

The Institute of Fire Safety Managers

Established 1997



Rules and Regulations for Entry and Renewal of Membership

Version: 19

Summary:	This document looks at the different membership types within the Institute of Fire Safety Managers (IFSM), the routes to these and the code of conduct expected of members, officials & Council.	
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GENERAL

Introduction

These Rules and Regulations are enacted under the By-Laws of the Institute to detail the entry qualifications and requirements for the various grades of membership of the Institute as listed in those By-Laws. The rules for entry and renewal of membership as described herein will be applied by the Membership Committee and Council of the Institute to all applications for determining any applicant's membership grade.

The Articles of Association and By-Laws also contain the rules and regulations appertaining to the maintenance of membership, and a copy of these are available on the Institute's website.

Grades of Membership

The grades of membership of the Institute form the core of recognition of the individual's professional development within the Institute. There are eight grades of membership within the Institute, both corporate (voting) and non-corporate, and these are: -

1. Life Fellow (corporate) with designatory letters FIFSM (Life)
2. Fellow (corporate) with designatory letters FIFSM
3. Member (corporate) with designatory letters MIFSM
4. Associate (corporate) with designatory letters AIFSM
5. Technician (corporate) with designatory letters TIFSM
6. Student (non-corporate) with designatory letters SIFSM
7. Honorary Member (corporate) with designatory letters Hon MIFSM
8. Affiliate Member (non-corporate), no designatory letters are attached to this grade.

(Designatory letters can only be used whilst a member remains fully paid up, and Council will take action for any unauthorised use or abuse of these letters).

ENTRY REQUIREMENTS

Professional Work-Based Achievement

Applicants for membership should be able to demonstrate that their work has a direct relationship with the objectives of the Institute and especially in the fields of management of fire safety, fire prevention, fire extinction and fire engineering in general.

Continuous Professional Development

Applicants may also be required, if requested, to demonstrate that they have or are undertaking Continuous Professional Development (CPD) for a specific period in accordance with the CPD Guidance Document.

Suitability for any Grade of Membership

The Institute will assess every applicant for their grade of membership based on several criteria but especially: -

1. The educational and academic qualifications relevant to the objectives of the Institute,
2. Vocational qualifications and training, and
3. Experience.

Any member seeking an upgrade between the grades should be able to show and demonstrate academic qualifications, vocational training and experience as expected for the grade of membership applied for. A non-refundable administration fee, details of which are on the website, is payable with the application for an upgrade at the time of application. The Membership Upgrade form can be found on the website.

Entry Requirements for Grades

- 1) **Student.** Every person applying for the Student grade shall satisfy Council that they are engaged in an apprenticeship or studying fulltime within the fields of fire safety and fire engineering.
- 2) **Technician.** Every person who wishes to apply or transfer into the grade of Technician shall satisfy Council that they meet the following requirements: -
 - a) Have up to two years of training and experience in relevant fields of fire safety management/engineering, and

- b) Have academic or vocational achievements/qualifications or equivalents at a level to be determined by Council.
- 3) **Associate.** Every person who wishes to apply or transfer to the grade of Associate shall satisfy Council that they meet the following requirements: -
- a) Have at least three years of experience in fire safety management or a related position, or
 - b) Have at least three years of responsibility for fire prevention advice or fire safety in either an advisory or enforcement role, and
 - c) Hold a recognised qualification at the level that Council feels appropriate, or
 - d) Have no formal qualifications necessary for the grade of Associate but apply through a Mature Candidate Route. Such an applicant will have to submit a detailed application of competency and achievement in fire safety management/fire engineering and show that this involvement has been for a sustained period to the satisfaction of the Council.
- 4) **Member.** Every person who wishes to apply or transfer to the grade of Member shall satisfy Council that they meet the following requirements: -
- a) Hold relevant qualifications (e.g., the Advanced CFPA Diploma) at a level that Council feels appropriate, and
 - b) Have at least five years of responsible experience in fire safety management/fire engineering, and
 - c) Demonstrate a proven track record of competency and training in the field of fire safety management/fire engineering, or
 - d) Have no formal qualifications necessary for the grade of Member but apply through a Mature Candidate Route. Such an applicant will have to submit a detailed application of competency, experience and achievement in fire safety management/fire engineering or speciality that they can prove is relevant to the aims and objectives of the Institute and show that this involvement has been for a sustained period to the satisfaction of Council.

The new member will be issued a certificate downloadable from their website profile page showing the grade of membership allocated. A member receiving an upgrade in membership grade will be able to access their certificate of membership showing the new grade in the same way.

- 5) **Fellow.** Membership as a Fellow will only be in recognition of a substantive contribution made by a member of the Institute in furthering the aims and objectives of the Institute or on being made a Vice President. There will be two routes to becoming a Fellow, election to Fellow at an Annual General Meeting following a recommendation by Council or self-application as detailed in Appendix A. However, the Chairman can award an individual with Fellow Grade in exceptional circumstances.
- 6) **Life Fellow.** This is the highest grade of membership in the Institute. Anyone nominated to be elected to Life Fellow will have served and represented the Institute at the highest level on many occasions over the years and will also have made a significant contribution to the recognition of the Institute at national and international levels. Life Fellows shall not normally be under the age of 60 years. There will be no limit to the number of Life Fellows, and the grade of Life Fellow will carry all the same rights and privileges as that of the Fellow grade. Election to Life Fellow will be by recommendation of the Council to the membership at an Annual General Meeting.
- 7) **Honorary Member.** This may be given to someone who may not have the necessary entry qualifications to satisfy the entry into a corporate grade of membership, but it is given in recognition of a substantive contribution made by an individual to the Institute. Proposals should be sent to the Business Manager. Council will ratify before recommending to the Annual General Meeting for election to the grade.
- 8) **Affiliate Member.** This grade carries no post-nominals and is meant for businesses or companies who wish to be associated with the Institute. The Affiliate member will have the right to use the Institute's Affiliate Member logo on their paperwork etc.

Individual Case Procedure / Mature Candidate Route

The Institute may consider applications from a person who may not satisfy the membership criteria in any grade applied for but may provide evidence to satisfy the Chairman that they have academic qualifications of an appropriate standard and relevance to the applicant's involvement in fire safety management/fire engineering. The applicant will also have to demonstrate relevant experience, training, and participation in fire safety management/fire engineering. This may be achieved either by the submission of a technical paper or detailed evidence of achievement and competency in order to satisfy the Chairman of their eligibility for the membership grade they apply for. There will not be a formal list of acceptable qualifications. Instead, the applicant must qualify the relevance of qualifications held to their current vocation or profession. The Mature Candidate Route (MCR) is an example of this procedure. The MCR allows an individual to enter an appropriate membership grade when they may not satisfy the traditional criteria for membership.

Retired Members

On notification of the Institute's Administrative Team, retired members (defined as those members in any grade that have ceased to be commercially active) will be invited to pay a final payment, equivalent to the annual subscription applicable at the time of invitation, following which they will continue to enjoy all the benefits of membership.

Should a retired member take up employment or become commercially active again, they should inform the Administration Team and restart membership in the grade held before retirement.

Administration

Once the administrative fee has been received, the Chairman will process the application. The Chairman/membership chair reserves the right to review any membership application.

In certain circumstances, referees nominated by an applicant may be contacted where it is necessary to confirm or discuss any information an applicant has given in support of their application.

Once an application has been processed and a membership grade has been allocated, the Institute's Administrative Assistant will keep the electronic application form and supporting documentation on file within the online membership system.

Membership will start once payment has been received for the annual fee. This payment must be made within two weeks of application approval. The administration team will chase the applicant if payment is not made within the period. If payment for the annual fee is not received within twenty-eight days, the application will be removed and must be resubmitted if the applicant still wishes to attain membership.

RENEWAL REQUIREMENTS

Renewal Payments

Annual renewal payments will be due on the anniversary date the membership started and must be made within six months of this date. After which, the individual will need to re-apply for membership and make payment of the administration fee.

CPD Audits

As part of an individual membership, members may be required to submit their Continuous Professional Development (CPD) record for audit.

An annual audit will be carried out within the third quarter of each year. The audit will consist of a randomly selected 10% of the total membership. Those selected will be contacted by the administrative team and must submit their CPD record within two months of the audit request. All CPD records are audited by trained members of the Administrative Team against the IFSM's CPD criteria as specified in the IFSM CPD Guidance policy. The Chairman or President may review any individual CPD records at any point within the audit process. The audit result and feedback will be provided to the individual within one month of receipt of the CPD record. If a CPD record is not received within two months of a CPD request, the individual's membership will be suspended until receipt of the requested CPD record.

Contact Details

It is of the utmost importance that any Life Fellow, Fellow, Honorary Member, Member, Associate, Technician, or Student continually ensure that all contact details on their IFSM membership profile are kept up to date. Failure to keep all contact details up to date can be classified as dishonourable or unprofessional conduct and may be investigated under the Institute's Code of Ethics and Discipline.

Fire Risk Assessors Register

Members of the Institute at any grade that carry out Fire Risk Assessments are required to be registered on a recognised Fire Risk Assessors Register, preferably the Institute's own Tiered Fire Risk Assessors Register (TFRAR). If it comes to the attention of the Institute that a member is carrying out Fire Risk Assessments and is not on a recognised fire risk assessors register, without good reason, they will have their membership suspended, for a short period until they are on a register or they stop carrying out fire risk assessments. If neither of these actions are forthcoming their membership will be revoked.

APPENDIX A

Fellow Grade Upgrade Application Process

Introduction

The procedures set out in this Appendix are for those members that wish to apply for an upgrade to Fellow grade. It will examine the strict criteria the applicant must meet to attain fellow grade and the process involved.

Application Procedure

Members who wish to apply must contact the Institute's office to obtain an application form. The form must be completed and submitted with a non-refundable administration fee as set on the Institute's website. The window to submit applications will be from February 13th to July 1st.

The application review will be over two stages.

Stage One – Application Form Review

Application forms will be checked to ensure the following criteria have been met:

- The applicant has been a member of the Institute at Member grade for at least eight years.
- The applicant has written 500 words on why they should be a Fellow member, including their significant contribution to the Institute and the fire safety industry.
- The applicant has provided two referees who have both written 250 words as to why they have nominated them. Ideally, both references should have been a member of the Institute at Member grade for at least five years. If this isn't possible, references from individuals in the fire safety industry may be accepted, but they will be asked to provide further details of their credentials.

Stage Two – Presentation & Interview

On satisfactory completion of stage one, applicants will be invited to interview (normally in September) before the AGM. Applicants will be asked to give a presentation supporting the reasons they put forward in their application and will be given an interview.

Assessment Panel & Decision

The panel will consist of the Chairman, President, Membership Secretary, an impartial witness (supplied by the Institute) and an appointed chair (a minimum of a Fellow grade of membership will be required to chair the interview panel). The panel will use a mark sheet with set criteria to assess the applicant. The Assessment Panel will take one of the following decisions: -

- a) Invite the applicant to become a Fellow, which will be awarded at the following AGM.
- b) Reject the application. When this is the case, the assessment panel will inform the applicant of the reason(s) for rejection.

Appeal

There will be no right to appeal, but it is hoped the applicant will use the feedback given by the panel and use this to look at how they can work towards becoming a Fellow grade and reapply again in the future.

Version Control

Change Record

Date	Author	Version	Page	Reason for Change
13/04/21	H Hilton	15	5	Added paragraph to Administration section to include renewal.
25/1/2022	R King	16	2	Change of wording to Technician grade requirements
28/03/22	H Hilton	17	ALL	Front cover & contents page added, changed application to an online form, removed details of ordering duplicate certificates, BSM to BM, Appendix A - Fellow grade application added.
03/02/23	J Wilson	18	10	Revised application dates as per RK instruction
03/04/23	R King	19	ALL	Revised wording of several sections, added CPD audit section previously in PF011 CPD Procedures. Added rule regarding FRA register.

Reviewers/contributors

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