



Fire Risk Assessors Register Application Guidance and Fees

1.0 Introduction

1.1 The guidance contained within this document is intended to assist prospective applicants who wish to be considered for inclusion on the IFPO Fire Risk Assessors Register (FRAR) on the application process. Information and guidance provided, is designed to ensure that applicants are fully informed of the steps to successful registration.

1.2 The document also provides information to assist any prospective applicant in the preparation, completion, and submission of their application. Applicants are advised to read through the entire document and the policy, prior to preparing and submitting their application.

2.0 Fire Risk Assessors Register (FRAR)

2.1 It is the policy of the IFPO to maintain a register of fire risk assessors who to the satisfaction of the Institutes Fire Risk Assessors Register (FRAR) Assessment Panel have been able to demonstrate competence to undertake fire risk assessments of premises.

2.2 Management of the IFPO Fire Risk Assessors Register is exercised through a bank of experienced FRAR Panel members and IFPO National Executive Committee (NEC) members who are held accountable by the IFPO and its membership for ensuring the register is maintained to the very highest of standards.

2.3 The IFPO considers its responsibility to be that of a Professional Certification and Registration body and the competence of any prospective applicant for the register will be measured by the IFPO Fire Risk Assessors Register assessment panel against the Competency Criteria for Fire Risk Assessors, published under the auspices of the Fire Risk Assessment Competency Council and endorsed by the Fire Sector Federation.

2.4 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.

2.5 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 should be in accordance with the requirement of the IFPO Continued Professional Development guidance document.

2.6 IFPO require an applicant, 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 electronically within 21 days of the request being made.

2.7 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 status reduced from full Commercial to Commercial Low-risk Assessor (No sleeping risk or complex premises).

2.8 The IFPO document on Continuous Professional Development provides comprehensive guidance on the CPD process which applies to members of the Institute.

2.9 Applicants deemed competent by the IFPO can be sourced through the IFPO website which provides access to the on-line Fire Risk Assessors Register.

2.10 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.

2.11 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, not the role of a fire risk assessor.

3.0 Levels of Assessor

3.1 The IFPO Fire Risk Assessors Register has three categories of Assessor:

3.1.1 In House Assessor

3.1.2 Commercial Low Risk Assessor (No sleeping risk or complex premises)

3.1.3 Full Commercial Assessor

4.0 In House Assessor

4.1 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.

5.0 Commercial Low Risk assessor (No sleeping risk or complex premises)

5.1 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 their Company if self-employed.

6.0 Full Commercial Assessor

6.1 Approved assessors in this category would be accredited when undertaking fire risk assessments in all types of premises with all risks. Insurance cover for this category would be personal to the applicant or their Company if employed, to undertake fire risk assessments on their behalf.

6.2 Any applicant to the register must indicate which level of assessor they seek to achieve. An application for “Full Commercial Assessor” can be refused but “Commercial Low Risk Assessor” can be awarded until the applicant can demonstrate personal development suitable for that of “Full Commercial Assessor”.

7.0 Professional Indemnity and Public Liability Insurance

7.1 Evidence of professional indemnity and public liability certificates covering the applicant or reapplicant should be presented along with the application form.

7.2 Applicants who are successful in their application for **Commercial Low Risk Assessor** or **Full Commercial Assessor** must ensure that they have an appropriate level of Professional Indemnity and Public Liability Insurance in place.

7.3 It is incumbent upon the applicant and not the Institute to ensure that any insurance taken out by the applicant takes into account any exclusion clauses which in some cases may apply for example to certain types of external cladding of buildings.

7.4 The institute cannot be held liable for any shortcomings arising from the actions of individual fire risk assessors where sufficient insurance cover has not been put in place.

8.0 Guidance

8.1 There are two types of application for the Fire Risk Assessors Register.

9.0 New Applications

9.1 New applications comprise of three sections:

9.1.1 Part 1 - Written submission

9.1.2 Part 2 - Formal face-to-face interview

9.1.3 Part 3 – Direct observation or Table-top exercise

10.0 Part 1 - Written Submission

10.1 Any member of the IFPO who wishes to be considered for inclusion on the IFPO Fire Risk Assessors Register must make their application on the prescribed form which is available on the IFPO website.

10.2 The institute will acknowledge receipt of an application and applicants may be contacted by the FRAR Panel requesting information and additional information as required.

10.3 The scrutiny of any application submitted to the IFPO for consideration will commence on receipt of the prescribed application and payment of the appropriate fee.

10.4 Providing all timescales are met by applicants the assessment for Part 1 should be completed within a reasonable timescale aiming for 13 weeks from the initial date of application.

10.5 Where an application is deemed successful the applicant will be notified by email and invited to attend for interview. A Person Development Record document may be generated at any time by the panel and shared with the applicant to assist the process. The part two fee is payable before part two can commence.

10.6 An applicant successful in part one of the process will be afforded 7 days from the date of sending of the invitation for interview in which to notify the IFPO of their acceptance or not.

10.7 If an applicant declines the invitation to attend for interview the Institute will acknowledge the wishes of the applicant.

10.8 Any applicant who declines to attend a formal face to face interview will be subject to the full re-application process fees.

11.0 Part 2 - Face to Face Interview

11.1 The interview panel will comprise of two members of the Institute who are registered members of the Institutes Fire Risk Assessors Register.

11.2 The purpose of the face to face interview is to enable the applicant an opportunity to discuss any issues with the interview panel, which may have been noted in respect of the written submissions that were provided for scrutiny as part of the application process. This part of the process is undertaken in a relaxed, constructive, and informative manner and applicants are encouraged and afforded every opportunity to demonstrate their breadth and depth of knowledge.

11.3 An applicant invited for interview will be afforded the opportunity to participate in the third and final part of the application process on the day of interview if considered successful during stage 2.

11.4 An applicant attending for interview will not incur any additional fees if they are offered and choose to participate in the tabletop exercise on the day of interview.

11.5 An applicant may attend for interview and may choose not to participate in the tabletop exercise at the time of interview. Under these circumstances a part 3 fee will be payable by the applicant prior to their attendance on any arranged future date.

11.6 Where an applicant is unable to attend the part 2 face to face interview on the date provided to them by the Institute, through extenuating circumstances, then every effort will be made, following full consideration of all of the facts to provide the applicant with an alternative date.

A fee will be payable by the applicant where part 3 of the process has to be re-arranged. This fee is required to ensure that any additional costs reasonably incurred on behalf of the organisation are met.

11.7 Failure by an applicant to undertake part three of the application process on affirmation of an alternative date will require the applicant to reapply at part one of the process.

Any fees paid in respect of any part of the application or renewal process are non-refundable.

12.0 Part 3 - Direct observation or Table-top exercise

12.1 The third part of the application process is Direct observation during a fire risk assessment on site audit and inspection. If this is not permissible suitable Table-top exercise may be an acceptable substitute solution.

12.2 The applicant should arrange agreement of a customer to be accompanied by an Observer member of the Institute of Fire Prevention Officers to directly monitor the applicant throughout the onsite visit.

12.3 Following the onsite inspection, a debrief between the applicant and observer should be arranged asap. The observer should feedback strengths and any weaknesses to the applicant at the soonest opportunity, enabling the applicant to consider and include feedback within the fire risk assessment report to the customer. If of a serious nature requiring immediate attention, relay within the verbal update to client before returning to the fire risk assessor home or office.

12.4 Should direct observation not be possible; the applicant will be provided with the table-top exercise information on a premise and invited to make comment through reference to plan drawings and by answering questions as appropriate.

12.5 An applicant who has attended for interview and who has undertaken part three of the process should be advised of the outcome of the process within seven days by the IFPO.

12.6 An applicant who is successful in their application for inclusion on the IFPO Fire Risk Assessors Register (FRAR) will have their name, photograph, contact details and a short resume published on the IFPO on-line Fire Risk Assessors Register which will sit in the public domain on the Institutes website.

13.0 Fees

Please see appendix 1 of this document.

14.0 Renewal Applications

14.0.1 Part 1 - Written submission

14.0.2 Part 2 – Direct observation or Table-top exercise

14.1 A member whose name appears on the Fire Risk Assessors Register should plan to renew their FRA registration months prior to the expiry date. The expiry date is shown on the certificate and logo. We encourage early reapplication up to 3-months ahead. Renewing members can ask the Secretary for a copy of the current renewal Application Form, rather than waiting for a reminder email; to present the reapplication and fees in good time to avoid late application and dropping off the register.

14.2 Any registered member who wishes to apply for renewal of their membership on the IFPO Fire Risk Assessors Register (FRAR) must make their application on the prescribed form obtained from the secretary@ifpo.org.uk returned electronically by email.

14.3 The institute will acknowledge receipt of a renewal application and applicants will be informed by the FRAR Chairman the lead panellist will be contacting them requesting appropriate written submissions as part of stage 1.

14.4 The scrutiny of any application and supporting evidence submitted to the IFPO for renewal will commence on receipt of the application and payment of the appropriate fee.

14.5 A Person Development Record document may be generated at any time by the panel and shared with the applicant to assist the process.

14.6 The second part of the application process is Direct observation during a fire risk assessment on site audit and inspection. If this is not permissible a Table-top exercise may be the best substitute solution.

14.7 The applicant should arrange agreement of a customer to be accompanied by an Observer member of the Institute of Fire Prevention Officers to directly monitor the applicant throughout the onsite visit.

14.8 Following the onsite inspection, a debrief between the applicant and observer should be arranged asap. The observer should feedback strengths and any weaknesses to the applicant at the soonest opportunity, enabling the applicant to consider and include feedback within the fire risk assessment report to the customer. If of a serious nature requiring immediate attention, relay within the verbal update to client before returning to the fire risk assessor home or office.

14.9 Should direct observation not be possible; the applicant will be provided with the table-top exercise information on a premise and invited to make comment through reference to plan drawings and by answering questions as appropriate.

14.10 A re-applicant who is successful in their application to remain on the IFPO Fire Risk Assessors Register (FRAR) will have their name, photograph, contact details and a short resume published on the IFPO on-line Fire Risk Assessors Register which will sit in the public domain on the Institutes website.

15.0 Notifications, Results and Appeals

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

15.2 All applications and renewals are concluded by either being.

15.2.1 successful:

15.2.2 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.

15.2.3 rejected.

15.3 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.

15.4 When notified by email; registered fire risk assessors should submit current Continuous Professional Development records for scrutiny at any time within 30-days of the notice to present. Failure to submit or failure to maintain evidence of 20-hours per year CPD equating to 100-hours or points within the 5-year registration cycle may be removed from the register.

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

15.6 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.

15.7 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.

15.8 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.

15.9 Please see appendix 1 of this document.

16.0 Application Form Guidance

16.1 The following guidance is provided to assist prospective applicants in their completion of the IFPO application form:

16.1.1 **Section 1 – 3 Self-explanatory with initial details of applicant:**

16.1.2 **Section 4 – Please ensure that you indicate the category of assessor for which you are applying:**

16.1.3 **Section 5 – Self-explanatory**

16.1.4 **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.

16.1.5 **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

16.1.6 **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 and other related experience. Applicants should not show specific fire risk assessments in this section.

16.1.7 **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.

16.1.8 **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.

16.1.9 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.

16.1.10 Section 12 – *Complete as appropriate:*

16.1.11 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.

13.0 New application Fees

13.1 The IFPO require that fees for each part of the application process be paid at the start of each part of the process. Any fees paid in respect of the application process are non-refundable.

13.2 24-hours' notice of any non-attendance is required to prevent losing a fee.

13.3 New Application fees are as follows –

13.3.1 **Part 1:** Written submission - £300

13.3.2 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.

13.4 **Part 2:** Formal face-to-face interview - £200

13.4.1 Applicants who are successful in the formal interview stage of the process will be invited to move on to stage 3.

13.5 **Part 3:** Direct observation or fall-back tabletop exercise - £200 plus travel*

**As necessary and agreed between the voluntary Observer residing within the same country England/Wales, Northern Ireland, Scotland etc the re-applicant and Chairman to cover costs.*

13.6 Our bank details for preferred method of payment being the BACS transfer are available from our Administrative Secretary secretary@ifpo.org.uk

14.0 Renewal Applications Fees

14.1 **Part 1:** Written submission - £400

14.2 To include payment of fees, submission of completed application, CPD record, fire risk assessment reports as required by the panel and any further relevant evidence like your FRA notes during onsite fire risk inspections.

14.3 Should the panel decide a meeting is required to further explore submissions presented, you may be invited to a virtual meeting.

14.4 Should a face-to-face site meeting be required, a further payment of £200* will be required by the IFPO prior to the meeting.

* Reasonable travel fees for the panel will be required so our volunteers are not out of pocket.

14.5 Our bank details for preferred method of payment being the BACS transfer are available from our Administrative Secretary secretary@ifpo.org.uk