



Policy Document

Tiered Fire Risk Assessors Register Scheme

Version: 19

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| Summary: | Policy on the Institute of Fire Safety Manager’s Tiered Fire Risk Assessors Register scheme. Outlining the requirements for application, routes of entry and ongoing requirements. To be read in conjunction with guidance document (018B) | |
| Target Audience: | All Members, Staff and Council | |
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1. Introduction

- 1.1. The Institute's register is 'The Tiered Fire Risk Assessors Register of The Institute of Fire Safety Managers' (TFRAR). It is for individuals working in the field of fire safety, fire safety management and fire engineering carrying out Fire Risk Assessments. It recognises three levels of competency, these levels of competence, called tiers, are based on different buildings' complexities according to the definitions listed in the TFRAR guidance document (ref: 018B)
- 1.2. The register also contains pods at Tier 2. These are for specialist or sector-specific Fire Risk Assessors. There are also many Fire Risk Assessors who are working in countries outside of the UK. The Institute has a separate Non-UK Tier 2 Register and a Non-UK Tier 3 Register for individuals who wish to be recognised by having a place on TFRAR outside the UK.
- 1.3. 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 give the Responsible Person assurance when appointing a Fire Risk Assessor.
- 1.4. 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. Tiers

- 2.1. The TFRAR Scheme is split into three main Tiers with multiple entry routes.
 - 2.1.1. **Tier 1 Entry Level** – Registrants are competent to perform FRAs on simple, less complex buildings.
 - 2.1.2. **Tier 2 Competent Fire Risk Assessor Register (CFRAR)** – Registrants working in the field on buildings ranging from simple and less complex to those of medium complexity.
 - 2.1.3. **Tier 3 Nationally Accredited Fire Risk Assessors (NAFRAR)** – Registrants who are third-party accredited Fire Risk Assessors who wish to carry out Fire Risk Assessments on higher-risk and complex buildings. Registrants are competent to perform Fire Risk Assessments to the Tier 1 and Tier 2 standard as well as higher-risk or complex buildings.

3. Application Requirements

3.1. General Requirements for all Tiers

- 3.1.1. An Applicant must hold a current corporate grade of membership or be at Technician grade with the Institute.
- 3.1.2. An Applicant must hold Professional Indemnity Insurance or work exclusively within a business where their work activities are covered by the business' Public Liability insurance.
- 3.1.3. An Applicant must be able to provide a Continuing Professional Development (CPD) record of at least 12 months of activity.

3.2. Requirements for Tier 1

- 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’s Competency Council to be relevant).
- 3.2.2. An Applicant should have no more than Three-Years of experience in fire risk assessments.
- 3.2.3. If applicants have started carrying out fire risk assessments, they will be asked to supply up to three FRAs. These will not be assessed for content but will be used to gauge the level the assessor is operating at.

3.3. Requirements for Tier 2

- 3.3.1. An Applicant should have at least two years of fire risk assessment experience and either:
 - 3.3.1.1. Meet the relevant stages of the competency assessment criteria detailed in Section 5.
 - 3.3.1.2. Hold third-party accreditation/certification by a nationally recognised third-party certification provider to perform FRAs on less complex buildings and normal risk/non-complex buildings (N.B. requirements mirror 3.4 other than the audit will be for less complex buildings and normal risk/non-complex buildings).
 - 3.3.1.3. Belong to another recognised Fire Risk Assessors Register.

3.4. Requirements for Tier 3

- 3.4.1. An Applicant should have been assessed individually. This will be through an accredited third-party scheme.
- 3.4.2. BAFE SP205 Applicants must provide evidence that they have been audited as a validator on a high-risk building.
- 3.4.3. A Tier 3 Applicant may be asked to present for an interview to determine suitability.

4. Routes of Entry

4.1. Tier 1 Standard

- 4.1.1. If an Applicant meets the criteria stated in section 3.1 and 3.2, they may apply to Tier 1 through this route.

4.2. Tier 1 Fast Track

- 4.2.1. If an Applicant has more than Three-Years of experience but does not qualify for Tier 1 Standard or Tier 2, the Institute may move the application to the Fast Track route for Tier 1. This is under the caveat that they must upgrade to Tier 2 within 12 months.

4.3. Tier 2 Standard

- 4.3.1. An Applicant must complete Stage 1 and Stage 2 of the competency assessment. See section 5 for further details.

4.4. Tier 2 Accelerated

- 4.4.1. If an Applicant belongs to another recognised Fire Risk Assessors Register or
- 4.4.2. an accredited third-party scheme such as, but not limited to, BAFE SP205 Scheme to perform FRAs on normal risk/non-complex buildings, they may apply to Tier 2 using the Accelerated route.

4.5. Tier 2 with Pre-Assessment

- 4.5.1. If an Applicant wishes to have their Fire Risk Assessments examined before proceeding with another route of entry, they may apply for Pre-Assessment. Once the assessments have been passed, the Applicant may apply for the Standard route for entry to Tier 2 at a reduced rate.

4.6. Tier 2 Stage 1 Only

- 4.6.1. If an applicant holds a Level 3 (or above) Award in Fire Risk Assessment/Fire Safety that has been certified by an accredited awarding body, they may apply for Tier 2 using the Stage 1 Only route.
- 4.6.2. Applicants must complete Stage 1 of the competency assessment detailed in Section 5.

4.7. Tier 2 Pods / Speciality Sectors – Standard

- 4.7.1. An Applicant must complete Stage 1 and Stage 2 of the competency assessment, however, the Fire Risk Assessments submitted will have been completed for their sector/specialism. See section 5 for further details.

4.8. Tier 2 Pods / Speciality Sectors – Stage 1 only

- 4.8.1. If an Applicant holds a pass in a recognised Level 3 (or above) award in Fire Risk Assessment / Fire Safety in their chosen specialism/sector (this award must have 'accredited' status by a recognised independent awarding body or have industry wide recognition)
- 4.8.2. Applicants must complete Stage 1 of the competency assessment detailed in Section 5. The Fire Risk Assessments submitted will have been completed for their sector/specialism.

4.9. Tier 2 Pods / Speciality Sectors with Pre-Assessment

- 4.9.1. If an Applicant wishes to have their Fire Risk Assessments examined before proceeding with another route of entry, they may apply for Pre-Assessment. Fire Risk Assessments submitted will have been completed for their sector/specialism. Once the assessments have been passed, the Applicant may apply for the Standard route for entry to Tier 2 Pods / Speciality Sector at a reduced rate.

4.10. Tier 2 Non-UK

- 4.10.1. An Applicant must submit two fire risk assessments, which will go through Stage 1 of the competency assessment.
- 4.10.2. Proof of achievement and a pass in a recognised national qualification which is equivalent to a Level 3 (or above) Award in Fire Risk Assessment / Fire Safety (this Award must have 'accredited' status in the country that the Fire Risk Assessor is operating in).

4.11. Tier 3 Standard

- 4.11.1. If an Applicant meets the criteria stated in section 3, they may apply to Tier 3 through this route.

4.12. Tier 3 Non-UK

- 4.12.1. An Applicant must submit evidence that they have been individually certified, accredited, or validated as a competent Fire Risk Assessor by a third-party accreditation/certification body for high-risk and complex buildings.
- 4.12.2. An Applicant must submit two fire risk assessments of high-risk and complex buildings, which will go through stage one of the competency assessment (section 5).
- 4.12.3. Proof of achievement and a pass in a recognised national qualification which is equivalent to a Level 4 (or above) award in Fire Risk Assessment / Fire Safety (this award must have 'accredited' status in the country that the Fire Risk Assessor is operating in).

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 who have been internally certified by the Institute; all examiners must be on a fire risk assessors register. The Fire Risk Assessments submitted must be made anonymous and must show the following:

- 5.1.1.1. An Applicant is conducting assessments on buildings at a relevant risk (medium risk).
- 5.1.1.2. An Applicant's ability to identify hazards.
- 5.1.1.3. An Applicant's ability to identify people at risk.
- 5.1.1.4. An Applicant's ability to evaluate, remove and protect from risk.
- 5.1.1.5. An Applicant's ability to communicate effectively with all parties.
- 5.1.1.6. A fire risk assessment template/layout that is fit for purpose.

5.2. Stage 2:

5.2.1. On successful completion of Stage 1, the Applicant will be required to complete a knowledge-based exam. 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

5.2.1.2. 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

6. CPD

- 6.1. Whilst a person on the TFRAR scheme should already be maintaining a CPD record as a criterion of their membership, the requirements for a record are more stringent for those on the register as it must include at least 25 hours of fire safety specific activities.
- 6.2. All CPD records will be audited on initial application and on renewal.
- 6.3. Refer to the Institute's policy on CPD.
- 6.4. CPDs will be audited by trained staff under the supervision of nominated members of the Institute's Council.

7. Annual Renewal & Requirements

7.1. General Requirements for all Tiers

- 7.1.1. Annual fee.
- 7.1.2. CPD Record for the last 12 months with at least 25 hours of CPD.
- 7.1.3. Valid insurance documentation as follows.
 - 7.1.3.1. Professional Indemnity for risk assessors carrying out external work.
 - 7.1.3.2. Public Liability for risk assessors carrying out internal/inhouse work.
- 7.1.4. Confirmation of current company and email address.

7.2. Requirements for Tier 1

- 7.2.1. Details of mentoring, ideally included as part of the CPD record.

7.3. Requirements for Tier 2 Accelerated Route

- 7.3.1. Proof of continued enrolment on another recognised fire risk assessor's register. These include but are not limited to, IFE, IFPO, BAFE SP205 (validator for medium-risk buildings).

7.4. Requirements for Tier 3

- 7.4.1. Evidence of third-party accreditation including proof that they have assessed individually as a validator on high risk / complex buildings.
- 7.4.2. Registrants on Tier 3 under a company scheme (BAFE SP205) must inform the Institute if they lose their third-party status (i.e., if they move company). At this point, the registrant will be moved to Tier 2 for no extra cost and will be required to re-apply for Tier 3 once they regain a third-party accreditation. Otherwise, they will remain on Tier 2 and fall into the Tier 2 review process.

8. Reviews & Requirements for Tier 2 (Standard & Stage 1 only)

8.1. Review Fee

- 8.1.1. The renewal fee as set out in section 9.

8.2. Three-Year Competency Review

- 8.2.1. Registrants must complete Stage 1 of the competency assessment as detailed in section 5.

8.3. Five-Year Competency Review

- 8.3.1. Registrants that gained their Tier 2 status either through the standard or the Stage 1 only route must complete all three stages.
- 8.3.2. **Stage 1** Registrants must complete Stage 1 of the competency assessment as detailed in section 5.
- 8.3.3. **Stage 2** On successful completion of Stage 1, registrants will be tasked with completing a technical drawing. This will test a registrant's knowledge of the following:
 - 8.3.3.1. Occupancy figures
 - 8.3.3.2. Travel Distances and door widths
 - 8.3.3.3. Marking of active and passive fire protection

8.3.4. **Stage 3** On successful completion of Stage 2, registrants will be invited for an interview to determine their knowledge and understanding as well as answer questions relating to their choices in Stage 2. The interview will test the following:

- 8.3.4.1. Drawing/Scenario Section
- 8.3.4.2. Occupancy figures
- 8.3.4.3. Travel Distances and door widths
- 8.3.4.4. Marking of active and passive fire protection
- 8.3.4.5. Legislation
- 8.3.4.6. Guidance Materials
- 8.3.4.7. Ignition sources and fuel
- 8.3.4.8. Abbreviations
- 8.3.4.9. Means of Escape
- 8.3.4.10. Active and Passive Fire Safety
- 8.3.4.11. Management of Fire Safety

9. Fees

| Item | Application Fee | Annual Fee |
|--|-----------------|------------|
| Tier 1 Standard | £45 | £45 |
| Tier 1 Fast Track | £45 | £45 |
| Tier 2 Standard | £600 | £70 |
| Tier 2 Standard – After Pre-Assessment | £510 | £70 |
| Tier 2 Accelerated | £66 | £70 |
| Tier 2 Pre-Assessment | £180 | N/A |
| Tier 2 Stage 1 Only | £250 | £70 |
| Tier 2 Non-UK | £250 | £70 |
| Tier 3 Standard | £66 | £80 |
| Tier 3 Non-UK | £250 | £80 |
| Item | Review Fee | |
| Tier 2 3-Year Review | £250 | |
| Tier 2 5-Year Review | TBC | |

10. Rules & Requirements

10.1. General

- 10.1.1. All registered Fire Risk Assessors shall inform the Institute, without delay, of matters that could affect the capability of the person to continue to fulfil their registration requirements. Email riskassessorsregister@ifsm.org.uk
- 10.1.2. Registrants on Tier 3 under a company scheme (BAFE) must inform the Institute if they lose their third-party status (i.e., if they move company). At this point, the registrant will be moved to Tier 2 at no extra cost and will be required to re-apply for Tier 3 once they regain a third-party accreditation.
- 10.1.3. The Institute may, at its discretion, revoke, amend, refuse to grant, renew or extend certification 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 his bona fides. Such a decision, and the grounds for it, will be communicated to the certificated/registered Fire Risk Assessor in writing.
- 10.1.4. Failure to pay fees within the specified time shall render a registrant liable for their registration to be revoked.
- 10.1.5. Registrants that fail to submit the required review / renewal documentation will be suspended from the due date. Suspension will be until satisfactory documentation is submitted up to a period of three months, after which the registrant will be removed from the register.
- 10.1.6. Under exceptional circumstances extensions to time limits may be granted at the Institute's discretion.

10.2. Application Time Frames

- 10.2.1. Applications will be open for a period of six months. The period will start when both the application form has been submitted and payment of the application fee has been received. If, after six months, any required information or payment remains outstanding, the applicant will need to restart the application process & make payment again.
- 10.2.2. An application will be reviewed within 28 days of submission.

10.3. Refunds

- 10.3.1. 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 been through any competency assessments.
- 10.3.2. Registrant will be entitled to a full refund up to 14 days after paying their annual fee.
- 10.3.3. No refund of the annual fee, partial or otherwise, will be given if a registrant is taken off the register part way through the year.

11. Decisions, Appeals, Confidentiality and Disclaimer.

- 11.1. 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 particular case.
- 11.2. 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.
- 11.3. The Institute cannot be held responsible for any omissions that have not been brought to the notice of the Institute by the Applicant.
- 11.4. The technical requirements of all tiers of this register will be reviewed and monitored by the Institute's Competency Council. They will review the scheme requirements periodically against the needs of the industry and current UK and Northern Ireland fire legislation and building regulations.
- 11.5. Following the review of an application, the Assessment Panel will take one of the following decisions: -
 - 11.5.1. For Tier 1, Tier 2 and Tier 3 applications, accept the application and invite the Applicant to join the Register.

- 11.5.2. 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 Fire Risk Assessments within a specific site/manufacturing base or one who carries out audits for enforcement purposes.
- 11.5.3. Ask the Applicant to provide more evidence in any particular part of the application for further consideration.
- 11.5.4. 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.
- 11.5.5. Reject the application. When this is the case, the Applicant will be informed by the Assessment Panel the reason(s) for rejection.
 - 11.5.5.1. Those too experienced and rejected for Tier 1 will be given three months to make an application for Tier 2 or Tier 3 with the Tier 1 application fee used towards this further application.
 - 11.5.5.2. Those rejected for Tier 2 (Stage 1 or Stage 2) will be given six months to improve and resubmit.
 - 11.5.5.3. Those rejected for Tier 3 will have six months from the start of the application to submit outstanding supporting documents.
- 11.6. An Applicant may make an appeal against the decision of the Assessment Panel or Interview Panel by submitting a formal Letter of Appeal to the Business Manager of the Institute.
- 11.7. The appeal must be within seven days of the receipt of the decision and 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.
- 11.8. On receipt of the appeal, the Business Manager will form an Appeals Committee consisting of 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.

- 11.9. 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. to the appellant.

12. Plagiarism and Fraudulent Practices

12.1. The Institute shall prevent fraudulent practices by,

- 12.1.1. Requiring Applicants for any tier of the Register to declare that the work submitted is purely the original work of the Applicant alone.
- 12.1.2. Requiring Applicants for any tier of the Register to sign a non-disclosure agreement or other agreement indicating their commitment not to release confidential examination materials.
- 12.1.3. Confirming the identity of the Applicant by requesting photo ID to be produced prior to any examination or interview being held.
- 12.1.4. Monitoring examination results for indications of cheating/plagiarism etc.

13. Disputes and Complaints.

- 13.1. In the case of any disputes or complaints arising from any of the procedures in this Guidance Document, or about an individual already on the register, the Business Manager will appoint a Council member to review the dispute or complaint and submit the findings to the Business Manager for further action as required. This may be via the Institute's Code of Ethics / Disciplinary Procedures and will be carried out in line with the Quality Management System.

14. Entry onto the Register.

- 14.1. Entry onto the register will be confirmed to the successful Applicant.
- 14.2. A downloadable certificate and ID card will be issued together with a unique registration number, and the registrant will be able to use the Institute's Fire Risk Assessors logo for as long as they continue to be paid up members of the Register and Institute.

- 14.3. Applicants will be required to provide details for entry onto the online register. This profile will be hidden from public display until the Applicant sets it to public.
- 14.4. Registrants will also be entered onto any national Register of Fire Risk Assessors unless they choose not to be.

15. Mentoring Scheme

- 15.1. 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.
- 15.2. Tier 1 is an entry level for those that are on the start of their career as fire risk assessors and from which it is expected that registrants will progress to the upper tiers over time. To help Tier 1 registrants (and Tier 2 upon request) develop and progress, the Institute has developed the mentor system.
- 15.3. Mentors will be volunteers and current registrants of TFRAR at both Tier 2 and Tier 3 level.

16. Supply Management and Impartiality Statement

- 16.1. In accordance with our commitment to quality assurance and compliance, the Tiered Fire Risk Assessors Register (TFRAR) 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 TFRAR framework.

Furthermore, the TFRAR is committed to upholding the principles of impartiality and confidentiality throughout the examination process. To ensure impartiality, all submissions to the examiners are anonymized, preventing any bias in the evaluation process. Additionally, the TFRAR 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 TFRAR, plays a crucial role in assigning submissions to examiners. In doing so, they rigorously check the Conflict of Interest Register to ensure that examiners are assigned tasks in a manner that avoids any potential conflicts. Simultaneously, the team monitors current assignments to ensure that all work can be completed within specified timelines.

Version Control

Change Record

| Date | Author | Version | Page | Reason for Change |
|----------|------------|---------|-------------------------------|---|
| 27/07/21 | R Docherty | 10 | All | Formatted in IFSM house style, Appendix 4 regarding PODS added |
| 26/01/22 | H Hilton | 11 | 4 | Removed reference to age for Tier 1 |
| 03/02/22 | H Hilton | 12 | 4 | Specified three FRAs required as part of portfolio for Tier 1 |
| 11/03/22 | H Hilton | 13 | 23 | Care homes removed from list of examples of normal risk |
| 16/11/22 | H Hilton | 14 | 4 | Changed entry criteria for Tier 1 from Level 2 Award to ABBE Level 2 Certificate. |
| 06/04/23 | H Hilton | 15 | ALL | Specification of Insurance needed to consider those only carrying out in house FRAs. Allowance for T3 registrants that no longer on a company scheme to go onto T2. Corrected typos. |
| 29/06/23 | H Hilton | 16 | 4, 5,6,9, 10,14,22, 25, 26,27 | High-risk/designated buildings changed to higher risk/complex buildings to reflect the current use from the Government. Additional clarity in section 14. Tier 3 Application and Registration that assessments must be carried out on higher risk/complex buildings. Details of profile being hidden from public display until the applicant sets it to public added. |
| 25/05/23 | H Hilton | 17 | ALL | Document number change from PF018 to 018A. Separated guidance information into document 018B. Includes information from PF011 CPD and PF024 Mentoring. Tier 2 competency details updated in line with current process. |
| 23/01/24 | R King | 18 | 17 | Addition of Supply Management and Impartiality Statement. |
| 06/06/24 | H Hilton | 19 | 14 | Added 3-month suspension in general rules section. |

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 |
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