



## FDIS Certificated Inspector Registration & Application Form

Please return this form to the Scheme Manager - [louise.halton@fdis.co.uk](mailto:louise.halton@fdis.co.uk)

All data is collected and stored in line with GDPR Regulations

<b>Company Name:</b>	
<b>Address</b>	
<b>Postcode:</b>	
<b>Booking Contact Name:</b>	
<b>Booking Contact Email:</b>	
<b>Telephone Number:</b>	
<b>Name of Trainee Inspector to be Registered:</b>	

### Additional Information

1. In order to become a certificated inspector, you will have to undertake and pass the online **FDIS Transition Module, Onsite Assessment and FDIS Approval Process**. You have 12 months from date of purchase to complete the transitional module and onsite assessment.
2. Prior to starting the FDIS Transition Module and Onsite assessment, you will be issued with a copy of the FDIS Trainee Inspector Information Sheet and the FDIS Trainee Inspector approval process.
3. The FDIS Scheme Manager will review your FDIS Certificated Inspector Registration and Application, alongside your supporting evidence, to determine if you are a suitable candidate to progress. The supporting evidence you need to provide is outlined in the FDIS Trainee Inspector approval process.
4. 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. The onsite assessment will be carried out by an approved third-party assessor and 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 trainee inspector will be responsible for producing their own inspection checklist for use in their onsite assessment, prior to becoming an approved FDIS Inspector.
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.



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Terms and Conditions
<ol style="list-style-type: none"> <li>1. The Assessor has the right to cancel the onsite assessment if there are less than 6 doors presented for inspection. In this instance the trainee inspector will not receive a refund and will have to repay for these services in full.</li> <li>2. If you fail the onsite assessment, you may be re-assessed at a later date, but the trainee inspector will need to pay again in full for the onsite assessment. The re-assessment following a failed assessment must be completed within 12 months from the date of the failed assessment. If the trainee inspector is unsuccessful for a 2<sup>nd</sup> time, they will need to complete the whole course again and pay in full.</li> <li>3. The trainee inspector has 12 months from the date of purchase to complete their transition module and onsite assessment. If the 12 months expires prior to the trainee inspector completing the transition module and/or onsite assessment, then they will need to pay for the services again in full.</li> <li>4. If the trainee inspector cancels their onsite assessment with less than 5 full working days' notice, they will be required to pay for the onsite assessment again in full.</li> <li>5. 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.</li> <li>6. Approved FDIS inspectors are required to be re-assessed every three years.</li> </ol> <p style="text-align: center; font-weight: bold; margin-top: 10px;">Terms and conditions are subject to change</p>

Fees												
The total fee to become an approved FDIS Inspector inclusive of the following: <ul style="list-style-type: none"> <li>access to the transition online learning module</li> <li>on-site assessment by a third-party assessor</li> <li>use of the FDIS Inspection Management database</li> <li>use of the Bespoke FDIS Reporting Tool and access to all FDIS Online resources</li> </ul>	<p><b>£2000.00 + VAT (full rate)</b></p> <p><b>£1500.00 + VAT (member of GAI or BWF)</b></p>											
<p><b>If you are a member of the Guild of Architectural Ironmongers (GAI) or the British Woodworking Federation (BWF) you may qualify for a discount.</b></p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">GAI Member <b>Please circle – Yes/No</b></td> <td style="width: 15%; text-align: center; padding: 2px;">Yes</td> <td style="width: 15%; text-align: center; padding: 2px;">No</td> <td style="width: 50%; padding: 2px;"><b>If yes, insert GAI Membership No.</b></td> </tr> <tr> <td style="padding: 2px;">BWF Member <b>Please circle – Yes/No</b></td> <td style="text-align: center; padding: 2px;">Yes</td> <td style="text-align: center; padding: 2px;">No</td> <td style="padding: 2px;"><b>If yes, insert BWF Membership No.</b></td> </tr> </table>	GAI Member <b>Please circle – Yes/No</b>	Yes	No	<b>If yes, insert GAI Membership No.</b>	BWF Member <b>Please circle – Yes/No</b>	Yes	No	<b>If yes, insert BWF Membership No.</b>				
GAI Member <b>Please circle – Yes/No</b>	Yes	No	<b>If yes, insert GAI Membership No.</b>									
BWF Member <b>Please circle – Yes/No</b>	Yes	No	<b>If yes, insert BWF Membership No.</b>									
<b>Please tick to confirm you have read and understood the FDIS Trainee Inspector Information Sheet</b>				<input style="width: 40px; height: 20px;" type="checkbox"/>								
<b>Please tick to confirm you have read and understood the FDIS Trainee Inspector Approval Process</b>				<input style="width: 40px; height: 20px;" type="checkbox"/>								
By signing this form, you are agreeing to pay the fees subject to approval, to become a trainee inspector with FDIS and you are confirming you have read the terms and conditions related to FDIS and FDIS registered trainee inspectors and understand the responsibilities of Certified Inspectors set down in the FDIS Code of Conduct.												
<b>Signature:</b>												
<b>Date:</b>												



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Payment Section					
<b>I wish to pay by:</b>	Credit/Debit card (Refer to section 1)	BACS Transfer (Refer to section 2)	Cheque (Refer to section 3)		
<b>Section 1 Credit / Debit Card Details</b>					
Card payment will not be taken until the FDIS Scheme Manager has determined the candidate is a suitable candidate to proceed.					
I authorise FDIS to charge my card the agreed amount (Please circle)		£2000.00 + VAT	£1500.00 + VAT		
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:	
<b>Section 2 Paying by BACS</b>					
Please do not make a BACS payment until the Scheme Manager has confirmed that the candidate meets the required standard, to progress as a trainee inspector. The FDIS will raise and issue an invoice if the candidate is suitable to progress.					
Paying by BACS please make payment to:					
<b>HSBC</b> <b>Sort Code:</b> 40-05-20 <b>Account Number:</b> 81813811 <span style="color: red;"><b>Please reference the FDIS invoice number on the BACS payment</b></span>					
<b>Section 3 Paying by Cheque</b>					
Please do not send a cheque until the Scheme Manager has confirmed that the candidate meets the required standard, to progress as a trainee inspector.					
Please make the cheque payable to <b>FDIS Limited</b> and posted to <b>FDIS, The Building Centre, 26 Store Street, London, WC1E 7BT</b>					

**Please Note:** This form must be completed in full for the application to be processed. The application must be approved by the FDIS Scheme Manager to progress and all funds must have cleared to gain access to the training. All applicants will be invoiced according to the Company name and details provided on this form. For any queries or changes please email [louise.halton@fdis.co.uk](mailto:louise.halton@fdis.co.uk).