



## **FDIS Trainee Inspector Information Sheet**

**It is important you read all of the below questions and answers before proceeding to register for the FDIS Competent Person Certification Scheme.**

### **Who is the FDIS Competent Person Certification Scheme?**

The FDIS Competent Person Certification Scheme, is best suited to somebody that already has some experience in the fire door industry, as well as having a good knowledge of Health and Safety. The individual should have a passion for fire door safety and quality assurance.

### **Do I need to complete any courses or qualifications prior to completing the FDIS Competent Person Certification Scheme?**

Yes – You need to complete the FDIS Diploma course before you can commence the FDIS Competent Person Certification Scheme. You will also be expected to have completed Health and Safety training, such as Iosh and/or Neboosh. Ideally you will have completed other training/qualifications relevant to the fire door industry.

### **What if I do not have any previous experience with fire doors and/or have not completed any training courses, or qualifications relating to the industry?**

In this case, we would recommend you gain some further experience in relation to fire doors and complete some Health & Safety training, such as Iosh and/or Neboosh, prior to applying for the FDIS Competent Person Certification Scheme.

### **What does the FDIS Inspector training consist of?**

The FDIS training consists of the online FDIS Transition Module and self-test, a portfolio and an on-site assessment practical assessment and exam.

### **Is there a time limit for completing the Competent Person Certification Scheme?**

Yes - You must complete within 12 months from the date of payment.

### **Do FDIS provide the venue for the on-site assessment?**

No – The individual must source their own venue, which must have a minimum of 10 doors to inspect, with a variety of door types.

### **Do the FDIS provide the inspection documentation for the on-site assessment inspections?**

No – FDIS inspection documentation is only provided to an FDIS Inspector once they have been approved. Prior to this the trainee inspector will need to supply their own inspection template.



**Will I automatically be approved to be an FDIS Inspector once I complete the course?**

No – You must provide further documentation, as outlined on the flowchart issued before final approval is granted.

**Do the FDIS provide ongoing technical support once I become and FDIS Inspector?**

No – The FDIS are not a trade association and you will be expected to have the required skills and knowledge at this point to confidently inspect fire doors.

**Will the FDIS advertise my services once I become an FDIS Inspector?**

Yes – Once an FDIS Inspector is approved, they will be listed on our 'Find an Inspector' page.

**Once I am approved, will the approval cover my organisation as well?**

No – The approval is only for the individual that has completed the training and been approved by the FDIS

**If I do not get approval, will I still get issued a certificate for the training I have completed?**

Yes – If you do not meet the requirements to be approved, but you have successfully completed the training, you will receive a training certificate.

**What happens once I have successfully completed the FDIS Transition Module, Portfolio, On-site Assessment and Exam?**

After you have successfully completed the FDIS Transition module, Portfolio, On-site Assessment and exam, you will continue with the approval process. At this point you will be asked to supply copies of your Professional Indemnity Insurance, Public Liability insurance, your company policies and procedures, including, Health & Safety Policy, Equality & Diversity Policy, GDPR Policy, Risk Assessment, Method statement, Appeals procedure and Complaints procedure. In addition to this you will be issued with an inspector details form to complete and a FDIS label order form. In some cases, we may ask for a witness testimony if the Scheme Manager deems it appropriate to your application.

**Is the Complaints procedure and the Appeals procedure the same thing?**

No – The Complaints procedure should relate to complaints, for example, if a customer wanted to complain that they were not happy with an inspector's attitude on-site, they would follow the Complaints procedure. If an inspector had failed a fire door because there was damage to the door leaf and a customer wanted to appeal this decision, as they cannot see any damage, then they would use the Appeals procedure. The Appeals procedure should detail how you will review the appeal, such as referring to evidence collected at the time of the inspection etc.

**Is it ok to use my company policy and procedures?**

Yes – But you must ensure that the policies and procedures relate to customers and not just employees.



**Do I complete all elements of the training in one go?**

No – You initially complete the FDIS Transition Module and Portfolio. Once you have successfully completed this stage, you move on to the next stage which includes the On-site assessment and exam.

**Do I pay for all of the training in one go?**

No – You pay for the first stage and on successful completion, you pay for the next stage.

**What happens if I do not pass the first stage with my first attempt?**

You are permitted two attempts with both stages.

**What do I need a label order form for?**

Each approved FDIS Inspector is required to affix an FDIS inspection label to each fire door the inspector inspects under the FDIS Competent Person Certification Scheme.

**Once I am approved and I am carrying out inspections, do I need to record the inspections anywhere?**

Yes – You will be required to record all FDIS inspections on the FDIS Inspector Database. Once you are approved the Scheme Manager will issue you with login details for the FDIS inspector Database and a user guide to aid you using it.

**Are there any rules to follow?**

Yes – You will be provided with a copy of the FDIS Scheme Directives.

**Once I become an approved FDIS Inspector is that it?**

Once you are an approved FDIS Inspector you will be required to submit your insurances annually, providing us with your new insurance certificates once the previous ones have expired. You will be required to advise us of any changes to your details, such as a change of email address etc. You will be required to submit annual inspection reports and CPD record for review and be re-assessed every three years. You will be expected to attend FDIS Meetings and may be required to take part in FDIS surveys from time to time.

**How will I know if I am approved as an FDIS Inspector?**

You will receive a letter from the Scheme Manager, to confirm your approval, or defer your approval application and outline the reasons why.

**If my approval application is deferred, can I submit another application in the future?**

Yes – But you will need to address the reasons outlined in your deferral letter before reapplying.

**Once I become an approved FDIS Inspector, will I receive updates from the FDIS?**

Yes – Once you become an approved FDIS Inspector, you will be added to the FDIS mailing list and any updates will be circulated to you.



**Do I have to pay for the approval application?**

Currently, this is included in your course fee. However, if your application is deferred and you come back at a later date to reapply, then a fee will apply.

**How long does the approval outcome take?**

Once you have completed all of your training (and we have received the report back from the on-site assessment examiner) and you have submitted all of the supporting evidence and documentation outlined, the Scheme Manager will aim to issue you a response to your approval application within 10 working days. There may be times when the Scheme Manager requests further evidence and/or documentation from you, or there are exceptional circumstances which causes the approval outcome to exceed the 10 working days.

**Will I receive a card or anything to show I am an approved FDIS Inspector once I am approved?**

Yes – You will receive an FDIS Inspector card

**If I complete the training but do not pass the FDIS approval process, will I receive a partial refund?**

No – The payment made covers the training and services provided and no refunds will be granted.

**How do I register for the FDIS Competent Person Certification Scheme?**

If you have read all of the above information and you feel the FDIS Competent Person Certification Scheme course is suitable for you, contact FDIS on [info@fdis.co.uk](mailto:info@fdis.co.uk) and register your interest. You will be sent a registration form, at which point you will be asked to submit a copy of your CV, CPD record, industry training certificates, industry membership certificates, alongside your registration form, to see if you are a suitable candidate to progress.