



REPORT TO: CITY MANAGER

**TO BE REFERRED BY THE OFFICIAL TO MAYCO VIA THE RELEVANT [INSERT NAME]
SECTION 79 COMMITTEE [AFTER CONSIDERATION BY CITY MANAGER]**

[OFFICIALS TRAVELLING OVERSEAS FOR COUNCIL RELATED ACTIVITIES]

1. ITEM NUMBER

2. SUBJECT

**FEEDBACK ON THE INTERNATIONAL/OUTSIDE THE BORDERS OF THE
RSA TRIP UNDERTAKEN FROM 15 TO 17 JULY 2023 TO ATTEND THE
INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS (IFSAC)
ACCREDITATION SITE VISIT OF THE EGYPTIAN NAVY FIREFIGHTING,
DAMAGE CONTROL AND SAFETY ACADEMY IN ALEXANDRIA, EGYPT**

ONDERWERP

**TERUGVOERING OOR DIE INTERNASIONALE (BUITE DIE GRENSE VAN
DIE RSA) REIS VAN 15 TOT 17 JULIE 2023 VIR DIE BYWONING VAN DIE
AKKREDITASIE TERREINBESOEK VAN DIE INTERNASIONALE
BRANDWEERDIENSTE-AKKREDITASIEKONGRES ("INTERNATIONAL
FIRE SERVICE ACCREDITATION CONGRESS") (IFSAC) AAN DIE
EGIPTIESE VLOOT SE AKADEMIE VIR BRANDBESTRYDING,
SKADEBEHEER EN VEILIGHEID IN ALEKSANDRIË, EGIPT**

ISIHLOKO

**INGXELO ENGOHAMBO OLUYA PHESHEYA/ NGAPHAYA KWEEBHODA
ZOMZANTSI AFRIKA OLUTHATYATHWE NGOWE15 UKUYA KOWE17
KWEYEKHALA 2023 LOKUZIMASA INKOMFA YAMAZWE APHESHEYA
ENGOKUQINISEKISWA KWENKONZO ENGEZOCIM'OMILO (IFSAC),
UNDWENDWELO KWISIZA SOMKHOSI WAMANZI SASEYIPHUTHA
OJONGENE NOCIM'OMILO, UKUCHASANA NOMONAKALO
NAKWIZIKO LEZOKHUSELO ELISE ALEXANDRIA, E-EGYPT**

LSU: Q0392

3. EVENT SUMMARY

EVENT DETAILS	
CONFERENCE/SEMINAR	IFSAC ACCREDITATION SITE VISIT
OTHER	Site Visit for accreditation
DATE	15 to 17 July 2023
VENUE	EGYPTIAN NAVY FIREFIGHTING, DAMAGE CONTROL AND SAFETY ACADEMY
TOTAL COST TO THE CITY	R13 180.00
CITY	Alexandria
COUNTRY	EGYPT

ATTENDEE DETAILS	
NAME AND SURNAME	DESIGNATION
CLINTON MANUEL	CHIEF FIRE OFFICER

PROVIDE SUMMARY OF HOST ORGANISATION / CITY
<p>The Egyptian Navy Firefighting, Damage Control and Safety Academy is a certifying entity with IFSAC and holds certifying levels with the Certificate Assembly. Their certification levels are not NFPA based but an alternate standard which they adopted from the US Navy. They made application for a site visit for IFSAC to review their existing levels against the US Navy Standard for Ship Board Firefighting and Damage Control. The Egyptian Navy Firefighting, Damage Control and Safety Academy exists to train their own Naval Forces. They have well designed fire training and damage control simulators on which skills manipulation are performed and assessed.</p> <p>IFSAC approached Mr Manuel to conduct the technical component of the certifying levels which the Egyptian Navy made application for.</p> <p>The Egyptian Navy Firefighting, Damage Control and Safety Academy was responsible for travel and accommodation costs. The City of Cape Town Fire and Rescue Service was only responsible for the travel insurance and subsistence costs for Mr. Manuel.</p>

4. OBJECTIVE

The City of Cape Town Fire and Rescue Service: Training Academy is a voting member of IFSAC with certifying levels. Mr. Manuel as Chief Fire Officer, represents the City of Cape Town Fire and Rescue Service with IFSAC until such time as a Head: Training is appointed and takes over this role.. Mr. Manuel received training from IFSAC to be able to conduct global accreditation site visits which consists of reviewing training programs, training

facilities, reviewing testing items and observing actual skills manipulations. All this is done against relevant NFPA Standards and levels which the International Company for Security Services and Training have made application for.

Having completed the Site Team Member training Mr. Manuel has qualified to conduct entity site visits globally to evaluate fire and rescue training programs and assessments. This will allow Mr. Manuel to either recommend or not recommend international entities for IFSAC Certification Levels.

In South Africa, the City of Cape Town Fire and Rescue Training Academy is a leader in the field of fire training. There is however no other entity in South Africa against which we can benchmark. International site visits allow Mr. Manuel opportunities to learn and observe and then benchmark the Fire Training Academy against global fire and rescue training providers at a minimal cost to the City of Cape Town.

5. OUTCOMES

The benefit derived from conducting this site visit of the Egyptian Navy Firefighting, Damage Control and Safety Academy allows the City of Cape Town Fire Service Training Academy to keep abreast with international standards, and for Mr. Manuel as the representative to engage first hand with international fire and rescue training providers on the topic of training and assessments. This experience also bodes well for maintaining our own IFSAC certifying status as Mr. Manuel will be privy to all the assessment tools and standards of an international training provider.

Site visits gives the City of Cape Town Fire Training Academy an opportunity to use its IFSAC voting status and make recommendations to IFSAC to award or extend certifying levels to other entities in the world. We not only learn from other entities, but through the Chief Fire Officer Mr. Manuel, we get to make recommendations on training matters which affects us directly.

6. ACTIONS REQUIRED

The Training Academy must remain relevant and comply with the three-year validity rule to the different NFPA Standards. The NFPA Standards are very fluid and whenever an update occurs the Training Academy will have to ensure that it updates its training programmes and assessments.

Mr. Manuel as Chief Fire Officer represents the City of Cape Town Fire and Rescue Service with IFSAC. Mr. Manuel received training from IFSAC to be able to conduct accreditation site visits which consists of reviewing training programs, training facilities, reviewing testing items and observing actual skills manipulations. All this is done against relevant international standards and levels which the Egyptian Navy Firefighting, Damage Control and Safety Academy have made application for

[If an obligation results from the action, these should be included under section 8 – Recommendations.]

7. IMPLICATIONS

- 7.1 **Constitutional and Policy Implications** No ☒ Yes ☐
- 7.2 **Environmental implications** No ☒ Yes ☐
- 7.3 **Financial Implications** No ☒ Yes ☐
- 7.4 **Legal Implications** No ☒ Yes ☐
- 7.5 **Staff Implications** No ☒ Yes ☐
- 7.6 **Risk Implications** No ☒ Yes ☐
- 7.7 **POPIA Compliance**

- ☒ It is confirmed that this report has been checked and considered for POPIA Compliance.

NOTE: POPIA Section MUST be completed otherwise the report will be returned to the author for revision.

Contact your Directorate POPIA Stewards should you require assistance.

The City has a contract in place with XL Embassy Travel for the safe-keeping of Traveller's personal information as required by the POPI Act.

8. RECOMMENDATIONS

It is recommended that the feedback report on the trip in relation of the **INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS (IFSAC) ACCREDITATION SITE VISIT OF THE EGYPTIAN NAVY FIREFIGHTING, DAMAGE CONTROL AND SAFETY ACADEMY IN ALEXANDRIA, EGYPT** undertaken by **Mr. C Manuel** from **15 to 17 July 2023** be considered and noted.

AANBEVEEL DAT:

Daar word aanbeveel dat die terugvoeringsverslag oor **mnr. C Manuel** se reis ten opsigte van die **akkreditasie terrein besoek van die internasionale brandweerdienste-akkreditasiekongres ("International Fire Service Accreditation Congress") (IFSAC)** aan die **Egiptiese vloot se akademie vir brandbestryding, skadebeheer en veiligheid** van **15 tot 17 Julie 2023** in **Aleksandrië, Egipte** oorweeg word, en dat daarvan kennis geneem word.

IZINDULULO

Kundululwe ukuba makuthathelwe ingqalelo kwaye kuqwalaselwe ingxelo engohambo lokuzimasa **INKOMFA YAMAZWE APHESHEYA ENGOKUQINISEKISWA KWENKONZO ENGEZOCIM'OMILO (IFSAC), UNDWENDWELO KWISIZA SOMKHOSI WAMANZI SASEYIPHUTHA OJONGENE NOCIM'OMLILO, UKUCHASANA NOMONAKALO NAKWIZIKO LEZOKHUSELO ELISE ALEXANDRIA, E-EGYPT** oluthatyathwe nguMnu C Manuel ukususela ngowe15 ukuya kowe17 kweyeKhala 2023.

PLEASE NOTE:

- FOR EXECUTIVE MAYOR AND COUNCILLORS TRAVELLING OUTSIDE THE BORDERS OF THE RSA OR INTERNATIONALLY, A REPORT TO BE SUBMITTED TO MAYCO AND THE RELEVANT SECTION 79 PORTFOLIO COMMITTEE.
- FOR OFFICIALS TRAVELLING OVERSEAS FOR COUNCIL RELATED ACTIVITIES, A REPORT TO BE SUBMITTED TO THE CITY MANAGER FOR CONSIDERATION, AND FOR CONSIDERATION OF REFERRAL TO MAYCO VIA THE RELEVANT SECTION 79 PORTFOLIO COMMITTEE.

9. GENERAL DISCUSSION

The City of Cape Town Fire and Rescue Service is the first municipal fire service in South Africa to become a voting member of IFSAC and receive international certification accreditation. This sets the City of Cape Town as a global partner and role player in the area of fire and rescue training. The City of Cape Town Fire and Rescue Service is now an international affiliated Training Academy. Training offered is globally recognised to adhere to the IFSAC and NFPA Standards. This achievement also places the Western Cape Province in a very strong position where it concerns fire and rescue training and certification.

The merits of this trip were:

- The travel undertaken is beneficial and necessary for the Fire Training Academy to keep abreast of international standards to train, assess and certify firefighting staff of the employer,
- The travel was also important as the site visit experience assist the Training Academy to plan and prepare for compliance to the IFSAC three-year updating of certifying levels.
- Without exposure to the international application of fire training and assessment standards the City of Cape Town Fire Training Academy will find itself short of global best practices and will have to play catch-up.
- Being part of international site team visits which comprise of site team members from different countries allows the City of Cape Town Fire Training Academy learn and absorb and remain relevant in our field of fire training locally and abroad.

- Fire Service and the Fire Training Academy experience first-hand assessments and evaluations of IFSAC Certifying entities on an international platform.
- All experiences derived are implemented at the Training Academy to ensure compliance to international standards as it relates to the National Fire Protection Association and IFSAC certifying entities.

10. ANNEXURES

Annexure 1: IFSAC Accreditation Site Visit Confirmation
Annexure 2: IFSAC Site Visit Report

FOR FURTHER DETAILS, CONTACT:

DATE	03 August 2023		
NAME	Clinton Manuel	CONTACT NUMBER	021 590 1738
E-MAIL ADDRESS	Clinton.Manuel@capetown.gov.za		
DIRECTORATE	Safety and Security	FILE REF	No
SIGNATURE :	Clinton Manuel	Digitally signed by Clinton Manuel Date: 2023.08.03 12:27:15 +02'00'	

EXECUTIVE DIRECTOR

VINCENT BOTTO

COMMENT:

The ED's signature represents support for report content and confirms POPIA compliance.

SIGNATURE:

NAME

DATE

Vincent Botto

7/8/2023

MANAGER: INTERNATIONAL RELATIONS

COMMENT:

DR. DENVER VAN SCHALKWYK

Actions noted

SIGNATURE:

DATE

☐ REPORT COMPLIANT WITH THE PROVISIONS OF COUNCIL'S DELEGATIONS, POLICIES, BY-LAWS AND ALL LEGISLATION RELATING TO THE MATTER UNDER CONSIDERATION.

LEGAL COMPLIANCE

☐ NON-COMPLIANT

COMMENT:

NAME

TEL

DATE

Certified as legally compliant based on the content of the report.

CITY MANAGER

☒ NOTED

☒ REFER TO THE MAYORAL COMMITTEE VIA THE RELEVANT SECTION 79 COMMITTEE

DATE

COMMENT:

PLEASE NOTE THAT THE ABOVEMENTIONED CITY MANAGER'S SIGNATURE IS ONLY TO BE OBTAINED FOR OFFICIALS TRAVELLING AND NOT FOR COUNCILLORS.

THE CITY MANAGER WILL RECOMMEND THAT THE REPORT IS REFERRED TO MAYCO VIA THE RELEVANT SECTION 79 PORTFOLIO COMMITTEE BY THE OFFICIAL. IN SUCH INSTANCES, THE CITY MANAGER'S SIGNED REPORT SHOULD BE ATTACHED AS AN ANNEXURE TO THE REPORT TO THE SECTION 79 PORTFOLIO COMMITTEE AND MAYCO.

INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS

Oklahoma State University
1723 West Tyler Avenue
Stillwater, OK 74078-8075



Phone: (405) 744-8303
Fax: (405) 744-7377
Email: admin@ifsac.org

10 April 2023

Clinton Manuel
City of Cape Town Fire and Rescue
Cape Town, Western Cape
7460
South Africa

Re: Egyptian Navy Firefighting, Damage Control, and Safety Academy Site Visit

Dear Clinton Manuel:

Please accept this letter as a formal invitation for your participation to serve as a site visit team member for the Egyptian Navy Firefighting, Damage Control, and Safety Academy reaccreditation site visit scheduled 15-17 July 2023.

The site leader for this visit is Bernie MacKinnon, Certificate Assembly Public Member.

I will be following up with a confirmation memo for the applicant entity and site team members soon. The memo will include additional information about the site visit as well as contact information for all participating parties.

As a representative for your entity, your participation as a site visit team member for upcoming site visits is highly recommended. Serving as a site visit team member benefits both you and your entity through member participation, benchmarking best practices, networking, and staying up-to-date on changing policies and procedures regarding site visits.

If you have any questions, please do not hesitate to contact me at (405) 744-8303 or cmars@ifsac.org.

Sincerely,

Callie Mars
IFSAC Coordinator



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
ACCREDITATION SITE VISIT REPORT





Entity Name: Egyptian Navy Firefighting, Damage Control & Safety Academy

Dates of Visit: July 15 – 16, 2023

To add a row for entering additional site team members, select the blue plus sign on the right side of the appropriate table. **Note:** you will not see the plus sign until selecting an active field/cell.

Accreditation Site Visit Team Members		
Name	Title	Entity
John Cunningham	Executive Director	Nova Scotia Firefighters School
Clinton Manuel	Chief Officer	City of Cape Town Fire Rescue
Click/tap here to enter text.	Click/tap here to enter text.	Click/tap here to enter text.

IFSAC site visit team leader and members must sign after completing and reviewing written report. A complete written report with signatures must be submitted to IFSAC Administration for distribution to the Certificate Assembly Board of Governors and for filing.

Signed  Date July 16 2023
Signed  Date July 16 2023
Signed _____ Date _____

Entity representatives section on next page.



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
ACCREDITATION SITE VISIT REPORT



Entity Name: Egyptian Navy Firefighting, Damage Control & Safety Academy

Dates of Visit: July 15 – 16, 2023

To add a row for entering additional entity representatives or others, select the blue plus sign on the right side of the appropriate table. **Note:** you will not see the plus sign until selecting an active field/cell.

Entity Representatives and Others		
Name	Title	Representing
R. Admiral/ Ahmed Salah El Din Khalifa	Commander, Fleet Training Command	Egyptian Navy
R. Admiral/ Mahmoud Adel Fawzy	Chief of Egyptian Navy Training Department	Egyptian Navy
Ret. Comm./ El Sayed Mohamed Khairy	Commanding Officer	ENDFSA
Ret. Comm./ Abd El Latif Galal	Senior Classroom / Field Instructor	ENDFSA
Ret. Comm./ Mohamed Rizk Omar	Senior Classroom / Field Instructor	ENDFSA
Mrs. May Bahig Moustafa	Head Of Administration	ENDFSA

Site visit final summary report and recommendations on remaining pages.



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS ACCREDITATION SITE VISIT REPORT



Entity Name: Egyptian Navy Firefighting, Damage Control & Safety Academy

Dates of Visit: July 15 – 16, 2023

ACCREDITATION SITE VISIT SUMMARY REPORT

Overall Recommendation to Board of Governors: Reaccreditation for two levels

This Summary Report should contain the following information: a narrative report of the findings including positive aspects and issues requiring adjustment to comply with the Criteria for Certificate Accreditation; any voluntary recommendations that are in order for the applicant, but not required for accreditation; a summary of the site visit activities including interviews with entity staff and constituents, testing procedures and test bank reviews; and any other pertinent information from the site team.

A reaccreditation site visit was conducted at the offices of the Egyptian Navy Firefighting, Damage Control and Safety Academy in Alexandria, Egypt on July 15-16, 2023.

It is evident that a lot of hard work has gone into this program—the Egyptian Navy Firefighting, Damage Control and Safety Academy personnel should be commended. All staff members are engaged and knowledgeable in the program and very receptive to suggestions and recommendations. Staff members were very accommodating in meeting the needs of the site team and provided all necessary items and information in a very professional and timely manner. The training facilities and props are of high quality and provide for very realistic training simulation.

The site team conducted a thorough review of the entity's Application for Accreditation, Criteria Self-Study, policies and procedures, certification test item banks, manipulative skill sheets, and test item correlation sheets. Site team members also examined the test bank security protocols and storage system, observed a written exam and manipulative skills evaluations.

In reviewing the entity's policies for compliance with the Criteria for Accreditation, is well organized; policies are concise and speak to the criteria. The Site Team requested clarification on a couple policies to address specific criteria areas.

In general, the site team found the written test item banks and skill sheets to be well organized and accurately correlated to the Egyptian Navy standards. The entity has met IFSAC's requirement of at least one written test item for each element of the Job Performance Requirements (JPR) for each standard. In a few instances items needed to be corrected on the correlation sheets to meet JPRs. Representatives from the entity were responsive to the changes that needed to be made in correlations and all were completed during the visit.



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS ACCREDITATION SITE VISIT REPORT



Entity Name: Egyptian Navy Firefighting, Damage Control & Safety Academy

Dates of Visit: July 15 – 16, 2023

The Site Team observed a practical skills examination on PPE Donning/Doffing and Pre-Don Inspection at the training academy. Skill sheets are clear and precise evaluators know their roles while performing the evaluations.

The Site Team observed a written examination on Shipboard Firefighter I at the training academy. The candidates took their exams on the Exam View electronic platform. The examination was administered according to agency procedures.

The Site Team reviewed observed test generation process- All test banks are created and stored on a secured server only accessible to the accreditation team. All test banks and test meet the IFSAC criteria.

The Site Team reviewed the most recent seal report submitted to IFSAC in March 2023. The report was formatted according to IFSAC rules and submitted in a timely manner. The agency explained their process of the report generation which was according to agency procedures.



Corrections – The site team requested a couple minor items to be submitted to the team for review prior to recommending initial and/or re-accreditation. All corrections were completed by the end of the site visit.

The following recommendations are offered to help enhance the growth and development of the entity's certification program:

- Consider submitting the Firefighter and Hazardous Materials levels for accreditation.
- Consider cross training staff in key roles for certification program.

The site team also recommends that the entity attend and participate in IFSAC meetings to the greatest extent possible and that certification staff participate in IFSAC committees and site visits. IFSAC is a peer-driven and peer-governed organization, and participation in the organization has proven very beneficial for member entities to enhance their own programs and gain insight from other member entities. Participation in other entities' site visits is critical for entities to be prepared for their own site visits. Continued participation in the organization is also important for ensuring that an entity has a voice in the long-term direction and mission of the organization.

The site team would like to extend its appreciation to the staff of the Egyptian Navy Firefighting, Damage Control and Safety Academy for hosting this site visit. The hospitality extended by the organization was excellent and all site team members appreciated the opportunity to visit the entity and observe their organization and process.

	INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS ACCREDITATION SITE VISIT REPORT	
Entity Name:	Egyptian Navy Firefighting, Damage Control & Safety Academy	
Dates of Visit:	July 15 – 16, 2023	

Recommendations for levels reviewed on following pages.



INTERNATIONAL FIRE SERVICE ACCREDITATION CONGRESS
ACCREDITATION SITE VISIT REPORT



Entity Name: Egyptian Navy Firefighting, Damage Control & Safety Academy

Dates of Visit: July 15 – 16, 2023

Site Team Recommendations for Levels Reviewed

Select the blue plus sign on the right side of the table to add another row for more levels. **Note:** you will not see the plus sign until selecting an active field/cell of the table.

To add a standard/level that is not listed (e.g., a non-NFPA level) simply type the name of the standard and level.

Standard and Level	Edition	Accreditation Type	Recommendation
Egyptian Navy Shipboard Firefighter 1	2014	Reaccreditation	Reaccredit
Egyptian Navy Shipboard Firefighter 2	2014	Reaccreditation	Reaccredit
Click/tap here to select a level from list.	Click/tap here to select edition.	Click/tap here to select from list.	Click/tap here to select recommendation.
Click/tap here to select a level from list.	Click/tap here to select edition.	Click/tap here to select from list.	Click/tap here to select recommendation.
Click/tap here to select a level from list.	Click/tap here to select edition.	Click/tap here to select from list.	Click/tap here to select recommendation.