRE AND SMOKE DAMPER INSPECTOR  
**CERTIFICATION**

Full Name

---

The Level 1 CFSDI Certified Inspector will generally be accepted within the passive fire protection profession for knowing the fire and smoke damper functionality, inspection reporting, and building code requirements.

(Signature)

---

CEO

ISSUE DATE

---

EXPIRATION DATE

---



LEVEL 1 CERTIFIED FIRE AND SMOKE DAMPER INSPECTOR

# CERTIFICATION

Full Name

---

The Level 1 CFSDI Certified Inspector will generally be accepted within the passive fire protection profession for knowing the fire and smoke damper functionality, inspection reporting, and building code requirements.

(Signature)

---

CEO

ISSUE DATE

---



EXPIRATION DATE

---

Form Name/Number: Certification Request Form  
Changes to be Authorized by: Executive Director  
Approved by: Executive Director  
Approval Date: 02.18.22  
Effective Date: 02.18.22  
Revision Date:



908 South 8th Street, Suite 500  
Louisville, Ky. 40203

### Certification Request Form

Please complete this form and email to [certification@safenetix.com](mailto:certification@safenetix.com) or fax to 502.964.1337. Incomplete and unsigned forms will not be processed.

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell/Other Phone: \_\_\_\_\_

### Duplicate Certificate Section

Name Change Needed? (Documentation required) ☐ Yes ☐ No

Print Correct Name Here: \_\_\_\_\_

### Payment Information - Required for Duplicate Certificate Orders Only

- Cash payments not accepted.
- Certificates cannot be faxed.
- Fraudulent use of any Safenetix Certificate is subject to the certificate being revoked.

A duplicate certificate costs \$20.00. Make checks payable to Safenetix and mail to the address listed above.

If paying by credit card: ☐ Visa ☐ AMEX ☐ MasterCard

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Bill To Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Score Release Section

I, the signee, give permission for Safenetix to release my exam score information to the recipient below:

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Signature of Examinee \_\_\_\_\_ Date: \_\_\_\_\_

## B14 Exam Information Form Irregularity Report

Form Name:	B14 Exam Information
Application	Form – Irregularity Report
Approval Date:	05/25/2023
Issue Date:	05/25/2023
Last Revised Date:	[Publish Date]
Version:	0.0
Changes	Executive Director
authorized by:	

*This Safenetix approved Exam Information Report will be used for any misconduct and cheating suspicions for the Level 1 Certified Fire & Smoke Damper Inspector Exam. The goal is to ensure the integrity of entire exam process and maintain fairness for all candidates. If any signs of misconduct or cheating are witness, this form shall be completed and submitted for review. Please fill out to completeness.*

Examination Site Location:	
Exam City, State:	
Test Time/Date Incident:	
Applicant Number:	
Type of Incident (Please Circle)	<input type="checkbox"/> Cheating <input type="checkbox"/> Misconduct <input type="checkbox"/> Other:
<b>Irregularity Description</b>	

Report Submitted by			
Reporter's Contact #		Reporter's Email Address	
Reporter's Signature			



Supporting Documentation

Witnesses			
Name	Phone	Email	Initials

Safenetix Office Use Only			
Result (In Office Use Only):			
Reviewed by:			
Signature:		Date:	

Please return completed form to [certification@safenetix.com](mailto:certification@safenetix.com)

\_\_\_\_\_ Was the examination successfully submitted? ☐ YES ☐ NO

### Proctor Details\* (Please add the proctor details - Required)

Full Name:					
Exam Date:		Exam Start Time:		Exam End Time:	
Test Center Name, City, State:					
Total # Candidates Testing			Does the test center have Video Surveillance?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>Irregularities</b> <i>(Please include any observed irregularities, if applicable)</i>
<b>General</b> <i>(Please include any other notes, if applicable)</i>



## Policies and Agreements:

By signing below, I acknowledge that I have read and agree to abide by the Safenetix Certification Personnel Agreement (Employee, Contractor, and Volunteer), including the following sections:

1. **Confidentiality:** I agree to maintain confidentiality of all information related to the certification process and to take reasonable steps to protect against unauthorized disclosure or theft of confidential information.
2. **Non-Disclosure:** I understand that unless required by law, I am prohibited from disclosing any confidential information related to the certification process to anyone outside the Safenetix certification program, even after my affiliation with Safenetix has ended.
3. **Impartiality:** I agree to operate in an impartial manner and to avoid any conflicts of interest that may compromise the integrity of the certification process. I understand the importance of impartiality and agree to disclose any conflicts of interest to the Certification Director or Board Chair.
4. **Non-Discrimination:** I will comply with all applicable laws and regulations regarding discrimination and will conduct business on behalf of the certification program in accordance with the letter and spirit of relevant laws.
5. **Conflict of Interest:** I understand that it is prohibited to offer, accept, or solicit any items of value with the intent to influence the certification process. I agree to promptly disclose any actual or perceived conflicts of interest to the Certification Board Chair or Executive Director.

## Proctor Responsibilities:

I, the undersigned Examiner, hereby agree to:

1. Scan all candidate documents, including the Test User Agreement, Bubble Sheet, and Exam Booklet (as necessary).
2. Ensure the inclusion of the Examiner's Sign-In Sheet and any reports detailing observed irregularities.
3. Compile the complete package and promptly dispatch it to Prolydian.

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*Proctor Signature*

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*Date*