

**The Institute  
of  
Fire Safety Managers**

*Established 1993*



**GUIDANCE DOCUMENT**

**FOR APPLICATION FOR ENTRY ONTO THE**

**NATIONALLY ACCREDITED FIRE RISK ASSESSORS REGISTER**

**(NAFRAR)**

# **THE INSTITUTE OF FIRE SAFETY MANAGERS**

## **NATIONALLY ACCREDITED FIRE RISK ASSESSORS REGISTER**

### **(NAFRAR)**

#### **1. Introduction.**

The Institute decided in 2011 that the time was right to move to a more professional and competency-based Fire Risk Assessors Register. The new register contains the names of individual Fire Risk Assessors who have been through a process which is accredited by an independent nationally recognised accreditation body to provide third party type accreditation/certification, preferably by UKAS. UKAS is a totally independent accreditation body which has the support and backing of the Government. The UKAS link is important for the Institute in the promotion of a national independent register as it signals Government support. Any scheme that the Institute recognises will also encapsulate the BS EN ISO/IEC 17024: 2003 standard for bodies operating certification of competent persons and possibly BS EN 45011: 1998, standard for bodies operating quality assurance certification of products/services.

The name for the Institute's register is 'Nationally Accredited Fire Risk Assessors Register of The Institute of Fire Safety Managers' (NAFRAR).

#### **2. Recognition of Appropriate Accreditation and Certification Schemes.**

The Institute will recognise, for the purposes of entering applicants onto its NAFRAR, any scheme that carries UKAS approval and/or which follows BS EN ISO 17024 and also BS EN 45011.

NAFRAR is a register for individual Fire Risk Assessors. For organisations that have been through an accredited/certified scheme designed specifically for companies, and where the only person to have been individually tested for competency is a nominee from that company i.e. other Fire Risk Assessors working for that company are only audited internally, then only that company's formal nominee will be eligible to apply for NAFRAR.

#### **3. Definition of a 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.

#### **4. Entry onto the Register.**

An application onto the register is open to those persons who can satisfy the above criteria, the requirements set out below and who are working in the field of fire safety, fire safety management and fire engineering.

#### **5. 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: -

- i. Proof of current third-party certification through a recognised Fire Risk Assessor's competency / quality assurance scheme which has UKAS accreditation.
- ii. Professional Indemnity Insurance (including, where necessary, Public Liability Insurance).
- iii. Commitment to continuous professional development (CPD) evidence both at the time of registration and continuing throughout the registration period.
- iv. Membership of the Institute in a corporate grade.

#### **6. Procedure for Application.**

Applications for registration should be made on the appropriate form which is available and can be downloaded from the Institute's website.

The application must be fully completed and should contain the relevant information asked for. Completed applications should be sent to the Register Administrator (whose e-mail address is on the front of the application form), together with a non-refundable administration fee. The Institute will consider each application via an Assessment Panel.

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, together with the Register Administrator, will be responsible for the administration of the procedures in this document and the upkeep of the register, including the website version.

It is the responsibility of each NAFRAR registrant to ensure that the details within their own portfolio on the website are kept updated by informing the Register Administrator at [riskassessorsregister@ifsm.org.uk](mailto:riskassessorsregister@ifsm.org.uk) of any changes.

## **7. Professional Review of Application.**

All applications will be subjected to a professional review by an Assessment Panel of the Institute. The members of the Assessment Panel, which may consist of one or more persons, will be chosen by the Council of the Institute. The Council will also appoint an External Assessor(s) should this be necessary in any case.

The internal administration process will start with the Register Administrator who will check the application to ensure that all the requirements for entry onto the Register (as per Section 5 above) have been completed and forward the application to a nominated member of Council to review. The nominated member(s) of the Assessment Panel will check the application details, confirm that all items as per Section 5 above are complete and up to date and ensure that the third-party accreditation supplied by the applicant is valid.

## **8. Confidentiality and Disclaimer.**

All applications will be treated by the Institute with the strictest of confidence. The final decision made by the Panel will be based on the submission made by the applicant. The Institute may verify certification claims by applicants by contacting the relevant certifying or accrediting body.

The Institute cannot be held responsible for any omissions that have not been brought to the notice of the Institute by the applicant.

## **9. Assessment Panel Decision, Interview and Appeal Procedures.**

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

- i. Accept the application and invite the applicant to join the Register.
- ii. 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.
- iii. Ask the applicant to provide more evidence in any particular part of the application for further consideration.
- iv. 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.

- v. Reject the application. When this is the case the applicant will be informed by the Assessment Panel the reason(s) for rejection.

In the case of 9(v) 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 Secretary General 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.

## **10. Disputes and Complaints.**

In the case of any disputes or complaints arising from any of the procedures in this Guidance Document, or about an individual already on NAFRAR, the Secretary General will inform the Council and appoint an External Assessor to review the dispute or complaint 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.

## **11. Entry onto the Register.**

Entry onto NAFRAR 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 Certified Fire Risk Assessors logo as long as they continue to be paid up members of the Register.

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

## **12. On-going Requirements**

With the competency of Fire Risk Assessors constantly under the microscope by stakeholders at all levels, it is key that we keep our skills and competency up to date. It is also essential that we monitor and audit those fire risk assessors who are registered on NAFRAR as we ourselves are subject to audit and scrutiny.

Because of this, those on the register will need to provide annual proof of CPD and proof of continuous third-party certification and/or re-certification when this is renewed (an expiry date will be kept in our records for audit).

## **13. Fees.**

A list of current fees is at Appendix 1 to this document.

## APPENDIX 1

# THE INSTITUTE OF FIRE SAFETY MANAGERS NATIONALLY ACCREDITED FIRE RISK ASSESSORS REGISTER FEE STRUCTURE

	Fee
Application	£66.00
Annual	£66.00

On notification by the Register Administrator that the application is successful, the applicant will then be advised and 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 1<sup>st</sup> January to 31<sup>st</sup> December).