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WARRINGTON CERTIFICATION LIMITED
CERTIFICATION OF FIRE RISK ASSESSORS

IN PARTNERSHIP WITH THE
ROYAL INSTITUTION OF CHARTERED SURVEYORS

UN-CONTROLLED DOCUMENT

Dated:

Issued To:

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1. ISSUE STATUS AND AMENDMENTS

- 1.1 The control status of this document is identified on page 1. Controlled copies are issued as working documents. Uncontrolled copies are issued for information only and will not be updated 'once issued' and should therefore not be treated as working documents. Unless marked with an issue reference, date and name of person and company issued to, this is an **UNCONTROLLED COPY**.
- 1.2 Each page of the document is identified by a page number, issue number and date. Where an amendment is made, the revised page will bear a new issue number and date of amendment. Original, un-amended pages of the document will remain as the previous issue.
- 1.3 Where an amendment requires an extra page to be inserted, this is numbered with the number of the preceding page but with the addition of a letter suffix, e.g. 1A will be inserted between pages 1 and 2 and 1B will follow 1A. The new pages are dated in the normal way.
- 1.4 Any amendment to this document will be identified on the amendment page, which will be re-issued to holders of controlled copies with the amended sections/pages. Revised pages shall be inserted in place of existing pages or between existing pages and superseded pages shall be discarded. Where a significant number of amendments are made to this document the entire document will be re-issued under a new issue number. In such cases holders of the document shall destroy the previous issue.
- 1.5 The amendment page and the relevant revised pages will be produced by Warrington Certification Limited and issued to the holders of each controlled copy of the document, together with an acknowledgment slip (document transmittal) which shall be signed and returned to Warrington Certification Limited to confirm that the document has been amended. It shall be the responsibility of the representative holding a controlled copy of the document to ensure that the document is maintained in an up to date condition at all times.
- 1.6 To ensure that a permanent record is available of all amendments, Warrington Certification Limited will maintain a file of all superseded pages which are marked with the date of withdrawal. The record is held on file indefinitely in order to allow Warrington Certification Limited to determine the past requirements of the scheme at any time.

Amendment Page

To ensure that each controlled copy of the Scheme Requirements contains a complete record of amendments, the Amendment Page is updated and issued with each set of revised/new pages of the document. Details of the procedures for amending this document are given in section 1 of this document.

<u>Amendment</u>		<u>Discard</u>		<u>Insert</u>	
<u>No</u>	<u>Date</u>	<u>Page(s)</u>	<u>Issue no</u>	<u>Page(s)</u>	<u>Issue no</u>
1	30 th July 2008	All	1	All	2
2: 2.1, 2.3, 4.1.3.6, 4.2.6, 4.3, 4.4, Appendix 1 (all), Appendix 2 (all)	24 th February 2009	All	2	All	3
3: 2.3, Appendix 1 (all)	21 st April 2009	All	3	All	4
4: Appendix 3 17	26 th February 2010	All	4	All	5
5: 2.3, 2.6, 3.6, 5.6, 5.8.6, Appendix 3 (para. 1), Appendix 4, Appendix 5.	6 th May 2010	All	5	All	6
6: 5.9.7 Explanation of WCL Management Council's independence included.	8 th July 2010	All	6	All	7
7 Addition of new Northern Ireland legislation	2 nd December 2010	All	7	All	8

2. INTRODUCTION

- 2.1. This certification scheme for practicing fire risk assessors determines the competence of individuals to undertake fire risk assessments for the purpose of life safety.
- 2.2. For individuals affiliated to the Royal Institution of Chartered Surveyors (RICS) it also provides the basis for entry onto a Register of fire risk assessors held and managed by RICS.
- 2.3. 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 See Appendix 4 for details
- 2.4. The legislation requires a fire risk assessment to be carried out and subsequently maintained for any building falling under the jurisdiction of the Orders.
- 2.5. Fire risk assessments will generally be carried out by a range of both building and fire professionals but the Government recommend that they be carried out by competent persons, on a variety of buildings and structures used by the general public. Candidates will therefore need to demonstrate their competence to carry out the fire risk assessment for a particular situation.
- 2.6. The scheme will be a competent persons certification scheme, complying with the requirements of ISO/IEC 17024:2003 – General requirements for bodies operating certification of persons. See Appendix 4 for details
- 2.7. Warrington Certification Limited will operate the certification of competent persons in partnership with RICS.
- 2.8. This scheme will assist building owners, insurers and the regulatory authorities who will either need to commission a fire risk assessment or rely upon its findings.
- 2.9. The technical requirements of the scheme will be reviewed and monitored by a Technical Panel comprising representatives of interested parties. They will, inter alia, review the scheme requirements periodically against the needs of 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 and against any changes in Building Regulations.

3. DEFINITIONS

3.1. Fire Engineering

The application of scientific and engineering principles, rules, codes and expert judgement based on an understanding of the phenomena and effects of fire and the reaction and behaviour of people to fire, in order to protect people, property and the built environment from the destructive effects of fire.

3.2. The Certification Scheme

The technical assessment and certification of individuals by Warrington Certification Limited against the requirements of the certification scheme document and in accordance the requirements of ISO/IEC 17024:2003 – General requirements for bodies operating certification of persons.

3.3 The RICS Register

The Register of individuals (affiliated to RICS) assessed as competent by Warrington Certification Limited against the requirements of the Certification Scheme document including maintaining certification within the scheme.

3.4 Technical Interview

The technical interview is a means of assessing the technical competency of the candidate through a one to one interview. No formal presentation is required and typically the interview will last 2-3 hours. A practical demonstration of the candidate's skills may be required.

3.5 Competent Person

A competent person is someone who has demonstrated an ability to apply knowledge and/or skills and, where relevant, demonstrated personal attributes, as defined in the certification scheme.

3.6 CPD

Continued Professional Development relates to the formal and informal training and or learning a risk assessor under takes to remain current in their professional approach to completing 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.

4. SCHEME REQUIREMENTS

4.1. Application Process

- 4.1.1. An applicant wishing to be assessed against the scheme requirements shall apply on the application form (see Appendix 1) and send the completed form to Warrington Certification Limited. Any technical queries should be directed to the Warrington Certification Limited, Product Schemes Manager on 01925 646777.
- 4.1.2. The candidate shall submit documentary evidence to support his/her application in order to satisfy Warrington Certification Limited that he/she is competent to carry out fire risk assessments. (See Appendix 2)
- 4.1.3. The documentation shall provide evidence of the following.
- 4.1.3.1. A candidate's ability to identify hazards
 - 4.1.3.2. A candidate's ability to identify people at risk.
 - 4.1.3.3. A candidate's ability to evaluate, remove, reduce and protect from risk.
(Life protection, property protection and commercial continuity)
 - 4.1.3.4. The process of fire risk assessment.
 - 4.1.3.5. Effective communication.
- 4.1.3.6 Confirmation that the owners of the four risk assessment reports (submitted as portfolio evidence) have given permission for the reports to be used in the assessment and that they agree to provide a verbal reference for the candidate if requested by WCL.
- 4.1.3.7 After the application and documentation has been reviewed the candidate will be contacted by Warrington Certification Limited regarding the next stage of the process.

4.2. CERTIFICATION PROCESS

- 4.2.1.1 The applicant shall be required to undergo a competency assessment. This shall demonstrate to Warrington Certification Limited that the candidate has an understanding of:

- * Building construction
- * Fundamentals of fire
- * Relevant legislation
- * The process of risk assessment
- * Effective Communication

The competency assessment shall comprise

- o Stage 1: Application and review of the submitted documentation.

- Stage 2: If the review is satisfactory, Warrington Certification Limited will invite the candidate to attend a technical interview to discuss the details of the documentation submitted. The technical interview will include a demonstration of the candidate's skills via a written desk top exercise.

- 4.2.2 If, after a review of the submitted documentation (Stage 1), Warrington Certification Limited considers that the candidate does not meet the necessary technical requirements of the scheme, the candidate shall be informed prior to being invited for technical interview (Stage 2). The candidate will have the right to attend for technical interview (Stage 2) if he/she so wishes but may also decline at this stage and participate in suitable training courses. The candidate has the right to re-submit for certification at a later date.
- 4.2.3 Candidates who demonstrate competence against the scheme requirements will be awarded certification status. The decision to award certification will be made by the Manager of Warrington Certification Limited in consultation with the technical assessor who carried out the assessment. Certificated fire risk assessors who are affiliated to RICS will then be eligible to apply to RICS for inclusion on the RICS Register of Certificated Fire Risk assessors.
- 4.2.4 Award of certification by Warrington Certification Limited shall not guarantee that a candidate who is affiliated to RICS will be listed on the RICS Register. Entry on the RICS Register is at the sole discretion of RICS.
- 4.2.5 Certification against the scheme requirements shall be maintained through surveillance audits at regular intervals.
- 4.2.6 Certificated risk assessors shall be issued with a WCL identity card. This card shall contain a photographic image of the candidate. The assessors' image will also be displayed in conjunction with the assessors contact details, on the WCL register of risk assessors.

4.3 Surveillance

- 4.3.1 The surveillance process (carried out 2 years after the initial certification of the risk assessor) involves a review by WCL of four risk assessment reports submitted by the certificated risk assessor. These four assessment reports must be representative of at least three different types of building (eg. An office or shop, a building with sleeping accommodation, theatre, etc..). The risk assessment reports should be on buildings of sufficient complexity as to demonstrate the assessor's ability. In addition to the four risk assessment reports the assessor must also resubmit to WCL their CV in order to confirm CPD undertaken since initial certification took place.

During the desk top review of the risk assessments, candidates may be contacted to provide clarification on issues raised by the submitted documents. If the certificated fire risk assessor's submissions are satisfactory he/she will continue at certificated status.

- 4.3.2 Candidates submitting documentation that fail to meet the standard required may be asked to attend a technical interview to prove continued competency and maintain their status as a certificated fire risk assessor.

- 4.3.3 If after 2 years; certificated fire risk assessors are unable to provide 4 fire risk assessments for review, WCL may at their discretion withdraw a candidate's certification.

4.4 Recertification

- 4.4.1 Recertification for all certificated Fire Risk Assessors will be conducted at 4 yearly intervals from the date of issue of their certificate. This will be carried out to ensure that the certificated individuals continue to comply with scheme requirements, and also to ensure that any changes in legislation relating to the fire risk assessments of buildings is encompassed in any recertification procedure to ensure that the certificated individuals remain "current" in their conduct.
- 4.4.2 The re-certification process will include the certificated fire risk assessor undergoing a two stage assessment as described in section 4.2 of the Warrington Certification Limited Certification of Fire Risk Assessors scheme document. The recertification process involves the risk assessor undergoing a witnessed (site based) fire risk assessment of a building followed by a review of the fire risk assessment report produced by the risk assessor as a result of the site visit. In order to ensure that this process can be undertaken before the certification lapses, WCL shall make arrangements for the site witness visit with the risk assessor 2 months before the "end date" of the existing certification.
- 4.4.3 The WCL Assessor shall accompany the certificated risk assessor for a minimum of 3 hours of the site visit during which the inspection capabilities of the certificated fire risk assessor shall be monitored, (the WCL Assessor shall make note of the site's risks for future use in assessment of the risk assessor's report). When the report of the site risk assessment is completed the certificated risk assessor shall submit the report to the WCL Assessor so that it may be reviewed. The WCL Assessor shall review the report and shall take into account his own findings from the site witness visit.
- 4.4.4 In addition to the risk assessment report from the site witness visit the certificated risk assessor must also resubmit to WCL their CV in order to confirm CPD undertaken since the last surveillance review took place.
- 4.4.5 Subject to the report being an accurate representation of the witnessed visit the certificated risk assessor's certification shall be re-issued for a further 4 year period.
- 4.4.6 If the WCL Assessor's review highlights omissions / discrepancies, the risk assessor shall be called in for an interview with the WCL Assessor to discuss these and where necessary corrective action shall be agreed and implemented before recertification is recommended.
- 4.4.7 Certificated fire risk assessors who are unable to accommodate WCL with a site witness risk assessment within the 2 month period (due to no new work occurring during this period) may arrange to revisit a job site for which a risk assessment has recently been completed by them. The witness visit shall be undertaken as detailed

in 6.5.3 however the certificated risk assessment may outline to the WCL Assessor any corrective actions implemented since the risk assessment was initially undertaken.

- 4.4.8 Once satisfied with the competence of the risk assessor the WCL Assessor will recommend re-certification to the WCL Manager of the certificated candidate. Should the WCL Assessor have concerns with the result of the re-certification process he may recommend reduction in the candidate's scope of certification or may recommend that certification be suspended or withdrawn.
- 4.4.9 The assessor shall ensure that during the re-certification process that the re-assessment be conducted in an impartial manner and be based on evidence submitted and the candidate's demonstrable competence during the witnessed site visit.

5. CERTIFICATION SCHEME REGULATIONS

- 5.1 The technical requirements of the certification scheme are given in Appendix 2 of this document.
- 5.2 Certificated fire risk assessors shall have the right to use the Warrington Certification Limited fire risk assessor mark (the mark) as given in this document. Any promotional material using the mark shall be first submitted to Warrington Certification Limited for approval. If Warrington Certification Limited considers the wording or illustration to be misleading in any way, the certificated fire risk assessor shall amend the material to the satisfaction of Warrington Certification Limited. The certificated fire risk assessor's right to use the mark is not transferable without the written permission of Warrington Certification Limited.
- 5.3 Warrington Certification Limited may, at its discretion, revoke, amend, refuse to grant, renew or extend certification if a certificated fire risk assessor fails to comply with the provisions of these requirements or becomes subject to the bankruptcy laws or 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 fire risk assessor in writing.
- 5.4 A certificated fire risk assessor may terminate his certification upon written notification to Warrington Certification Limited. 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 Warrington Certification Limited in accordance with these requirements, the fire risk assessor shall forthwith discontinue the use of both mark 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.
- 5.5 Certification against the scheme's technical requirements shall be re-assessed on a 4 yearly basis and certificates issued to certificated fire risk assessors shall have a validity of 4 years. (see 4.4)

- 5.6 The Warrington Certification Limited fee structure is given in appendix 5. Failure to pay fees within the specified time shall render a certificated fire risk assessor liable to their certification being revoked.
- 5.7 Warrington Certification Limited will investigate any reasonable complaint against a certificated fire risk assessor received from a third party concerning the certificated fire risk assessor's performance in respect of the technical requirements. Warrington Certification Limited will, at its discretion, notify the certificated fire risk assessor of such complaints in order that corrective actions can be agreed and implemented.
- 5.8 **Complaints Procedure**
- 5.8.1 Applicants and certificated fire risk assessors have the right to complain about the conduct of Warrington Certification Limited staff, the operation of the certification scheme and any decisions taken by Warrington Certification Limited related to the fire risk assessor's activities as covered by this document.
- 5.8.2 All complaints should be in writing and addressed to: The Manager, Warrington Certification Limited, Holmesfield Road, Warrington, Cheshire, WA 1 2DS. All complaints received by Warrington Certification Limited are investigated and actions taken where appropriate.
- 5.8.3 Upon receipt of the complaint it will be logged on the date of receipt and will be reviewed by the Warrington Certification Limited Manager at the earliest opportunity.
- 5.8.4 The Warrington Certification Limited Manager shall conduct an investigation into the complaint which may involve discussion with the Product Schemes Manager or a third party to establish the basis and background to the complaint. If the complaint is not of a confidential nature (one which can be aired in the presence of others who may have similar concerns), the complaint may be discussed at a Technical Panel Meeting. In such a case the complainant will be advised of the complaint's inclusion on the agenda of the next meeting and the proposed date of the meeting.
- 5.8.5 The Warrington Certification Limited Manager shall upon completion of all investigation related to the complaint be responsible for deciding whether or not the complaint is valid / justified.
- 5.8.6 Where the decision is taken that the complaint is valid the Warrington Certification Limited Manager shall initiate corrective action to address the complaint and shall notify the complainant in writing of the action taken / to be implemented to address the complaint. The Warrington Certification Limited Manager shall be responsible for reviewing the action taken to ensure it is working to prevent a recurrence of the instance which resulted in the complaint being made.
- 5.8.7 Where the decision is taken that the complaint is not justified, the Warrington Certification Limited Manager shall notify the complainant in writing of his decision. The complainant shall be offered the facility to appeal against the decision in which case the Appeals Procedure shall be invoked should the complainant decide to appeal the decision.

5.9 Appeals Procedure

- 5.9.1 Applicants and certificated fire risk assessors have the right of appeal against any decision made by Warrington Certification Limited against these requirements and in respect of their application for certification or termination of certification. In order to invoke this procedure the appellant shall accept the following procedure.
- 5.9.2 Notice of any appeal shall be made in writing and addressed to The Manager, Warrington Certification Limited, Holmesfield Road, Warrington, Cheshire, WA 1 2DS within 14 days of official notification of the decision. The appellant shall clearly set out the grounds for the appeal and shall enclose a cheque for £250 made payable to "Warrington Certification Limited" to cover the costs of the appeal (refundable only where the Appeals Panel finds in favour of the Appellant).
- 5.9.3 The appeal shall be reviewed by the Manager of Warrington Certification Limited (who may consult the Chairman of the Warrington Certification Limited Management Council), who may contact the appellant to discuss the grounds for the appeal and may request further details if he believes there is insufficient information on which to make a judgement.
- 5.9.4 The Manager will attempt to resolve the appeal within 1 month of receipt of the written appeal. If the situation can be resolved to the satisfaction of both the appellant and Warrington Certification Limited within 1 month of receipt and it does not progress beyond this point, the fee is refunded. (This may be as a result of certification being reinstated or by the appellant accepting the Warrington Certification Limited Manager's decision made to terminate their certification based on the grounds surrounding the incident).
- 5.9.5 In the case of resolution by the Manager, he will write to the appellant confirming the agreed resolution of the appeal and will return the appellant's cheque for £250. **If the appeal can be resolved as detailed above no appeals panel shall be constituted.**
- 5.9.6 If the Manager's review fails to resolve the appeal, the Manager shall contact the Warrington Certification Limited Management Council Chairman and request the constitution of an "Appeals Panel". Warrington Certification Limited shall endeavour to facilitate hearing of an appeal by an "Appeals Panel" within 3 months of receipt of the written grounds for appeal.
- 5.9.7 An Appeals Panel specifically constituted for the purpose of hearing an appeal which cannot be resolved by the Manager will comprise 3 members of the Warrington Certification Limited Management Council, as selected by the Chairman of the Warrington Certification Limited Management Council. They will be selected such that no member has any direct or indirect commercial interest in the appeal. The Chairman of the Warrington Certification Limited Management Council will not be a member of the Appeals Panel but he will nominate one of the 3 members as the "Appeals Panel Chairman".

An Appeals Panel convened from members of the WCL Management Council is a wholly independent body not employed by Warrington Certification Limited. The members of the Management Council;

- are not employed by WCL,
- are not paid by WCL,
- act independently of WCL's day to day business activities,
- give of their time voluntarily to monitor the activities of WCL as an "independent body of individuals representing various interests" overseeing WCL's activities.

The WCL Management Council is actually formed from a group of Enforcers, Regulators, Manufacturers, Insurers, Users / Specifiers who act as a voluntary council to oversee the activities of Warrington Certification Limited.

- 5.9.8 When the subject of the appeal involves technical matters, the Management Council Chairman may arrange for one or more persons having suitable technical expertise to be available for consultation by the Appeals Panel. In such cases the Management Council Chairman will ensure that the persons nominated have no previous involvement with the certification issue in question.
- 5.9.9 The appellant will be notified of the proposed date of the appeal hearing, the composition of the Appeals Panel and any technical advisors to be made available to the panel not less than 14 days before the date of the meeting. The appellant may challenge the composition of the panel and/or the technical advisors within 2 days of being informed of the composition and shall provide written reasons for any challenge.
- 5.9.10 The "Appeals Panel Chairman" will consider the reasons for any challenge and at his sole discretion will decide whether the composition of the Panel or technical advisors will be changed. In choosing any replacements, the Appeals Panel Chairman will take into account the reasons for the challenge to ensure that as far as possible the same objections will not apply to the replacements. No further challenges will be considered.
- 5.9.11 The appellant has the right to be supported at the hearing of the Appeals Panel by a representative of his choice. Any such representative shall be notified to the Chairman of the Appeals Panel 14 days prior to the hearing. The Chairman has the right, on behalf of the Appeals Panel, to challenge any such nomination.
- 5.9.12 The decision of the Appeals Panel will be decided by a simple majority and the decision will be final.
- 5.9.13 The Manager of Warrington Certification Limited will be responsible for arranging the timing and location of the appeal hearing by the Appeals Panel which will be advised to the appellant at least 7 days in advance.
- 5.9.14 The original decision will remain in force pending the meeting of the Appeal Panel at which the appellant, the Warrington Certification Limited Manager and any other relevant member of Warrington Certification Limited will be entitled to be heard in confidence. The Manager of Warrington Certification Limited or any other person nominated by the Appeals Panel will be responsible for implementing the decision of the Panel. The Chairman of the Appeals Panel will ensure that the appropriate action is correctly implemented.

- 5.9.15 All correspondence related to the Appeals Procedure must be sent "Recorded Delivery".
- 5.10 Warrington Certification Limited will not disclose to any third party any information about a fire risk assessor or his activities gained as a result of carrying out certification of the fire risk assessor which may be considered confidential, without the fire risk assessor's consent. This restriction will not apply to information required by bona fide accreditation bodies such as UKAS in pursuance of accreditation of the scheme, provided that such information is given to such bodies on a confidential basis. Restrictions will not apply to information which is considered to be in the public domain and available on request to any interested party.
- 5.11 A certificated fire risk assessor shall indemnify Warrington Certification Limited against any financial losses that Warrington Certification Limited may incur as a result of the certificated fire risk assessor's failure to comply with these scheme requirements. Warrington Certification Limited will maintain insurance cover against liability claims made against it and which may arise from operation of the scheme. The level of cover will be determined by Warrington Certification Limited to be reasonable in respect of its potential liabilities bearing in mind those prevailing within the certification industry in general.
- 5.12 The interpretation of these requirements and the terms of the insurance cover will be governed and construed in accordance with English Law and in the event of any dispute parties shall submit to the jurisdiction of the English Courts.
- 5.13 Certificated fire risk assessors shall comply with the scheme technical requirements currently in force. These requirements may from time to time be amended at the discretion of Warrington Certification Limited. Such amendments will be notified in writing to certificated fire risk assessors with dates for implementation of the revisions.
- 5.14 Copyright of this document is held by RICS. No part of this document may be reproduced in any form without the prior permission of RICS in writing. Permission to copy this document for internal use is automatically given to applicants and certificated fire risk assessors. Such copies are uncontrolled and this status shall be identified on each copy.

APPENDIX 1

APPLICATION FORM

WARRINGTON CERTIFICATION LIMITED CERTIFICATION OF FIRE RISK ASSESSORS APPLICATION FORM	
I, (insert name).....wish to apply for certification as a competent person; able to provide "Fire Risk Assessments of Buildings for the purpose of Life Safety in accordance with 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"	
Company Name and Address	
Position in Company	
Give brief description of your activities relevant to fire risk assessments	
Address for entry on certificate, if different from above	
Tel	
Email	
Are you a Member/Fellow of RICS	
Supporting Documentation Checklist.	
Detailed CV (See Appendix 2)	
Copies of qualifications and other supporting certification	
4 Complete risk assessments (See Appendix 2)	
<i>Documentation may be submitted in electronic or paper format.</i>	
All owners of my submitted reports have granted consent to use them as evidence and they agree to provide a verbal reference if contacted by WCL	If the answer to this question is No (Contact scheme administrator before submitting)
Date	
Signature	
By signing this application form the candidate agrees to comply with the scheme regulations current at the time.	

Return this form with your non-returnable fee payable in advance to: Warrington Certification Limited, Holmesfield Road, Warrington, WA1 2DS

APPENDIX 2

TECHNICAL REQUIREMENTS FOR COMPETENCY ASSESSMENT

1.1 Submitted Documentation

The Detailed CV should be 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 your current work relating to Fire Risk Assessment and any special areas of interest.

The assessment for this scheme is performance based and therefore the submission of a CV is to establish a baseline indicator of a candidate's experience and qualifications. This information will not form part of the official assessment procedures. However a candidate will be expected to show continued professional development from this baseline indicator in subsequent CV submissions.

1.2 Photocopied/scanned evidence required.

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

1.3 Details of Fire Risk Assessment submissions

Candidates shall submit 4 complete Fire risk assessments.

They should be for a variety of buildings with at least three different types of building out of the four submitted examples (e.g. office or a shop, sleeping accommodation and a theatre plus another from any category).

The 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 very simple building or a building that has little or no compliance issues will be rejected.

NB

1) 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 clearly indicating which report they are for)

2) All owners of the original reports must have given permission for them to be used for assessment and have given permission for WCL to contact them for verification purposes. (Please complete the section on the application form to confirm)

All submitted documentation will be treated as sensitive material and strict confidentiality rules shall be observed, however if you have sensitivity issues with any of the reports you wish to submit please contact the scheme administrator 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 details of the content of the report be discussed.

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

WCL shall not disclose to a third party any information gained in the course of assessing candidates or surveillance of the subsequent client's work in respect of the Warrington Certification Limited Certification of Fire Risk Assessors scheme activities without the written consent of the fire risk assessor client to whom WCL is contracted.

The only exception to the non disclosure rule is that WCL shall provide UKAS access to such information in order to provide verification that Warrington Certification Limited is continuing to comply with the requirements of EN ISO/IEC 17024:2003 for accreditation purposes.

Where the law requires information to be disclosed by Warrington Certification Limited to a third party, the client Fire Risk Assessor will be informed beforehand of the information required to be provided by the law.

2 Areas of Competence to be demonstrated at interview

2.1

	Assessment Area 1	Examples of Evidence
i	Knowledge of the legislation under which risk assessments are undertaken	Name of the Act Scope of the Act Related legislation
ii	Fire safety guides	Name guidance documents Explain their scope

2.2

	Assessment Area 2	Examples of Evidence
i	Identify the risk of fire occurring	Demonstrate a knowledge of: <ul style="list-style-type: none"> • sources of ignition • sources of fuel • proximity/heat required for ignition
ii	Appreciate how a fire in different locations 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, downwards. Fire dynamics

iii	Determine methods to eliminate or control the risk of fire occurring	Control of: <ul style="list-style-type: none"> • sources of ignition • sources of fuel
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2.3

	Assessment Area 3	Examples of Evidence
	Apply fire safety standards from guidance documents to existing buildings in respect of:	
i	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
ii	detection and warning; lighting and signs and notices	Fire alarms Emergency lighting Exit signs Instructional signs Door signs
iii	escape routes and exits	Means of escape (horizontal, vertical, travel distances and exit widths, door fastenings) Roof exits Mobility impairment
iv	maintenance and testing	Periods Procedure Selection
v	fire fighting equipment	Appropriateness Scale of provision Training

2.4

	Assessment Area 4	Examples of Evidence
i	Knowledge of methods of risk assessment and communication with others	Methods of risk assessment based and verbal and written communication
ii	Risks to people and risk reduction strategies	The application of strategies for removal, reduction and protection from risk
iii	Record, plan, inform, instruct and train	Methods of planning, implementing and recording of assessments Advice on appropriate instruction and training
iv	Review of risk assessments	Methodology for reviewing both risks and documentation

APPENDIX 3

**USE OF THE WARRINGTON CERTIFICATION LIMITED
FIRE RISK ASSESSOR MARK.**



Certificated Fire Risk Assessor no. XXXX

1. The Warrington Certification Limited mark (the mark) may be used by FRACS certificated fire risk assessors only. Use of the certification mark will be granted with certification. Authorised users must comply with the scheme regulations and maintain certification of competence. On suspension or removal of authorisation the mark must be removed from all paper work relating to the authorised user.
2. The mark shall only be used in its entirety and without amendment.
3. The mark shall only be used in relation to those services that are within the scope of certification and shall only be used in such a way as to demonstrate individual competence. The mark shall not be used to suggest corporate competence.
4. The mark, when used in association with the National Accreditation Mark (the UKAS mark) as shown below, may be used by fire risk fire risk assessors on their trade literature, on their letterheads and on any of their display or promotional material. The conditions in clause 3 above shall apply.



5. The mark may also be used on vehicles, buildings and flags but NOT in association with the UKAS mark.
6. The mark, when used without the National Accreditation Mark (the UKAS mark), shall always be used in conjunction with the fire risk assessor's certification number placed centrally under the mark in the format given above.
7. The mark shall be used at any size considered appropriate for the application and shall only be used to show the fire risk assessor's involvement in fire risk assessment. The relative proportions shall always be retained.
8. If the mark is used in association with the National Accreditation Mark (the UKAS mark) on stationery not larger than A4, the maximum height shall be 30mm and the minimum 20mm. However in some circumstances, which are usually dictated by reason of space, the marks may be reduced in size provided they remain clearly legible. Full details of the use of the National Accreditation Mark (the UKAS mark) can be found in the DTI publication ref URN 98/887 which is available at www.ukas.com.
9. The mark shall be printed in a single colour, the default reference for which is Pantone ref. 2945C. Alternatively the mark shall be produced in black.
10. A fire risk assessor shall submit his proposals for use of the mark to Warrington Certification Limited for approval.
11. A fire risk assessor shall, at the request of Warrington Certification Limited, cease to use the mark if Warrington Certification Limited deems the application inappropriate.
12. The mark shall not be used on any product or used in any manner to imply product approval or certification.
13. A fire risk assessor, shall, upon suspension of certification, immediately discontinue the issue of documents that display the mark or contain reference to Warrington Certification Limited certification.
14. A fire risk assessor shall, upon termination of certification, immediately cease distribution of all items on which the mark is displayed and shall remove it from any other form of display or promotional application.
15. Warrington Certification Limited certificates issued within the scope of UKAS accreditation will carry a combined Warrington Certification Limited and National Accreditation Mark (the UKAS mark).
16. Failure to comply with these requirements for the mark may result in withdrawal of certification and legal action under appropriate legislation.

17. It is a condition of use that the mark shall not be used in any printed advertisements or printed publicity matter directed primarily to the market in the United Kingdom and in the Isle of Man or in retail point of sale display cards distributed by the Registered Proprietor for use within the United Kingdom and in the Isle of Man without indicating that it is a certification mark.

APPENDIX 4

REFERENCED DOCUMENTATION

A copy of The Regulatory Reform (Fire Safety) Order may be down loaded from;

<http://www.opsi.gov.uk/si/si2005/20051541.htm>

A copy of the Fire Safety (Scotland) Regulations 2006 may be down loaded from;

http://www.opsi.gov.uk/legislation/scotland/ssi2006/ssi_20060456_en.pdf scottish 2006

A copy of The Fire (Scotland) Act 2005 may be down loaded from;

http://www.opsi.gov.uk/legislation/scotland/acts2005/asp_20050005_en_1

A copy of The Fire Safety Regulations (Northern Ireland) 2010 may be down loaded from;

<http://www.legislation.gov.uk/nisr/2010/325/contents/made>

A copy of BS EN ISO/IEC 17024: 2003 may be purchased from;

http://www.iso.org/iso/catalogue_detail?csnumber=29346

<http://shop.bsigroup.com/en/ProductDetail/?pid=000000000030091642>

APPENDIX 5

FEES

STAGE 1: Application and document review fee £350
(non-refundable)

The stage one fees include; the professional review of submitted reports, a written report on the audit findings, a reference check, a CV review, generation of a monitoring file and management of the review process. Normal processing time for stage one is 2/3 weeks.

STAGE 2: Technical interview fee £300

The stage two includes; arrangement and completion of a three part professional interview, a summary report and file maintenance. Successful candidates are issued with a certificate of competence, a photo ID card and listed on the WCL register of competent fire risk assessors.

Annual registration and surveillance fee applicable from year 2 £250

Included in the annual fees; a year two portfolio review and contributions to the recertification audit at the end of year 4

Certification is for a 4 year period, candidates wishing to continue with certification will need to undergo and successfully complete a surveillance visit and document review; outlined in the scheme details. A re certification fee will be applicable and will be advised at the time of recertification.

NOTES

VAT to be added at the prevailing rate.