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WARRINGTON CERTIFICATION LIMITED

**CERTIFICATION OF EMPLOYEE (INTERNAL) FIRE RISK
ASSESSORS**



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Dated:

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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 Revised pages shall be inserted in place of existing pages or between existing pages and superseded pages shall be discarded.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that a permanent record is available of all amendments, Warrington Certification Limited will maintain a file of all superseded pages which are marked with the date of withdrawal.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.

2. INTRODUCTION

- 2.1. This certification scheme for employee (internal) fire risk assessors determines the competence of individuals to undertake fire risk assessments for the purpose of life safety on behalf of a named employer (individual/company/organisation) – see section 3.3 and 3.4 for definition of employee and employer.
- 2.2. Regulatory Reform (Fire Safety) Order 2005, The Fire safety (Scotland) Regulations 2006 and The Fire (Scotland) Act 2005 (sections 53-59) The Fire Precautions (Workplace) Regulations (Northern Ireland) 2001
- 2.3. The legislation requires a fire risk assessment to be carried out and subsequently maintained for any building falling under the jurisdiction of the Orders.
- 2.4. 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 portfolio of buildings.
- 2.5. 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.
- 2.6. Warrington Certification Limited will operate the certification of competent persons.
- 2.7. This scheme will assist employers who use a competent individual within their organisation to complete fire risk assessment on their behalf.
- 2.8. 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 the applicable fire safety legislation 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 Employee (Internal) Fire Risk Assessor

An employee, who is charged by their employer (through their job description/contract of employment) with the duty of completing fire risk assessments on their employer's behalf; on buildings owned, leased or otherwise occupied by their employer. The employee (individual) will not be a subcontracted individual but be in the direct employment of the employer. They will not complete fire risk assessments for any other employer on any basis, under the scope of this certification.

3.4 Employer

An individual, company or organisation, who owns, leases or otherwise occupies buildings which are subject to appropriate fire safety orders/regulations and require fire risk assessments; who has charged one or more of their employees through their job description/contract of employment with the responsibility to undertake such fire risk assessments. (on the employer's properties only)

3.5 Technical Interview/Accompanied Visit

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/accompanied visit will last 4 hours. A practical demonstration of the candidate's skills will be required.

3.6 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.

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 have his employer authorise the application which should be sent to Warrington Certification Limited. Any technical queries should be directed to the Warrington Certification Limited, Schemes Manager on 01925 646658.
- 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 from the employer of the role of the applicant/employee within their organisation, and that they have completed all of the risk assessment reports for the employer's portfolio of property (submitted as portfolio evidence)
- 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

- Stage 1: Application and review of the submitted list of buildings that have been assessed by the employee/individual. .

- Stage 2: The WCL lead assessor will request three fire risk assessments from the submitted building portfolio and complete a professional table top review of the submitted reports. The lead assessor will provide an assessment report for the candidate, which will be scored against set criteria.
 - Stage 3: If the review is satisfactory, Warrington Certification Limited will accompany the candidate around one of the reviewed buildings and complete a technical interview which will examine the details of the documentation submitted and test for further knowledge relating to fire risk assessment. The technical interview will include a demonstration of the candidate's skills via an oral examination.
- 4.2.2 If, after a review of the submitted documentation (Stage 2), 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/accompanied visit (Stage 3). The candidate will have the right to attend for technical interview/accompanied visit (Stage 3) if they so wish, 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. Both stages 2 and 3 must be successfully completed to achieve certification.
- 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.
- 4.2.5.1 Certification against the scheme requirements shall be maintained through surveillance audits at regular intervals.
- 4.2.5.2 Certificated risk assessors shall be issued with a WCL certificate of competence. This certificate shall contain a list of buildings the risk assessor has scope to assess on behalf of their employer. The assessor will not be listed on register of competence searchable by the general public, but the employer will be listed as employing competent assessor/s

4.3 Surveillance

- 4.3.1 The surveillance process (carried out biannually after the initial certification of the risk assessor) involves a review by WCL of three risk assessment reports submitted by the certificated risk assessor. The candidate will be required to submit on an bi annual basis 3 reports from their portfolio of buildings. In addition to the three 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 they 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 certificated fire risk assessors are unable to provide three risk assessments that have not previously been reviewed they may complete a review of previously

submitted reports with the amended findings clearly indicated, WCL may at their discretion withdraw a candidate's certification if suitable evidence of continued competence is not identifiable due to lack of suitable evidence.

- 4.3.4 If additional properties are added by the risk assessor's employer to the employer's portfolio of buildings to be assessed by the candidate, details must be forwarded to WCL for review. If the new property is of a type not included within the scope of the existing certification (in the opinion of WCL), a table top review of the fire risk assessment for the additional building will be required. WCL will request that a fire risk assessment be completed by the employee and submitted to WCL for review. Should the WCL lead assessor have concerns about the content of the new risk assessment an accompanied visit may be required, these will be chargeable reviews/assessments.

4.4 Recertification

- 4.4.1 Recertification for all certificated Fire Risk Assessors will be conducted at 6 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 (employee) 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 one of their employer's buildings 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 lead assessor shall accompany the certificated (employee) risk assessor for a minimum of 4 hours or to the completion of the site visit which ever comes first, during which the inspection capabilities of the certificated (employee) fire risk assessor shall be monitored, (the WCL lead assessor shall make note of the site's risks for future use in review and assessment of the employee 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 lead assessor so that it may be reviewed. The WCL lead 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 (employee) 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 6 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 may have certification suspended. The witness visit shall be undertaken as detailed in **6.5.3** however the certificated risk assessment may outline to the WCL lead 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 lead assessor will recommend re-certification to the WCL Manager of the certificated candidate. Should the WCL lead 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 that it is 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 (employee) 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 6 yearly basis and certificates issued to certificated fire risk assessors shall have a validity of 6 years. (see 4.4)
- 5.6 The Warrington Certification Limited fee structure is given in a separate Warrington Certification Limited document and is available on request. Failure to pay fees within the specified time shall render a certificated fire risk assessor liable to 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 EMPLOYEE (INTERNAL) 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" and "The Fire (Scotland) Act 2005 (sections 53-59) The Fire Precautions (Workplace) Regulations (Northern Ireland) 2001 " for my employer.	
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	
Supporting Documentation Checklist. Detailed CV (See Appendix 2) Copies of qualifications and other supporting certification A complete list of the buildings you are responsible for completing a fire risk assessment on (please use the attached portfolio form) <i>Documentation may be submitted in electronic or paper format.</i>	
My employer/line manager has counter signed this form to confirm my duties are accurately described on this form and in my CV and the list of buildings I am responsible for assessing is accurate.	The employeeis the competent person responsible for completing fire risk assessments for the buildings listed and he/she is in full or part time employment with the company listed above and not a subcontracted consultant.
Date	Date
Signature employee	Signature employer/line manager
By signing this application form the candidate and employer 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
Membership of professional bodies

The CV should specifically include a detailed description of your current work relating to Fire Risk Assessment.

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 on the included form a description of all your employer's properties you have responsibility for completing risk assessments on.

NB

1) All buildings must be listed for inclusion in the scope.
2) All new additions to the portfolio of properties must be notified to WCL.
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 buildings you wish to submit for inclusion on the scope please contact the scheme manager for advice.

1.3.1 WCL will request copies of three reports from the listed portfolio of buildings, these reports should be the latest versions of the fire risk assessment and clearly identifiable as to which buildings they apply to and the assessor/author of the report must be clearly identifiable on each report.

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. It will be the responsibility of the candidate/employer to rectify/action any deficiencies identified by the WCL lead assessor.

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 (int) scheme activities without the written consent of the fire risk assessors employer 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

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

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 certificated fire risk assessors.
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 risk assessments. The conditions in clause 3 above shall apply.



5. The mark may also be used on materials specifically related to the certificated assessors responsibilities but not in conjunction 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.