



Fire Risk Assessors Register Application Guidance and Fees

Introduction

The IFPO FRAR Policy outlines the principles for those seeking registration and assists the FRAR Panel Assessor's to make rational subjective decisions. It will also assist any applicant who feels they have the knowledge, training and experience in undertaking fire risk assessments and wish to demonstrate competence as an individual fire risk assessor.

A bank of experienced FRAR Panel members whom themselves have proven competence and IFPO EC members who have ultimate accountability for ensuring the FRA Register is maintained in the spirit of best practice and the latest FRA Competency Council criteria.

This revised policy intends to set-out reasonable boundaries and time frames ensuring applicants are informed of the steps to successful registration.

The ultimate aim is for premises owners to be assured that the IFPO Registered Fire Risk Assessors are deemed 'competent' by their peers and are identified via the IFPO on-line Fire Risk Assessors Register and the personal logos issued for their personal use.

Policy

It is the policy of IFPO to maintain a register of fire risk assessors who, to the satisfaction of the Institute's Fire Risk Assessors' Register (FRAR) Assessment Panel, have been able to prove their competence to carry out fire risk assessment of premises.

The Register will have three levels of assessor:

- In-house Assessor
- Commercial Low-risk Assessor (No sleeping risk or complex premises)
- Full Commercial Assessor

IFPO considers its responsibility to be that of an accrediting body as detailed in industry bodies, workgroups and groups who manage industry standards, such as FSF and the Fire Risk Assessors Competency Council (FRACC).

IFPO's FRAR Assessment Panel will measure an applicant's competence against, inter alia, the nationally agreed and published standards as deemed by the Fire Risk Assessors' Competency Council's (FRACC).

IFPO will require an applicant, included on the Fire Risk Assessors Register, to maintain a high standard of knowledge in fire safety matters commensurate to the level at which they wish to provide fire risk assessment.

IFPO will require an applicant, included on the Fire Risk Assessors Register, to maintain a record of their Continuing Professional Development (CPD) and to provide evidence of their commitment by way of audit when required. The amount of CPD required per year will be that required for general CPD and shall be retained in the CPD materials produced by IFPO.

IFPO can require an applicant, included on the Fire Risk Assessors Register, at any time during their time on the register, to produce their record of Continuing Professional Development together with supporting evidence for audit. A requirement to produce a CPD Record by the Institute must be returned within 21 days of the request being made.

An applicant, included on the FRAR, who has not maintained satisfactory evidence of their Continuing Professional Development can be removed from the register.

IFPO will if requested, give advice on the type of document and details to be maintained within the CPD record, however the IFPO CPD is measured via reflective practice and it is the member's responsibility to record their CPD in a reflective manner in accordance with the guidance provided.

Successful applicants will have their name, a photograph, contact details and a short resume' published on IFPO on-line Fire Risk Assessors Register which will sit in the public domain on the website.

IFPO will endeavour to assess all applications within 13 weeks, from the point where all the required documents are received, and will notify the applicant of its findings. However, if additional information or clarification is necessary, this timescale may be exceeded

IFPO will expect all information required to be returned expeditiously within the time scales agreed (normally 10 working days) and the onus is always on the applicant to see that this information is forthcoming.

Guidance

There are two types of application;

- New applications which have two assessment sections
 - Part 1 - a written submission and
 - Part 2 - a formal face to face interview or
- Renewals which are via a written submission assessment only.

Anyone can make a new application but renewals need to be made on a different form which will be sent to the applicant approx. 6 months before renewal is required.

Section 4 - Please indicate for which category of assessor you are applying to be registered:

The Institute accredits three levels of assessor:

- **In-house Assessor**

Approved assessors in this category would be accredited when undertaking Fire Risk Assessments for their own company only and insurance cover would be that of the employer.

- **Commercial Low-risk Assessor** (No sleeping risk or complex premises)

Approved assessors in this category would be accredited when undertaking Fire Risk Assessments in premises the Institute classes as low risk, where there is no sleeping risk and the premises are not complex in design or use. Insurance cover for this category would be personal to the applicant or his company if self-employed.

- **Full Commercial Assessor**

Approved assessors in this category would be accredited to undertake Fire Risk Assessments in all types of premises with all risks. Insurance cover for this category would be personal to the applicant or his company if employed to undertake Fire Risk Assessments in their behalf.

Applicants need to indicate which level of assessor they seek to achieve, but they also need to understand that an application for 'Full Commercial Assessor' can be refused but 'Commercial Low-risk Assessor' awarded until the applicant can show personal development suitable for that of the full commercial assessor. Assistance will be given by the Institute for such candidates by way of a Personal Development Plan.

Section 6 - Please detail any other professional memberships you hold relevant to your application:

Applicants need to provide details of all memberships and grades they hold with other organisations and support their entry with copies of certificates etc. evidencing these awards.

Section 7 - Please detail fire safety training, education, mentoring, workshops or courses and qualifications, relevant to your application as a fire risk assessor:

Applicants need to complete this section with all relevant detail and evidence the entries with appropriate certificates etc. The assessors will be looking to see that the applicant has undergone suitable specific Fire Risk Assessment training within the last 10 years. Such training should be of at least educational level 4 or similar

Section 8 - Please detail all fire safety experience relevant to your application:

Applicants need to show all their fire safety experience in this section such as their employment history within the history and other related experience. Applicants should not show specific fire risk assessments in this section.

Section 9 - Please provide examples of your fire risk assessment and audit experience; to demonstrate the breadth of your experience:

Applicants need to show examples of all their fire risk assessment and fire audit experience. It would be advantageous to show a broad range of the work you undertake to demonstrate experience.

Section 10 - Please list at least ten fire risk assessments you have undertaken personally in the last 12 months. Please ensure you list a broad spectrum of assessments for a variety of premises, to demonstrate the full breadth of your experience:

From this list the Assessment Panel will select, at random, a number of your assessments, usually three, which you will be required, when requested, to submit in full for detailed assessment. Again it would be advantageous to show a broad range of the assessments you undertake to demonstrate your experience. Similarly, you need to enter Fire Risk Assessments appropriate to the grade of assessor you seek.

Section 11 - Provide a detailed written step by step account of your approach to undertaking a fire risk assessment beginning with your instruction/contract to carry out the assessment, the physical aspects of carrying out the assessment and concluding with delivery of the report.

Do not use statements such as - 'I inspect the premises and make notes of the significant findings'. The panel will expect you to state what significant findings might be and where exactly you would be looking for them from a practical perspective.

Section 13 - Please obtain two references from referees who should have knowledge of your competence to undertake fire risk assessments as well as the professionalism of your approach when undertaking the assessments.

The applicant will need to provide the names and contact details of the two referees in this section and include a copy of the written reference they have provided. These references need to be submitted with the application. The assessment procedure cannot commence until they are received.

Section 17 - Fees

The fee for each part of the application must be paid at the start of each part of the process. The assessment process cannot commence until the payments have been made. Applicants need to understand that the application fees are non-refundable once the assessment process has commenced.

The fees are as follows:

New Application -

Part 1:

IFPO Member	-	£300
Non-member	-	£400

Applicants who are successful in Part 1 will be notified and will then be requested to make payment of the non-refundable fee for Part 2, before their Interview can take place.

Part 2:

IFPO Member	-	£200
Non-member	-	£300

Renewal -

IFPO Member	-	£400
Non-member	-	£500

Notifications, Results and Appeals

Applicants will be informed when their application submission is complete and has been passed to the Fire Risk Assessors Register (FRAR) Panel for assessment.

The applicant will be contacted anonymously by the FRAR Panel via one of the Institute's FRAR e-mails requesting information and additional submissions as required. Providing all timescales are met by applicants the assessment for Part 1 and Renewals should be completed within 13 weeks. As the FRAR Panel and the Secretariat work independently the Institute is unable to provide other updates as to how an application is progressing.

The final decision on any application is the responsibility of the Institute's Executive Council so the result of an application will only be provided by the General Secretary and Treasurer of the Institute.

All applications and renewals are concluded by either being;

- successful,
- deferred - the applicant being advised to make further study or personal development and to provide further satisfactory evidence of their knowledge or competency within a given timescale. Applicants seeking 'Full Commercial Assessor' grade who are deferred may be placed on the FRA Register as 'Commercial low-risk Assessor' during the period of deferment, or
- rejected.

A successful applicant or an applicant successful with a renewal will be placed on the IFPO FRAR for a period of 5 years, before further renewal is required.

An applicant who is deferred or rejected has a right to appeal the decision.

The applicant must lodge their appeal with the Institute's Secretary at secretary@ifpo.org.uk in writing, within 7 days of the letter of notification of the result.

As the appeal is carried out via paper submissions only, the appellant will need to provide with their appeal letter a report and documentation evidencing where the assessors have failed to undertake a valid assessment. As each deferment and rejection result

will be accompanied by a Personal Development Workplan the appellant will need to evidence how they have already achieved what is in the Workplan already.

Appeals will be undertaken by the Institute's President and one Trustee. Their decision is final and should be notified by the *General Secretary* and Treasurer within 28 days of receipt of the appeal.