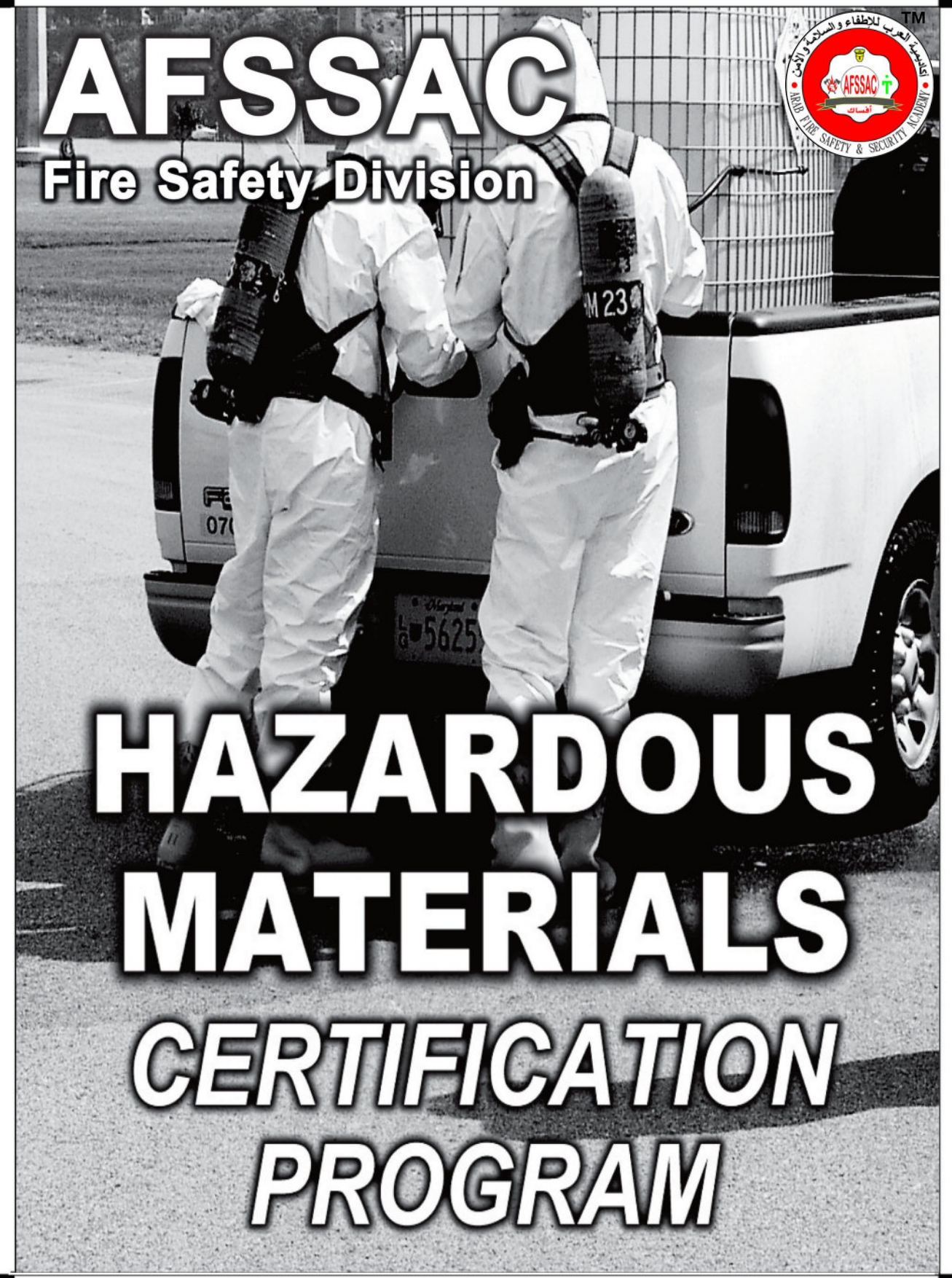


# AFSSAC

Fire Safety Division



# HAZARDOUS MATERIALS CERTIFICATION PROGRAM





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## MISSION

**The Division of Fire Safety provides proactive statutory enforcement, regulatory oversight and education to protect all lives and property from the devastation of fires, explosions and life safety perils.**



### Certification Process

The guidelines for the AFSSAC certification program are designed to ensure the following: accountability, consistency, and credibility of instruction, testing, and certification of first responders and public sector officials and employees in the Arab Countries.

#### **Goals of the Certification Program:**

1. To raise the level of hazardous materials training for the Arab Countries.
2. To improve training and education for first responders and public sector officials and employees.
3. Establish minimum basic training standards for first responders and public sector officials and employees.
4. Issuance of certificates to persons who complete requirements for certification and pass the required AFSSAC examinations.
5. To maintain records of persons who have attained AFSSAC certification.

Hazardous Materials Awareness and Operations Certification is provided through the Arab Fire Safety & Security Academy, Division of Fire Safety. This certification is internationally accredited by the International Fire Service Accreditation Congress. The AFSSAC Division of Fire Safety shall certify individuals at the levels of Hazardous Materials Awareness and Operations training based on a combination of requirements and qualifications.

The AFSSAC Division of Fire Safety subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, and the handicapped. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



## **Hazardous Materials Certification**

Hazardous Materials certification is granted to those individuals who meet the required qualifications and successfully pass the certification exam. The requirements for Awareness and Operations levels are based on NFPA 472, 2013 and 29CFR1910-120(q). No individual shall attain higher hazardous materials certification without first completing Hazardous Materials Awareness Level. Applicants seeking certification at the Operations level, must first show documentation of having met the requirements for Hazardous Materials Awareness according to NFPA 472, 2013.

All qualifications must be met and documentation supplied to the Division of Fire Safety prior to admission to the certification examination. **Applicants have one year from the time of course completion to complete the certification process.**

### **I. Applicants Requirements for Hazardous Materials - Awareness Certification**

Certification as Hazardous Materials - Awareness Level will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete the enclosed "Application for Testing and Certification," (page 13) including the "Authorization for Release of Information" (page 14) on the back of the application. Application and authorization must be signed and complete in order to be considered.
- B. Successful completion of a Division of Fire Safety approved Hazardous Materials Awareness course (attach copy of certificate to application).
- C. Applicant must be a resident of Arab countries, or employed within KSA.
- D. Applicant must be at least 18 years of age.
- E. Applicant must possess a valid identification (attach copy to application).
- F. Applicant must attain a score of 60% on the AFSSAC certification written exam.



## **II. Applicants Requirements for Hazardous Materials - Operations Certification**

Certification as Hazardous Materials - Operations Level will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Complete the enclosed "Application for Testing and Certification," (page 13) including the "Authorization for Release of Information" (page 14) on the back of the application. Application and authorization must be signed and complete in order to be considered.
- B. Successful completion of a Division of Fire Safety approved Hazardous Materials Operations training program (attach copy of certificate to application).
- C. Applicant must be a resident of Arab countries, or employed within KSA.
- D. Applicant must be at least 18 years of age.
- E. Applicant must possess a valid identification (attach copy to application).
- F. Applicant must attain a minimum score of 60% on the AFSSAC certification written.
- G. Applicant must be certified by the Division of Fire Safety at the Hazardous Materials Awareness Level.
- H. Successful completion of all required Division of Fire Safety Operations Practical Skills. The course sponsor must forward all completed practical skills showing the applicant has passed all of the practical skills. Each of these skill sheets must be signed by a Division of Fire Safety-approved evaluator and received by the Division prior to certification being issued.



### **III. Awareness Course Requirements**

- A. The host agency must complete and submit an "Application for Hazardous Materials Course Delivery" (page 15) to the Division of Fire Safety **prior to course delivery.**
- B. Only courses meeting NFPA 472-2013 will be approved for delivery.
- C. Course instructor requirements:
  1. Certified by the Division of Fire Safety at the Awareness level
  2. Certified by the Division of Fire Safety as Fire Service Instructor I or higher
  3. Attendance at Arab Fire Safety & Security Academy's Awareness Train-the-Trainer class or attendance at a Division of Fire Safety Certification Evaluator Seminar



#### IV. Operations Course Requirements

- A. The host agency must complete and submit an "Application for Hazardous Materials Course Delivery" (page 15) to the Division of Fire Safety **prior to course delivery.**
- B. Only courses meeting NFPA 472-2013 will be approved for delivery.
- C. Course instructor requirements:
  1. Certified by the Division of Fire Safety at the Awareness level
  2. Certified by the Division of Fire Safety as Fire Service Instructor I or higher
  3. Attendance at Arab Fire Safety & Security Academy's Awareness Train-the-Trainer class or attendance at a Division of Fire Safety Certification Evaluator Seminar
- D. An Application for "Hazardous Materials Evaluator Confirmation" (page 17) must be received by the Division of Fire Safety **no less than 72 hours prior to the start of the approved course.**





## **V. Application for Certification Testing**

Departments or individuals must apply for certification testing at least 14 days prior to the scheduled regional test date by completing the enclosed "Application for Testing and Certification".

**All required documentation must be attached to the "Application for Testing and Certification" prior to a certification exam being arranged.**

Hazardous Materials Awareness and Operations Level certification exam test banks are maintained only by the Division of Fire Safety.

## **VI. Assignment of Certification Examination Evaluators**

Written certification exams will be administered by full time Division of Fire Safety employees as assigned and approved by the Deputy Chief.

The assignment of the Lead Evaluator for a specific Hazardous Materials Operations Practical Skills exam is determined by the Division of Fire Safety. To serve as a Lead Evaluator for a hazardous materials Operations Practical Skills certification examination, individuals must meet the following criteria:

1. Serves as an instructor for an approved agency; however, cannot have served as the instructor for the course to be tested.
2. Be certified by the Division of Fire Safety as a Fire Service Instructor I or higher.
3. Be certified by the Division of Fire Safety at the level he or she is evaluating. For example, in order to evaluate Hazardous Materials Operations level, certification must be at the Hazardous Materials Operations level.
4. Has attended an Arab Fire Safety & Security Academy's (AFSSAC) Awareness Train-the-Trainer class or attendance at a Division of Fire Safety Certification Evaluator Seminar.
5. Agrees to abide by all of the rules and conditions stipulated by the Division of Fire Safety.
6. Agrees to and signs an "Evaluator Code of Ethics" for each exam administered.



### **VII. Annual Refresher**

Those applicants who are trained in accordance with 29CFR1910-120(q)(6) shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly (reference 29CFR1910-120(q)(8)). The Division of Fire Safety has adopted the following refresher requirements:

- A. Successfully attend a Hazardous Materials Awareness or Operations training program **or**
- B. A statement of training or competency shall be made by the employer (eg: fire chief, police chief, sheriff, etc.). If a statement of training or competency is made, the employer shall keep a record of the methodology used to demonstrate training or competency. This statement shall be available to the Division of Fire Safety for review upon request.



## VIII. Certification Test Requirements

Candidates must score 60% or better on the AFSSAC written certification examination. The Awareness exam consists of 50 multiple choice questions and must be completed within one hour. The Operational exam consists of 100 multiple choice questions and must be completed within two hours. Each question is referenced to one or more of the following sources: International Fire Service Training Association, IFSTA *Essentials of Fire Fighting*, 6th Edition, the MUFRTI Hazardous Materials Awareness or Operational course, or the Emergency Response Guidebook. Those students taking the Operations examination should be familiar with the Incident Command/Management System. Students can prepare for the exam through completion of the appropriate course and reviewing the above references. Applicants must take and pass the certification exam within one year of completing the appropriate course.

### Sample Test Question

1. The bottom quadrant of the NFPA 704 System is used to indicate:
  - a. health hazards
  - b. flammability
  - c. additional hazards
  - d. reactivity

A candidate who has failed the written exam must wait 14 days before applying for retesting. Students should contact the Division of Fire Safety Office to schedule a re-test. A different version of the test will be issued. **Application for retesting must be made within one year of course completion in order to be considered for certification.**

Operational test candidates must demonstrate all practical skills at the end of the course in the presence of a certified practical skill evaluator. **All of the practical skills required to meet NFPA 472-2013 are to be tested during the practical skills exam.**

A candidate has two attempts to successfully demonstrate a given skill. If an individual skill is failed after a second attempt, the entire practical skills exam is failed. Should a student fail a test a second time, he or she shall be required to successfully complete an approved hazardous materials course and practical skills before retesting.

**NOTE:** Individuals with facial hair that comes into contact with the SCBA face piece will not be allowed to test. Exam evaluators have the authority to deny testing (and the Division expects them to do so) to these individuals. Ref: NFPA 1500



## *HAZARDOUS MATERIALS CERTIFICATION PROGRAM*

### **IX. Applying for Hazardous Materials Equivalency/Reciprocity**

For both Equivalency and Reciprocity, the candidate must mail in all documentation. Application must be original; all other documentation may be copies. The Division of Fire Safety will not accept any faxed or emailed applications.

#### Equivalency

Individuals not holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. The candidate must be a member of a Fire Department and must have the signature of the Fire Chief in order to request reciprocity.
- C. Candidate must submit documentation of training and testing that complies with each component of the appropriate NFPA Standard for desired level of certification. Documentation must be dated within the last 5 years.
- D. Candidate must successfully pass the Division of Fire Safety's written exam with a minimum score of 60% for desired level of certification and practical skills exam, where applicable.
- E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

#### Reciprocity

Individuals holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. Certificates must clearly indicate IFSAC Accreditation for the level of certification.
- C. Provide the Division with written verification from the non-AFSSAC certifying authority that the applicant's certification is current, valid and in good standing.
- D. The candidate must be a member of a Fire Department and must have signature of the Fire Chief in order to request reciprocity
- E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

The AFSSAC Division of Fire Safety Training Division will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. The candidate would then be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams.



## **X. Saving Clause**

The qualifications developed in this program shall not be used to render invalid any rank, qualification, certification, or appointment acquired prior to the adoption of this program.

## **XI. Suspension, Revocation or Denial**

The Director of the Division of Fire Safety may suspend, revoke or deny certification to any individual when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for certification.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Has been convicted of or pleaded guilty to a felony.
- D. Fails to achieve a score of 60% on the certification examination or fails to successfully pass the practical skills examination (if applicable).

All certifications currently held by the individual will be reviewed.



## **XII. Appeal Process**

Upon the revocation or denial of a certification level, the decision may be appealed in writing to a Board of Appeals within 45 days of the date of the revocation or denial letter.

The Appeal Board may elect to:

1. Deny the appeal without action
2. Make a recommendation to the Director of the Division of Fire Safety from the written appeal
3. Hold an informal appeal hearing with the individual revoked or denied certification

The Appeal Board shall notify the Director of the Division of Fire Safety and the individual submitting appeal within 90 day of receipt of the appeal.

Failure of any AFSSAC certification exam **SHALL NOT** be grounds for an appeal.



Date Received	 <b>Arab Fire Safety &amp; Security Academy</b> Division of Fire Safety Website: <a href="http://www.afssac.edu.sa">www.afssac.edu.sa</a>	Date Approved To Test
Received By		Approved By
<b>Application for Testing and Certification</b>		

<b>Location for Testing:(see website for testing locations and dates)</b>	<b>Date of Testing</b>

<b>Personal Information:</b>				
<b>Social Security #</b>	<b>Last Name</b>	<b>Suffix</b>	<b>First Name</b>	<b>M.I.</b>
<b>Mailing Address of Applicant</b>			<b>City</b>	<b>State</b>
<b>Driver's License #</b>	<b>D.L. State</b>	<b>Personal Phone #</b> <input type="checkbox"/> Home <input type="checkbox"/> Cell	<b>Email Address</b>	
<b>Date of Birth</b>	<b>Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>High School Diploma?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>GED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>County of Residence</b>

<b>Current Agency Information:</b>				
<b>FDID No.</b>	<b>Agency Name</b>	<b>Phone #</b>	<b>Yrs of Serv.</b>	<b>County</b>
<b>Street Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>

<b>Agency Type</b>
<input type="checkbox"/> Volunteer FD <input type="checkbox"/> Paid FD <input type="checkbox"/> Academy Student <input type="checkbox"/> Private <input type="checkbox"/> Other Local, State or Federal Agencies

<b>Check the Certification Test(s) Applying For:</b>				
<b>Fire Protection</b>	<input type="checkbox"/> Firefighter I	<input type="checkbox"/> Firefighter II	<b>Was Firefighter II taken online?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Hazardous Materials</b>	<input type="checkbox"/> Awareness	<input type="checkbox"/> Operations	<b>Was Haz-Mat Awareness taken online?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Fire Officer</b>	<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II		
<b>Fire Service Instructor</b>	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II		
<b>Driver/Operator</b>	<input type="checkbox"/> Pumper			
<b>Fire Inspector</b>	<input type="checkbox"/>			
<b>Fire Investigator</b>	<input type="checkbox"/>			



**Have you ever forfeited bond, entered a plea of guilt or been convicted of any criminal offense (other than minor traffic offenses)?**

Yes  No **If yes, explanation** regarding the date of conviction, original charge, jurisdiction, disposition, and circumstances surrounding the offense **MUST BE SUBMITTED**. Attach additional pages if necessary.

**Authorization for Release of Information**

I, (Print Full Name) \_\_\_\_\_ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

I further authorize all law enforcement agencies, and/or Local government agencies to furnish the AFSSAC Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the AFSSAC Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To be completed by the Lead Instructor of a Division of Fire Safety Registered and Approved Course**

It is hereby confirmed that the above applicant has attended and successfully completed an approved course as checked above.

Location: \_\_\_\_\_

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

**Hazardous Materials Levels & Fire Fighter I and II ONLY**  
**To be completed by applicants Fire Chief, Academy Representative or Agency Supervisor**

I certify that the above applicant meets the physical and medical requirements set down by the \_\_\_\_\_ (Authority Having Jurisdiction) to perform the duties of the applicable NFPA standard.

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

**COMPLETED APPLICATION MUST BE RECEIVED AND APPROVED PRIOR TO TESTING**

Date Received	 <b>Arab Fire Safety &amp; Security Academy</b> Division of Fire Safety Website: <a href="http://www.afssac.edu.sa">www.afssac.edu.sa</a>	Date Approved
Received By		Approved By
<b>Application for Hazardous Materials Course Delivery</b>		

<b>Location for Course</b>		<b>Start Date</b>	<b>Expected End Date</b>	
<b>Street Address</b>		<b>City</b>	<b>Zip Code</b>	<b>Number of Students</b>
<b>Course to be Delivered:</b>			<b>Approved Curriculum to be used:</b>	
<input type="checkbox"/> Awareness, NFPA 472-2013 <input type="checkbox"/> Operations, NFPA 472-2013				
<b>Location of Course Records:</b>		<b>Person Responsible for Records</b>	<b>Post Certified:</b>	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Instructor Information:</b>				
<b>Social Security #</b>	<b>Last Name</b>	<b>First Name</b>		<b>M.I.</b>
<b>Mailing Address of Instructor</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Email Address</b>		<b>Phone Number</b>		
<b>Host Agency Information:</b>				
<b>FDID No.</b>	<b>Agency Name</b>	<b>Agency Phone #</b>	<b>County</b>	
<b>Street Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Signature (Instructor or Host Agency Representative)</b>			<b>Date</b>	

Division of Fire Safety Use Only				
	Yes	No	Date	Initials
Approval Granted				
Approval Letter Sent				
Notes:				
Data Entry Date:			Initials:	

Date Received	 <p style="text-align: center;"><b>Arab Fire Safety &amp; Security Academy</b>          Division of Fire Safety          Website: <a href="http://www.afssac.edu.sa">www.afssac.edu.sa</a></p>	Date Approved
Received By		Approved By
<b>Application for Hazardous Materials Evaluator Confirmation</b>		

***To be completed by the Course Lead Instructor***

Host Agency for Course		Start Date	Expected End Date
Street Address		City	Zip Code
Lead Instructor's Name		Mobile Phone Number	
Email address	Fax Number	Test Site Location	
<b>Lead Evaluator Information:</b> <small>Note: One evaluator is required for each 5 students during skills performance</small>			
Last Name	First Name	M.I.	
List Assisting Evaluator	List Assisting Evaluator		
List Assisting Evaluator	List Assisting Evaluator		
List Assisting Evaluator	List Assisting Evaluator		
Signature (Lead Instructor)		Date	

***This completed form must be received by the Division of Fire Safety no less than 72 hours prior to the start of the approved course.***

Division of Fire Safety Use Only		
	Signature	Date
Approval Granted and Confirmation Sent		
Note:		