|  |  |
| --- | --- |
| Company Name: |  |
| Address  |  |
|  |
|  |
| Postcode:  |  |
| Main Booking Contact Name:  |  |
| Main Booking Contact Email:  |  |
| Telephone Number: |  |
| Name of Inspector to be Registered: |  |
| **Becoming a Registered FDIS Inspector** |
| 1. In order to become a certificated inspector, you will have to undertake and pass the online **FDIS Transition Module.** You have 12 months from date of purchase to complete the transitional module and onsite assessment.
2. Once you have passed the FDIS Transition Module, you will also have to be assessed in the workplace carrying out an onsite practical assessment to ensure you can demonstrate you have the correct knowledge, skills and expertise to inspect fire doors in a real live environment.
3. The onsite assessment will be carried out by an approved third-party assessor.
4. There must be a minimum of 6 doors to inspect, if the number is less than 6 the assessor has the right to cancel the assessment. You will still be charged for this service and you will have to re-book a further assessment.
5. The assessment will ensure you have the knowledge and skills required to carry out a fire door inspection in line with the standards set out by FDIS for carrying out inspections.
6. Once the onsite assessment has taken place you will be notified by FDIS if you are operating at the required standard to be an approved FDIS Inspector. If you fail to meet the required standard you will be notified on the areas, you have failed. You maybe re-assessed but this will incur and additional cost.
7. **Please note:** it is the responsibility of the applying Inspector to ensure they are fully prepared for their onsite assessment and they must meet the standards set out in the FDIS Code of Conduct and onsite assessment criteria to be an approved FDIS Inspector.
8. **Please note:** Certificated inspectors are required to be re-assessed every three years.
 |

|  |
| --- |
| **Fees** |
| The total fee to become an approved FDIS Inspector inclusive of the following:* access to the transition online learning module
* on-site assessment by a third-party assessor
* use of the FDIS Inspection Management database
* use of the Bespoke FDIS Reporting Tool and access to all FDIS Online resources
 | £2000 + VAT £1500 + VAT (member of GAI or BWF) |
| If you are a member of the Guild of Architectural Ironmongers (GAI) or the British Woodworking Federation (BWF) you may qualify for a discount.Please select if appropriate*\*Membership Number* ***must*** *be supplied to receive a discount* |
| GAI Member YES/NO  | GAI Membership Number: |
| BWF Member YES/NO | BWF Membership Number: |
| Inspectors Signature: |  |
| Date: |  |

By signing this form, you are agreeing to pay the fees to become a registered Inspector with FDIS and you are confirming you have read the terms and conditions related to FDIS and FDIS registered inspectors and understand the responsibilities of Certified Inspectors set down in the FDIS Code of Conduct

|  |
| --- |
| **Payment Details****Please select** |
| I wish to pay by: | Cheque / Credit or Debit Card / BACS Transfer  |
| I authorise FDIS to charge my card the agreed amount (please select) |  £2000 + VAT £1500 + VAT |
| **Credit / Debit Card Details** |
| Cardholders Name as it appears on the card: |  | Date: |  |
| Cardholders Address: |  |
|  |
|  | Postcode: |
| Please Select Card Type: Visa / Mastercard / Debit  |
| Card Number: |  | Expiry Date: |  |
| Valid From: (Debit card only) |  | Issue Number:(Debit card only) |  | Security Code: |  |
| Paying by BACS please make payment to:HSBCSort Code: 40-05-20Account Number: 81813811 |
| Date: |  | Signed: |  |

**Please Note:** All fields must be completed, signed and dated so we can process your application. If paying via BACS and cheque, we cannot give you access to the Inspectors Transition until the payment has cleared in the bank.

All applicants will be invoiced according to the Company name on the Registration & Application form.

For any queries or changes please email jazzmine.mireku@fdis.co.uk