



IFPO Tiered Fire Risk Assessors Register Process

It is the intention of the Institute of Fire Prevention Officers to maintain a register of its members that have met, to the satisfaction of the Executive Committee, The Industry Standard Benchmarks for each tier of fire risk assessor.

The purpose of the register:

- To recognise the competence of our members and provide reassurance to the public when selecting a suitable fire risk assessor.
- Assist companies registered under a UKAS scheme to demonstrate due diligence when using sub contractors if an IFPO registered Assessor is used.

The register will have 3 Tiers:

Tier 1 – Foundation

Tier 2 – Intermediate

Tier 3 – Advanced

The industry standard benchmarks are split into Requirements, Skills, Knowledge, Experience & Behaviour (RSKEB).

For applicants that do not hold a regulated qualification (normally because they qualified prior to the introduction of regulated qualifications) All RSKEB elements must be completed.

For applicants that hold a regulated qualification that is recognised by the TFRAR, only the Experience and Behaviour elements require completion.

Applicants that have been successfully assessed under a UKAS scheme (BAFE SP205) and are able to prove the assessment and the level of risk assessed, are invited to join the register without completing the RSKEB. The Tier will be determined by the level of risk assessed.

The process

Part 1

The applicant will complete the Part 1 application form, this will be submitted together with 2 x FRAs and all other supporting documentation.

2 x FRAs will be assessed against the IFPO FRA checklist and any “opportunities for improvement” identified for discussion.

Applicants who have proven audits under a UKAS scheme are invited to join the register at the appropriate TIER following a successful Part 1.

Parts 2/3

Applicants will complete the appropriate form for the applicant route – either Regulated Qualification Route (RQR) or Experienced Worker Route (EWR)

A completed application form is assessed by the application lead and each answer is afforded a RAG rating.

- **R** ratings require further information to be submitted by the applicant
- **A** ratings require some further clarification, this could be during interview, by further submissions or direct observation.
- **G** ratings require no further clarification

It is during this assessment that the remainder of the process is determined and the assessor has the following options:

- Return the application to the applicant with feedback for further work
- Discussion/clarification during interview
- Specific desktop exercises
- Direct supervision

The key is ensuring that all of the elements of the RSKEB are adequately satisfied.

If successful the applicant will be included on the IFPO TFRAR at the appropriate tier.

All registered assessors will be required to submit 2 x FRAs for scrutiny and prove 25 hours of CPD annually to remain on the register.

The Register

The IFPO register is a professional body register for individuals only.

Each individual profile will show the qualifications and experience of the assessor.

The profile will include any additional accreditations held by the individual (Third Party Accreditations or Oversight)

Individual profiles will clearly indicate the suitability for specific types of buildings

Costs

Application Fee

Part 1	£100.00
Part 2/3	£400.00

Annual renewal	£100.00
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Additional costs

If Direct supervision of a fire risk assessment is required, this is charged at £400.00 + expenses.