



Sign Up Process

Best Practice, Accreditation and Training

The APEX program has been specifically developed for members of HIANZ who own, hire and install Marquee’s.

The many benefits of the program are only available to companies who are Members of HIANZ and are signed up to the APEX program. Below is information relating to the sign up process.

APEX is available to HIANZ members only!

New members (who operate within the Marquee Sector) must be signed-up and have successfully completed the onboarding process before their HIANZ Membership is granted in full.

Existing members as of 1st April 2021 (who operate within the Marquee Sector) are required to sign up to the APEX program as soon as practical and before 1 December 2021.

Sign Up Process

1. Download and review Best Practice Guidelines 2020 & APEX Accreditation Document from HIANZ website <https://www.hianz.net.nz/events-2/>.
2. Download and complete the APEX Program Sign Up Form available from the website and submit via email.
3. Download and complete Annex A2 Premises Inspection Form (this is a Premises self-audit document) from the website, with its scoring guides detailed in the APEX Accreditation Document.

Costs

Apex Program Application fee is currently set at \$450.00 plus GST for the initial application. The application fee covers accreditation administration costs, an audit review and initial mentoring/support by HIANZ for the Member and the initial ‘Full Site Inspection’.

All following audits, inspections and site visits are charged at a purely cost recovery basis. As indicated in the APEX Accreditation Inspection Process guide page 6, section 2.2, where a HIANZ inspection is to take place, it will be done wherever possible with other member inspections, with the cost of the day split according to the time with each member. All costs will be cost neutral to HIANZ including travel, disbursements and time.

For clarity, an example of costs for follow up audits is provided (GST Exclusive):

Inspector cost for day	\$800.00
Flights To/From inspection town	\$400.00 return
Rental Car	\$100.00
TOTAL	\$1300.00
Theoretical Hourly Rate (10 hrs)	\$130.00
Expected time per Inspection	Estimated cost
Full Inspection – 4 hours visit, 1 hour report writing = 5hrs	\$650.00
Site Inspection – 3 hours visit, 1 hour report writing = 4hrs	\$520.00
Member Self-Audit review and report by HIANZ	Nil \$



All fees for accreditation are payable in addition to HIANZ Annual Membership Subscription. HIANZ Membership does not cover the cost of accreditation.

Any failed inspection will require another inspection, with all costs on the member.

Inspection types, frequencies and details on how these will be conducted are outlined in the APEX Accreditation Document under 'Organising Inspections' found on page 6, section 2.

What happens next?

By applying, your Company has agreed to adhere and comply with industry best practice and related standards. The self-audit will be assessed, and you will be contacted by an inspector to arrange a suitable date and time to complete a physical audit that coincides with one of your onsite installations.

The audit is undertaken in a way that measures and reflects good practices and areas that can be improved.

Once completed to an acceptable level, your Company Accreditation is awarded. Signage and certificates are issued, and your business will be added to the APEX register on the Association's website.

Full APEX member benefits are available to only Accredited Companies.

Such benefits include:

- Access to Member only templates and best practice processes.
- One-off Bulk Evacuation Scheme Applications with Fire & Emergency New Zealand.
- Use of official Accreditation signage, logos and material.
- Website listing as Accredited APEX member, including National promotion to stakeholders.
- Special APEX Member discounts on related training