



Fire Risk Assessors Register Policy

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 assessments.

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.

This Policy and all procedures will be from time to time reviewed as is necessary, particularly should there be substantial changes in legislation or guidance affecting Fire Risk Assessment.

Signed 
Vice Chairman

Date **18th August 2016**