



The Fire Door Inspection Scheme (FDIS) Certificated Inspector Registration & Application Form

Please return this form to the Scheme Manager - louise.halton@fdis.co.uk

All data is collected and stored in line with GDPR Regulations

Company Name:			
Address			
			Postcode:
Booking Contact Name:			
Booking Contact Email:			
Telephone Number:			
Name of Trainee Inspector to be Registered:			
Important Additional Information			
<ol style="list-style-type: none"> 1. 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. An application fee is applicable. 2. In order to become a certificated inspector, you will have to undertake and pass the online FDIS Transition Module, Portfolio, Onsite Assessment and the FDIS Approval Process. Further details are outlined in the Fire Door Inspector Candidate Information Document. You have 12 months from date of purchase to complete the transitional module and onsite assessment. 3. Prior to starting the FDIS Transition Module, Portfolio and Onsite assessment, you will be issued with a copy of the FDIS Trainee Inspector Information Sheet and the FDIS Trainee Inspector approval process. 4. Once you have passed the FDIS Transition Module and Portfolio you 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 10 doors to inspect. If the number is less than 10, 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 you have completed stage 1, you will be notified if you have met the standards to progress on to stage 2. If you fail to meet the required standard in either stage you will be notified on the areas, you have failed. 7. The FDIS will make reasonable adjustments where candidates have medical conditions and/or learning disabilities. Please notify the FDIS in advance if you require reasonable adjustments to be made. 8. In applying to train as a Certificated Inspector, you are agreeing that all documentation and evidence submitted at the application stage and throughout your training, is valid and authentic. 9. As part of your application , you will be asked to submit photo identification that will be shared with the examiner. The examiner will then check the same photo ID on the day of your assessment to confirm your identity. 10. In applying to train as a Certificated Inspector, you are agreeing to comply with the certification requirements and to supply any information needed for the assessment. 11. Approved Certificated inspectors will be required to pay an annual fee of £500.00 + VAT to the FDIS, at the start of each calendar year. 			



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Terms and Conditions

The FDIS terms and conditions have been supplied with this application form, doc ref. FDIS15.1

Fees	
Breakdown of Stages	Breakdown of Fees
Application fee – The application fee is non-transferable and non-refundable	£150.00 + VAT
Stage 1 - Completion of the FDIS transition online learning module and candidate portfolio	£650.00 + VAT
Stage 2 – Completion of the onsite assessment by a third-party assessor	£1600.00 + VAT The onsite assessment may be subject to additional mileage and expense fees
On the successful completion of stage 1, 2 and the final approval process the candidate will have access to: <ul style="list-style-type: none"> • use of the FDIS Inspection Management database • use of the Bespoke FDIS Reporting Tool and access to all the FDIS Online resources 	Total Fee for Stage 1 and Stage 2 = £2250.00 + VAT (Please note the total fee excludes the application fee and annual fee)
Please note all fees are subject to change and the total fee relates to the inspector training and does not include the FDIS application fee or annual fee.	
Scope of certification – certificated inspectors are covered for the following :- Inspection of doors defined as hinged or sliding pedestrian door sets, including: <ul style="list-style-type: none"> ➤ Timber doors in timber frames ➤ Timber doors in steel frames ➤ Steel doors in steel frames ➤ Fire rated composite doors and frames It also includes: fire-rated hinged pedestrian door sets that may serve as final exit/escape door and final exit/escape doors that are not fire doors. It excludes: all non-pedestrian, non-hinged doors such as roller shutters, revolving doors, swinging-doors, lift-landing doors and fabric-type screens, that may also be fire rated.	
Please tick to confirm you have read and understood the Fire Door Inspector Candidate Information Document	<input type="checkbox"/>
Please tick to confirm you have read and understood the FDIS Trainee Inspector Information Sheet	<input type="checkbox"/>
Please tick to confirm you have read and understood the FDIS Trainee Inspector Approval Process	<input type="checkbox"/>
Please tick to confirm you have read and understood that Approved Certificated inspectors will be required to pay an annual fee to the FDIS	<input type="checkbox"/>



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The following supporting evidence must be provided with the FDIS Certificated Trainee Inspector Application.

- Up to date CV
- CPD records (continual professional development)
- Industry training/qualification certification
- IOSH and/ or NEBOSH, or equivalent, such as SMSTS
- Photo ID

A witness testimony may also be requested to authenticate evidence provided. Further information is outlined in the FDIS Trainee Inspector Information Sheet and the FDIS Trainee Inspector Approval Process.

Please note, if the above supporting evidence is not provided with the FDIS Certificated Trainee Inspector Application, the application will not be processed.

By signing this form, you are agreeing to pay the fees subject to approval, to become a trainee inspector with the FDIS and you are confirming you have read the terms and conditions related to the FDIS and the FDIS registered trainee inspectors and understand the responsibilities of Certified Inspectors set down in the FDIS Scheme Directives and the FDIS Certification Scheme Manual. In addition, you agree to comply with the certification requirements and to supply any information needed for the assessment.

Signature:		Date:	
Print Name:			

Please see payment options on page 4.



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Payment Section					
I wish to pay by:	Credit/Debit card <small>(Refer to section 1)</small>	BACS Transfer <small>(Refer to section 2)</small>	Cheque <small>(Refer to section 3)</small>		
Section 1 Credit / Debit Card Details					
<small>Card payment will not be taken until the FDIS Scheme Manager has determined the candidate is a suitable candidate to proceed.</small>					
<small>I authorise the FDIS to charge my card the agreed amount (Please tick) and I understand that three separate payments will be taken at each stage</small>	Application Fee £150.00 + VAT	Stage 1 Fee £650.00 + VAT	Stage 2 Fee £1,600.00 + 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: <small>(Debit card only)</small>		Issue Number: <small>(Debit card only)</small>		Security Code:	
Section 2 Paying by BACS					
<small>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.</small>					
<small>Paying by BACS please make payment to:</small>					
HSBC Sort Code: 40-05-20 Account Number: 81813811					
<small>Please reference the FDIS invoice number on the BACS payment</small>					
Section 3 Paying by Cheque					
<small>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.</small>					
<small>Please make the cheque payable to FDIS Limited and posted to FDIS, The Building Centre, 26 Store Street, London, WC1E 7BT</small>					

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.