

THE INSTITUTION OF FIRE ENGINEERS

Founded 1918 • Incorporated 1924



APPLICATION FOR ENTRY ON TO THE REGISTER OF FIRE RISK ASSESSORS

Please return completed form to:

The Institution of Fire Engineers
London Road
Moreton-in-Marsh
Gloucestershire
GL56 0RH

Acknowledgement by applicants for admission to the Register

The assessor acknowledges in completing this application form that inclusion on the Register of Fire Risk Assessors is in the absolute discretion of the Institution of Fire Engineers (IFE) and in particular, inclusion on the Register will not be granted to or may be withdrawn from any person who acts in a manner deemed to be inappropriate or in a manner considered to bring the IFE into disrepute.

The IFE expects assessors to provide appropriate evidence of their expertise and professional qualifications and that the client / user receiving the services is entitled to undertake interviewing and reference taking as necessary to satisfy themselves of the competence of the assessor in relation to the services required.

Professional indemnity or public liability insurance is not provided by the IFE and assessors should carry such insurance themselves. It is the responsibility of any clients / users to satisfy themselves as to any such requirement in the context of the relationship with the assessor, making provisions where necessary.

The IFE's evaluation of the suitability of the assessor to be included on the Register is entirely at the discretion of the IFE and the applicant has no rights to bring any claim against the IFE if or to the extent that the IFE does not approve the assessor's application or requires the application to be resubmitted for any reason.

1. PERSONAL DETAILS

Surname: First Name (s):

Title: Date of Birth (dd/mm/yy):

If you have a recognised disability that you feel may need to be taken into consideration, please tick this box and we will provide you with further guidance: (Note: evidence for these conditions will be requested)

2. CONTACT DETAILS: I wish / do not wish (please delete as required) to receive mailings from the Institution of Fire Engineers

Home Address:
.....

County: Post Code:

Home telephone: Personal Mobile:

Personal Email:

Employer / Work Address:
.....

County: Post Code:

Job Title:

Work telephone: Work Mobile:

Work Email:

Address / email to which correspondence is to be sent (Please delete as required): Business / Home

3. REGISTER DETAILS

Register stream (s) applied for:

Area of involvement (Please tick one):

Life Safety Assessor	<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Internal to Organisation	<input type="checkbox"/>
Property Protection Assessor	<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Internal to Organisation	<input type="checkbox"/>

4. MEMBERSHIP DETAILS

Details of Existing Membership of IFE

- a) Are you a member of the Institution of Fire Engineers? (Please delete as required) Yes / No
- b) If Yes, Membership Number: Grade of Membership:
- c) Are you registered with the Engineering Council? (Please delete as required) Yes / No
- d) If Yes, Registration Number: Level of Registration (CEng, IEng or EngTech):

Please note: Chartered and Incorporated Engineers:

If you are a Chartered Engineer or an Incorporated Engineer registered via the IFE please only complete Sections 1, 2, 3, 4, 7, 8, 9 and 10. Please also enclose a copy of your CEng or IEng certificate with your application.

6. FIRE SAFETY EXPERIENCE

Please give details of your fire safety experience *(Continue on separate sheet if necessary)*:

Dates	What was done and in what capacity	Relevance

7. SPECIFIC FIRE RISK ASSESSMENT TRAINING

Please give details of any accredited or approved Fire Risk Assessment training undertaken and send copies of all certificates *(Continue on separate sheet if necessary)*:

Course Title	Academic Institution/Training Provider	Date

8. FIRE RISK ASSESSMENT LISTING

Please give details of the Fire Risk Assessments carried out by you (as per Guidance notes Section 4.6), specifically in the areas of the Register which are relevant to your application, ie Life Safety or Property Protection. Please note that different areas of the same building are not deemed to constitute different fire risk assessments, even if they are subject to separate reports. *(Continue on separate sheet if necessary)*

The Professional Review Panel will pick a number of assessments listed below to review. With this in mind, the IFE advises applicants to make sure that you are confident with the content of the Fire Risk Assessments that are listed in this section.

Date	Location, size and type of premises	Section of Register
Example: 14 Sept 2005 Example: 3 May 2004	Birmingham, 2 Storey Hotel Cardiff, 3 Storey Office Block	LS, PP LS

9. CERTIFICATION

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 guidance notes for applicants and read and understood the acknowledgement on page 2 of this form.

Signature of Applicant:Date:

You are strongly recommended to retain a copy of your application, as the IFE cannot be responsible for materials lost in transit.

10. REFEREES

Please provide up to 4 referees (see sections 4.3 and 4.6 of the Guidance Notes for details).

Please note: In order to gain a true reflection of your competence as an assessor and confirm the suitability of your approach to fire risk assessments from a client's point of view, we contact ALL referees supplied by you. Referees must be someone for whom you have personally carried out a fire risk assessment for, on their company's premises

An employer or line manager is only accepted as a referee if you have carried out assessments internal to your organisation; if so please indicate on section 3 of this form.

Name: _____

Position: _____

Company: _____

Address: _____

E-mail/

Website: _____

Date of the last Fire Risk Assessment that you personally carried out on premises owned by this company ____/____/____

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Reference requested: ____/____/____ (email/post)

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