



Qualifying Fire Door Professionals

## FDIS Internal Flowchart for Inspector Approval Process

### Initial enquiry to progress from the FDIS Diploma to the FDIS Transition module

Read information sheet which elaborates on what to expect when applying to become an FDIS Certificated Inspector and what to expect when you become an approved FDIS Certificated Inspector.

### Read FDIS information sheet and want to continue

Complete inspector module registration form and submit with CV, CPD, copies of relevant certificates, witness testimonies if applicable – to apply to continue. Relevant certificates to include any related industry training certificates, any industry membership certificates, health and safety certificates, such as Iosh and Nebosh

### If approved to continue....

Complete the FDIS Transition module and onsite assessment – Candidate will receive a training certificate

### Following successful completion of the FDIS Transition module and onsite assessment...

Potential inspector applies to become an approved FDIS Certificated Inspector. Trainee inspector needs to provide copies of their policies and procedures, public liability insurance, professional indemnity insurance, inspector details form and label order form.

#### Required policies and procedures

Health & Safety Policy

Risk Assessment

Complaints procedure

Equality & Diversity Policy

Method statement

GDPR Policy

Appeals procedure

### Approval outcome

Approved – The FDIS will issue an approval letter

Deferred – The FDIS will issue a deferral letter, advising the reasons for the deferral

**On receipt of required insurances, label order, inspector details form etc. the approved FDIS Certificated Inspector will be issued with their inspector card, database guidance and login, added to the inspector circulations and added to the inspector list and website search.**