




City of Phoenix

FIRE DEPARTMENT
FIRE PREVENTION DIVISION

Explanatory Policy – Competent Party Certificates

SUBJECT: Competent Party Certificates	EFFECTIVE DATE: July 19, 2019
REFERENCES: The Phoenix Fire Code (2018 Edition) Section 105.10	REVIEW DATE: July 2024
APPROVED:	
 John Mertens, Fire Marshal	

Scope:

At least one competent party shall remain on-site during installation, modifications, maintenance and testing performed on fire protection systems. The competent party responsibilities include:

1. **Employment.** The competent party shall be employed by, or under contract with a company that is a qualified contractor. Verification may be required.
2. **Nationally recognized standards.** The competent party shall be knowledgeable with and comply with the requirements of applicable standards and the code requirements appropriate for the permit(s) issued. This knowledge and understanding shall be demonstrated by one of the following methods:
 - 2.1. Successfully passing an examination provided by a recognized testing agency in the category for which they are performing the work.
 - 2.2 The fire code official shall accept a current Arizona Registered Engineer or National Institute of Certifying Engineering Technicians (NICET) Level 2 or 1 certification or higher in lieu of the required examination in the following fire protection equipment categories: water-based system layouts, fire alarm systems, and special extinguishing systems.
 - 2.2.1 The applicant shall submit and maintain proof to the fire code official that his or her NICET certification is current, in the proper fire protection equipment category and at the appropriate level within that category.



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- 2.2.2 When the fire code official accepts NICET certification in lieu of the required written exam, the maintenance of the NICET certification shall remain current for the certificate to remain valid.
 - 2.3 Fire alarm installation may be performed by a factory-trained and certified installer in accordance with NFPA 72.
 - 2.4 Sprinkler installers current trade certification for installation and design.
3. **Maintenance.** Failure to maintain the required certification shall void the competent party certificate. Competent party certificate holders may not use their cards when expired. It is the responsibility of the individual to maintain their certifications.