

# The Institute of Fire Safety Managers

*Established 1997*



## Tiered Fire Risk Assessors Register (TFRAR)

Application for entry onto TFRAR including Tier 1, Tier 2, and Tier 3.  
Tier2 Specialist, Sector Specific PODs  
and NON-UK at Tier 2 and Tier 3

**Version: 10**

<b>Summary:</b>	This document details the Institute of Fire Safety Managers (IFSM) application procedure for all tier levels. Outlining the routes open to applicants, the process involved, requirements for applications, definitions and appeal procedures.	
<b>Target Audience:</b>	All Members, Staff and Council.	
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## Table of Contents

	<b>Page N°.</b>
Introduction.	3
Recognition of Appropriate Accreditation and Certification Schemes	4
Tier 1 (Entry Level Register)	4
Tier 2 Competent Fire Risk Assessors Register (CFRAR)	4
Tier 3 Nationally Accredited Fire Risk Assessors Register (NAFRAR)	5
Entry onto the Register	5
General Requirements to be Submitted with all Applications	5
Procedure and Application	6
Professional Review of Application	6
Confidentiality and Disclaimer	7
Assessment Panel Decision, Interview and Appeal Procedures	7
Disputes and Complaints	8
Entry onto the Register	8
Plagiarism and Fraudulent Practices	9
Routes to Tier 1 Registration	9
Routes to Tier 2 Certification Scheme	10
Tier 3 Application and Registration	15
Scheme of Rules and Regulations - General Tiers 1, 2 and 3	16
Appendix 1 Technical Requirements for Competency Assessment for Tier 2 Applicants	18
Appendix 2 (Fees and Costs Structure)	21
Appendix 3 (Definitions)	22
Appendix 4 (Procedure for Tier 2 Specialist, Sector Specific PODS and non – UK Tier 2 and Tier 3 Applicants)	24
Version Control	28

# THE INSTITUTE OF FIRE SAFETY MANAGERS

## TIERED FIRE RISK ASSESSORS REGISTER (TFRAR)

### General Details Section

#### 1. Introduction.

The Institute has decided to introduce a Fire Risk Assessors Register which recognises three levels of competence for Fire Risk Assessors carrying out Fire Risk Assessments. These levels of competence, called tiers, are based on the complexities of the buildings according to definitions which are listed in the procedural and administrative document for this register.

A Fire Risk Assessment in respect of this document is deemed to include the assessment of various types of building in accordance with 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.

The government recommends that Fire Risk Assessments will generally be carried out by suitably qualified / competent fire professionals.

This register is in three tiers. Tier 1 is for those people who wish to make a start at a career in Fire Risk Assessment and who are at the 'beginners' level. Tier 2 is for those Fire Risk Assessors who are working in the field on buildings that range from simple and less complex to those that are of medium complexity. Tier 3, NAFRAR, is available for those Fire Risk Assessors who wish to carry out Fire Risk Assessments on high risk and complex buildings.

All tiers of the register are competency based and the tiers form a recognisable pathway into a career in Fire Risk Assessment. The register is for individual Fire Risk Assessors. A definition of a Fire Risk Assessor is provided in Appendix 3 of the guidance document.

The register contains the names of individual Fire Risk Assessors at each Tier level and each one has been through a process which is accredited by an independent nationally recognised awarding body for Tier 1, a peer group internal certification process at Tier 2 and at Tier 3, third-party accreditation/certification by a nationally recognised third-party certification provider, including those that are accredited by UKAS. The UKAS/third party link is important for the Institute in the promotion of a national independent register as it signals Government support.

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

The register also contains PODs at Tier 2 which are for specialist or sector specific Fire Risk Assessors and at Tier 2 and Tier 3 for Non-UK Fire Risk Assessors. Appendix 4 details the application procedure and process for these.

The name for the Institute's register is 'The Tiered Fire Risk Assessors Register of The Institute of Fire Safety Managers' (TFRAR).

This Policy and Procedure document is enacted under the By-Laws of the Institute.

## 2. **Recognition of Appropriate Accreditation and Certification Schemes.**

### **Tier 1 (Entry Level Register)**

The Institute will recognise, for the purposes of entering Applicants into Tier 1 of the register, those Applicants who wish to pursue a career in Fire Risk Assessment and have:

- a) Gained a pass in the Level 2 Award, 'Principles of Fire Risk Assessment', or
- b) Are over 21 years of age, hold a relevant qualification (adjudged by the Institute's Competency Council to be relevant), and
- c) Have 3 years relevant experience and have gained sufficient knowledge and experience to the satisfaction of the Assessment Panel (this to be judged by portfolio submission and interview), or
- d) Satisfied a and b above but are more experienced than would otherwise be expected for entry level and therefore need less time to achieve Tier 2 status. *This approach is called the 'Tier 1 Fast Track Scheme'.*

### **Tier 2 Competent Fire Risk Assessors Register (CFRAR)**

Fire Risk Assessors will apply for registration at this level in one of four ways:

- a) They will be registered at Tier 1 and have carried out Fire Risk Assessments on simple less complex buildings for a minimum of 2 years, and have gained sufficient experience in carrying out Fire Risk Assessments at Tier 2 level to enable them to apply for recognition of competence at Tier 2 level.
- b) Experienced Fire Risk Assessors who are members of the Institute and wish to apply for registration at Tier 2 level.
- c) Fire Risk Assessors who are members of the Institute and have achieved a pass in a recognised Level 3 (or above) award in Fire Risk Assessment. This award must have 'accredited' status by a recognised independent awarding body.
- d) Fire Risk Assessors who are members of the Institute and who are already registered on a Fire Risk Assessors register with another professional body or recognised organisation but who are not third party accredited, or, Fire Risk Assessors who are members of the Institute and have been through the BAFE SP205 scheme and have been individually assessed by the awarding body and designated as 'validator' for Tier 2 only. *This*

*approach is called the 'Tier 2 Accelerated Application Scheme'.*

### **Tier 3 Nationally Accredited Fire Risk Assessors Register (NAFRAR)**

Tier 3 is the level at which a Fire Risk Assessor can operate and is deemed to be competent to carry out Fire Risk Assessments across the whole range of Tier 1 and Tier 2 level as well as on high risk/designated buildings. Entry into Tier 3 is achieved by Fire Risk Assessors having been through a third-party accreditation/certification scheme which has deemed them to be competent to carry out Fire Risk Assessments of high-risk/designated buildings (see Appendix 3 for definition).

For organisations that have been through an accredited/certified scheme designed specifically for companies, and where the only person to have been individually tested for competency is a nominee from that company i.e., other Fire Risk Assessors working for that company are only audited internally, then only that company's formal nominee will be eligible to apply for NAFRAR.

The Institute will recognise any individual who provides proof that they have been individually certified, accredited or validated as a competent Fire Risk Assessor by a third-party accreditation/certification body.

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 current UK and Northern Ireland fire legislation and building regulations.

### **3. Entry onto the Register.**

An application onto the register is open to those persons who can satisfy the above criteria for each Tier (the requirements are set out above) and who are working in the field of fire safety, fire safety management and fire engineering.

### **4. General Requirements to be Submitted with all Applications.**

A person who wishes to be entered onto the register must provide the following evidence with their application:

- a) Proof of qualifications or competency as described in Section 2 above.
- b) Professional Indemnity Insurance (and where necessary, Public Liability Insurance).
- c) Evidence of commitment to continuing professional development (CPD) via a formal record, both at the time of registration and continuing throughout the registration period.

d) Membership of the Institute in a corporate grade.

## **5. Procedure for Application.**

Applications for registration should be made on the appropriate form which is available and can be accessed from the Institute's website.

Applicants should clearly state in the appropriate part of the application form, which Tier they are seeking registration for.

The application must be fully completed and should contain the relevant information asked for together with the non-refundable administration fee. The Institute will consider each application via an Assessment Panel.

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.

Successful registrants will be entered onto the Register upon receipt of the annual fee. Fees will be fixed annually and will be invoiced to those on the register in January each year. For those registrants who enter the Register within the year, the fee will be based on the number of days left to the next January full fee invoice. Registrants will also be entered onto any national Register of Fire Risk Assessors unless they choose not to be.

The Business Manager, together with the Register Administrator, are responsible for the administration of the procedures in this document.

It is the responsibility of each registrant to ensure that the details within their own portfolio on the website are kept updated and changes in circumstances effecting their place on the register are notified to [riskassessorsregister@ifsm.org.uk](mailto:riskassessorsregister@ifsm.org.uk) so that they can be amended.

## **6. Professional Review of Application.**

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 and will always be third party accredited competent Fire Risk Assessors who are registered on NAFRAR. The Council will also appoint an External Assessor(s) should this be necessary in any particular case.

The internal administration process will start with the Register Administrator who will check the application to ensure that all the requirements for entry onto the Register (as per Section 5 above) have been completed and forward the application to a nominated member of Council to review. The nominated member(s) of the Assessment Panel will check the application

details, confirm that all items as per Section 5 above are complete and up to date and ensure that the information required for the relevant Tier applied for has been submitted.

## **7. Confidentiality and Disclaimer.**

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.

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

## **8. Assessment Panel Decision, Interview and Appeal Procedures.**

Following the review of an application, the Assessment Panel will take one of the following decisions: -

- a) For Tier 1, Tier 2 and Tier 3 applications, accept the application and invite the Applicant to join the Register, or
- b) 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.
- c) Ask the Applicant to provide more evidence in any particular part of the application for further consideration.
- d) For Tier 3 Applicants, 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.
- e) Reject the application. When this is the case the Applicant will be informed by the Assessment Panel the reason(s) for rejection.
  - i. Those too experienced and rejected for Tier 1 will be given 3 months to make an application for Tier 2 or Tier 3 with the Tier 1 application fee used towards this further application.

- ii. Those rejected for Tier 2 (Stage 1 or Stage 2) will be given 6 months to improve and resubmit.
- iii. Those rejected for Tier 3 will have 6 months from the start of the application to submit outstanding supporting documents.

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. The appeal must be within 7 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.

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.

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.

## **9. Disputes and Complaints.**

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 inform the Institute's Council and 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.

## **10. Entry onto the Register.**

Entry onto the register will be confirmed to the successful Applicant in writing. Following this letter, a formal certificate and ID card confirming this 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.

Every year in January, registrants will be sent an invoice for the annual registration fee. At that time, they will also be asked to submit proof of continued certification/accreditation and also proof of PI insurance which will need to be current at the time of annual registration. In addition, all registrants will be asked to provide, within one month of annual registration, their CPD record for the preceding 12 months which will be audited by nominated members of Council.

An up-to-date list of current register members will be kept by the Register Administrator and this will also be included on the Institute's website. The website will promote the services



provided by members of the Register, and successful Applicants will be asked to provide those details for inclusion in their entry onto the website Register.

Applicants will be expected to keep all documentation listed above current within their online profiles.

## **11. Plagiarism and Fraudulent Practices**

The Institute shall prevent fraudulent practices by,

- a) Requiring Applicants for any tier of the Register to declare that the work submitted is purely the original work of the Applicant alone.
- b) 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.
- c) Confirming the identity of the Applicant by requesting photo ID to be produced prior to any examination or interview being held.
- d) Monitoring examination results for indications of cheating/plagiarism etc.

## **Routes to the Register Section**

### **12. Routes to Tier 1 Registration**

This is the first step on the journey to becoming a competent Fire Risk Assessor. An Applicant at Tier 1 level will have convinced the Assessment Panel through their application submission that they have satisfied the entry criteria as set out in Section 2 above.

Tier 1 is the first level and Registrants will be expected to show each year, in addition to their annual CPD and PI insurance submission, that they are making progress by carrying out (under supervision or otherwise) Fire Risk Assessments on simple and less complex buildings (see Appendix 3 for definition).

To provide future proofing of Tier 1 Registrants, the Institute will provide, where possible, on-site training with more experienced Fire Risk Assessors in order to build up experience, knowledge and competency. Registrants will be expected to take part in this training and keep a record of this. The Institute has produced a guidance document 'Mentor System for Tier 1 Registrants' which is available on the website but will also be sent out to all successful registrants.

Tier 1 Risk Assessors shall be issued with an IFSM Tier 1 Register identity card. This card shall contain a photographic image of the Applicant. The assessor's image will also be displayed in conjunction with the assessors contact details on The Institute's register of Risk Assessors.

Tier 1 is an entry level from which it is expected that Registrants will progress to the upper Tiers over time. There is a maximum time limit of 4 years for a Tier 1 Registrant to stay at this level after which they will be expected to progress to Tier 2 or be taken off the Register.

The Tier 1 Fast Track Scheme is for those assessors who are clearly beyond the criteria for Tier 1 but are not quite ready to apply directly for Tier 2. The scheme places a registrant onto Tier 1 but they will only have a 12 month to gain more experience and competence by carrying out Fire Risk Assessments on more complex buildings prior to them applying for Tier 2 registration. After 12 months, the registrant will be asked to submit an application for Tier 2. Failure to do so will cause the registrant to be removed from TFRAR.

The Assessment Panel will take the decision to fast track an applicant through Tier 1 after they have reviewed the applicant's application details.

If the Assessment Panel decides that an Applicant should be operating at Tier 2 level or above, the application will be rejected. They will be given three months to apply for Tier 2 or Tier 3 with their application fee paid for Tier 1 used towards their next application.

## **13. Routes to Tier 2 Certification Scheme**

### **13.1 Introduction**

The Tier 2 Certification Scheme (Competent Fire Risk Assessor CFRAR) for practising Fire Risk Assessors determines the competence of individuals to undertake Tier 2 Fire Risk Assessments for the purpose of life safety within normal/medium risk conventional premises (see below Appendix 3 for definition).

Applicants will therefore need to demonstrate their competence to carry out a Tier 2 Fire Risk Assessment on normal/medium risk conventional premises.

### **13.2 Routes to Tier 2 Application Process**

Section 5 above sets out the application process. Any technical queries should be directed to [riskassessorsregister@ifsm.org.uk](mailto:riskassessorsregister@ifsm.org.uk) whilst 13.4 below describes the various routes to entry onto Tier 2.

For a standard application (see 13.3 below) the Applicant shall submit documentary evidence to support their application to satisfy the Institute that they are competent to carry out Tier 2 Fire Risk Assessments. (See Appendix 1 below for Fire Risk Assessment submission). Depending on the route to entry chosen by the applicant, this will include:

- a) Proof of competency as described in Section 2 above, or
- b) Professional Indemnity Insurance (including, where necessary, (Public Liability Insurance).

- c) Commitment to continuing professional development (CPD) evidence both at the time of registration and also continuing throughout the registration period.
- d) Membership of the Institute in a corporate grade.

The documentation shall provide evidence of the following:

- a) An Applicant's ability to identify hazards.
- b) An Applicant's ability to identify people at risk.
- c) An Applicant's ability to evaluate, remove, reduce and protect from risk (life protection, property protection and commercial continuity).
- d) The process of Fire Risk Assessment.
- e) Effective communications.
- f) Confirmation that the owners of the Fire Risk Assessment reports (submitted as portfolio evidence) have given permission for the reports to be used in the application process and that they agree to provide a verbal reference for the Applicant if requested by the Institute.

After the application and documentation has been reviewed, the Applicant will be contacted by The Institute regarding the next stage of the process (see Section 9 above). There are two stages in this process, Stage 1, and Stage 2 (see paragraph 13.4 below).

The Applicant shall be required to undergo a Competency Assessment, which shall demonstrate to The Institute that the Applicant understands Normal Risk/Non-Complex premises with regard to:

- a) Building Construction.
- b) Fundamentals of fire.
- c) Relevant Legislation.
- d) The process of Fire Risk Assessment.
- e) Effective Communication.

The benchmark standard is the Fire Sector Federation's Approved Code of Practice - 'A National Framework for Fire Risk Assessor Competency' and the Competency Assessment will cover the subject areas above as described in the Benchmark standard to the level for Normal Risk/Non-Complex premises.

### 13.3 Tier 2 Application Options

There are four options as follows:

1. **Standard Application.** This involves the full process of both Stage 1 and Stage 2 as set out section 13.4 below.
2. **Accelerated Application.** Firstly, Fire Risk Assessors who are members of the Institute and who are already registered on a recognised Fire Risk Assessors register with another professional body or recognised organisation but who are not third party accredited, and secondly, Fire Risk Assessors who have been through the BAFE SP205 scheme and have been individually assessed by the awarding body and designated as ‘validator’ for Tier 2 only.
3. **With Pre-Assessment.** Some Fire Risk Assessors may not be confident that they will be successful in the first part of the Tier 2 application process (Stage 1) which involves the submission of fire risk assessments to be assessed and marked by the Assessment Panel and the provision of mentoring where applicable. This Preliminary Assessment service is a pre- application FRA assessment/check which is offered to members for a set fee (see Appendix 2 for details) for full assessment of two submitted FRAs. These will be assessed by a nominated assessor/examiner who will mark the FRAs and provide comments and feedback to the applicant and may provide mentoring if necessary. Following this, there will be two outcomes:
  - a) Further advice, mentoring etc. will be given until the assessor feels the applicant is competent enough to pass Stage 1 of the assessment for Tier 2 i.e., submission of two FRAs for full assessment. The applicant will have 6 months from the date of pre-application to full submission of application for Tier 2. If the applicant fails to make progress in that time, then they will have to start the whole process again, or
  - b) If the assessor gives the FRAs a pass mark at this stage, the applicant will be informed and asked to submit a formal application for Tier 2. They will then go straight to Stage 2 of the procedure.

In either case, those members wishing to proceed through this pre-application process to Stage 2, the additional application fee for Tier 2 will be 85% of the formal application fee (see Appendix 2 for details), providing they apply within 6 months of the date of the Preliminary Assessment.

Those members wishing to take up this opportunity should apply to the Register Administrator via email at [riskassessorsregister@ifsm.org.uk](mailto:riskassessorsregister@ifsm.org.uk) together with two FRAs (different purpose group buildings), proof of PI insurance, record of CPD and payment of the correct fees (as set out in Appendix 2).

4. **Stage 1 Only.** Fire Risk Assessors who have achieved a pass in a recognised Level 3 (or above) award in Fire Risk Assessment (this award must have ‘accredited’ status by a recognised independent awarding body) should submit proof of the award together with two Fire Risk Assessments that they have recently carried out in line with Appendix 1 below. Applicants under these criteria will only need to undergo Stage 1 of the review process.

### **13.4 The Competency Assessment**

**Stage 1:** Application and review of the submitted documentation. Stage 1 will be carried out by examiners who are certified competent third-party accredited Fire Risk Assessors who will report back to the Assessment Panel.

**Stage 2:** If the review is satisfactory, a technical interview by the Assessment Panel will be conducted with the Applicant to discuss the details of the documentation submitted. The technical interview will include a demonstration of the Applicant’s skills via a technical plan exercise and a written test. Stage 2 will be carried out by examiners who are certified competent third-party accredited Fire Risk Assessors.

If, after a review of the submitted documentation (Stage 1), The Institute considers that the Applicant does not meet the necessary technical requirements of the scheme, the Applicant shall be informed prior to being invited for technical interview (Stage 2). The Applicant will have the right to attend a technical interview (Stage 2) if they so wish but may decline at this stage. The Applicant has the right to re-submit for certification on one more occasion within 6 months of notification.

### **13.6 Entry on to the Register / Registration**

Applicants who demonstrate competence against the scheme requirements will be awarded certification and placed in Tier 2 of the Register and will be able to use the Institute’s Tier 2 Fire Risk Assessors logo as long as they continue to be paid up members of the Register and the Institute. The decision to award certification will be made by the Assessment Panel of the Institute in consultation with the technical assessor(s) who carried out the assessment.

Certification against the scheme requirements shall be maintained through surveillance audits at regular intervals. Site surveillance visits are managed using a database maintained by The Institute.

Tier 2 certificated Risk Assessors shall be issued with an IFSM Tier 2 Register identity card. This card shall contain a photographic image of the Applicant. The assessor’s image will also be displayed in conjunction with the assessors contact details on The Institute’s register of Risk Assessors.

### 13.7 Ongoing Requirements

The Register Administrator and Business Manager will keep records and organise the following two sets of ongoing requirements:

- a) **Three Yearly Review** - A review will be carried out every three years after the initial certification of the risk assessor. This will consist of two Fire Risk Assessments which must be representative of at least two different types of building (e.g., an office, shop or building with sleeping accommodation, etc.). The Fire Risk Assessment reports should be on buildings of Tier 2 complexity in order to demonstrate the assessor's ability.

In addition to the two Fire Risk Assessment reports, the assessor must also resubmit to the Institute their current CPD in order to confirm CPD undertaken since initial certification has taken place.

During the review of the Fire Risk Assessments, assessors may be contacted to provide clarification on issues raised by the submitted documents. If the Tier 2 submissions are satisfactory the assessor will continue at Tier 2 certificated status.

Applicants submitting documentation which fails to meet the standard required may be asked to attend a technical interview to prove continued competency to maintain their status as a Tier 2 certificated Fire Risk Assessor.

If at any time after Tier 2 certification, a Fire Risk Assessor is unable to provide two Tier 2 Fire Risk Assessments for review, The Institute may, at their discretion, withdraw an assessor's certification.

- b) **5 Yearly Recertification** - For all Tier 2 certificated Fire Risk Assessors there will be a 5 yearly recertification conducted from the date of issue of their certificate. This will be carried out to ensure that the Tier 2 certificated assessors continue to comply with scheme requirements, and to ensure that any changes in legislation relating to the Tier 2 Fire Risk Assessments of buildings is encompassed in any recertification procedure to ensure that the Tier 2 certificated individuals remain "current" in their conduct and knowledge.

The recertification process will involve the risk assessor submitting a Fire Risk Assessment on a building/premises which can then be visited by the assessor and the Internal Assessor to discuss the process behind, and technical aspects of the Fire Risk Assessment produced – this is termed 'The On-site Verification'.

The Internal Assessor shall accompany the Tier 2 certificated risk assessor during which the inspection capabilities of the Tier 2 certificated Fire Risk Assessor shall be monitored (The Internal Assessor shall make note of the site's risks for future use in assessment of the risk assessor's report). The Institute Assessor shall review the report and shall consider their own findings from the site On-Site Verification Visit.

In addition to the Fire Risk Assessment report from The On-Site Verification Visit the Tier 2 certificated risk assessor must also resubmit to The Institute their CV in order to confirm

CPD undertaken since the last surveillance review took place. The Institute will contact the risk assessor two months before the recertification date to arrange The On-Site Verification Visit.

Once the On-Site Verification Visit has been completed a report will be produced by The Internal Assessor. The Assessment Panel will make a decision on re-certification based on this report. Subject to the report being an accurate representation of the witnessed visit, the Tier 2 certificated risk assessor's certification shall be re-issued for a further 5 year period.

If the Internal Assessor's review highlights omissions / discrepancies, the risk assessor must attend an interview with the Internal Assessor to discuss these and where necessary, corrective action shall be agreed and implemented before recertification is recommended.

Tier 2 certificated Fire Risk Assessors who are unable to accommodate The Institute with an On-Site Verification Visit within the 2 month period (due to no new work occurring during this period) may be requested to arrange a revisit to a site for which a Fire Risk Assessment has recently been completed by them. This On-Site Verification Visit shall be undertaken as detailed above, however, the Tier 2 certificated Fire Risk Assessment may outline to the Internal Assessor any corrective actions implemented since the Fire Risk Assessment was initially undertaken.

Once satisfied with the competence of the risk assessor, the Internal Assessor will recommend re-certification to the Assessment Panel. Should an Internal Assessor have concerns with the result of the re-certification process they may recommend reduction in the Applicant's scope of certification or may recommend that certification be suspended or withdrawn.

The Internal Assessor shall ensure that during the re-certification process, the re-assessment be conducted in an impartial manner and be based on evidence submitted and the Tier 2 Fire Risk Assessor's demonstrable competence during the witnessed site visit.

## **14 Tier 3 Application and Registration**

An Applicant for entry onto the NAFRAR, Tier 3 of the register, 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. The full application should include the following:

- a) Proof of competency as described in Section 2 above.
- b) Proof of current third-party certification through a recognised Fire Risk Assessor's competency / quality assurance scheme which has UKAS accreditation.
- c) For members who are registered on the Institution of Fire Engineers fire risk assessors register, proof of third party certification of competency via the Engineering Council

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

- d) Professional Indemnity Insurance (including, where necessary, Public Liability Insurance)
- e) Commitment to continuing professional development (CPD) evidence both at the time of registration and also continuing throughout the registration period.
- f) Membership of the Institute in a corporate grade.

The Assessment Panel will review the application and take action as outlined in Section 9 above.

## **15 Scheme of Rules and Regulations - General Tiers 1, 2 and 3**

The technical requirements of the certification scheme for Tier 2 are given in Appendix 1 of this document.

All Register related activities, including interviews, examinations etc, shall be conducted in adequate premises e.g. The Institute's office. This will ensure security, consistency and impartiality to all Applicants.

All documentation provided by the Applicant will be securely held electronically on a server with controlled access.

Applicants will keep all information and documentation current within their online profiles.

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.

A Tier 2 certificated Fire Risk Assessor may terminate his certification upon written notification to The Institute. Such termination may either take immediate effect or it may be agreed to take effect at the next anniversary of the certification date. Upon termination by the certificated Fire Risk Assessor or by The Institute in accordance with these requirements, the Fire Risk Assessor shall forthwith discontinue the use of both the logo and all claims of certification under the scheme. No further fees will be due from the date of termination except for unpaid fees accruing from before the date of termination. No fees already paid will be refunded.

Tier 2 certificated Fire Risk Assessors will be recertified against the scheme's technical requirements on a 5 yearly basis and the recertification issued shall have a validity of 5 years.

The Institute fee structure is available on request. Failure to pay fees within the specified time shall render a registrant liable for their registration to be revoked.

All registrants are members of the Institute in an appropriate grade and as such, are subject to



the Institute's Codes of Ethics and Discipline and Code of Conduct. The Institute will investigate any reasonable complaint against any registered Fire Risk Assessor (received from a 3<sup>rd</sup> party) concerning the Fire Risk Assessor's performance in respect of the technical requirements using the format outlined in its Codes of Ethics and Discipline. The Institute will, at its discretion, notify the registered Fire Risk Assessor of such complaints in order that corrective actions can be agreed and implemented.

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.

## **APPENDIX 1**

### **Technical Requirements for Competency Assessment for Tier 2 Applicants**

Submitted documentation, including the CV should be Tier 2 fire risk specific and contain relevant details and dates of:

Current employment

Previous employment

Other experience relating to Fire Risk Assessment

Qualifications obtained

Training courses attended

Published papers

Membership of professional bodies

Details of Professional Indemnity Insurance (If applicable)

The CV should also include a detailed description of the Applicant's current work relating to Tier 2 Fire Risk Assessments and any special areas of interest.

The assessment is performance-based, and the CV is assessed to establish a baseline indicator of an Applicant's experience and qualifications.

This information will not form part of the official assessment procedure; however, an Applicant will be expected to show continued professional development from this baseline indicator in subsequent CV submissions.

Applicants shall submit scanned or photocopied evidence of any certification highlighted within the CV. e.g. certificates of attendance, qualification certificates and relevant degree certificates.

### **Details of Fire Risk Assessment submissions**

Applicants shall submit 2 complete Tier 2 Fire Risk Assessments. They should be for a variety of buildings with at least two different types of building (e.g., office or a shop plus another from any other category such as sleeping accommodation). 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.

### **Other details**

All reports must be dated. For data protection and anonymity reasons all company logos and contact details should be removed from the submitted reports. All identification details of the owner of the report should also be removed but should be supplied on a separate contact sheet.

All owners of the original reports must have given permission for them to be used for assessment and have given permission for The Institute to contact them for verification purposes. Submitted documentation will be stored and accessed under strict confidentiality rules. However, if there are sensitivity issues with any of the reports, the scheme administrator should be contacted for advice.

Contact with the owner of the reports may be made to confirm that Applicant is the originator of the work in question. At no time will the content of the report be discussed.

Applicants will be given full written feedback on the content of the submitted reports and a record of our findings will be kept on file. The Institute shall not contact the original owner of any submitted report to discuss deficiencies noted during assessment. It will be the responsibility of the Applicant to notify his/her client regarding rectification of any deficiencies identified by The Institute.

The Institute shall not disclose to a third party any information gained in the course of assessing Applicants or surveillance of the subsequent client's work in respect of the Tier 2 Register activities without the written consent of the Fire Risk Assessor client to whom The Institute is contracted.

Where the law requires information to be disclosed by The Institute to a third party, the Fire Risk Assessor will be informed beforehand.

## **Areas of Competence to be Demonstrated at Interview**

### **Assessment Area 1**

Examples of Evidence:-

- Knowledge of the legislation under which Fire Risk Assessments are undertaken
- Name of the Act
- Scope of the Act Related Legislation
- Fire Safety Guides
- Name Guidance Documents
- Explain their Scope

### **Assessment Area 2**

Examples of Evidence:-

- Identify the Risk of Fire Occurring
- Demonstrate a Knowledge of:
  - Sources of Ignition
  - Sources of Fuel
  - Proximity/Heat required for Ignition
- Appreciate how a fire in different location within a building might develop and affect other parts of the building
- Smoke – flow, temperature, heat transfer, density, plume, mushroom
- Flame – development, temperature, rate of spread upwards, sideways and downwards
- Determine methods to eliminate or control the risk of fire occurring
- Control of sources of ignition and fuel

### **Assessment Area 3**

Examples of Evidence:-

Apply fire safety standards from guidance documents to existing buildings in respect of the following:

Fire Resisting Construction

Fire resistance of elements of construction

Wall and Ceiling linings (including multi-layered paint) and floor covering

Compartmentation

Cavity Barriers

Fire Stopping

Detection and Warning,

Lighting,

Sign and Notices - Fire Alarms, Emergency Lighting Exit Signs, Instructional Signs, Door Signs,

Escape Routes and Exits

Means of escape (horizontal, vertical, travel distances and exit widths, door fastenings) Roof Exits

Mobility Impairment

Maintenance and Testing - Periods / Procedure / Selection of Fire Fighting Equipment and

Appropriate Scale of Provision

Training

### **Assessment Area 4**

Examples of Evidence:-

Knowledge of Methods of Fire Risk Assessment and Communication with others

Methods of Fire Risk Assessment based on verbal and written communication

Risks to People and Risk Reduction Strategies

The application of strategies for the removal, reduction and protection from risk

Record, Plan, Inform, Instruct and Train

Methods of planning, implementing and recording assessments

Advice on appropriate instruction and training

Review of Fire Risk Assessments

Methodology for reviewing both risks and documentation

## APPENDIX 2

### THE INSTITUTE OF FIRE SAFETY MANAGERS

#### REGISTER OF FIRE RISK ASSESSORS

#### FEE AND COSTS STRUCTURE

Fees	Application Fee	Post Preliminary Fee	Annual Fee
<b>TIER 1</b>			
Standard	£45		£45
Fast Track	£45		£45
<b>TIER 2 (including specialist / sector pods)</b>			
Standard	£600		£70*
Accelerated (N/A to pods)	£66		£70*
With Pre-Assessment	£180	£510	£70*
Stage 1 Only	£250		£70*
Non-UK	£250		£70*
<b>TIER 3</b>			
Standard	£66		£80
Non-UK	£250		£80

#### \* Periodical review fees of £250

On initial application, a member will send the non-refundable application fee with the application and supporting documentation. On notification by the Register Administrator that the application is successful, the Applicant will then be advised and required to send the annual registration fee (or a pro rata part of the fee to cover the outstanding part of the registration year, which runs from 1<sup>st</sup> January to 31<sup>st</sup> December).

Applicants for Tier 2 fees are considerably higher because of the amount of processing and costs/fees for examiners travel expenses and periodic reviews. Wherever possible the Register Administrator will ensure that where travel and out of pocket expenses are involved, they are kept to a minimum.

## **APPENDIX 3**

### **DEFINITIONS**

#### **CPD - Continued Professional Development.**

This relates to the formal and informal training and or learning a risk assessor undertakes to remain current in their professional approach to completing Tier 2 Fire Risk Assessments. This may include attendance of Fire Risk Assessment related seminars, reading articles, guides and standards or attendance on specific training courses relating to new or existing best practice. The Institute provides guidance to all members on its website regarding CPD.

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

There is no formal definition of a Fire Risk Assessor. However, the Institute believes that it can provide a framework in the form of this 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 risks. 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.

Also, a Fire Risk Assessor will be able to provide sufficient and adequate advice and recommendations in order 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 the purposes of legislative compliance, but also in the field of asset management, enforcement audits as well as business continuity.

#### **High Risk and Complex Buildings.**

High 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, specialized 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. High 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.

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

Conventional premises including for example:

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

### **Simple, Less Complex Buildings.**

The definition of simple, less complex buildings which has been accepted by the Institute is:

Buildings of up to 3 storeys (which may include a basement) in height with straightforward layouts and containing 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 actions 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.

## APPENDIX 4

### PROCEDURE FOR SPECIALIST, SECTOR SPECIFIC and NON - UK POD TIER 2 and TIER 3 APPLICANTS

#### Introduction

The procedures that are set out in this Appendix apply to those Fire Risk Assessors who are working in the UK in a specialist field or sector and those who are working outside of the UK where UK legislation and standards etc., do not apply.

#### Specialist and Sector Specific PODs at Tier 2

There are many Fire Risk Assessors who are working as competent specialists on Fire Risk Assessments in a very particular sector of the community e.g., 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 recognized.

The aim of this section is to set out the procedure for Fire Risk Assessors who require their specialism and / or sector to be recognized by having a place on (TFRAR). To achieve this, TFRAR has a mechanism and procedure to create specialist certified fire risk assessor's PODs within Tier 2. The name of the POD will reflect the specialism/sector.

Fire Risk Assessors from a specific sector, or specialism will apply for Tier 2 POD. The procedure for application and fee level is the same for general Tier 2 but Applicants must state the sector/specialism on their application form.

The procedure will be the same as for Tier 2 with the applicant submitting Fire Risk Assessments that they have completed for their sector/specialism. Applications options 'Pre – Assessment' and 'Stage 1 only' will still apply for Applicants wishing to choose them.

In the case of Stage 1 (PODs) only, Fire Risk Assessors who have achieved a pass in a recognised Level 3 (or above) award in Fire Risk Assessment in their chosen specialism/sector (this award must have 'accredited' status by a recognised independent awarding body or have industry wide recognition) should submit proof of the award together with two Fire Risk Assessments that they have recently carried out in line with Appendix 1. Applicants under these criteria will only need to undergo Stage 1 of the review process.

#### The Competency Assessment - Tier 2 (PODs)

**Stage 1:** Application and review of the submitted documentation. Stage 1 will be carried out by examiners who are certified competent third-party accredited Fire Risk Assessors who will report back to the Assessment Panel.

**Stage 2:** If the review is satisfactory, a technical interview by the Assessment Panel will be conducted with the Applicant to discuss the details of the documentation submitted. The



technical interview will be knowledge based to demonstrate the Applicant's skills and competence within their chosen specialism/sector, but will also include, where necessary, a test of the Applicants general knowledge of fire safety and relevant legislation.

Stage 2 will be carried out by examiners who are certified competent third-party accredited Fire Risk Assessors. Specialist examiners with knowledge of the Applicant's specialism/sector will be used where necessary.

If, after a review of the submitted documentation (Stage 1), The Institute considers that the Applicant does not meet the necessary technical requirements of the scheme, the Applicant shall be informed prior to being invited for technical interview (Stage 2). The Applicant will have the right to attend a technical interview (Stage 2) if they so wish but may decline at this stage. The Applicant has the right to re-submit for certification on one more occasion within 6 months of notification.

### **Entry on to the Register / Registration Tier 2 (POD)**

Applicants who demonstrate competence against the scheme requirements will be awarded certification and placed in the relevant Tier 2 (POD) of the Register and will be able to use the Institute's Tier 2 Fire Risk Assessors logo as long as they continue to be paid up members of the Register and the Institute. The decision to award certification will be made by the Assessment Panel of the Institute in consultation with the technical assessor(s) who carried out the assessment.

Certification against the scheme requirements shall be maintained through surveillance audits at regular intervals. Site surveillance visits are managed using a database maintained by The Institute.

Tier 2 (POD) certificated Risk Assessors shall be issued with an IFSM Tier 2 (POD) Register identity card. This card shall contain a photographic image of the Applicant. The assessor's image will also be displayed in conjunction with the assessors contact details on The Institute's register of Risk Assessors.

Ongoing requirements will be the same as set out in Section 13.6.

### **Non-UK at Tier 2**

There are many Fire Risk Assessors who are working in countries outside of the UK. The aim of this section is to set out the procedure for Fire Risk Assessors from Non-UK countries who wish to be recognized by having a place on Tier 2 (CFRAR). To achieve this, TFRAR has created a separate certified fire risk assessor's Non-UK Tier 2 Register.

### **Application Procedure – Non-UK at Tier 2**

The procedure will be the same as for Tier 2 (see Section 4 and 5 above) with the applicant

submitting fire risk assessments that they have completed together with other required documentation.

## **The Competency Assessment – Entry Requirements for Non-UK at Tier 2**

The entry requirements for Non-UK at Tier 2 will consist of:

**Stage 1:** Submission for review and assessment of two fire risk assessments that the Applicant has recently carried out in line with Appendix 1, and

**Stage 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).

Review and cross matching of qualification equivalencies will be carried out by experienced examiners who are certified competent third-party accredited Fire Risk Assessors. Specialist examiners with knowledge of the Applicant’s country of operation will be used where necessary.

## **Entry on to the Register / Registration Non-UK at Tier 2**

Applicants who demonstrate competence against the scheme requirements will be awarded certification and placed in the relevant Tier 2 Non – UK register and will be able to use the Institute’s Tier 2 Fire Risk Assessors logo as long as they continue to be paid up members of the Register and the Institute. The decision to award certification will be made by the Assessment Panel of the Institute in consultation with the technical assessor(s) who carried out the assessment.

Certification against the scheme requirements shall be maintained through surveillance audits at regular intervals.

Certificated Risk Assessors shall be issued with an IFSM Tier 2 Non - UK Register identity card. This card shall contain a photographic image of the Applicant. The assessor’s image will also be displayed in conjunction with the assessors contact details on The Institute’s Register of Risk Assessors.

Ongoing requirements will be the same as set out in Section 13.6.

If, after a review of the submitted documentation The Institute considers that the Applicant does not meet the necessary technical requirements of the scheme, the Applicant shall be informed. The Applicant has the right to re-submit for certification on one more occasion within 6 months of notification.

## **Tier 3 Application and Registration - Non-UK**

An Applicant for entry onto the NAFRAR Tier 3 Non-UK Register 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. The full application should include the following:

- a) Submission for review and assessment of two Fire Risk Assessments that the Applicant has recently carried out in line with the definition of high risk and complex buildings, and,
- b) 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).

Review and cross matching of qualification equivalencies will be carried out by experienced examiners who are certified competent third-party accredited Fire Risk Assessors. Specialist examiners with knowledge of the Applicant's country of operation will be used where necessary.

Applicants who demonstrate competence against the scheme requirements will be certified as such and placed in the relevant Tier 3 Non – UK Register and will be able to use the Institute's Tier 3 Fire Risk Assessors logo as long as they continue to be paid up members of the Register and the Institute.

The decision to award certification will be made by the Assessment Panel of the Institute in consultation with the technical assessor(s) who carried out the assessment.

Certificated Risk Assessors shall be issued with an IFSM Tier 3 Non - UK Register identity card. This card shall contain a photographic image of the Applicant. The assessor's image will also be displayed in conjunction with the assessors contact details on The Institute's Register of Risk Assessors.

Certification against the scheme requirements shall be maintained through surveillance audits at regular intervals.

Ongoing requirements will be the same as set out in main guidance document.

If, after a review of the submitted documentation The Institute considers that the Applicant does not meet the necessary technical requirements of the scheme, the Applicant shall be informed. The Applicant has the right to re-submit for certification on one more occasion within 6 months of notification.

## 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

### Reviewers/contributors

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