Policy Document

Membership

Version: 27

Summary:	Policy on membership of the Institute of Fire Safety Managers, outlining membership grades, the requirements for application, and ongoing requirements. To be read in conjunction with guidance document (017B)	
Target Audience:	Members, Non-Members, Staff and Council	
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1. Introduction

1.1. This document has been prepared to define the grades of membership within the Institute, the process and requirements for application, and the rules of membership.

1.2. This policy and accompanying guidance document (017B) are enacted under the by-laws of the Institute. Both documents should be used in conjunction with each other as they set out the caveats and facets of membership. The Articles of Association also contains rules and regulations appertaining to membership.

2. Membership Grades and Categories

2.1. The Institute has the following individual membership grades:

2.1.1. Life Fellow (corporate) with designatory letters FIFSM (Life).

2.1.2. Fellow (corporate) with designatory letters FIFSM.

2.1.3. Member (corporate) with designatory letters MIFSM.

2.1.4. Associate (corporate) with designatory letters AIFSM.

2.1.5. Technician (non-corporate) with designatory letters TIFSM.

2.1.6. Student (non-corporate) with designatory letters SIFSM.

2.1.7. Honorary Member (non-corporate) with designatory letters Hon MIFSM.

2.1.8. Retired (non-corporate) with designatory letters RIFSM.

2.2. The Institute also offers Affiliate Membership. This is a company membership category and is not an individual membership grade. Affiliate Membership is non-corporate and has no entitlement to use individual designatory letters.

2.3. Membership grades are categorised as either corporate or non-corporate. Corporate member grades are entitled to vote, including the election of Council members and the President.

2.4. Membership grades denoted with a country code are still treated as one of the above grades.

3. Entry Routes & Requirements

3.1. Entry is made either by self-application or by nomination dependent upon the grade or category (see section 3.3)

3.2. Applicants for membership should be able to demonstrate that their work has a direct relationship with the objectives of the Institute and especially in the fields

of management of fire safety, fire prevention and fire engineering in general. Entry requirements for specific membership grades are as follows:

3.2.1. Life Fellow – entry by nomination by Council.
An individual elected to the grade by recommendation of Council at an Annual General Meeting for their significant contribution to the Institute over a sustained period.

3.2.2. Fellow– entry by nomination by Council or the Chair, or by application.
Applicants must have held Member grade for at least eight years and have two referees to support their application. Alternatively, election to Fellow can be made by the Chair in exceptional circumstances, at an Annual General Meeting following a recommendation by Council or on being made a Vice President.

3.2.3. Member– entry by self-application.
Applicants must have at least five years of experience in the field of fire safety and either hold a Level 4 qualification/diploma in fire safety or satisfy the requirements of the Membership Team as an Experienced Worker (see section 3.3).

3.2.4. Associate – entry by self-application.
Applicants must have at least three years of experience in the field of fire safety and either hold a Level 3 qualification in fire safety or satisfy the requirements of the Membership Team as an Experienced Worker (see section 3.3).

3.2.5. Technician – entry by self-application.
Applicants must have up to three years of experience in the field of fire safety and hold a Level 2 qualification or equivalent.

3.2.6. Student – entry by self-application.
Applicants must currently be in full – time education or on an apprenticeship in any field of fire safety. Students undertaking shorter courses may also be accepted dependant on the course and their limited experience in fire safety, which must be less than two years.

3.2.7. Honorary Member - nomination by Council or the Chair.
A nominated position where the individual has made a substantive contribution to the Institute.

3.2.8. Affiliate – self-application.
Affiliate – Applicants should be a business or company that wishes to be associated with the Institute.

3.2.9. Retired – self-application.
Members in any grade that have ceased to be commercially active.

3.3. Experienced Worker Requirements – A candidate whom the membership team has deemed to have enough experience for the grade applied for.

4. Application Processes

4.1. Application Process – Student, Technician, Associate, Member

4.1.1. Applicants must complete the online application form and attach all relevant documentation.

4.1.2. An application will be reviewed within 28 days of submission.

4.1.3. Applications will be open for a period of four weeks. The period will start when both the application form has been submitted and payment of the application fee has been received. If, after four weeks, any required information or payment remains outstanding, the applicant will need to restart the application process and make payment again.

4.2. Application Process – Affiliate

4.2.1. Affiliate candidates must complete an application form and attach all relevant documentation.

4.2.2. Application completion can take up to 28 days from the point of submission.

4.3. Application Process – Fellow

4.3.1. Fellow Member applicants must complete an offline application form and submit this with all relevant documentation.

4.3.2. The application form is available between the 1st of April and the 1st of August each year.

4.3.3. All applications are held until September, at which time applicants will be asked to give a presentation and will be given an interview. The Assessment Panel will: -

4.3.3.1. Consist of either the Chair, President or Membership subgroup member and an impartial witness (supplied by the Institute).

4.3.3.2. Have at least one person at Fellow grade.

4.3.3.3. Use a mark sheet with set criteria to assess the applicant.

4.3.4. The Assessment Panel will take one of the following decisions: -

4.3.4.1. Invite the applicant to become a Fellow, which will be awarded at the following AGM.

4.3.4.2. Reject the application. When this is the case, the assessment panel will inform the applicant of the reason(s) for rejection.

4.4. **Application Process - Retired**

4.4.1. When a member of the Institute retires, they must contact the Institute to inform them.

4.4.2. They may make a final payment equivalent to the annual subscription at the time of retirement. This payment will allow them to continue to enjoy the benefits of non-corporate membership.

4.4.3. If a retired member comes out of retirement, they must inform the Institute's membership team and restart their membership by paying an annual fee and ensuring all profile information is up to date.

5. Upgrading Membership

5.1. The grades of membership of the Institute form the core of recognition of the individual's professional development and a member's grade should be reflective of their qualifications and experience. Members are expected to apply for an upgrade to a higher membership level once they reach the criteria.

5.2. The new annual fee will be payable on the members existing renewal date.

6. Membership Fees and Refunds

6.1. Membership fees are determined by the Institute and are published on the IFSM website. The Institute reserves the right to review and amend membership fees from time to time.

6.2. Applicants are required to pay the appropriate application fee at time of application. Followed by an annual fee upon successful application.

6.3. An annual renewal fee will be payable on the anniversary of successful application.

6.4. Application fees are non-refundable once an application has been submitted and processing has commenced, irrespective of the outcome of the application.

6.5. Annual membership fees may be refunded if a written request is received within 14 days of payment, provided the member has not made use of any membership benefits during that period.

6.6. Where membership is cancelled, terminated, resigned, suspended, or otherwise ceases after the 14-day refund period, no refund of membership fees will be made.

6.7. Where a member applies to upgrade their membership grade, the applicable application fee shall be payable. The revised annual membership fee for the new grade will become payable from the member's next renewal date. No additional annual membership fee, refund, or pro-rata adjustment will apply during the current membership period.

7. Requirements of Membership at any Grade / Category

7.1. Members are expected to keep their contact details updated and notify the Institute of any changes of circumstance that may affect their membership.

7.2. Any Institute member carrying out fire risk assessments must be on a recognised Fire Risk Assessors Register.

7.3. Members must maintain high ethical conduct and behaviour as set out in the Institute's Ethical Policy.

7.4. Designatory letters and logos can only be used whilst a member remains fully paid up. Action will be taken for any unauthorised use or abuse of these.

8. Renewal

8.1. Renewal payments will become due on the anniversary of the first payment made.

8.2. If a renewal payment is not completed within three months, the member must submit a new application, as their previous membership will be cancelled.

9. Resignation of Membership

9.1. Members should notify the Institute by email if they no longer wish to be a member. (see section 4.4 regarding retired membership)

10. CPD

10.1. Members must obtain at least 25 relevant CPD points/hours per rolling 12 months.

10.2. A CPD Audit will take place annually.

10.2.1. If a member is selected at random to participate in the audit, they must supply their CPD record within two months of the request. Failure to comply will result in suspension of up to three months or until the record

is received. After three months the membership suspension will cease, and membership will be cancelled.

10.2.2. If a member fails the audit, in the first instance, they will be asked to resubmit their record for next year's audit. Further action may be taken if the audit fails in the following year.

11. Disciplinary Procedures

11.1. Any breach of the rules of membership shall be dealt with in accordance with the Institute's Complaints Policy, which sets out the procedures for investigation and disciplinary action.

11.2. Instances of dishonourable, unethical, or unprofessional conduct brought to the attention of the Institute shall be managed in accordance with the Complaints Policy.

11.3. Members must inform the Institute of any current or unspent criminal convictions, and any relevant civil judgments or findings, at the time of application and promptly if they arise during the period of membership, where the matter is relevant to their professional role in the field of fire safety and / or to the reputation of the Institute.

11.4. Members must also inform the Institute if they are, or have been, subject to investigation, disciplinary proceedings, or sanctions by another professional or regulatory body, where relevant to their professional practice or membership of the Institute.

11.5. Failure to make a required disclosure may itself be treated as a breach of the rules of membership and may result in more serious disciplinary action under the Complaints Policy.

Version Control

Change Record

Date	Author	Version	Page	Reason for Change
13/04/21	H Hilton	15	5	Added paragraph to Administration section to include renewal.
25/1/2022	R King	16	2	Change of wording to Technician grade requirements
28/03/22	H Hilton	17	ALL	Front cover & contents page added, changed application to an online form, removed details of ordering duplicate certificates, BSM to BM, Appendix A - Fellow grade application added.
03/02/23	J Wilson	18	10	Revised application dates as per RK instruction
03/04/23	R King	19	ALL	Revised wording of several sections. Added CPD audit section previously in PF011 CPD Procedures. Added rule regarding FRA register.
13/03/24	H Hilton	20	3, 9 & 10	Fellow application window amended. Honorary Membership corrected to non-corporate, code of conduct section reinstated.
29/04/24	H Hilton	21	ALL	New format with guidance in separate document. Information from PF011 and PF016. Doc number changed from PR015.
30/08/2024	R King	22	3 & 6	Addition of membership grade with country code, US member prices.
16/07/25	H Hilton	23	4	Update to 3.3.6 to include students on shorter courses with limited experience.
11/08/25	H Hilton	24	3	Removed CPD from application requirements. CPD required upon membership.
23/12/25	H Hilton	25	7	Disciplinary Procedures moved to Complaints Policy. Disclosure of convictions and investigations added.
27/03/2026	S Smith	26	6	New fees have been updated and will be effective starting April 1st.
19/11/26	H Hilton	27	ALL	Fees replaced by referal to website, clarification of affiliate membership being a category and not a grade of membership.

Reviewers/contributors

Name	Position	Version Reviewed & Date
H Hilton	Business Manager	V17 – 28/03/22
H Hilton, D White, R King, B McDermid	Management Team & Membership & Events Manager	V21 – 29/04/24
S Smith	Office Manager	V26 – 27/03/26
H Hilton, D White, R King,	Management Team	V27 – 19/11/26