



**Guidance Document**  
**National Fire Risk Assessors Register Scheme**  
**Version: 5**

Summary:	Guidance on the Institute of Fire Safety Manager's National Fire Risk Assessors Register scheme. Explanation of the requirements for application, routes of entry and ongoing requirements. To be read in conjunction with policy document (018A).	
Target Audience:	All Members, Staff and Council	
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## **1. Introduction**

- 1.1. This document is to be used in conjunction with the National Fire Risk Assessors Register (NFRAR) Policy (018A). It has been written to provide further explanation and give guidance on how to meet the criteria set out in the policy.

## **2. Definitions and Further Explanations**

### **2.1. Fire Risk Assessor**

There is no formal definition of a Fire Risk Assessor. However, the Institute can provide a framework in the form of a tiered register to help define the role and relate it specifically to the levels of competence needed to carry out Fire Risk Assessments at the various levels of building complexity and risk. It also makes it easier for the responsible person/duty holder to choose a Fire Risk Assessor who is competent at the prescribed level and is capable of carrying out a Fire Risk Assessment of their premises/workplace, or similar establishment, and can identify, assess and record fire risks, as well as carry out audits to verify another person's Fire Risk Assessments if that is within their normal sphere of responsibilities.

A Fire Risk Assessor will also be able to provide sufficient and adequate advice and recommendations 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 legislative compliance, but also in asset management, enforcement audits, and business continuity.

### **2.2. Fire Risk Assessment**

In respect of the policy a fire risk assessment is deemed to include the assessment of various types of buildings by the requirements of the Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire (Scotland) Act 2005 (sections 53-59) and The Fire Safety Regulations (Northern Ireland) 2010.

### **2.3. Internal Fire Risk Assessor**

The Institute defines an 'Internal' fire risk assessor as an assessor who carries out fire risk assessments only on buildings/premises that are owned or used specifically by the company they work for. e.g., A fire risk assessor who works for a high-street chain and only carries out fire risk assessments for that specific chain of stores, their offices, and warehouses.

## **2.4. External Fire Risk Assessor**

The Institute defines an 'External' fire risk assessor as an assessor that carries out fire risk assessments on buildings/premises that do not belong to their company i.e. they are contracted by the Responsible Person to carry out a fire risk assessment on their building.

## **2.5. High-Risk Buildings**

In the scope of fire risk assessments, a high-risk building represents structures with elevated complexity and potential hazards, introducing a notably increased level of risk. These buildings cater to more significant numbers of occupants, exceeding 500 individuals. They are characterised by extended internal travel distances to final exits, surpassing 60 metres, single stairs, or intricate arrangements along the expected travel routes. Moreover, these buildings often feature expansive maximum fire spread areas exceeding 1000 square metres. Unlike low- or medium-risk buildings, high-risk structures may host multiple or abnormal hazards (including specialised hazards specific to the buildings' use). High-risk buildings include high-rise flats, complex factory-commercial units, care homes, hotels, and hospitals.

## **2.6. Medium-Risk Buildings**

Within the scope of fire risk assessments, a medium-risk building comprises structures with slightly elevated criteria compared to low-risk ones, introducing moderate potential hazards. These buildings are expected to have occupancies of up to 500 people. Examples of medium-risk buildings encompass supermarkets and factory-commercial units, reflecting a moderately increased risk profile during fire assessments due to their design and layout characteristics.

## **2.7. Low-Risk Buildings**

Within the scope of fire risk assessments, a low-risk building refers to structures that meet specific criteria to mitigate potential hazards. These buildings typically accommodate fewer occupants, with a capacity of around 60 occupants.

## **2.8. Qualifications**

Reference is made in this document to formal award levels. The quoted levels are aligned to the Regulated Qualification Framework (RQF) used in England but also consider the relevant equivalencies in Scotland, Wales and Northern Ireland and the European Qualifications Framework (EQF).

## **2.9. Recognition of Prior Experiential Learning**

A requirement of gaining your level 4 qualification through the Intermediate Level entry route is the completion of a competency assignment and RPEL checklist. These documents are designed to allow applicants to demonstrate that competency standards can be met through experience rather than formally assessed study. This allows the institute to assess and recognise this prior experience and provide academic credit towards a regulated qualification.

## **3. The Tiers and Entry Routes**

3.1. Fire risk assessors need to consider what competency level they are operating at when deciding what tier level to apply for. Applicants do not start at the Foundation Level and work up. A combination of knowledge (in the form of recognised qualifications), skills and experience will decide the correct tier level and the best route to apply. The following summaries should be used as a general gauge for the specific tier requirements.

### **3.1.1. Foundation Level**

Foundation Level is for those who are looking to start a career in Fire Risk Assessment or those who are at the 'beginner' level. They should have a relevant Level 2 Award and less than two years' experience in carrying out fire risk assessments.

### **3.1.2. Intermediate Level**

The Intermediate Level is for experienced fire risk assessors working in the field on buildings ranging from simple and less complex to those of medium complexity. The Intermediate Level is for anyone with over two years' experience in fire risk assessment. The Intermediate Level application involves a 3-stage internal certification process. The first part of this process is a fire risk assessment check, followed by a competency assessment and finally the completion of an RPEL checklist.

### **3.1.3. Advanced Level**

Advanced Level is available for those Fire Risk Assessors who wish to carry out Fire Risk Assessments on higher-risk and complex buildings. At the Advanced Level, registrants will have been certified by a nationally recognised third-party certification provider, having been audited on a higher-risk building. i.e., BAFE SP205 or NSI FRAS. Or will be registered on the Institution of Fire Engineers fire risk assessors register and have proof of third-party certification of competency via the Engineering Council, including registration with the Engineering Council as either IEng or CEng.

## **4. Application Process & Requirements**

4.1. The online application form to apply for a place on NFRAR, or upgrade to a higher tier, can be found on the NFRAR website. The application form guides the applicant through the process and asks them to upload evidence where required.

### **4.2. General requirements for all Tiers**

4.2.1. Applicants must be a member of the Institute at one of the following grades of Membership:

4.2.1.1. Student (Foundation Level only)

4.2.1.2. Technician

4.2.1.3. Associate

4.2.1.4. Member

4.2.1.5. Fellow

4.2.1.6. Life Fellow

4.2.2. A CPD record must be provided as part of the application to any tier of the register and must consist of at least 30 points of mixed CPD activity, with reflective elements and proof of CPD (certificates, etc.) where possible. Further details can be found within the Institute's CPD policy. There is a tool within a member's profile to record CPD online. This can be downloaded as a PDF and uploaded to the application form.

4.2.3. An insurance policy certificate must be attached as part of the application to any tier of the register and must be either professional indemnity insurance (for external assessors) or public liability (for internal assessors). Insurance must cover the applicant's work activities (i.e. internal or external buildings); the Institute does not provide insurance.

### **4.3. Foundation Level**

4.3.1. An applicant should hold the ABBE Level 2 Certificate in "Principles of Fire Assessment" or an equivalent relevant qualification (adjudged by the Institute's Competency Assessors to be relevant). The qualification certificate will need to be uploaded as evidence.

- 4.3.2. An applicant should have no more than two years of relevant experience. They will be asked to specify how many years' experience they have had.

#### **4.4. Intermediate Level**

- 4.4.1. An applicant should have at least two years' experience in the field, performing fire risk assessments on less complex and normal risk/non-complex buildings. They will be asked to specify how many years' experience they have had and to upload their CV. The CV should be fire safety specific.
- 4.4.2. To satisfy the Institute that they are competent to carry out Intermediate Level Fire Risk Assessments, they will need to go through a three-stage internal competency assessment. For Stage 1, the applicant will be asked to upload evidence in the form of two fire risk assessments to their application documentation. The fire risk assessments should:
- 4.3.2.1** Have been completed within the last 12 months.
  - 4.3.2.2** They should be for two different types of buildings.
  - 4.3.2.3** The Fire Risk Assessments should be on buildings of sufficient complexity as to demonstrate an assessor's ability. Any report that is deemed to be on a simple, less complex building or a building that has little or no compliance issues may be rejected.
  - 4.3.2.4** Have all company logos and contact details redacted and/or permission sought from the owner of the report.
- 4.4.3. Candidates who successfully pass the fire risk assessment review will be contacted by the Institute regarding the next stage (Stage 2) of the competency assessment process and be required to complete a knowledge-based exam and assignment. They will need to submit this within ten working days of receipt.
- 4.4.4. Candidates who successfully pass stage two of the competency process will be required to complete a Competency checklist. This will then be checked to ensure the candidate meets all the competency requirements of the Intermediate Level.
- 4.4.5. Those unsuccessful in the Intermediate Level Stage 1 internal competency process will be given four months to improve and resubmit two new FRAs. The first resubmission is free of charge (after which each subsequent submission will be charged at £250.00).

- 4.4.6. Those unsuccessful in the Intermediate Level Stage 2 internal competency assessment process will be given two weeks to undertake a further knowledge-based exam and assignment. Only one free reassessment is permitted (after which each subsequent submission will be charged at £250.00).
- 4.4.7. Evidence must be provided that clearly demonstrates the candidate meets all the competency requirements for Intermediate Level. The institute will request further evidence where sufficient evidence of a particular criterion has not been met.

#### **4.5. Advanced Level**

- 4.5.1. To satisfy the Institute that they are competent to carry out Advanced Level Fire Risk Assessments, they will need to go through a two-stage internal competency assessment. For Stage 1, the applicant will be asked to upload evidence in the form of two high-risk fire risk assessments to their application documentation. The fire risk assessments should:

**4.3.2.5** Have been completed within the last 12 months.

**4.3.2.6** They should be for two different types of buildings.

**4.3.2.7** The Fire Risk Assessments should be on buildings deemed high-risk to demonstrate an assessor's ability. Any report that is deemed to be on a simple or less complex building may be rejected.

**4.3.2.8** Have all company logos and contact details redacted and/or permission sought from the owner of the report.

- 4.5.2. Candidates who successfully pass the fire risk assessment review will be contacted by the Institute regarding the next stage (Stage 2). Applicants must submit proof that they have been individually certified, accredited, or validated as competent Fire Risk Assessors by a third-party accreditation/certification body for higher-risk/complex buildings. Evidence will vary depending on the scheme and awarding body.

4.5.2.1. Warrington Fracs – the certificate with the individual's name should be uploaded and be within the specified date.

4.5.2.2. IFE Register– evidence is needed to show the applicant is registered on the Institution of Fire Engineers fire risk assessors register, and has proof of third-party certification of competency via the Engineering Council,

including registration with the Engineering Council as either I Eng or C Eng.

4.5.2.3. BAFE SP205 – All fire risk assessors who have been witnessed by a BAFE certification body should submit

**4.5.2.3.1.** their up-to-date company certification

**4.5.2.3.2.** a letter from the certification body confirming they have been assessed as the validator

## 5. Successful Applications

5.1. Successful applicants will be notified by email. Registrants will:

5.1.1. Have access within their profile to download and use the NFRAR logo.

5.1.2. Have access within their profile to download and use their NFRAR certificate for that calendar year.

5.1.3. Have access to display and amend their public listing on the Institute's website. **The public profile fields below will be permanently visible to the public.**

5.1.3.1. Full Name

5.1.3.2. NFRAR Status

5.1.3.3. NFRAR Number

5.1.3.4. NFRAR Scheme start date

5.1.3.5. NFRAR Renewal dates

5.1.3.6. NFRAR Review dates

5.1.4. Will receive an email about the Institute's mentoring scheme (see section 8 for further details).

5.1.5. Intermediate level applicants will be awarded the FireQual Certificate in level 4 Fire Risk Assessment. A certificate will be issued after registration is completed.

## 6. Unsuccessful Applications

6.1. If you have been contacted as your application route/tier needs to be amended, any application fees paid will be deducted from the application cost of the new route/tier. An applicant will get a maximum of three months to switch routes/tiers (after notification from the admin on initial application).

6.2. Appeals against any application, review or renewal decision must be made within seven days of receipt of the application result. Only one appeal will be allowed with any one application. Please refer to the Appeal procedure in the NFRAR Policy document (018A).

## 7. Renewal & Reviews

7.1. Annual registration/renewal fees for the following years will be due on the renewal date. Review fees will be payable prior to the review date and, upon successful review, annual registration/renewal fees will then be payable.

7.2. Periodically, dependent on tier level, a more in-depth review will be carried out to ensure continued competency levels. Reviews will be carried out as follows:

7.2.1. Foundation Level – two years. At this time, the registrant will be expected to apply for the Intermediate Level.

7.2.2. Intermediate Level - two-yearly reviews. This will ensure that any changes in legislation relating to the Intermediate Level Fire Risk Assessments of buildings are encompassed in any recertification procedure so that the Intermediate Level certificated individuals remain “current” in their conduct and knowledge.

7.2.3. Advanced Level – On expiry of an Advanced Level registrant's third-party evidence, they will be required to provide proof of their ongoing third-party accreditation via:

7.2.3.1. A BAFE Validator letter dated in the last 36 months.

7.2.3.2. A valid and in-date BAFE company certificate

**OR**

7.2.3.3. A valid and in-date NSI FRAS Individual certificate.

**OR**

7.2.3.4. Continued membership of the Engineering Council at Eng Tech and above.

7.3. Documents will be requested up to two months before the renewal or review date. Please refer to NFRAR Policy (018A) for further details on the documents required. If a response is not received by the due date, the registrant will be suspended for up to a period of two months, until receipt of a response or the required documents are received. After the two-month suspension period, the registrant will be taken off the register, and a new application will need to restart the application process.

7.4. Registrants must ensure that all information on their online accounts is up-to-date and correct. Changes in circumstances affecting their place on the register should be notified to [riskassessorsregister@ifsm.org.uk](mailto:riskassessorsregister@ifsm.org.uk) so that they can be amended.

## **8. Mentoring Scheme**

- 8.1. 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 where they would not otherwise be competent to undertake a fire risk assessment and will give a greater understanding of the built environment.
- 8.2. All Foundation Level members are enrolled as mentees on request.
- 8.3. Intermediate Level members can request to become mentees on a case-by-case basis.
- 8.4. Any Advanced Level members may volunteer as mentors.
- 8.5. Mentors must ensure they have relevant insurance to mentor.
- 8.6. Mentors must ensure they have approval from the RP or building owner before mentoring on-site.
- 8.7. Mentors and mentees will be paired by the institute based on regions and travel times, where this is possible. Mentors can request to be paired with more than one mentee.
- 8.8. Mentors can inform the Institute of any opportunities available for a mentee to shadow them. The Institute will distribute details of these opportunities amongst the mentees on a first-come, first-served basis.
- 8.9. As this is an unpaid volunteer role, there is no formal requirement for the number of opportunities a mentor must offer.
- 8.10. The Institute is not responsible for any part of a shadowing/mentoring opportunity and facilitates the introduction of the mentee and mentor as a show of good faith.
- 8.11. The Institute requests feedback at the end of each mentoring opportunity to ensure the scheme is working as intended. A template document will be provided to both the mentor and mentee.
- 8.12. Both shadowing and mentoring contribute towards informal CPD and should be recorded on both the mentor's and mentee's CPD records.

## Version Control

## Change Record

Date	Author	Version	Page	Reason for Change
25/05/23	JW, RK, HH	V1	ALL	New document incorporating PF018 NFRAR Policy Guidance, PF011 CPD Policy & PF024 Mentoring Policy.
29/02/24	RK	V2	13	BAFE requirements expanded for ease of understanding.
10/06/24	HH	V3	13 & 15	Section 7.3 updated. Request for T2 3 yearly review extended from 1 to 3 months. Suspension period specified as 3 months. Update to T3 evidence section to reflect NSI changes.
24/01/25	RK	V4	ALL	Removal of Intermediate Level pre-assessment & stage one only. Reinforced renewal wording for the Advanced Level.
08/12/25	RK	V5	All	Amendment to the risk levels of buildings and minor revisions to grammar.

## Reviewers/contributors

Name	Position	Version Reviewed & Date