



The IFPO Register of Fire Risk Assessors Policy, Procedures and Fees

IFPO Register of Fire Risk Assessors Policy

- A) It is the policy of the IFPO to maintain a register of fire risk assessors who, to the satisfaction of the adjudication panel, have been able to prove their competence to carry out fire risk assessments of premises.
- B) The IFPO considers its main responsibilities to be to the Responsible Persons, as detailed in legislation, and to anyone who is seeking the advice of a competent fire safety advisor or fire risk assessor.
- C) The IFPO adjudication panel will measure an applicant's competence against, inter alia, the published Competency Criteria.
- D) The IFPO will require an applicant for inclusion on the fire risk assessors register to be maintaining a record of their Continuing Professional Development to provide evidence of their commitment to maintaining a high standard of knowledge in fire safety.
- E) The IFPO will require a successful applicant to maintain a record of their Continuing Professional Development during their period of registration. The amount of CPD per year will be determined by the adjudication panel and be communicated to the applicant.
- F) The IFPO may require a successful applicant, **at any time during their period of registration**, to produce their record of Continuing Professional Development together with supporting evidence. This must be returned immediately following the request being made.
- G) A successful applicant who has not maintained satisfactory evidence of their Continuing Professional Development will be removed from the register.
- H) The IFPO will give advice on the type of document and details to be maintained on the CPD record.
- I) Successful applicants will have their names published on the IFPO website on the public pages for everyone to see.



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IFPO Register of Fire Risk Assessors Procedures

The application procedure will be in two parts:-

Part 1

A) The application form is completed by the applicant and submitted to the Secretary of the Executive Council for distribution to the adjudication panel.

NOTE: The applicant should complete Section 12 with as much detail as possible as this section gives the applicant the opportunity of demonstrating to the adjudication panel their practical approach to examining the premises and relevant documentation.

B) The adjudication panel will select at least three of the applicant's listed fire risk assessments for examination and scrutiny. They will also contact the named persons in those premises and request they complete a questionnaire.

C) The adjudication panel will request references from the named people on the application.

D) Following the adjudication panel's examination and scrutiny of the submitted fire risk assessments they will submit a report to the applicant requesting further clarification and explanation where considered necessary. This may be followed by as many supplementary reports as considered necessary to solicit the required information from the applicant.

E) Part 1 is concluded by the either application being successful; the applicant being advised to make further study to provide satisfactory evidence of their knowledge or competency; or the application is rejected.



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Part 2

A) Applicants successfully completing Part 1 will be required to attend for interview, **at their own expense**, at a time and place determined by the adjudication panel. Interviews will normally be organised when four applicants have successfully completed Part 1.

NOTE: An applicant is required to provide evidence of their Continuing Professional Development and any other certificates mentioned in their application.

B) The applicant will be notified in writing of the results of their interview, which may be successful, a request to provide further evidence or rejected.

C) A successful applicant will be registered for three years, provided Section F of the Policy is complied with.

D) Successful applicants will have their names published on the IFPO website on the public pages for everyone to see.



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Renewal

- A) The renewal form is completed by the applicant and submitted to the Secretary of the Executive Council for distribution to the adjudication panel.
- B) The adjudication panel will select at least three of the applicant's listed fire risk assessments for examination and scrutiny. They will also contact the named persons in those premises and request they complete a questionnaire.
- C) The adjudication panel will request evidence of CPD's.
- D) Following the adjudication panel's examination and scrutiny of the submitted fire risk assessments they will submit a report to the applicant requesting further clarification and explanation where considered necessary. This may be followed by as many supplementary reports as considered necessary to solicit the required information from the applicant.
- E) The renewal process is concluded by the either application being successful; the applicant being advised to make further study to provide satisfactory evidence of their knowledge or competency; or the renewal is rejected.



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Fees

Application

The fees for undertaking Part 1 are:

IFPO Member - £185

Non member - £235

The fees for undertaking Part 2 are:

IFPO Member - £110

Non member - £160

Renewal

The fees for renewal are:

IFPO Member - £200

Non member - £300