



Fire Risk Assessors Register Policy

Policy

1.0 It is the policy of the IFPO to maintain a professional and affordable register of fire risk assessors operating as Small and Medium Enterprises (SME's) who, to the satisfaction of the Institute's Fire Risk Assessors' Register (FRAR) Assessment Panel, reporting to the National Executive Committee have been able to prove their competence to carry out fire risk assessments of premises.

2.0 The Register has three levels of assessor:

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

3.0 The IFPO Fire Risk Assessors Register is a register for individuals only. Application for inclusion on the IFPO register is open to all Members of the IFPO.

4.0 IFPO considers its responsibility to be that of a Professional body for "individuals" complying with benchmarks and industry standards set for registering and accrediting bodies by the Fire Risk Assessors Competency Council (FRACC).

5.0 The IFPO considers itself to be a Professional body and as such takes cognisance of guidance developed by the Fire Risk Assessment Competency Council (FRACC) Competency Criteria for Fire Risk Assessors in December 2011 and A Guide to Choosing a Competent Fire Risk Assessor version 2 revised April 2014.

6.0 Such guidance includes a set of criteria against which the competency of those undertaking fire risk assessments can be judged by the IFPO's FRAR Assessment Panel who; measure an applicant's competence against the agreed criteria using actual experience of undertaking fire risk assessment of premises throughout the UK and other relevant personal professional attributes.

7.0 Any application process is only deemed to have begun once the applicant or reapplicant has presented the appropriate completed and signed forms and when the IFPO Treasurer confirms receipt of the prescribed application fee. Any information, guidance or feedback offered by a member of the Fire Risk Assessment team including the Secretary, General Secretary and FRAR Chairman etc are offered in good faith to assist a smooth application and should not be considered as part of the process.

8.0 The National Executive Council are responsible for the FRA Register and provide oversight of the FRAR process. The NEC should be kept abreast of the register at each EC meeting and can nominate independent audit of the process at any time, engaging professional fire prevention peers not on the register offering a degree of independent oversight. However, oversight should not make the register unaffordable or unattractive to SME's fire risk assessors being the backbone of our membership.

9.0 IFPO require an applicant, included on the Fire Risk Assessors Register, to maintain a high standard of knowledge in fire safety matters and apply the most appropriate guidance when undertaking fire risk assessments.

9.1 IFPO require an applicant to behave in an ethical and professional manner at all times.

9.2 IFPO require an applicant to be of good temperament and have the strength of character and confidence to highlight uncomfortable findings, prioritising occupants' safety within scope of works over clients' wishes if necessary.

9.3 IFPO require an applicant to have and maintain sufficient level of professional indemnity, public liability insurance, appropriate to the level of perceived fire risk. The level of cover may be set as a minimum requirement by some clients.

10.0 IFPO 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 for an IFPO Fire Risk Assessor is 20-hours annually being 100-hours over the 5-year cycle.

11.0 IFPO require a member, included on the Fire Risk Assessors Register, at any time during registration, 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.

12.0 An applicant, included on the FRAR, who has not maintained satisfactory evidence of their Continuing Professional Development (CPD), can be removed from the register or have their status moved from full Commercial to Commercial Low-risk Assessor (No sleeping risk or complex premises).

13.0 Registered members should refer to the IFPO Continued Professional Development guidance document. CPD should be measured via relevant and reflective practice in the field of fire risk assessment. It is the registered member's responsibility to record their CPD in a reflective manner of learning, referring to source be it a relevant Code of Practice, Webinar, workshop or study of the most appropriate guidance etc; highlighting learning or refreshment of technical fire safety knowledge. State codes of practice or other guidance studied reflecting upon what was learned or refreshed.

14.0 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.

15.0 Our volunteer scrutineer Panellists will endeavour to assess all applications within a reasonable time frame from the point where all the required documents are received and will notify the applicant of its findings. However, if additional information or clarification of any matters or submitted material is necessary, this timescale may be extended.

16.0 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.

17.0 This Policy and all related processes or procedures will be from time to time reviewed as is necessary, including substantial changes in legislation or guidance affecting Fire Risk Assessment.

18.0 This policy will be regularly reviewed 3-yearly and approved by the National Executive Council.

19.0 Following the Grenfell fire tragedy, Responsible Persons for High Rise Residential Buildings (HRRB) may be mandated to engage third party fire risk assessors. The IFPO FRA Register is provided for SME's only thus not offering third-party accreditation.

19.1 Similarly registered fire risk assessors are cautioned against undertaking cladding surveys on HRRB's by way of EWS1 forms or similar. We consider this to be a fire engineering task with suitable professional indemnity insurance cover.

Signed
IFPO Chairman

Date

Signed
IFPO General Secretary

Date