



THE INSTITUTION OF FIRE ENGINEERS
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The Institution of Fire Engineers UK Fire Risk Register of Assessors' Application Guide

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1. Introduction

This guidance document provides information to assist in the preparation, completion and submission of IFE Fire Risk Register of Assessor's applications. Please read through this entire document prior to preparing your application as this will help you when completing the application form.

Successfully achieving professional registration for inclusion onto the IFE's Fire Risk Register of Assessors is recognition of an applicant's attainment of professional knowledge, skill and competency, as well as professional practice i.e. the way they conscientiously use knowledge and skills for the benefit of others. This makes the process distinctly different to obtaining a qualification. Whether the applicant's knowledge and skills were attained through formal qualifications or a wealth of experience, or a mixture of both, makes no difference - all applicants will be expected to demonstrate the same level of achievement competence and professional practice.

2. Application Eligibility

This register is a **UK based scheme** and currently only practising individuals who operate and carry out fire risk assessments within the UK are eligible to apply.

The IFE's Fire Risk Register of Assessors **is a register for individuals only**. 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.

This 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.

Individuals, who are currently in the employ of an Enforcing Agency, such as a fire and rescue service, in any capacity (for example whole time or on call), must provide evidence in the form of **official written permission from their Chief Fire Officer** to demonstrate eligibility to apply for the IFE's Register of Fire Risk Assessor's.

Applicants are not required to be members of the IFE, although significantly reduced fees are available to members and Affiliates of the IFE. You can easily join as an Affiliate member online – see www.ife.org.uk/Join/Affiliate-Individual

We would also encourage you to look at obtaining graded IFE membership as well as Engineering Council registration with us.

3. National Competency Criteria

The National Competency Criteria is a document provided by the Fire Risk Assessment Competency Council which outlines the competency criteria and standards by which all application assessments are reviewed as meeting the professional standard. A copy of this document can be downloaded from our website by following the link:

http://www.ife.org.uk/write/MediaUploads/Documents/FRACC_Competency_Criteria.pdf.

We recommend that you read this document and use the information contained within to identify any gaps in your skill set or training. This is a useful tool when planning and preparing for your application as it allows you to address any requirements for further learning or training prior to applying.

4. Application Form Preparation

All applicants are required to prepare and complete a Fire Risk Assessor Application Form which can be downloaded from the bottom of our website Fire Risk page <http://www.ife.org.uk/Fire-Risk>

Where possible, the form should be completed electronically and then printed. A hand written signature is required on the completed document – a typed name is not acceptable.

All sections of the form must be completed with accurate and appropriate information. Please do not feel you must fill the entire information box space provided or be restricted by the size of the information box space. If more space is required, separate sheets may be added. Remember to provide clear detailed responses that satisfy the requested information or demonstrate the required competency has been met.

Please note the Professional Review Panel (Reviewers) reserve the right to request any additional information they feel may be necessary to assist with the application review process.

Complete the personal and employment details sections of the form and indicate clearly if you would like correspondence to be conducted via your home details or your work details.

The application and contents will be treated as confidential by the IFE Fire Risk Register Panel and any other persons authorised to see it. However, the applicant must ensure that they have obtained any necessary clearance from employers or others to whom information contained in the application may be considered confidential or commercially sensitive.

Internal to Organisation - This is for applicants who carry out fire risk assessments solely for the premises of their employer and who do not offer the services of undertaking fire risk assessments on a commercial basis. Examples include fire risk assessors within local authorities, large retail chains and housing associations. Such fire risk assessors are considered to be an **Internal to Organisation** and should mark the appropriate checkbox on the application form.

5. Academic Qualifications

Please list your highest academic qualification or education most relevant to the fire and fire safety discipline. Copies of certificates are required to be submitted as supporting evidence. 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.

6. Fire Risk Assessment Training

Please complete the specific fire risk assessment training section of the form to include courses and training dedicated to the fire risk assessment process.

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.

A number of training providers offer training courses that are recognised by the IFE specifically for the purposes of applying for the IFE's register of fire risk assessors. Check if you have completed an approved fire risk assessment training course by following the link:

http://www.ife.org.uk/write/MediaUploads/Membership/FRR/Approved_Fire_Risk_Assessor_Training_1117.pdf . Only courses that appear on this list are approved for the fire risk register for the purposes of application.

7. Fire Safety Experience

Please provide information and details of your experience to support your application and demonstrate your knowledge and skills. This can include previous employment and career episodes within the fire safety discipline.

8. Fire Risk Assessment Requirements

Within the application please list the required number of fire risk assessments. This is **a list only** at this initial application stage. You will be requested to submit specific data cleansed assessments from your list at a later stage. The number of listed fire risk assessments required is determined by the successful completion of an approved fire risk assessment training course.

Please ensure that all fire risk assessments listed are accessible and available for submission and review. Only list premises that are currently occupied and have a full fire risk assessment. Where possible provide a range of premises types and include a sleeping risk premises. Keep listed description brief to ensure identifying details such as the premises address remain confidential.

Identify use of multiple templates by clearly marking the appropriate checkbox on the application form. If you are using multiple templates ensure when listing your fire risk assessments that you identify which template is used for each particular risk assessment.

Applicants Who Have Completed an Approved Fire Risk Assessment Training Course

Applicants who have completed one of these courses are required to submit a list of five (5) fire risk assessments carried out **after** completion of the approved fire risk assessment training course. The list must cover a date range of greater than 3 months and less 12 months of application date. Should you be using multiple proforma FRA templates then we will require an additional 3 fire risk assessments per template to be listed and the template used must be identified in the listing.

Applicants Who Have Not Completed an IFE Approved Fire Risk Assessment Training Course

An applicant who has not successfully completed an IFE approved fire risk assessment training course listed within the above document link will be required to submit a list of 20 fire risk assessments that cover a date range of greater than 6 months and less than 12 months of application date. Should you be using multiple proforma FRA templates then we will require an additional 5 fire risk assessments per template to be listed and the template used must be identified in the listing.

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

All information provided by applicants in the course of making an application for entry onto the Register will be treated in the strictest confidence. 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.

9. Continuing Professional Development (CPD)

It is a requirement of all applicants to supply a CPD log as a supporting document with the application form. The log must contain evidence of specific CPD for **the last 2 years** with a **minimum of 25 hours per year**. This can comprise of both formal and non-formal CPD activities. Non-formal CPD study time equates to half the actual time spent. Below is a table for guidance on IFE recognised CPD activities. This is by no means an exhaustive list.

CPD can take many forms and can be defined as any activity from which you can demonstrate increased knowledge or information that you previously did not have. A CPD record template can be downloaded from our website page <https://www.ife.org.uk/Training-Development>.

| Recognised CPD Activities | | |
|--|--------------------------|---|
| Activity (fire related) | Formal/Non-formal | Evidence required |
| Training provided by local IFE branch | Formal | Details of the branch and the course must be provided in your CPD portfolio |
| Reading relevant articles (in the International Fire Professional journal or other reputable sources including internet) | Non-formal | The article title, publication and/or website address must be provided in your CPD portfolio. |
| Attendance at a course/ seminar | Formal | The details of training provider must be provided in your CPD portfolio. |
| Distance learning courses to include e-learning. | Formal | The details of the training provider and the course must be provided in your CPD portfolio. |
| In house training by employer | Formal | The employers' details and information about the course must be provided in your CPD portfolio. |

| | | |
|---|------------|---|
| Academic or professional study | Formal | Full details of the qualification (subjects covered), the provider and the year of study must be provided in your CPD portfolio. Where study for qualification spans more than one year, this activity can be claimed for CPD purposes during each year of the qualification. |
| Production of a dissertation | Formal | The title of the dissertation and the qualification details must be provided in your CPD portfolio. Where research and writing of a dissertation spans more than one year, this activity can be claimed for CPD purposes each year. |
| Research | Formal | Full details of the topic for the research and, where applicable, the organization which has commissioned the research. |
| Preparation and delivery of training courses | Formal | Full details of the course being delivered must be provided in your CPD portfolio |
| Work shadowing | Non-formal | Full details of aims and outcomes of the work shadowing sessions to be provided in your CPD portfolio |
| Coaching or mentoring (delivered face to face or at a distance with clear aims and objectives for professional development) | Formal | Full details of aims and outcomes of the sessions to be provide in your CPD portfolio. |
| Participation in development of specialist areas of fire engineering by attending meetings of special interest groups/ committees or relevant organisations undertaking such work | Formal | Details of the committee/organisation, the area of fire engineering being considered to be provided in your CPD portfolio. |
| Writing on fire engineering (to include material written for journals, publications, magazines, internet) | Formal | Full details on the subject of the piece of writing and, where applicable, the publication / website / organisation for which the material is being produced must be provided in your CPD portfolio. |

10. Final Checks and Submission

A completed application should consist of an application form plus supporting documentation. Before submitting an application to the IFE for processing, please ensure that you have:

- Read the terms and conditions of application
- Signed the application form with a hand written signature
- Completed each section of the form
- Included application fee payment details
- Included academic qualification certificates
- Included a copy of your CPD log
- Included any additional supporting documentation
- Included a copy of one form of photographic ID
- Kept a copy of all documents to be sent

To avoid delays in processing your application, please ensure that all of the above requested information and evidence is included in your submitted application. Identification should be in the form of official photographic ID such as a driver's licence or passport.

Submission of your application can be made by scanning and emailing to frr@ife.org.uk (preferred method) or by posting to the following address:

IFE Membership and Registration Team
IFE House, 64 – 66 Cygnet Court
Timothy's Bridge Road
Stratford-upon-Avon CV37 9NW

11. The process from now – What to expect

Applicants will receive an acknowledgement email confirming receipt of their application. Their application will proceed through to desk top review to ensure all required information has been submitted. Further information may be requested at this stage along with specifically selected fire risk assessments from the list provided. We will require the removal of information that would enable identification of the location by the reviewers (names, address etc) from the requested fire risk assessments. After this applications will be sent to trained peer reviewers who are current registrants, experts and experienced within the fire risk assessment discipline for assessment.

The reviewers are volunteers and are currently working within the industry and this will partially govern the time it will take to proceed through the registration process.

If no further information is required and you are successful in the initial stages of the review process then we will contact you to invite you to a professional review interview as the final assessment stage of the process.

12. Professional Review Interview

Following full consideration of an application by the Professional Review Panel, applicants who have been successful in the initial review process will be invited to attend an interview as the final stage of the review process.

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 volunteer 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. If you are unable to attend an interview within 6 months of notification, then your application will need to be re-submitted.

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 at time of booking to confirm your place. Payment can be made through accessing invoices within the MyIFE portal and using a credit or debit card. Also, within the MyIFE portal you can view and print receipts/invoices. Approximately one month prior to your scheduled interview you will receive a final confirmation email with further details and guidance to assist with preparation for your interview.

13. Registration

Upon successful completion of the interview stage (we aim to send results out within 2 weeks' of interview date) you will be notified of the next steps to enable the IFE to complete the registration process. This will include a signed agreement for the terms and conditions of registration of the fire risk register, information required for inclusion on the website register listing and payment of annual fees.

If successful your name will appear on the register but **not** your personal details as this register is intended to assist the public find fire risk assessors who carry out fire risk assessments on a commercial basis. If your employment status changes or you want to offer fire risk assessments on a commercial basis, you will need to contact IFE HQ and your competence may need to be reassessed before being placed on the public register.

An IFE Fire Risk Assessor (Life Safety) logo will be made available for use, in accordance with the prescribed terms, once you are fully registered as an IFE fire risk assessor.

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

14. Periodic Reviews

Approximately every two to three years registrants will be asked to submit information for review to ensure they are keeping up-to-date with current industry events, legislation, building codes and maintaining a satisfactory standard within their fire risk assessments. A list of fire risk assessment carried out within the previous six months of that request and record of continuing professional development (CPD) undertaken within the previous two years relevant to their role as a fire risk assessor will be requested. A fire risk assessment will be selected from the list and a copy of the full fire risk assessment will be requested for detailed review.

For further guidance on CPD please refer to section 9 above. Applicants must accrue a minimum of 25 hours of CPD each year which should consist of both formal and informal CPD. Registrants may be called for interview at the Panel's discretion to discuss their submission. It is vital that you record and track all CPD and you ensure that it is relevant. You may wish to make use of the IFE's online CPD recording tool, available to all our members (including affiliate members).

Failure to submit evidence for review will result in suspension from the Fire Risk Register until such time as the periodic review process has been completed. Failure to attend a periodic review interview within 6 months of the request will also result in suspension from the register.

15. What happens if you are unsuccessful?

Applications may be unsuccessful at either the initial review stage or the interview stage of the process. Applicants will be notified of the outcome with appropriate advice given.

16. Complaints and Appeals

Should you wish to lodge a complaint, please email frr@ife.org.uk with full details and address the complaint to the IFE's Head of Membership and Registration.

Should you wish to appeal against a decision, please contact the Membership and Registration Coordinator by emailing frr@ife.org.uk and request a copy of the IFE's Fire Risk Register of Assessors Appeals Procedure.

17. Code of Conduct, Ethics and Malpractice

Applicants are required to comply with the IFE's Code of Conduct and conduct themselves in a professional and ethical manner. Information provided within the fire risk register application must be true, accurate and complete with no omissions of pertinent information. Failure to provide this may result in further investigation by the relevant committee and potential disciplinary action.

https://www.ife.org.uk/write/MediaUploads/Documents/Code_of_Conduct.pdf and

https://www.ife.org.uk/write/MediaUploads/Membership/IFE_whistleblowing_policy_final_May_2018.pdf