



Guidance Document

Tiered Fire Risk Assessors Register Scheme

**Version: 4**

Summary:	Guidance on the Institute of Fire Safety Manager’s Tiered 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	
Next Review Date:	October 2026	
Approved by:	Management Team	09/10/23
Date issued:	October 2023	

## Table of Contents

1.	Introduction .....	3
2.	Definitions and Further Explanations .....	3
2.1.	Fire Risk Assessor .....	3
2.2.	Fire Risk Assessment .....	3
2.3.	Pods .....	3
2.4.	Internal Fire Risk Assessor .....	4
2.5.	External Fire Risk Assessor .....	4
2.6.	Higher Risk and Complex Buildings .....	4
2.7.	Normal-Risk/Non-Complex Buildings .....	5
2.8.	Simple/Less Complex Buildings .....	5
2.9.	Qualifications .....	5
3.	The Tiers and Entry Routes .....	5
3.1.1.	Tier 1 .....	5
3.1.1.1.	Tier 1 - Fast track .....	6
3.1.2.	Tier 2 .....	6
3.1.2.1.	Tier 2 - Standard .....	6
3.1.2.2.	Tier 2 – Accelerated .....	6
3.1.2.3.	Tier 2 – Non-UK .....	6
3.1.3.	Tier 3 .....	6
3.1.3.1.	Tier 3 – Non-UK .....	7
4.	Application Process & Requirements .....	7
4.2.	General requirements for all Tiers .....	7
4.3.	Tier 1 .....	8
4.4.	Tier 2 – Standard .....	8
4.5.	Tier 2 – Accelerated .....	9
4.6.	Tier 2 – Non-UK .....	9
4.7.	Tier 3 .....	10
4.8.	Tier 3 – Non-UK .....	11
5.	Successful Applications .....	11
6.	Unsuccessful Applications .....	12
7.	Renewal & Reviews .....	12
8.	Mentoring Scheme .....	13
	Version Control .....	14

## **1. Introduction**

- 1.1. This document is to be used in conjunction with the Tiered Fire Risk Assessors Register (TFRAR) 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. Pods**

There are many Fire Risk Assessors who are working as competent specialists on Fire Risk Assessments in a very particular sector of the community, for example, heritage buildings, hospitals and similar, construction sites etc. These are small

groups of specialists whose work is sector-specific or specialist and who operate within a larger 'generalist' framework but their work in that sector/specialism cannot be specifically recognised. The name of the pod will reflect the specialism/sector.

#### **2.4. Internal Fire Risk Assessor**

The Institute defines an 'Internal' fire risk assessor as an assessor that 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.

#### **2.5. 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.

#### **2.6. Higher Risk and Complex Buildings**

Higher risk and complex buildings are those that include many different types of premises across many different industries depending on the process performed, materials stored and occupancy type. Examples are care homes, specialised housing schemes, places where there is a high risk to life from fire, hospitals, large building and industrial complexes, fire engineered large buildings etc. The list is not exhaustive but also includes those defined by the Government as 'in scope building'. The Government definition of 'in- scope' buildings include high risk residential buildings (HRRBs) and others which can be described as life safety critical buildings and include, for example, health and social care hospitals and homes, multi-occupied high-rise residential homes and residential educational and student accommodation. Higher risk/designated/in-scope Buildings will be defined from time to time by the Government. There will always be 'specialist' High Risk Buildings which will require their own specialist Fire Risk Assessors who are competent in their own specialised field.

## **2.7. Normal-Risk/Non-Complex Buildings**

Large shops and shopping centres, art centres and museums, leisure centres, assembly buildings, theatres, cinemas, hotels, factories, large offices etc.

## **2.8. Simple/Less Complex Buildings**

Buildings of up to three storeys (including a basement) in height with straightforward layouts and lower risk single or multiple occupancies. For example, office and industrial premises, small and medium-sized shops, sports premises, and arts centres. They should have routine, but not excessive, public access and for which the Fire Risk Assessments and action plans can be developed using the current guidance documents and codes, such as those published by the relevant legislative bodies and cross-referenced to appropriate sections of British Standards and other significant and relevant accepted guides. The use of compensatory measures to produce risk proportionate or alternative solutions will be understood and applied in more straightforward situations.

## **2.9. 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).

## **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 Tier 1 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. Tier 1**

Tier 1 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 three years' experience.

#### 3.1.1.1. **Tier 1 - Fast track**

Fast track is for those who are still in the early stages of their fire risk assessment career. They may have had a bit more experience than three years but are not ready to operate at Tier 2 level. Entry onto Tier 1 - Fast Track is gained by applying for Tier 1. The assessment panel will judge whether you are eligible for this 12-month placement, after which you will need to apply for Tier 2.

#### 3.1.2. **Tier 2**

Tier 2 is for experienced fire risk assessors working in the field on buildings ranging from simple and less complex to those of medium complexity. There are several routes in which to apply:

##### 3.1.2.1. **Tier 2 - Standard**

Tier 2 Standard is for anyone with over two years' experience in fire risk assessing. The standard route involves a two-stage internal certification process. The first part of this process is a fire risk assessment check and then a written online knowledge test.

##### 3.1.2.2. **Tier 2 - Accelerated**

Tier 2 - Accelerated is for those that are on a recognised Fire Risk Assessors register with another professional body or recognised organisation. e.g., IFE, IFPO, BAFA SP205 (This does not include just being a member of these organisations). Candidates applying via the BAFA SP205 route must be validators, having been audited on a medium-risk building.

##### 3.1.2.3. **Tier 2 - Non-UK**

Tier 2 - Non-UK is for candidates who work outside of the UK. They will have over two years' experience and have achieved 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). For this route, two fire risk assessments will need to be submitted and checked for internal certification.

#### 3.1.3. **Tier 3**

Tier 3 is available for those Fire Risk Assessors who wish to carry out Fire Risk Assessments on higher-risk and complex buildings. At Tier 3, registrants will have been certified by a nationally recognised third-party certification provider, having been audited on a higher-risk building. i.e., BAFA SP205 or Warrington FRACs. 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 I Eng or C Eng.

#### 3.1.3.1. **Tier 3 – Non-UK**

Tier 3 – Non-UK is for those Fire Risk Assessors who wish to carry out Fire Risk Assessments on higher-risk and complex buildings outside the UK. They will provide proof of third-party certification within the country they are working. They will submit two fire risk assessments for internal certification and have 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).

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

- 4.1. The online application form to apply for a place on TFRAR, or upgrade to a higher tier can be found on the Institute’s website. An applicant will need to be logged in as a member to be able to see the apply button, which is within the ‘TFRAR – Join the Register’ page or on their profile page.

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. Technician

- 4.2.1.2. Associate

- 4.2.1.3. Member

- 4.2.1.4. Fellow

- 4.2.1.5. Life Fellow

- 4.2.2. A CPD must be attached as part of the application to any tier of the register and must consist of at least 25 hours 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 in 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 applicants work activities, it is not set by the Institute.

### **4.3. Tier 1**

- 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 Council to be relevant). The qualification certificate will need to be uploaded as evidence.
- 4.3.2. An applicant should have no more than three years of relevant experience. They will be asked to specify how many years’ experience they have had.
- 4.3.3. If applicants have already started carrying out FRAs they will be asked to submit, up to three recent FRAs no more than 12 months old. FRAs will not be assessed for content but will be used to gauge the level the assessor is operating. Fire risk assessment should redact the name and address on their client’s fire risk assessment or seek permission from their client to submit without doing so.

### **4.4. Tier 2 – Standard**

- 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. Their CV should be fire risk specific.
- 4.4.2. In order to satisfy the Institute that they are competent to carry out Tier 2 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 fire risk assessments to their application documentary. 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 building.

**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** All company logos, contact details and identification details of the owner of the report should also be removed 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. They will need to submit this within a month of receipt.

4.4.4. Those unsuccessful in the Tier 2 Stage 1 internal competency process will be given six months to improve and resubmit two new FRAs. The first resubmission is free of charge (after which each subsequent submission will be charged at the same rate as the 'Stage 1 Only' route).

#### **4.5. Tier 2 – Accelerated**

4.5.1. 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.

4.5.2. Applicants should hold a place on another recognised register of Fire Risk Assessors. Other registers include but are not limited to: IFE, IFPO, BAFE SP205. Evidence of their place on a register will need to be uploaded to the application form. Those under the BAFE SP205 scheme will need to have been individually assessed as a 'validator' by the awarding body on normal risk/non-complex buildings. Please see further details in Section 4.9 regarding evidence for BAFE SP205.

#### **4.6. Tier 2 – Non-UK**

4.6.1. 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. Their CV should be fire risk specific.

4.6.2. Applicants should be carrying out work outside of the UK and will be asked to specify what country they are working in.

4.6.3. Applicant will need to upload 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).

4.6.4. In order to satisfy the Institute that they are competent to carry out Tier 2 Fire Risk Assessments, they will need to go through Stage 1 only of the internal competency assessment. For Stage 1, the applicant will be asked to upload their application documentary evidence in the form of two fire risk assessments. The fire risk assessments should:

4.6.4.1. Have been completed within the last 12 months.

4.6.4.2. They should be for two different types of building.

4.6.4.3. The Fire Risk Assessments should be on buildings of sufficient complexity as to demonstrate an assessor's Tier 2 ability. Any report that is deemed to be on a simple, less complex building or a building that has little or no compliance issues will be rejected.

4.6.4.4. All company logos, contact details and identification details of the owner of the report should also be removed or permission sought from the owner of the report.

#### **4.7. Tier 3**

4.7.1. 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.

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

4.7.1.2. IFE Register– evidence is needed to show the applicant is 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 I Eng or C Eng.

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

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

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

**4.7.1.3.3.** Confirmation of the type of building they have been assessed, either by providing the audit report or validator letter.

#### 4.8. Tier 3 – Non-UK

- 4.8.1. Applicants will be carrying out work outside of the UK and will be asked to specify what country they are working in.
- 4.8.2. They will provide proof that they have been individually certified, accredited or validated as a competent Fire Risk Assessor by a third-party accreditation/certification body. As the format of documents will vary for different countries the Institute will guide the applicant if further evidence is required.
- 4.8.3. The applicant will submit evidence that they have passed 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).
- 4.8.4. The applicant will submit for review and assessment two Fire Risk Assessments that the applicant has recently carried out in line with the definition of higher-risk and complex buildings.

#### 5. Successful Applications

- 5.1. Successful applicants will be notified by email with a payment link to pay their annual fee.
- 5.2. Once payment has been received the registrant will:
  - 5.2.1. Have access within their profile to download and use the TFRAR logo.
  - 5.2.2. Have access within their profile to download and use their TFRAR certificate for that calendar year.
  - 5.2.3. Have access to display and amend their public listing on the Institute’s website. **Please note that only the registrant's name is displayed by default.**
  - 5.2.4. Will automatically be registered onto the national register unless you notify us. (UK only)
  - 5.2.5. Will receive a photo ID card through the post.
  - 5.2.6. Will receive an email about the Institute’s mentoring scheme (see section 8 for further details).

## 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 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 TFRAR 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. Tier 1 – Four years. At this time the registrant will be expected to apply for Tier 2.
  - 7.2.2. Tier 1 (Fast Track) – One year. At this time the registrant will be expected to apply for Tier 2.
  - 7.2.3. Tier 2 (via standard and Stage 1 only route) – Three years, then two years, on a rotating cycle. This will ensure that any changes in legislation relating to the Tier 2 Fire Risk Assessments of buildings is encompassed in any recertification procedure so that the Tier 2 certificated individuals remain “current” in their conduct and knowledge.
  - 7.2.4. Tier 3 - Every year all Tier 3 registrants will be required to provide evidence of their ongoing third-party accreditation via:
    - 7.2.4.1. A BAFE Validator letter dated in the last 36 months.
    - 7.2.4.2. A valid and in-date BAFE company certificate

**OR**

  - 7.2.4.3. A valid and in-date NSI FRAS Individual certificate.
- 7.3. Documents will be requested up to three months before the renewal or review date. Please refer to TFRAR 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 three months, until receipt of a response, or the required documents are received. After the three-month suspension period the registrant will be taken off the register and a new application would 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 Tier 1 members are automatically enrolled as mentees.
- 8.3. Tier 2 members can request to become mentees on a case-by-case basis.
- 8.4. Any Tier 2 or 3 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 are to 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.
- 8.8. As this is an unpaid volunteer role, there is no formal requirement for the number of opportunities a mentor must offer.
- 8.9. 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.
- 8.10. The Institute requests feedback at the end of each opportunity to ensure the scheme is working as intended.

## Version Control

### Change Record

Date	Author	Version	Page	Reason for Change
25/05/23	JW, RK, HH	V1	ALL	New document incorporating PF018 TFRAR 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 tier 2 pre-assessment & stage one only. Reinforced renewal wording for tier 3.

### Reviewers/contributors

Name	Position	Version Reviewed & Date