



Policy Document

National Fire Risk Assessors Register Scheme

Version: 23

Summary:	Policy on the Institute of Fire Safety Manager’s National Fire Risk Assessors Register Scheme (NFRAR). Outlining the requirements for application, routes of entry and ongoing requirements. This is to be read in conjunction with the NFRAR guidance document.	
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1. Introduction

1.1. The Institute’s register is ‘The National Fire Risk Assessors Register of The Institute of Fire Safety Managers’ (NFRAR). It is for individuals working in the field of fire safety, fire safety management, and fire engineering who are carrying out fire risk assessments. It recognises three levels of competency. These levels of competence, called levels, are based on different buildings’ complexities according to the definitions listed in the NFRAR guidance document (ref: 018B)

1.2. The government recommends that suitably qualified/competent fire professionals carry out Fire Risk Assessments. The register has been developed to give individual Fire Risk Assessors a platform to prove their competency and

to provide the Responsible Person with assurance when appointing a Fire Risk Assessor.

- 1.3. This Policy and accompanying guidance document 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 the scheme.

2. Register Levels

- 2.1. The NFRAR Scheme is split into three levels with multiple entry routes.
 - 2.1.1. **Foundation Level** – Registrants who are competent to perform Fire Risk Assessments on simple, low-risk buildings.
 - 2.1.2. **Intermediate Level** – Registrants who complete the Institute’s internal competency checks. These registrants are competent in performing Fire Risk Assessments on both low and medium-risk buildings.
 - 2.1.3. **Advanced Level** – Registrants who are third-party accredited Fire Risk Assessors who wish to carry out Fire Risk Assessments on high-risk buildings. These registrants are competent in performing Fire Risk Assessments on low, medium and high-risk buildings.

3. Application Requirements

- 3.1. **General Requirements for all Levels**
 - 3.1.1. An Applicant must hold Professional Indemnity Insurance or work exclusively within a business whose Public Liability insurance covers their work activities.
 - 3.1.2. An applicant must pay the applicable application fee (see Section 10)
 - 3.1.3. The applicant must be able to provide a Continuing Professional Development (CPD) record covering at least the last 12 months of activity that meets the Institute standards (CPD Policy).
 - 3.1.4. All applicants and registrants must maintain an active membership with the Institute at one of the following grades:
 - 3.1.4.1. Student (for Foundation Level only)
 - 3.1.4.2. Technician
 - 3.1.4.3. Associate
 - 3.1.4.4. Member
 - 3.1.4.5. Fellow
 - 3.1.4.6. Life Fellow

3.2. Requirements for Foundation Level

- 3.2.1. An Applicant should hold the ABBE Level 2 Certificate in “Principles of Fire Assessment” or an equivalent relevant qualification (as judged by the Institute to be relevant).
- 3.2.2. An Applicant should have less than two years of experience in carrying out fire risk assessments.
- 3.2.3. If an applicant has started carrying out fire risk assessments, they will be asked to supply up to two fire risk assessments. These will not be assessed for content but used to gauge their current competency level.

3.3. Requirements for Intermediate Level

- 3.3.1. An Applicant should have at least two years of fire risk assessment experience
- 3.3.2. Submit **two** fire risk assessments carried out in the last 12 months on **medium-risk buildings** (of different building types), which will go through stage one of the competency checks.
- 3.3.3. Completion of a knowledge-based exam/ assignment set by the Institute
- 3.3.4. Meet the relevant stages of the competency assessment criteria detailed in Section 5.

3.4. Requirements for Advanced Level

- 3.4.1. Submit **two** fire risk assessments carried out in the last 12 months on **high-risk buildings** (of different building types).
- 3.4.2. Hold proof of active third-party fire risk assessment accreditation from one of the following:
 - 3.4.3. BAFE SP205 Applicants must provide evidence that they have been audited as a validator.
 - 3.4.4. NSI FRAS Applicants must provide a valid and in-date NSI FRAS individual certificate.
 - 3.4.5. IFE Fire Risk Assessors Registration + Engineering Council Registration

4. Routes of Entry

4.1. Foundation Level Standard Route

- 4.1.1. Applicants may apply to the Foundation Level through this route if they meet the criteria stated in sections 3.1 and 3.2.

4.2. Intermediate Level Standard

- 4.2.1. Applicants must meet the criteria outlined in sections 3.1 and 3.3.
- 4.2.2. Successfully completing this route, the candidate will be awarded a Regulated Level 4 Fire Risk Assessment Qualification via RPEL from FIREQUAL.

4.3. Advanced Level Standard Route

- 4.3.1. Applicants must meet the criteria outlined in sections 3.1 and 3.4.

5. The Competency Assessment

5.1. Stage 1:

- 5.1.1. An application and review of the submitted Fire Risk Assessments. Stage 1 will be carried out by experienced examiners and internally audited by the Institute (see Section 19). The Fire Risk Assessments submitted must show the following:
 - 5.1.1.1. An Applicant is conducting assessments on buildings at a relevant risk (medium risk for Intermediate Level).
 - 5.1.1.2. All site details
 - 5.1.1.3. An Applicant's ability to identify hazards.
 - 5.1.1.4. An Applicant's ability to identify people at risk.
 - 5.1.1.5. An Applicant's ability to evaluate, remove and protect from risk.
 - 5.1.1.6. An Applicant's ability to communicate effectively with all parties.
 - 5.1.1.7. A fire risk assessment template/layout that is fit for purpose.
- 5.1.2. If a candidate fails, the fire risk assessment review they will be entitled to one free resubmission. This resubmission must be submitted within four months of the failure notice. (see section 14)

5.2. **Stage 2:**

5.2.1. On successful completion of Stage 1, the Applicant will be required to complete a knowledge-based exam and assignment. Assessment of stage 2 will be carried out by experienced examiners who have been internally certified by the Institute; all examiners must be on a fire risk assessors register. The exam includes a test and a demonstration of skills via a technical plan or scenario. The exam questions cover the following:

5.2.1.1. Drawing/Scenario Section

5.2.1.1.1. Occupancy figures

5.2.1.1.2. Travel Distances and Door Widths

5.2.1.1.3. Marking of active and passive fire protection

5.2.1.1.4. External walls

5.2.1.2. Legislation

5.2.1.3. Guidance Materials

5.2.1.4. Ignition sources and fuel

5.2.1.5. Abbreviations

5.2.1.6. Means of Escape

5.2.1.7. Active and Passive Fire Safety

5.2.1.8. Management of Fire Safety

5.2.1.9. Methods of fire risk assessment

5.2.1.10. Professionalism and communication

5.2.2. Candidates have 10 working days to complete the assignment. If they fail to supply a completed assignment within this time the Institute retains the right to withdraw the candidate and cancel their application.

5.2.3. If a candidate fails the assignment, they will be entitled to one free resubmission. This resubmission must be submitted within 10 working days of receipt of the new assignment. (see section 14)

6. CPD

- 6.1. The CPD requirements for those on the register are as follows:
 - 6.1.1. Comply and meet all provisions set out in the Institute's CPD policy and guidance.
 - 6.1.2. Ensure CPD activities are directly fire-related.
 - 6.1.3. Log all CPD activities using the NFRAR online CPD tool.
- 6.2. All CPD records will be audited on initial application and renewal.
- 6.3. CPD records will be audited by trained staff.

7. Ongoing Level Requirements

- 7.1. **Ongoing requirements for all levels (required to be submitted as the document expires)**
 - 7.1.1. Valid insurance documentation (uploaded to the online profile) as per the below:
 - 7.1.1.1. Professional Indemnity for risk assessors carrying out external work.
 - 7.1.1.2. Public Liability for risk assessors carrying out fire risk assessments on internal (company-owned/controlled) buildings.

8. Annual Renewal & Requirements

- 8.1. **General Requirements for all Levels**
 - 8.1.1. Payment of the register's annual fee at the relevant level.
 - 8.1.2. CPD Record for the last 12 months with at least 30 points of CPD (see section 6).
 - 8.1.3. Confirmation of current company and email address.
 - 8.1.4. Evidence of insurance (see section 7).

8.2. Requirements for Foundation Level

- 8.2.1. Details of mentoring, ideally included as part of the CPD record.
- 8.2.2. Foundation level registrants who have been on the register for two years will be required to advance to the Intermediate level and submit suitable documentation to be assessed by the IFSM. Advancement is at the discretion of the Institute. See section five (competency assessment) for the expected requirements.

8.3. Requirements for Advanced Level

- 8.3.1. Evidence of ongoing third-party accreditation:
 - 8.3.1.1. A BAFE Validator letter dated in the last 36 months and a valid and in-date BAFE company certificate
 - OR**
 - 8.3.1.2. A valid and in-date NSI FRAS Individual certificate.
 - OR**
 - 8.3.1.3. A valid and in-date IFE certificate proving Engineering Technician or Higher.
- 8.3.2. Registrants on Advanced Level under a company scheme (BAFE SP205) must inform the Institute if they lose their third-party status/validator status (i.e. if they move company). At this point, the registrant will be transferred to the Intermediate Level for no extra cost and will be required to upgrade to the Advanced Level once they regain third-party accreditation/validator status. If they fail to provide this evidence within 12 months (i.e. by their next renewal), they will remain on the Intermediate Level of the register and must complete the Intermediate Level two-year competency review/check.

9. Reviews & Requirements for Intermediate Level

9.1. Review Fee

- 9.1.1. Payment of the combined renewal/review fees (see section 10).

9.2. Two-Year Competency Review

- 9.2.1. All Intermediate Level Registrants must complete Stage 1 of the competency assessment as detailed in Section 5.

9.2.2. **Transition Note**

9.2.2.1. *Any registrants on the three-year renewal cycle will be transitioned to the two-year competency review cycle after their next competency review, following 01/01/2026.*

9.3. **Level 4 Regulated Qualification Transition**

9.3.1. All current tier 2 registrants must prove they hold a regulated Level 4 (or higher) qualification in fire risk assessment that meets the standards within BS 8674 during their two-year review (see section 5).

OR

9.3.2. Complete a one-off recognition of prior learning activity to provide the registrant with a level 4 regulated (RPL) FIREQUAL qualification.

10. **Fees**

Item	Application Fee	Annual Fee
Foundation Level Standard	£45	£45
Intermediate Level Standard	£750	£70
Advanced Level Standard	£400	£80
Item	Review Fee	
Intermediate Level Two-Year Competency Review	£450	
Intermediate Level Three-Year Competency Review (<i>transitional</i>)	£650	

11. **Rules & Requirements**

11.1. **General**

11.1.1. All registered Fire Risk Assessors shall inform the Institute, without delay, of matters that could affect the person's ability to continue to fulfil their registration requirements. Email riskassessorsregister@ifsm.org.uk

11.1.2. The Institute may, at its discretion, revoke, amend, refuse to grant, renew or extend registration if a registered Fire Risk Assessor fails to comply with the provisions of these requirements or becomes subject to the bankruptcy laws, enters into liquidation or is convicted of any offence tending to discredit their bona fides. Such a decision and the grounds for it will be communicated to the registered Fire Risk Assessor in writing.

- 11.1.3. Failure to pay fees within the specified time shall render a registrant liable for their registration to be revoked.
- 11.1.4. Registrants who fail to submit the required review/renewal documentation will be suspended from their due date. Suspension will last until the unsuspension criteria are met (e.g. satisfactory documentation is submitted) or for a maximum of two months, after which the registrant will be removed from the register.
- 11.1.5. Under exceptional circumstances, extensions to time limits, renewal acceptance, and down/upgrades may be granted at the Institute's discretion.

11.2. Application Time Frames

- 11.2.1. The application window opens as soon as the application form is submitted. From that point, applicants will have up to 30 working days to provide any outstanding documentation or payment of the application fee. If all required information and payment are not received within this time frame, the application will be closed, and the applicant will need to restart the process and pay the fee again.
- 11.2.2. An application will be reviewed within 28 working days of a complete submission.

11.3. Refunds

- 11.3.1. The administration fee is non-refundable. The applicant must read the policy and guidance in full before making an application. A partial refund may be considered if the applicant has not undergone competency assessments or has switched application routes.
- 11.3.2. The annual fee is subject to a full refund if requested within 14 days of payment.
- 11.3.3. If a registrant is removed from the register partway through the year, no partial or annual fee refund will be given.

12. Decisions, Appeals, Confidentiality and Disclaimer.

- 12.1. All appeals will follow the Institute's Appeals policy and process.
- 12.2. Appeals can be made via appeals@ifsm.org.uk
- 12.3. The Institute will treat all applications 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.

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

12.5. The technical requirements of all levels of this register will be reviewed and monitored by the Institute. They will review the scheme requirements periodically to ensure they meet the needs of the industry and current UK and Northern Ireland fire legislation and building regulations.

12.6. Following the review of an application, the Institute will take one of the following decisions: -

12.6.1. For all applications, accept the application and inform the Applicant.

12.6.2. Ask the Applicant to provide more evidence in any particular part of the application for further consideration.

12.6.3. Reject the application. When this happens, the Institute will inform the Applicant of the reason(s) for rejection.

12.6.3.1. Those who are too experienced and rejected for the Foundation Level will be given one month to make an application for the Intermediate Level or the Advanced Level, with the Foundation Level application fee used towards this further application.

12.6.3.2. Those rejected for the Intermediate Level (Stage 1 or Stage 2) will be given one month to apply for another relevant tier. Otherwise, they will need to reapply at the Intermediate Level.

12.6.3.3. Those rejected for the Advanced Level will be given one month to apply for another relevant tier, with the Advanced Level application fee used towards this further application.

13. Plagiarism and Fraudulent Practices

13.1. The Institute shall prevent fraudulent practices by:

13.1.1. Requiring Applicants for any level of the Register to declare that the work submitted is the original work of the Applicant alone.

13.1.2. Requiring Applicants for any level of the Register to sign an agreement indicating their commitment not to release confidential examination materials.

13.1.3. Confirming the identity of the Applicant by completing an identity check on all applicants during completion of the application form.

13.1.4. Monitoring examination results for indications of cheating/plagiarism, etc.

14. Disputes and Complaints.

14.1. Any disputes or complaints relevant to this document arising from any procedure, registrant or staff member will be handled per the Institute's complaints policy.

15. Entry onto the Register.

15.1. Entry onto the register will be confirmed via email to the successful Applicant.

15.2. As long as they are paid-up registrants, they will be able to access a downloadable certificate, digital membership card, QR code, and National Fire Risk Assessors Logo via an online profile.

15.3. Applicants will be required to provide information for entry onto the online register. Key details will be displayed by default on the public register; however, registrants can customise their public profile once logged into the NFRAR site. The key default information comprises:

- Full Name
- NFRAR Status
- NFRAR Number
- NFRAR Scheme start date
- NFRAR Renewal dates
- NFRAR Review dates

15.4. Registrants will also be entered onto any applicable national register of fire risk assessors.

16. Mentoring Scheme

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

16.2. Foundation Level is an entry-level for those starting their careers as fire risk assessors. It is expected that registrants will progress to the upper levels over time. Foundation level registrants are required to progress to the Intermediate level after two years. The Institute has developed the mentor system to help Foundation Level registrants (and Intermediate Level upon request) develop and progress.

- 16.3. Mentors will be volunteers and current NFRAR registrants from the Advanced Levels.
- 16.4. The mentoring scheme requires mentors and mentees to agree to the sharing of contact information.

17. Supply Management and Impartiality Statement

In accordance with our commitment to quality assurance and compliance, the National Fire Risk Assessors Register (NFRAR) ensures that all examiners serving as markers within the approved supplier process adhere to the specified standards. The approved supplier process is designed to guarantee the proficiency and reliability of examiners within the NFRAR framework.

Furthermore, the NFRAR is committed to upholding the principles of impartiality and confidentiality throughout the examination process. To ensure impartiality, all submissions to the examiners are anonymised, preventing any bias in the evaluation process. Additionally, the NFRAR keeps a meticulous record of potential impartiality conflicts, actively addressing and mitigating any instances that may compromise the integrity of the examination process.

The administrative team, responsible for the efficient functioning of the NFRAR, is crucial in assigning submissions to examiners. In doing so, they check the Conflict of Interest Register to ensure examiners are assigned tasks that avoid potential conflicts. Simultaneously, the team monitors current assignments to ensure all work can be completed within the specified timelines.

18. Examiners

18.1. Examiners for the Institute must comply with the following:

- 18.1.1. Must have completed a fire risk assessment validation course
- 18.1.2. Must have valid public liability, employers' liability and professional indemnity insurance (with specific relevance to FRA marking).
- 18.1.3. Must have dedicated quality assurance personnel (with at least a level 6 qualification in quality management).
- 18.1.4. Must have ISO 9001 certification (*Existing TFRAR examiners must provide proof of an active ISO 9001 application*).

18.2. These key areas must be reviewed yearly to ascertain compliance.

19. Policy Changes, Updates and Announcements

19.1. The Institute will inform registrants if any changes/ updates to the NFRAR policy directly impact them.

19.1.1. Where possible, the IFSM will do this with at least 28 days' advanced notice and will provide a date when any changes come into effect.

19.2. Notification will be given using the registrant's registered email address.

Version Control

Change Record

Date	Author	Version	Page	Reason for Change
03/10/2025	R King	21	All	Changes across the document to bring it in line with new FIREQUAL qualifications and future changes with UKAS. Update to NFRAR.

Please refer to the Tiered Fire Risk Assessors Register Scheme policy for any records of changes prior to 21/08/2025.

Reviewers/contributors

Name	Position	Version Reviewed & Date
HH, RD & DW	Management Team	V9 – Feb 21
H Hilton	Business Manager	V13 – 11/03/22
HH, RK, DW, JW, SS	Management Team & Admin	V17 – 09/10/23
RK, SN	Business Development Manager & Qualification Manager	V23 – 12/03/2025