

**The Institute
of
Fire Safety Managers
Established 1993**



**GUIDANCE DOCUMENT FOR APPLICATION FOR
ACCREDITATION AND ENTRY ONTO THE REGISTER
OF
FIRE RISK ASSESSORS**

IFSM ACCREDITATION AND REGISTER FOR FIRE RISK ASSESSORS

1. Introduction

The Institute of Fire Safety Managers (IFSM) has believed for some time that, in addition to its members having status as an Associate (AIFSM), Member (MIFSM) or Fellow (FIFSM), its members also need an acknowledged system of confirming their credentials to operate as professional fire and safety managers, advisers and/or consultants to the wider world.

2. Definition of Fire Risk Assessor

There is no formal definition of a Fire Risk Assessor. However, the Institute believes that it can provide a framework definition of this role as someone who is competent and capable to carry out assessments of premises/workplaces, or similar establishments and organisations, to identify, assess and record fire risks, as well as carrying out audits to verify other person's fire risk assessments if that is within their normal sphere of responsibilities. Also, a Fire Risk Assessor will be able to provide sufficient and adequate advice and recommendations in order to minimise and control these risks. A competent Fire Risk Assessor will be able to carry out fire risk assessments for life safety and property protection, usually for the purposes of legislative compliance, but also in the field of asset management, enforcement audits as well as business continuity.

3. Entry onto the Register

An application onto the Register is open to those persons who feel that they can satisfy the above definitional criteria and the requirements set out below and who are working in the field of fire safety and fire engineering.

4. Requirements for Entry onto the Register

A person who wishes to be entered onto the register must provide the following evidence to satisfy the Institute of that person's competence, capability and professional standing:-

1. Fire safety education and training (including qualifications held).
2. Fire safety experience.
3. Other relevant experience in fire related fields i.e. fire engineering, operations etc.
4. Specific fire risk assessment training and experience including audit experience where necessary.
5. Professional Indemnity Insurance (including where necessary Public Liability Insurance).

6. Commitment to continuous professional development (CPD) evidence both at the time of registration and also continuing throughout the registration period.
7. A list of ten risk assessments/audits that have already been carried out by the applicant together with contact details for those premises/workplaces. The Institute's Assessment Panel will randomly select from that list in order to verify and determine the quality and end user satisfaction of the fire risk assessment.

5. Procedure for Application

Applications for registration should be made on the appropriate form which is available upon request to the Secretary General or when available, downloaded from the Institute's website.

The application must be fully completed and should contain where requested, evidence of ten fire risk assessments already completed with contact details for each of those assessments.

Completed applications should be sent to the Secretary General together with a non refundable administration fee. The Institute will consider each application via an Assessment Panel under the aegis of an External Assessor. Successful registrants will be entered onto the Register upon receipt of the annual fee. Fees will be fixed annually and will be invoiced to those on the register in January each year. For those Registrants who enter the Register within the year, the fee will be based on the number of months left to the next January full fee invoice.

The Secretary General will be responsible for the administration of the procedures in this document and the upkeep of the register in both hard copy and on the Institute's website.

6. Professional Review of Application

All applications will be subjected to a professional review by an Assessment Panel of at least two members of the Institute and an External Assessor. The members of the Assessment Panel will be chosen by the Council of the Institute. The Council will also appoint the External Assessor(s).

7. Confidentiality and Disclaimer

All applications together with associated submissions will be treated by the Institute with the strictest of confidence. The final decision made by the review Panel will be based on the submission made by the applicant and the discussions with a random sample of recipients of fire risk assessments by the applicant and/or any other relevant information gathered by the panel. The Institute cannot be held responsible for any omissions that have not been brought to the notice of the Institute by the applicant.

8. Assessment Panel Decision, Interview and Appeal Procedures

Following a review of an application, the Assessment Panel will take one of the following decisions:-

1. Accept the application and invite the applicant to join the Register.
2. Accept the applicant onto the Register with specific limitations, restrictions or requirements as the Assessment Panel may specify e.g. an applicant who is permanently employed by one employer and only carries out risk assessments within a specific site/manufacturing base or one who carries out audits for enforcement purposes.
3. Ask the applicant to provide more evidence in any particular part of the application for further consideration.
4. In exceptional cases, ask the applicant to present for interview where it is necessary for the Assessment Panel and External Assessor to determine and confirm the suitability of the applicant to be placed onto the Register. The interview is intended to provide assistance to both the applicant and the Assessment Panel with the application. The Institute will arrange through the Assessment Panel the interview and will try to accommodate the applicant as far as possible although applicants will be expected to make their own arrangements for attendance at the interview.
5. Reject the application. When this is the case the applicant will be informed by the Assessment Panel the reason(s) for rejection. They will also, where possible provide advice, guidance and encouragement where further additions, experience, training etc. are needed prior to a further application for acceptance onto the Register.

In the case of 5 above, an applicant may make an appeal against the decision by submitting a formal letter of appeal to the Secretary General of the Institute. The appeal should contain the grounds on which the appeal is based and should be accompanied by such evidence that the applicant feels is necessary to support the appeal. This further evidence should be additional material and not just a re-submission of the original application. On receipt of the appeal, the General Secretary will form an Appeals Committee consisting of an External Assessor and at least three members of the Institute, only one of which can be from the original Assessment Panel, who will review the appeal together with the original application and make a decision according to the list above. Only one appeal will be allowed with any one application. However, it is hoped that following an unsuccessful appeal, the Appeals Committee will be able to offer advice etc. as stated in 5 above.

9. Disputes.

In the case of any disputes arising from any of the procedures in this Guidance Document, The Secretary General will inform the Council and appoint an External Assessor to review the dispute and submit the findings to the Secretary General for further action as required. This may be via the Institute's code of ethics/disciplinary procedures.

10. Entry onto the Register

Entry onto the Register of Fire Risk Assessors of the Institute of Fire Safety Managers will be confirmed to the successful applicant in writing. Following this letter a formal certificate confirming this will be issued and the Registrant will be able to use the Institute's logo as long as they continue to be paid up Registrants.

An up to date list of current Registrants will be kept by the Secretary General and this should also be included on the Institute's website. This website will promote the services provided by Registrants, and successful applicants will be asked to provide those details for inclusion in their entry onto the website.

11. Fees

A list of current fees is at Appendix 1 to this document. Entry onto the Register is not only for members of the Institute of Fire Safety Managers but membership will attract more favourable fee rates as shown in Appendix 1.

APPENDIX 1

THE INSTITUTE OF FIRE SAFETY MANAGERS

ACCREDITATION AND REGISTER FOR FIRE RISK ASSESSORS

The fee structure is set to offer more favourable rates to members of the Institute of Fire Safety Managers for both application and the annual continuing registration fees. The rates for members and non-members are as follows:

	IFSM members	Non-members
Application	£45	£95
Annual	£35	£60

On initial application a member will send the £45 non-refundable application fee with the application whilst a non member will send £95. On notification by the Secretary General that the application is successful, the applicant will then be required to send the annual registration fee (or a pro rata part of the fee to cover the outstanding part of the registration year which runs from January to December).