



**The Institute  
Of  
Fire Safety Managers**

*Established 1993*



**GUIDANCE DOCUMENT**

**TIERED FIRE RISK ASSESSORS REGISTER (TFRAR)**

**MENTOR SYSTEM FOR TIER 1 REGISTRANTS**



# **THE INSTITUTE OF FIRE SAFETY MANAGERS MENTOR SYSTEM FOR TIER 1 REGISTRANTS**

## **1. Introduction.**

The Institute recognises that to produce competent fire risk assessors to operate at the highest levels for the future, there is a need to create a career pathway for those that aspire to be competent fire risk assessors.

Tier 1 is an entry level for those that are on the start of their career in fire risk assessment from which it is expected that registrants will progress to the upper tiers over time. In order to help Tier 1 registrants develop and progress the IFSM have developed the mentor system.

## **2. Mentors and Mentoring.**

Mentors will be volunteers and current registrants of the IFSM Nationally Accredited Fire Risk Assessment Register - TFRAR Tier level 3.

Mentoring will take the form of mentees shadowing mentors whilst they attend the site and carry out their fire risk assessments. The aim of the scheme will be for mentors to share their knowledge and experience in fire risk assessment during site visits, so that mentees can broaden their understanding of fire safety principles. The site visits will also allow mentees to visit sites which they would not otherwise be competent to undertake a fire risk assessment, which will give a greater understanding of the built environment.

## **3. Organisation of Mentoring Scheme.**

The mentoring scheme will be controlled by the Office Administrator.

Tier 1 registrants (mentees) will make the Office Administrator aware of geographical areas they can attend or how far from their base they are prepared to travel. Mentees can update this information by contacting the Office Administrator at any time.

Before the 20<sup>th</sup> of each month, mentees will notify the Office Administrator their availability for the next calendar month. An update of their availability can also be emailed on 10<sup>th</sup> of each month. A reminder will be sent to mentees a few days before these dates to ask for availability.

Information detailing mentees availability and geographical preferences will be populated and emailed out to mentors at the end of the month and an updated version mid-month.

Mentors will inform the Office Administrator if they have any FRAs on the selected dates within the areas specified. If suitable the Office Administrator will pass the details and contact details of the mentor on to the mentee.

#### **4. Monitoring.**

Ideally, it is expected that mentees should carry out at least between 6-12 FRAs with a mentor per year. Mentees should keep a log, preferably as CPD, of all the mentoring visits they attend.

A tally of how many mentoring possibilities are being offered will be recorded and periodically instances where those that are not given many opportunities will be investigated to see if this can be resolved.