

THE INSTITUTION OF FIRE ENGINEERS

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THE REGISTER OF FIRE RISK ASSESSORS

GUIDANCE NOTES FOR APPLICANTS

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GUIDANCE NOTES FOR APPLICANTS

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1. INTRODUCTION

This document provides guidance for fire safety professionals seeking to be entered onto the Institution of Fire Engineers Register of Fire Risk Assessors as follows:-

- The structure of the Register
- Eligibility for entry on to the Register
- The application procedure and documentation requirements
- Guidance on making an application
- Guidance on identifying the section and streams for which applicants may be qualified
- Guidance as to the information required to enable the Professional Review Panel to properly evaluate applications

2. REGISTER SECTIONS AND STREAMS

2.1 General

The Fire Risk Assessor Register is divided into two streams:-

- i. Life Safety
- ii. Property Protection

2.2 Eligibility

Entry onto the Register in the category of Fire Risk Assessor is open to any practising fire safety professional that is able to provide the necessary evidence of training and experience in connection with the stream being considered.

Applicants are not required to be members of the Institution of Fire Engineers.

Summary of application stages:

- Part 1 of the application process: the Professional Review Panel assesses the applicants underpinning knowledge from evidence within the application form.
- Part 2 of the application process: the Professional Review Panel assesses the applicants work based competences from actual Fire Risk Assessments carried out.

Guidance for CEng and IEng applicants when completing the Application Form:

- CEng and IEng applicants do not need to complete Sections 5 and 6 of the application form
- CEng and IEng applicants are only required to complete Sections 1, 2, 3, 4, 7, 8, 9 and 10 of the application form.
- From Section 8 of the application form the Professional Review Panel will choose up to 4 of the assessments to assess (per stream).
- Please enclose a certified true copy of your CEng or IEng certificate with your application.

2.3 The Fire Risk Assessor

A Fire Risk Assessor is a person who carries out surveys of premises to identify fire hazards and assess the consequent fire risks. The assessment identifies the fire hazards, assesses the probable consequent risks and provides recommendations to minimise and control these risks. There are two streams to the Fire Risk Register of Assessors as follows:

2.3.1 Life Safety

This stream of the register is for fire risk assessors who carry out fire risk assessments for the purpose of formulating risk-appropriate measures to ensure the safety of life from fire, normally as underpinning for compliance with fire safety legislation.

2.3.2 Property Protection

This stream of the register is for fire risk assessors who carry out fire risk assessments for the purpose of formulating risk-appropriate measures for the management of fire protection of property and assets; often but not exclusively, this is in support of the insurance strategy for the property and assets.

3. REQUIREMENTS FOR STREAMS

3.1 General

Entry onto the Register in either of the streams is open to fire safety professionals who can provide the necessary portfolio of evidence required for each stream. A person entered onto the Register will be required to show commitment to Continuing Professional Development (CPD) in the relevant areas in order to remain on the Register. Evidence of CPD will periodically be required to be submitted to the IFE.

3.2 Fire Risk Assessor

Any person desiring to be entered onto one or more streams of the Fire Risk Register for Assessors will be required to provide evidence that identifies their competence in the specific stream or streams onto which he or she wishes to be entered.

This evidence will need to include relevant fire safety education, training and experience, plus any specific fire risk assessment training, and experience in carrying out fire risk assessments. More detailed guidance is provided in section 4.

4. APPLICATION PROCEDURE AND DOCUMENTATION

4.1 General

Applications for entry onto the Register must be made on the approved form, copies of which are available from the Fire Risk Registration Coordinator at the IFE and the IFE's website at www.ife.org.uk/frr. Applicants will be expected to apply for entry to the streams for which they are eligible and qualified. Upon receipt of the completed application form and supporting documentation, the Fire Risk Registration Coordinator will acknowledge receipt and forward the documents to two members of a Professional Review Panel for the initial review. Once the Professional Review Panel agree that the submitted documentation for Part 1 shows evidence of underpinning knowledge and all other requirements detailed in this document, the Panel will write to request the applicant to submit up to four of the fire risk assessments. The Fire Risk Assessments will be selected by the Professional Review Panel from those listed in Section 8 of the application form. These assessments, once received (preferably in electronic format as either a word or .pdf document), will be reviewed by three members of the Professional Review Panel (Part 2), who will conclude the application. (An interview may be required, refer to section 5). The IFE advises applicants to make sure that you are confident with the content of the fire risk assessments that you list in section 8 of the application form.

The entry of any applicant onto the Register will be at the discretion of the Board of Directors of the IFE upon the advice of the Professional Review Panel. Applicants will be entered onto the Register in the streams appropriate to their qualifications, training, experience and professional responsibility, as decided by the Board of Directors.

Applications must be sent to the Fire Risk Registration Coordinator accompanied by a non-refundable application fee, as identified in the schedule of fees. Successful applicants will be

required to pay an annual subscription, as identified in the schedule of fees, prior to entry onto the Register. Fees are fixed annually by the Board of Directors. (See Appendix 1)

4.2 Completing the Application Form

Completing the application form and assembling the portfolio of evidence and associated documentation is not a task that can be carried out in a spare moment. Adequate time should be set aside to ensure that **all** relevant information and evidence is submitted.

The application form must be fully completed and signed by the applicant. It is not enough to just put 'see attached' in the sections requiring information. All sections must be completed as fully as possible. If more space is required, separate sheets may be added. **Please note:** If you are a Chartered Engineer or an Incorporated Engineer registered with the IFE please only complete Sections 1, 2, 3, 4, 7, 8, 9 and 10 of the application form. Please also enclose your CEng or IEng certificate with your application as evidence of your registration.

Applicants for entry onto the Register are required to submit evidence of their education, knowledge, training and experience in both fire safety and fire risk assessment, dependent on the streams onto which they are applying for registration.

All applicants will need to submit:

- i. the fully completed and signed application form
- ii. evidence of fire safety education and knowledge
- iii. evidence of fire safety training
- iv. evidence of fire safety experience
- v. evidence of any specific fire risk assessment training
- vi. an example template (if used) in carrying out fire risk assessments
- vii. the period of time the applicant has been engaged in fire risk assessment activity
- viii. a detailed list of fire risk assessments carried out. This list should contain location, size, type and use of premises but should not include the occupier or client name.
- ix. The prescribed application fee (see section 7)

Guidance on the above is given in sections 4.5 and 4.6

4.3 Referees

The requirements for referees vary according to the career profile and portfolio of evidence submitted. Further detail is given in section 4.6.

Referees are required for all applicants seeking entry on to the Register. The Fire Risk Registration Coordinator will contact all referees in order to gain a true reflection of an applicant's competence as a fire risk assessor and to confirm the suitability of your approach to fire risk assessments from the client's point of view.

Referee Requirements: Assessor

Referees must be someone for whom the applicant has personally carried out a fire risk assessment for, actually on the referee's company's premises. For example, if the fire risk assessment has been carried out on a school, the referee must be the person from the school who instructed and signed off the assessment. An employer is only a suitable referee if applicants **only** carry out fire risk assessments internal to the organisation. Please note that applications will only be processed on receipt of all returned forms from the referees.

4.4 Professional Review Panel

All applications will be reviewed by a panel of peers. The Professional Review Panel is selected by the Board of Directors.

4.5 Fire Safety Education, Training and Experience

Sections 5 and 6 of the application form ask for information, supported by the necessary evidence, of the applicant's education, training and experience in fire safety.

There is a requirement that the applicant will be able to demonstrate at least a basic level of fire safety education (or underpinning knowledge) for inclusion on the Register. The Professional Review Panel will operate a system of individual case study to ascertain if the applicant's level of fire safety education is to an appropriate standard.

This education is then complemented with further fire safety training and / or experience. An applicant with extensive fire safety experience can move straight to a review of his or her fire risk assessment evidence whereas an applicant with just basic fire safety education and limited experience will need to have additional fire safety training, for example:-

- a. An applicant with the basic fire safety education can, in order to reach the required standard in fire safety, supplement this with:
 - i. some suitable formal training and suitable experience or
 - ii. extensive experience
- b. An applicant with a moderate amount of fire safety education can, to reach the required standard in fire safety, supplement this with:
 - i. a suitable short training course
 - ii. suitable experience
- c. An applicant with extensive fire safety education can, to reach the required standard in fire safety, supplement this with:
 - i. suitable experience

If an applicant has no evidence of education or underpinning knowledge in fire safety then he or she will need to undertake such education identified as equivalent to meet the requirements for fire safety education for entry on to the Register.

4.6 Fire Risk Assessment Training and Experience

Sections 7 and 8 of the application form ask for information, supported by the necessary evidence, of the applicant's training and experience in fire risk assessment.

There is a basic requirement that the applicant will be able to demonstrate a level of fire risk assessment to prove competence as a fire risk assessor. The Professional Review Panel will operate a system of individual case study to ascertain if the applicant's portfolio of evidence establishes that the applicant is of the necessary standard for inclusion on the Register.

An applicant may or may not have undergone specific approved¹ training in fire risk assessment. Evidence of any such training would supplement an application but further evidence of experience and of assessments carried out will be required.

4.6.1 Applicants who have completed an approved Fire Risk Assessment training course

An applicant who has successfully completed an approved fire risk assessment training course¹ can submit either:

- i. If a pro forma template is used for carrying out fire risk assessments, a copy of the pro forma together with a list of at least 5 premises that have been assessed after completion date of the approved course which span at least 3 months. This provides evidence of at least 3 months experience in fire risk assessing after the approved course.

A full submission therefore will require all fire safety evidence, evidence of an approved fire risk assessment training course, standard pro forma template, a list of at least 5 premises assessed (from which a minimum of 2 will be

selected and requested in full to be reviewed by the Professional Review Panel), evidence of at least three months carrying out assessments and the support of 1 referee.

Or

- ii. If no standard pro forma is used to document fire risk assessments, there will be a need to submit a list of at least 10 premises that have been assessed after completion date of the approved course which span at least 3 months. This provides evidence of at least 3 months experience in fire risk assessing after the approved course.

A full submission therefore will require all fire safety evidence, evidence of an approved fire risk assessment training course, a list of at least 10 premises assessed (from which a minimum of 2 will be selected and requested in full to be reviewed by the Professional Review Panel), evidence of at least three months carrying out assessments and the support of 2 referees.

4.6.2 Applicants who have not completed an approved Fire Risk Assessment training course

An applicant who has not successfully completed an IFE approved fire risk assessment training course¹ will need to submit a significant amount of evidence of assessments carried out to supplement his or her portfolio. This comprises of either:

- i. If a pro forma template is used for carrying out fire risk assessments, a copy of the pro forma together with a list of at least 20 premises that have been assessed over a minimum of 6 months. This provides evidence of at least 6 months experience in fire risk assessing.

A full submission therefore will require all fire safety evidence, a standard pro forma template plus a list of at least 20 premises assessed (from which a minimum of 2 will be selected and requested in full to be reviewed by the Professional Review Panel), evidence of at least six months carrying out assessments and the support of 2 referees.

Or

- ii. If no standard pro forma is used to document fire risk assessments, there will be a need to submit a list of at least 40 premises that have been assessed over a minimum of 6 months. This provides evidence of at least 6 months experience in fire risk assessing.

A full submission therefore will require all fire safety evidence, plus a list of at least 40 premises assessed (from which a minimum of 2 will be selected and requested in full to be reviewed by the Professional Review Panel), evidence of at least six months experience carrying out assessments and the support of 4 referees.

It is emphasised that all evidence provided in accordance with the above paragraphs (ie assessments, pro forma, referees, experience etc), is required for each stream of the register being applied for, either individually or in combination.

Any applicant who finds difficulty with any part of the procedure is invited to contact the Fire Risk Register Coordinator for assistance.

4.7 Confidentiality

All information provided by applicants in the course of making an application for entry onto the register will be treated in the strictest confidence. All documents submitted will be destroyed when the Review process is completed.

4.8 Disclaimer

Fire risk assessments submitted by applicants will be reviewed by the Professional Review Panel only for their suitability in supporting an application for election to the Register. Acceptance of reports for this purpose does not indicate that the fire risk assessment to which it relates is satisfactory.

5. PROFESSIONAL REVIEW INTERVIEW

Following full consideration of an applicant's portfolio by the Professional Review Panel, it may be necessary to carry out an interview. The circumstances under which this would occur are:

- i. It is recommended by all the members of the Panel undertaking the Review
- ii. The members of the Panel undertaking the Review do not agree on the outcome of the Review.

Interviews will be conducted by two members of the Professional Review Panel and may or may not be the Panel members who carried out the initial Review. Interviews will be arranged by the Fire Risk Registration Coordinator in liaison with the Panel and the applicant.

An applicant requested to attend for interview will be notified if any further evidence is required to be submitted at the interview.

An interview is intended to assist both the applicant and the Professional Review Panel in confirming the suitability of the applicant for entry onto the Register. In arranging the interview, every effort will be made to meet the applicant's convenience, but applicants will be expected to make their own arrangements to attend at their own expense.

Please note the interview fee must be paid promptly upon confirmation of attendance. This can be paid by cheque or by calling the Fire Risk Registration Coordinator with details of your credit or debit card.

6. ENTITLEMENTS

6.1 Logo

A logo will be available for use, in accordance with the prescribed terms, by registered fire risk assessors.

6.2 Website

There is a specific section of the Institution of Fire Engineers website devoted to listing registered fire risk assessors and promoting the services they offer. Successful applicants will be asked to provide details for inclusion in their entry on the website.

7. FEES

A schedule of fees is enclosed at Appendix 1.

While entry on to the Register is not restricted to members of the Institution of Fire Engineers there are, however, significant financial benefits to those applicants who are members of the IFE. These are clearly identified in the schedule of fees. Individual Affiliate membership is readily available to all – please call us for more details.

8. REGISTRATION

Registration is continuous, with a review of all registrants every two years and providing that all fees are paid and no misconduct is made.

8.1 Ongoing reviews

Every two years registrants will be asked to submit a further fire risk assessment (carried out within the previous six months of that request) and asked to supply a record of continuing professional development (CPD) undertaken within the previous two years relevant to the stream of registration. Further guidance on CPD plus a recommended template to use is available from the IFE web site: <http://www.ife.org.uk/professional/>. Applicants must accrue a minimum of 25 hours of CPD each year.

¹ An approved fire risk assessment course means a course approved by the Institution of Fire Engineers for the purposes of the Register of Fire Risk Assessors, a list of which can be found at www.ife.org.uk/fr



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The Register of Fire Risk Assessors - Schedule of Fees 2010

The subscription structure has been designed to offer preferential rates to members of the Institution of Fire Engineers, both in terms of application fees and annually recurring fees. The rates for members and non-members are as follows:

	Members	Non-members
Application	£116	£160
Annual (per stream)	£172	£276

The initial application fee is non-refundable. If required, a non-refundable interview fee of £80 is also charged.

On notification by the Fire Risk Registration Coordinator that the application has been successful, the applicant would then send the annual fee per stream of the register on which the applicant is to be registered.



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Register for Fire Risk Assessors Check List

