



# THE INSTITUTION OF FIRE ENGINEERS

Institution of Fire Engineers, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH  
Tel: +44 (0) 1608 812 580 E-mail: [membership@ife.org.uk](mailto:membership@ife.org.uk) Web: [www.ife.org.uk](http://www.ife.org.uk)

## APPLICATION FOR MEMBERSHIP

Before completing this form, candidates should read the Institution booklet 'Membership Rules for Titles and Grades' and read through this form. **To avoid unnecessary delays in processing your application, please ensure that all questions are fully answered, that all relevant sections are completed and that supporting documentation required is enclosed with the completed form. Please ensure that this form and any attachments are completed in typescript or block letters.**

1. Surname/Family Name ..... Title.....  
Personal Names/Given Name .....  
Date of Birth (DD/MM/YY) ..... Post Nominals .....

2. a) Home Address .....  
.....  
..... Post Code: .....  
Tel: ..... E-mail: .....  
b) Business Address (including Company Name): .....  
.....  
..... Post Code: .....  
Tel: ..... E-mail: .....  
c) Address to which correspondence is to be sent – please tick one.....Business  Home

3. **GRADE OF MEMBERSHIP** for which application is made – please tick appropriate

Technician\*  Graduate  Associate  Member\*  Fellow

\*Applications for Member or Technician grade **must include a Professional Review Report** (see attached Annexes)  
**Applications for Affiliate and Student Membership** should be made on the one page form available from the IFE website at [www.ife.org.uk](http://www.ife.org.uk).

4. **ROUTES TO MEMBERSHIP**

Is this application based on: (tick relevant box or boxes)

Your IFE examination, accredited course or an equivalent qualification; or

Other qualifications; (Individual Case Procedure) or

Mature Candidate procedure (*Remember to submit a proposal for a technical paper with this form*)

5. **DETAILS OF ANY PREVIOUS OR EXISTING MEMBERSHIP OF IFE**

Grade..... Membership No. ....

**6. IFE EXAMINATIONS** Please give details of IFE examinations held

Paper	Examination	Date Passed

**7. PROFESSIONAL, ENGINEERING and/or SCIENTIFIC BODY MEMBERSHIP**

If you hold any such memberships complete the details below and enclose validated copies of all certificates

Name of body	Class of Membership	Date membership Granted	Designatory Letter	Initials of Referees

**8. ACADEMIC and OTHER PROFESSIONAL QUALIFICATIONS**

Please give details of such qualifications you hold -

*Remember to enclose validated photocopies of all certificates*

Qualification	Principal subjects, etc	University or other Awarding authority	Full Time/ Part Time	Grade/Class of pass	Date of award	Initials of Referees

9. **TRAINING**

Please list the training you have received in chronological order, with a summary of the training objectives.

Dates	Course	Objectives

10. **EXPERIENCE OR PAST EMPLOYMENT**

Dates	What was done	Relevance to fire engineering

**MEMBERSHIP APPLICATIONS FOR TECHNICIAN AND MEMBER GRADES.**  
Please refer to the Membership Rules for Titles and Grades Document with this application form. You will need to submit an Initial Professional Development Report, see attached Annexes for guidance and details of IPD objectives.

11. **CONTINUING PROFESSIONAL DEVELOPMENT**

Complete if applying for **Member** or **Fellow** grade.

Dates/Hours	Course/Event	Objectives/Outcomes

**12. PRESENT EMPLOYMENT**

Name of Employer .....

Job Title: ..... Date of Appointment .....

To whom do you report? (*Please state name, position and professional qualifications – if nobody, please indicate why*)

.....

Who reports to you? (*Please state numbers of persons, positions held and professional qualifications – if none, print 'NONE'*)

Details of work responsibilities, etc – Please state below full details of your work and responsibilities, particularly those relating to fire engineering.

Length of experience in this post  years

Length of experience in fire engineering  years

**13. MEMBER DATA – JOB FUNCTION**

*Please mark your job level below (select one):*

- |   |   |
|---|---|
| <input type="checkbox"/> Student – Full time                        | <input type="checkbox"/> Project/Site Manager; Professor              |
| <input type="checkbox"/> Student – Part time                        | <input type="checkbox"/> Senior Manager; Director; Dean; Head of Dept |
| <input type="checkbox"/> Graduate in training                       | <input type="checkbox"/> Chairman; Managing Director; Chief Exec      |
| <input type="checkbox"/> Engineer; Supervised Team Member; Lecturer | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Senior Engineer; Reader/Senior Lecturer    | <input type="checkbox"/> Retired                                      |

**14. MEMBER DATA – AREAS OF EXPERTISE AND PROFESSIONAL DEVELOPMENT**

*From the list below, please identify up to three areas of expertise by listing the reference code(s) in the spaces below*

**Primary:** \_\_\_\_\_ **Second:** \_\_\_\_\_ **Third:** \_\_\_\_\_

Active Fire Protection Systems (AFPS)	Fire Alarms (System Design) (FASD)	Petrochemicals (PET)
Control and Communications (COM)	Fire Safety Design (FSD)	Protective Equipment (PE)
Education (EDU)	Fire Safety Mgt/Auditing (FSMA)	Fire and Explosions (OPE)
Environmental Protection (ENV)	Fire Safety Training (FST)	Risk Assessment/Management (RAM)
Expert Witness (EW)	Fire Safety Regulations (FSR)	Search and Rescue (SAR)
Emergency Planning, (EP)	Fire Suppression (FS)	Smoke Control (SC)
Incident Command & Control (EP)	Forensic Science (FOS)	Structural Fire Engineering (SFE)
Fire Detection and Alarms (FD&A)	Means of Escape (E)	Transport (T)
Fire Investigation (FI)	Medical and Hospital (MED)	Other (Please specify) (OTH)
Fire Service Equipment (FSE)	Offshore (OFF)	_____

*Please tick if you would be interested in joining an IFE Special Interest Group(s) relevant to your area(s) of expertise.*

*If you have suggestions relevant to your particular interests where one of these groups could be formed other than the categories Listed above, please list these below*

\_\_\_\_\_

**15. MEMBER DATA – INDUSTRY CLASSIFICATION**

*Please tick the industry classification that most closely describes the industry in which you work.*

- |   |  |
|---|--|
| <input type="checkbox"/> 01 Agriculture & Horticulture  | <input type="checkbox"/> 50 Construction   |
| <input type="checkbox"/> 02 Forestry  | <input type="checkbox"/> 61 Consultancy  |
| <input type="checkbox"/> 11 Coal Extraction & manufacture of solid fuels                          | <input type="checkbox"/> 62 Dealing in scrap & waste materials                                       |
| <input type="checkbox"/> 13 Extraction of mineral oil & natural gas                               | <input type="checkbox"/> 64 Retail Distribution  |
| <input type="checkbox"/> 14 Mineral oil processing  | <input type="checkbox"/> 66 Hotels & catering  |
| <input type="checkbox"/> 15 Nuclear fuel production   | <input type="checkbox"/> 67 Repair of consumer goods & vehicles                                      |
| <input type="checkbox"/> 16 Production & distribution of electricity, gas & other forms of energy | <input type="checkbox"/> 71 Railways   |
| <input type="checkbox"/> 17 Water supply industry   | <input type="checkbox"/> 72 Other inland transport   |
| <input type="checkbox"/> 21 Extraction & preparation of metalliferous ores                        | <input type="checkbox"/> 74 Sea transport  |
| <input type="checkbox"/> 22 Metal manufacturing   | <input type="checkbox"/> 75 Air transport  |
| <input type="checkbox"/> 24 Manufacture on non-metallic mineral products                          | <input type="checkbox"/> 76 Supporting services to transport   |
| <input type="checkbox"/> 25 Chemical industry   | <input type="checkbox"/> 79 Postal services & telecommunications                                     |
| <input type="checkbox"/> 26 Production of man-made fibres   | <input type="checkbox"/> 81 Banking & finance  |
| <input type="checkbox"/> 32 Mechanical engineering  | <input type="checkbox"/> 82 Insurance, except for compulsory social security                         |
| <input type="checkbox"/> 33 Manufacture of office machinery & data processing equipment           | <input type="checkbox"/> 83 Business services  |
| <input type="checkbox"/> 34 Electrical & electronic engineering                                   | <input type="checkbox"/> 84 Renting of movables  |
| <input type="checkbox"/> 35 Manufacture of motor vehicles & parts thereof                         | <input type="checkbox"/> 85 Owning & dealing in real estate  |
| <input type="checkbox"/> 36 Manufacture of other transport equipment                              | <input type="checkbox"/> 91 Public administration including armed forces                             |
| <input type="checkbox"/> 37 Instrument engineering  | <input type="checkbox"/> 92 Sanitary services  |
| <input type="checkbox"/> 41 Food, drink & tobacco manufacturing industries                        | <input type="checkbox"/> 93 Education  |
| <input type="checkbox"/> 43 Textile industry  | <input type="checkbox"/> 94 Research & development   |
| <input type="checkbox"/> 44 Manufacture of leather & leather goods                                | <input type="checkbox"/> 95 Medical & other health services; veterinary services                     |
| <input type="checkbox"/> 45 Footwear & clothing industries  | <input type="checkbox"/> 96 Local Authority Fire Brigade, Fire Departments and/or Police Departments |
| <input type="checkbox"/> 46 Timber & wooden furniture industries                                  | <input type="checkbox"/> 97 Recreational services & other cultural services                          |
| <input type="checkbox"/> 47 Manufacture of paper & paper products; printing & publishing          | <input type="checkbox"/> 98 Personal services  |
| <input type="checkbox"/> 48 Processing of rubber & plastics                                       | <input type="checkbox"/> 99 Domestic services  |
| <input type="checkbox"/> 49 Other manufacturing industries  | <input type="checkbox"/> 100 Diplomatic representation, international organisations                  |

16. I certify that all statements and answers given on this form and any attachments thereto are to the best of my knowledge true in Substance and are made in good faith. I confirm that I have read the Membership Rules for Titles and Grades.

Signature of Applicant..... Date.....

**17. REFEREES**

This section **MUST BE COMPLETED** on all applications for **ASSOCIATE, MEMBER and FELLOW**. Referees must be of Associate Grade or above.

I agree to act as a referee for the applicant and certify that, to the best of my knowledge and belief, the information contained on form and all supporting documents attached hereto, as initialled by me, is correct

I agree to act as a referee for the applicant and certify that, to the best of my knowledge and belief, the information contained on form and all supporting documents attached hereto, as initialled by me, is correct

Signature	.....	.....
Name	.....	.....
Grade	.....	.....
Membership No	.....	.....
Address	.....	.....

## 18. DATA PROTECTION

*The Institute of Fire Engineers (IFE) is fully registered under the UK Data Protection Act, and in accordance with this Act, the IFE (and companies processing data on its behalf) will hold and use data contained in this form for administrative purposes.*

*It is the express wish of the IFE that information relating to members is available only to the IFE and not for direct access by third parties. Arrangements are occasionally made with suppliers of goods and services for their mailing to be sent to members. All material is carefully vetted and the mailing list is never released to third parties.*

*If you do not want to receive mailings, please indicate your preferred option from the list below. The data recorded in this section will automatically override any previous information that the IFE has collected from you, concerning data protection.*

*If you do not want to receive third party mailings, please mark this box*

*If you would prefer not to receive emails from the IFE, please mark this box.*

# Notes on Completing Application for Membership

## General

**For your benefit, and to avoid any unnecessary delay in processing your application, please read through these notes and the booklet "Membership Rules for Titles and Grades".**

**Ensure that you complete the form in typescript or block letters, that all sections are fully answered, and that all the relevant sections on the form are completed.**

If you have insufficient space, please comply with the following procedure:

- a) For each section concerned, write at the bottom of the box '*Answer continued on a separate sheet*'
- b) Use a separate sheet for each section concerned, state clearly at the top of the sheet the number of the section to which the information relates and, if the section concerned requires the initials of referees, ensure that your referee's initial each Sheet.

**Before you ask your referees to sign the form,** show them these notes and point out those paragraphs relating to their duties and responsibilities.

## Sections 6, 7, & 8

Evidence of the qualifications, awards, examinations, registrations and memberships listed in your answers to these sections must be supplied. Applicants should supply validated \* **copies of the appropriate certificates.**

**DO NOT send original certificates – send only copies validated as indicated below.**

\* *The validation of copies should be made by one of your referees, or another professional person, who should sign and state their membership grade and number below suitable words confirming that the document is a true copy of the original which they have seen.*

## Sections 9, 10, & 11

You should provide as much information as possible to allow the Institution to evaluate the training you have received and the responsible experience you have.

**REMEMBER: The Institution can only assess your application on the basis of the information provided. If you do not tell us, we will not know.**

## Section 12 – Present Employment

The 'Details of work, responsibilities, etc.' section should include:

- a) An outline of the work in which you are personally engaged, indicating the way in which your fire engineering experience is used and the relevance of your qualifications to this work.
- b) A statement of your professional responsibilities.
- c) An outline of the structure of the organisation in which you hold the above responsibilities, and your relationship with others of your rank or grade.

In order for the Institution to properly assess your application, you must provide as much relevant information as possible about:

- the type of work you are involved in and how that relates to fire engineering, and
- the level of your responsibilities and the extent to which you are supervised and you supervise others.

**NOTE:** If in addition to completing the application form you do wish to enclose a copy of your current 'official' job description, please write 'SEE ATTACHED JOB DESCRIPTION' in the appropriate place on the application form.

## Sections 13, 14 & 15 – Member Data

To be able to obtain a good understanding of its members, and to ensure that activities, products and services can be tailored to meet member' needs, the IFE requires this detailed information.

## Section 17 - Referees

Various sections on the application form are required to be initialled by the referees. In initialling such sections, referees are indicating that the information contained in the section is correct. Please ensure that your referees see any relevant supporting documents. Please remember that where answers to a section are contained, or continued on separate sheet(s), all such sheets must also be initialled.


If you are returning an application form for Student or Affiliate grade, please ensure that the correct subscription rate is forwarded with the completed form. If applying for election to Fellow, Member, Associate, Graduate or Technician grade, the applications are placed before the Membership and Branches Committee. If the application is successful, payment will be requested.

## Final Check

Before placing the form in an envelope and mailing it to the address on the front of the form, check the following:

1. Sections 1 – 13 inclusive have been completed.
2. You have signed the application in the box at Section 17
3. The required number of referees have completed and signed Section 18 and initialled Sections 7, 8 & 9 and all supplementary sheets relating to these sections.
4. VALIDATED COPIES of all certificates or other evidence of qualifications and/or memberships are enclosed.
5. All additional sheets, supplementary documentation and copy certificates are securely attached inside the form.
6. **Applications for Member or Technician grade must include a Professional Review Report (see Membership Rules for Titles and Grades Annexes A, B, C, D and E).**

Institution of Fire Engineers

London Road, Moreton-in-Marsh, Glos GL56 0RH, England •  +44 (0) 1608 812580 Fax: +44 (0) 1608 812581 • E-mail [info@ife.org.uk](mailto:info@ife.org.uk); Web. [www.ife.org.uk](http://www.ife.org.uk)

## Annex A - Competence and Commitment of Technicians

**Note:** The 'task' can be to develop', 'to produce', 'to install', 'to maintain', 'to construct', 'to commission', 'to operate', (etc).

Technicians must be competent, by virtue of their initial formation and throughout their working life, to:

- A. Use engineering knowledge and understanding to apply technology. This includes an ability to:
  - A.1 review and select techniques, procedures and methods to undertake tasks.
  - A.2 use appropriate scientific and fire engineering principles.
  
- B. Contribute to the design, development, manufacture, construction, commissioning, operation and maintenance of products, equipment, processes, systems and services. In this context, this includes the ability to:
  - B.1 identify problems and apply diagnostic methods to achieve satisfactory solution in a fire engineering environment.
  - B.2 identify, organise and use resources effectively to complete tasks, with due regard to cost, quality, safety and environmental impact.
  
- C. Accept and exercise personal responsibility. This includes an ability to:
  - C.1 work reliably and effectively without close supervision, to the appropriate codes of practice.
  - C.2 accept responsibility for work of self and others.
  - C.3 accept, allocate and supervise technological and other tasks.
  
- D. Use effective communications and interpersonal skills. This includes the ability to:
  - D.1 use oral, written and electronic methods for the communication of technical and other information.
  - D.2 function as an effective team member.
  
- E. Make a personal commitment to live by the appropriate code of professional conduct, recognising obligations to society, the profession and the environment. In order to satisfy this commitment, they must:
  - E.1 comply with the Codes and Rules of Conduct.
  - E.2 manage and apply safe systems of work.
  - E.3 undertake their engineering work in compliance with relevant Codes of Practice on Risk and the Environment.
  - E.4 carry out the continuing professional development necessary to ensure competence in their areas of future intended practice.

## Annex B - IPD Objectives for Technicians

These IPD Objectives provide a framework for setting out the related skills and knowledge of the discipline of fire engineering.

The scope of fire engineering is wide and is more fully described in the definitions forming part of the Competencies & Commitments. This sets out all of the Competence and Commitment criteria as contextualised by the Institution in relation to fire engineers.

You are NOT expected to be fully competent in ALL of these objectives. You must, however, have broad based experience and responsibility in one or more aspects of fire engineering as well as some knowledge of related aspects. More information on this, and guidance on how to use these IPD Objectives in submitting your application is given in the Guidance for Candidates on Preparing Applications and Professional Review Reports.

OBJECTIVE		RANGE		EVIDENCE EXAMPLES
A	Use engineering knowledge and understanding to apply technology.	A1	Review and select techniques, procedures and methods to undertake tasks.	Demonstrate an ability to identify limits of personal knowledge, understanding and skills and a striving to maintain currency in Fire Engineering techniques, procedures and methods using appropriate resources. Demonstrate a systematic extension of limits of personal knowledge, understanding and skills to reflect best practice in relevant fields of work. Demonstrate through use of evidence from own experience and best practice the ability to review current Fire Engineering techniques, procedures and methods to select those most appropriate to undertake tasks.
		A2	Use appropriate scientific and fire engineering principles.	Be able to demonstrate an ability to analyse the requirements of tasks, based on Fire Engineering principles and know-how. Demonstrate an ability to plan, monitor and evaluate tasks against expectations of best practice, and based on appropriate Fire Engineering principles and scientific understanding. Be able to demonstrate an ability to apply scientific and Fire Engineering principles to the provision of engineering advice and professional opinion.

B	Contribute to the design, development, manufacture, construction, commissioning, operation and maintenance of products, equipment, processes, systems and services.	B1	Re Identify problems and apply diagnostic methods to achieve satisfactory solution in a fire engineering environment.	<p>Demonstrate an ability to monitor performance and outcomes of Fire Engineering products, procedures, processes and systems to identify deviations from expectations and standards.</p> <p>Determine causes of deviations, using appropriate diagnostic tools and methods.</p> <p>Demonstrate an ability to evaluate the potential consequences of a problem and make judgements about rectification requirements, priorities and reporting.</p> <p>Demonstrate an ability to rectify problems and test solutions against appropriate criteria.</p>
		B2	Identify, organise and use resources effectively to complete tasks, with due regard to cost, quality, safety and environmental impact.	<p>Demonstrate an ability to identify how to undertake a task and to identify the resources required to satisfy specified and agreed criteria.</p> <p>Demonstrate an ability to schedule and marshal the resources required and an ability to apply the resources effectively and correctly to complete the task.</p> <p>Demonstrate an ability to evaluate the outcome against the agreed criteria, including quality, time and cost and against specified safety and environmental criteria.</p>
C	Accept and exercise personal responsibility.	C1	Work reliably and effectively without close supervision, to the appropriate codes of practice.	<p>Demonstrate an ability to contribute to planning by identifying effective methods to undertake relevant tasks.</p> <p>Demonstrate an ability to comply with relevant regulatory and professional codes of practice in the implementation of tasks.</p> <p>Demonstrate an ability to apply best practice to complete designated tasks.</p>
		C2	Accept responsibility for work of self and others.	<p>Demonstrate an ability to identify and agree criteria for the completion of designated tasks.</p> <p>Define responsibility of self and others to achieve criteria for designated tasks.</p> <p>Demonstrate an ability to evaluate the outcome of designated tasks.</p>
		C3	Accept, allocate and supervise technological and other tasks.	<p>Demonstrate an ability to accept responsibility for the completion of designated tasks to time, resources and cost.</p> <p>Demonstrate an ability to accept responsibility for the quality of the outcome of work in which self and team are involved.</p>

D	Use effective communication and interpersonal skills	D1	Use oral, written and electronic methods for the communication of technical and other information.	Demonstrate an ability to clarify objectives, identify main purpose and select appropriate medium for communication. Be able to select appropriate methods of communication using words and images, audio and visual as appropriate. Be able to communicate competently in written and oral expression.
		D2	Function as an effective team member.	Establish and maintain effective relationships with colleagues, clients and others. Be able to identify and work towards collective goals. Develop effective team working relationships to enhance performance. Be able to give clear and accurate instructions, as appropriate.
E	Make a personal commitment to live by the appropriate code of professional conduct, recognising obligations to society, the profession and the environment	E1	Comply with the Codes and Rules of Conduct	Demonstrate an ability to place responsibility for the welfare, health and safety of the community at all times before the responsibility to the profession, to sectional interests, or to other engineers. Comply with Codes of Conduct of the profession and apply professional skill in the interests of employer and client for whom you act in professional matters. Give evidence, express opinions or make statements in an objective and truthful manner and on the basis of adequate knowledge.
		E2	Manage and apply safe systems of work	Take account of potential professional risks and liabilities and accept responsibility for them. Consider and implement as necessary appropriate occupational health & safety requirements. Investigate community safety requirements, act to resolve any incipient safety issues, take appropriate precautions in relation to hazardous operations and take account of disaster prevention, mitigation and recovery methods.

		E3	Undertake your engineering work in compliance with the Code of Practice on Risk and the Environment	<p>Promote the actions required in engineering practice to improve, sustain and restore the environment. Be aware of the wise use of non-renewable resources through waste minimisation, recycling and the development of alternatives where possible.</p> <p>Strive to achieve the beneficial objectives of Fire Engineering tasks with the lowest possible consumption of raw materials and energy and the adoption of sustainable management practices. Take account of total life-cycle implications with respect to how Fire Engineering products and projects will impact on the environment.</p>
		E4	Carry out the continuing professional development necessary to ensure competence in your areas of future intended practice	<p>Undertake continued professional development (CPD) to maintain and enhance technical competence. Demonstrate an ability to set your own goals to achieve personal and organisational objectives. Maintain a career action plan and records of professional development activities.</p>

# Annex E - Guidance for Candidates

## Preparing Applications and Professional Review Reports

### 1. Introduction

At its meeting on 2 October 2003, the Board of the Institution of Fire Engineers approved changes to the criteria by which applications for Technician and Member grades would be considered. It was resolved that applications would take the form of a Professional Review, similar to that undertaken by candidates applying for membership of the Institution's Engineering Council Division.

Professional Review is the process by which the final judgement for institution membership is made. Before a candidate is presented for review, administrative judgements will have been made to ensure that there is a prima facie case (viz: that the candidate has achieved an appropriate Educational Base and has satisfied the key criteria for the 'Initial' aspect of Professional Development, whether via an accredited or approved route or by an individually managed one). This prior clearance both reduces the work to be done by the Professional Review Assessors and highlights the particular contribution they have to make. 'Competence and Commitment' are the key words in preparation for the Professional Review and general descriptors of Roles and Responsibilities have been classified within the following structure:

Competence	A	Knowledge and Understanding
	B	Application to Practice
	C	Leadership / Management / Supervision
	D	Interpersonal Skills
Commitment	E	Professional Conduct

Professional Review Guidance Documents (of which this is one) amplify these 'Roles and Responsibilities' statements with more detailed 'Competence and Commitment' outcome statements within the same structure. These statements have been adapted to reflect the technology and usage of the fire engineering sector and are specified as 'outcomes' under each heading. It is these adapted statements that form the basis of assessment criteria for Professional Review and that candidates will need to use to develop their portfolios.

### 2. Starting the Application Process

By the time you are reading this document you will have made contact with the Membership Department of the IFE and have received a package of information and application documents. In principle, there is nothing that the Professional Review assessors can assess which candidates cannot determine for themselves. The criteria are set down in objective statements which are versed in a way which relates to the technology and culture of the candidate's employment sector within fire engineering.

### 3. Initial Professional Development (IPD) Objectives

Separate sets of IPD Objectives for each grade (Technician or Member) are available as Fact Sheets and a careful study of those appropriate to the grade for which you are applying is needed as you will need to show in your Professional Review that you have met these.

The Objectives are in 5 sections, A to E as follows:

- a. Use a combination of general and specialist Fire Engineering knowledge and understanding to optimise the application of existing and emerging technology.
- b. Apply appropriate theoretical and practical methods to the analysis and solution of Fire Engineering problems.
- c. Provide technical, commercial and managerial leadership.
- d. Use effective communication and interpersonal skills

- e. Make a personal commitment to live by the appropriate code of professional conduct, recognising obligations to society, the profession and the environment.

Each section contains a sub-set of **range** statement to help you understand better where each objective might be achieved and a further sub-set of **evidence examples** that suggest how to show you have gained competence.

#### **4. Organising the Evidence (writing your report)**

The judgements made about a candidate, both within the Professional Review Process, are based on evidence submitted by candidates in support of their case. In organising their evidence for the Professional Review, candidates should refer to the appropriate Fact Sheet which sets out the IPD objectives for the grade being applied for. To match the 'Evidence Examples' given, candidates are advised to choose a small but significant number of projects or work activities in which they have been engaged.

Ideally, these will be activities which:

- Provide some 'hard evidence' for the reviewers, for example in the form of design studies, data sets, calculations, drawings, defect investigations, project plans, artefacts, photographs, computer programs.

- Are the candidate's own work or are larger pieces of work in which the candidate's personal contribution is identified and substantiated.

- Are able to act as a 'spine' running through several of the A1 to E4 'Evidence Examples'.

An example of the use of such a 'spine' is in the 'B1 to B4' area, which deals with technical practice. Each of the criteria could be met through a totally different project but it ought to be simpler to organise and present if a consistent theme is used. This might then extend from the technical 'applications' of the Bs into some of the C, D and E activities.

The Reviewers will be interested in what you have done, your role and responsibilities in a particular project and what you know about the technical aspects related to it. If you have completed Internal Training Reports, as part of a company scheme or just for your own guidance, you should use these to help you decide which projects or career episodes you can write about.

You will be expected to demonstrate competency with respect to **all objectives** but not necessarily all range statements or evidence examples.

#### **5. A Final Word to Candidates**

Professional Review is the final stage of assessment of competence and commitment prior to achieving membership. It is up to the candidate to make the case that the criteria have been satisfied. However, it is the final outcome - evidence of meeting the A1 to E4 'roles and responsibilities' in a sensible and balanced way - which is vital. That case must finally be proved by the candidate, by virtue of the material presented to, the Professional Review Panel.

# Your Professional Review Report

## Format and Submission

To assist in the assessment process we seek a basic standard format for presentation, namely:

- I. The report must be typed, or printed, on A4 paper, one side only.
- II. The report should be written in the first person singular. Failure to do this may result in you not being given credit for something which is rightfully yours. In cases of doubt, the Review Panel will assume that there was a third party involvement.
- III. The report must be your own work and must be in English. It should be of sufficient length to demonstrate that you meet the relevant criteria.
- IV. Any drawings or other supporting papers submitted must be folded to ensure that they do not exceed the dimensions of the report. Original drawings should not be sent as the report will become the property of the Institution when received and may be destroyed after assessment.
- V. The report will be treated as confidential by the Professional Review Panel and any other persons authorised to see it. However, it is the responsibility of the applicant to secure any necessary clearance from employers or others to whom information contained in the report may be considered confidential.

## General Guidance on content

Compile your report, making reference to the relevant evidence examples given in the IPD Objectives. Begin with a short **introduction** to give a general picture, in a few sentences, of the type of work and professional development you have had to date.

An example is given, on the following pages, of how you may wish to format your report. However you present it, it must be clear which competence you are claiming.

Section 4 of this Fact Sheet makes suggestions about the use of a single piece of evidence to satisfy a number of objectives. You should appreciate, however, that there is a danger of putting too much reliance on one project. Professional recognition is not narrow and job-specific; it requires a breadth of experience and an ability to transfer capability from one area of work to another. You thus also need to be able to show a reasonable range of work.

No matter how much original material is available, it will only be valuable if it is indexed, cross-referenced and organised against the A1 to E4 criteria. To avoid burdening the submitted document with a mass of supporting evidence, you should think initially in terms of an overview of your experience, showing how the available evidence demonstrates how you meet the relevant criteria.

You must ensure that you have demonstrated an awareness of all of the IPD Objectives. Whilst the full range of activities must be covered, the extent to which each one of the elements has to be demonstrated by each candidate will vary with their job role. All of the elements must be present to some extent; however, the balance between them is a key judgement to be made by the Professional Review Panel.

Suggested Report Format.

The **Introduction** to your Report should give a general picture in a few sentences, of the type of work and training you have done in your career to date. It should also **list**, in tabular form, the different **projects** or **career episodes** you mention in the body of your Report. This will help the reader when you refer back to the name of a project you have already used elsewhere. For example:

Jan - June 99	Porsche Lane Apartments, W1	Luxury apartments - timber frame construction issues relating to fire safety.
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Oct - Dec 99	Green Storage PLC, Anytown	Very large warehouse - compartmentation, personnel safety and firefighting issues etc
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The example on the following pages deals with the first project and covers a variety of Evidence Examples across various IPD Objectives but does not cover everything. The second, and any subsequent projects will thus need to cover the remaining Ranges of the principal objectives.

In this example, notice how the candidate separates the project in his layout, to help the reader summarises the key features of the project before describing the details clearly states his own role and responsibilities in the project DOES NOT describe every detail of what he did day by day ..... BUT DOES describe in detail the incidents which relate directly to the Evidence Examples he is claiming: (in this case, activities in which he has identified and solved problems) repeatedly uses the first person - I, me, my - to show the reader what his personal contribution was in every case

### Sample of a Professional Review Report

Career Episode	IPD evidence example
<p><b>Porsche Lane Apartments, W1</b></p> <p>This project related to a six storey block of 24 luxury apartments with a Platform Timber Frame structure and an architectural masonry rain screen cladding. The building was planned with a single stair core serving each floor of the building via a protected lobby and the stair was specified with a softwood main structure and oak balustrading. The local authority rejected the plans on the grounds that the stair design did not comply, on fire safety grounds, with current requirements. At this point the Architect contacted us for professional fire engineering advice.</p> <p>My first task was to establish the nature of the local authority's concern and my first port of call, not surprisingly, was the published guidance that the local authority would be referencing. By virtue of the building size and geometry, statutory guidance published in Part B1 of the Approved Document B in support of the England &amp; Wales Building Regulations recommends that the building be provided with a stair constructed of Materials of Limited Combustibility. This means that the materials used would have to satisfy the appropriate criteria of the British Standard BS476: Part 11 fire test. A stair constructed from timber cannot satisfy this requirement since timber materials, no matter how they are treated, will not satisfy the test criteria.</p> <p>This presented the Design Team with a dilemma. One of the major advantages of timber frame construction is the speed at which the building can be erected and mixing trades in terms of providing a concrete or steel stair would introduce delays into the programme that could potentially effect the viability of the scheme, notwithstanding potential difficulties introduced by differential expansion of the different materials over the height of the medium rise building.</p> <p>At a Design team meeting, I agreed a scope of work with the client (Developer) that involved confirming the concerns of the local authority; then working with the architect to develop, where practicable, a technical specification for a timber stair that would satisfy the client and the local authority.</p> <p>I informally confirmed with the local authority that their concern related to the recommended performance criteria of Limited Combustibility for the stair. I also established with them the principle that, due to the functional nature of the Building Regulations, an appropriately justified alternative approach to published recommendations could be followed.</p> <p>Since the Limited Combustibility guidance of the Approved Document B relates to Reaction To Fire performance, this implies a design fire scenario within the stair itself. The logic of this is inescapable in that fires do occur in stair shafts, generally in association with accumulated temporary storage of materials/goods and that are often ignited maliciously. It is therefore extremely important that the stair itself does not contribute significantly to fire growth nor exhibits loss of load bearing capacity under fire exposure. In terms of</p>	<p>B.3</p> <p>A.2</p> <p>B.3</p> <p>C.1</p> <p>D.2</p> <p>B.1</p>

<p>accommodation involving a sleeping risk. I determined that this loadbearing capacity would be important to enable fire fighters' access to the building, initially to fight the fire and remove persons immediately at risk whilst being available to evacuate other occupants post-fire should this be deemed necessary.</p> <p>A keyword search on the Internet yielded details of a government sponsored research project carried out on a medium rise timber frame building[1]. As part of this research a series of tests were carried out by project engineers and that involved fires in a timber frame stair shaft incorporating a timber stair. The research tests, involving a fire scenario based on a simultaneous accelerant, timber crib and double mattress fire scenario were successful (i.e. loadbearing capacity of the stair was maintained) based on a wholly softwood timber stair treated with an impregnated fire retardant treatment to give a notional Class 1 Reaction To Fire Performance (BS476: Part 7).</p>	<p>A.1</p>
<p><b>Career Episode</b></p>	<p><b>IPD evidence example</b></p>
<p>Despite having discovered the potential solution, I was faced with the problem of applying the specific results of the research to the situation in hand that involved the use of an alternative timber specification (oak) for the balustrading. A discussion with the stair manufacturers revealed that the timber balustrading has to be of a hardwood specification in order to comply with the structural safety recommendations of Approved Document K. I gathered additional information through contact with the research engineers that indicated that their choice of using Whitewood throughout their test was by virtue of Whitewood representing an onerous timber specification in terms of its low permeability to the treatment process. Hence any more permeable timber would take up a greater quantity of the fire retardant thus maximising the field of application of the research test result. Consultation with industry timber experts confirmed that oak has a slightly better permeability than whitewood and I sourced benchmark test data from the manufacturers of the treatment process that established treated oak as giving at least as good a test result in terms of BS476: Part 7 as treated Whitewood.</p> <p>I put together a report detailing a design fire scenario, the functional fire safety objectives, an analysis drawing on the available research and standard test data and an executive summary. This was submitted to the Local Authority by the Design Team and was accepted by them as an appropriate solution allowing the client to proceed with a slightly modified timber and keeping the project on track.</p>	<p>A.1 B.1 B.2 D.4 D.1</p> <p>E.1</p>
<p><b>Green Storage PLC, Anytown</b> This project .....</p>	