



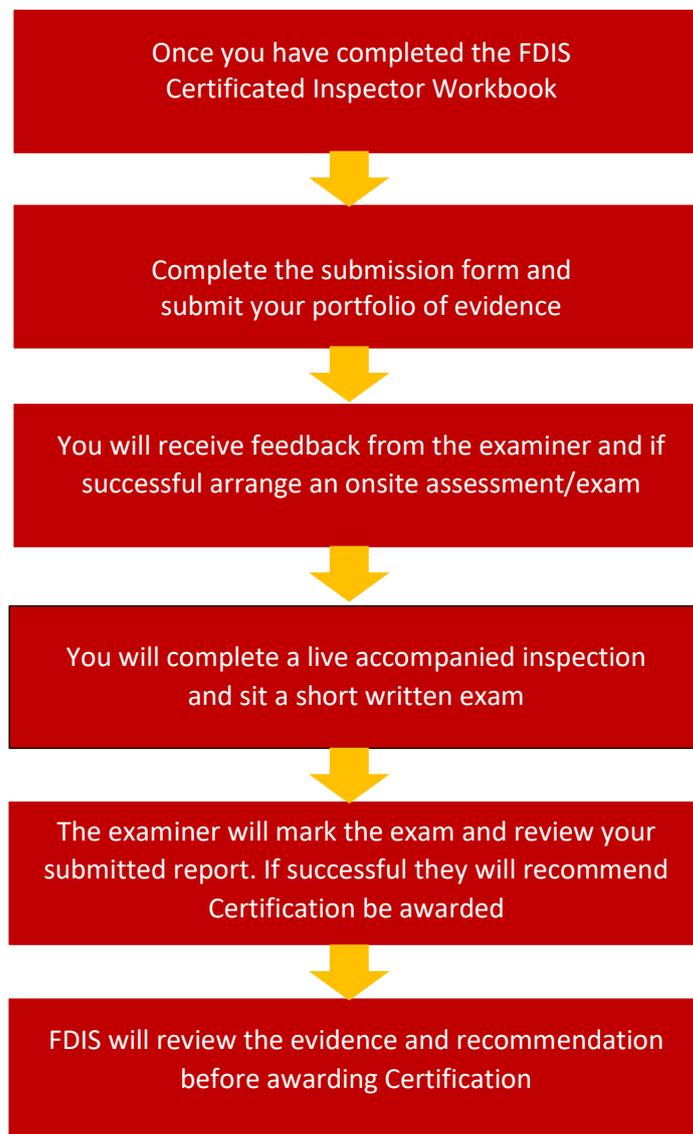
Fire Door Inspection Scheme Candidate Information

Certification Process

This document should be read prior to submitting evidence for assessment. The attached form should be fully completed and included with your portfolio of evidence.

It is important to note that any omissions in evidence will not be followed up with the candidate and your portfolio submission will be assessed as presented.

Certification Process Flow Chart





Please Note. In order to complete the Certificated Inspector assessment process for certification within the 12-month timeframe, the candidate should aim to complete stage 1 (FDIS Certificated Inspector Workbook, online assessment activities and portfolio) in the first 6 months. The FDIS would recommend the candidate complete the workbook, online assessment activities and make their first submission by the 3-month mark. This would allow the candidate time to revisit the workbook and make a second submission, if necessary, prior to the 6-month mark. The candidate should aim to complete the onsite assessment by the 9-month mark. This will allow the opportunity for the candidate to provide further evidence, if necessary, prior to the 12-month expiry.

Submission Requirements

1) CV and Continued Professional Development Log

You are required to submit an up-to-date professional CV, which is specific to your role as a fire door inspector. i.e., please do not submit for example, academic school qualifications, or hobbies. The CV shall contain only relevant experience and qualifications.

In a separate submission document, you are required to submit a Continuing Professional Development (CPD) record. This should reflect your recent formal and informal education/learning related to the job of fire door inspector. It is important to note that your CPD record will form part of your ongoing monitoring and is expected to reflect industry best practice and any new developments.

2) Inspection Report Submission

You are required to submit three completed fire door inspection reports with supporting documentation if available.

- fire strategy
- fire plans information/certification/test data for fire doors
- fire risk assessment
- previous door inspection report
- an agreed scope for the inspection
- a method statement/inspection risk assessment
- asset register/door inventory
- regulation 38 information.

NB should some of the information from the client not be available, the report should clearly indicate what information was not available, and within the submitted report it should contain caveats and acknowledge the impact that a lack of information may have on the inspection and reporting.



Each report shall have a minimum of 10 doors which are not compliant/fault free doors. i.e., if insufficient evidence of fault finding and remediation recommendations is not available from the submitted reports, they shall be rejected. There is no maximum number of doors that can be submitted, but it is recommended that you edit larger reports to reduce the file size.

The reports may be anonymised with the name of the client and the building removed. However, permission from the responsible person should be given for the reports to be submitted. Should the examiner wish to confirm the reports are genuine and produced by you the applicant, confirmation from the responsible person giving permission for the report to be submitted, shall be required. You shall provide contact details for the owner of the report.

It is expected that some reports may be generated for submission purposes only, and not be a commercially produced report. This is acceptable and in these cases the building owner/operator who gave permission shall be contacted, if required, to confirm the candidate did actually complete the inspection. See submission form.

The full submission from the candidates shall be as follows:

An up-to-date CV listing relevant information only (Please remove school university and hobbies)

An up-to-date CPD record (This record will be the foundation for the annual reassessment)

A list of your working reference documents (Guidance, standards and reference materials)

Professional Indemnity and Public Liability insurance (If at the time of assessment, the candidate is not a practicing fire door inspector certification will be withheld until evidence of insurance is submitted) Three complete inspection reports with supporting evidence (see above)

Your submission will be passed to the examiner, who will assess your portfolio and report back to FDIS with a recommendation relating to the next steps.



NB for minor issues with the initial submission the examiner will request the candidate provides sufficient evidence that the issues highlighted within their portfolio submission have been addressed. This may be via a CPD exercise, a resubmission of an amended report/s or a combination of the two.



The timeframe for resubmissions shall be suggested by the examiner within their report. Candidates will be expected to meet the required timeframe or renegotiate a suitable extension with FDIS. Extensions will not be granted within five working days of the resubmission due date. Failure to meet the resubmission date will mean the candidate has to reapply for certification.

Candidates who do not provide sufficient evidence in the resubmission shall be required to start the certification process again.

Onsite Examination/Assessment

The candidate shall arrange a suitable site for the onsite visit. This shall be coordinated with FDIS and the examiner. **See annex A - FDIS Certificated Inspector Registration & Application Terms and Conditions.**

The candidate shall arrange the site access and inform the examiner of access requirements, induction requirements and any PPE requirements.

The candidate will be expected to sit a short-written exam on the day, and provision should be made to complete this in a suitable quiet location.

NB it is the candidate's responsibility to arrange the exam location. Should the examiner deem the location unsuitable for a written exam the examination may need to be taken at a location of the examiners choosing at a later date and the candidate will be expected to attend at their own expense.

The examiner shall prepare an exam for the candidate which should take no more than one hour. However, there is no time limit set. Candidates shall be given as much time as needed within the limit of the expected duration of the site visit. Candidates who know they are likely to need additional time should negotiate with FDIS to ensure the extra time does not disrupt the onsite inspection/assessment process.

NB All exam question papers will be collected after the exam and the candidate should not copy/photograph the paper.

There are six sections to answer questions on, all questions are based on the FDIS training modules, suggested additional reading and referenced guidance.

- 1) Understanding of fire in the built environment
- 2) Construction and anatomy of door sets
- 3) Ironmongery, signage, glazing and seals
- 4) Common faults and issues
- 5) Guidance, Certification and Legislation
- 6) Inspection process, methodology, terminology, duty of care, and report writing

The examination can be taken prior to the door inspection or post inspection.



Examination and Marking

Candidates are expected to pass each section with 80% or higher. Each question has the number of marks allocated indicated. The marks are allocated on the basis of the number of responses or points that need to be made. Some of the questions have less marks than possible answers, this is intentional.

Candidates who do not write legibly will not be awarded marks and if the answer is unclear or ambiguous the candidate will not be awarded the allocated marks.

The examiner will make comment for each section and should the candidate not quite meet the required level, the examiner will make recommendation for required CPD.

It may be possible for candidates who don't quite reach the 80% pass mark in each section to bridge the knowledge gaps with some evidence of CPD. Should a candidate fail all sections or have scores of less than 60% in three or more sections a resit of the exam will be required.

This decision will be made by FDIS, and should they agree that the candidate can demonstrate through CPD submission that they have bridged the small gap in knowledge they will inform the candidate.

The following is to be completed during the onsite assessment process:

- Candidates shall complete the written exam. The examiner shall supervise the examination to ensure the candidate completes it without assistance or in any way references answers.
- The examiner shall collect exam papers and answers sheets.
- The examiner shall accompany the candidate during their inspection of fire doors. (A minimum of 10 doors shall be inspected, however examiners may add additional doors from the bank of scenarios provided). i.e., the final report submitted from the day should have a minimum of 10 doors with faults.
- The examiner shall compile their own inspection notes relating to the fire doors inspected by the candidate. **NB** Examiners may ask questions of the candidate to clarify the process they are undertaking; however, they should not be encouraged by the candidate to engage with the candidate in relation to the issues observed and any recommendations the candidate may be contemplating.

NB the examiner will not provide any feedback on the candidate's performance on the day. The certification judgement will be based on the exam score and on the submitted report content.

The following shall be completed following the onsite visit.

- The candidate shall submit the completed inspection report to the examiner within five working days.
- The examiner will mark the exam paper and review the submitted inspection report.
- The examiner will submit the onsite exam/assessment report to FDIS within five working days with their recommendation on a certification decision.
NB if there are minor issues in relation to either the exam or onsite inspection report the examiner will record any required actions that the candidate should complete to remediate the issues. e.g., CPD or a tweak of the submitted report.



NB A deadline for submission of remediation evidence will be suggested by the examiner within their report. Candidates will be expected to meet the required timeframe or renegotiate a suitable extension with FDIS. Extensions will not be granted within five working days of the due date. Failure to meet the due date will mean the candidate has to reapply for certification.

- FDIS shall review the examiners recommendations and make a final decision on certification.

Certification

If FDIS determine based on the evidence presented, that the candidate has failed the onsite assessment, a letter will be issued outlining the reason why and advising of the options available.

For the successful candidates that pass the onsite assessment, a letter will be issued to confirm the result and provide the instructions of what the candidate shall now submit to obtain full approval as a Certificated Inspector and be issued with the Certificated Inspector certificate and card.

Ongoing Surveillance and Recertification

Successful candidates will be subject to annual surveillance to maintain certification and every three years candidates will have to undergo reassessment for recertification.

Years 1 and 2 – Candidates shall submit to FDIS an updated CV and CPD log. The CPD log shall contain evidence of a minimum of 10 hours of CPD activity which can include both self-study and organised webinars/seminars/training. **NB** It is expected that any new guidance or standards that have been released since your last CPD submission will be acknowledged within your CPD record.

In addition to the above candidates shall submit two complete fire door inspection reports for short review. The submission requirements are as per the original application submission. These will be reviewed by the examiner to confirm the candidate is still producing reports of a high standard and that technically they are suitable and sufficient.

Year 3

Candidates will submit an up-to-date CV and CPD log and will be required to undergo an assessment visit. Candidates will arrange a suitable site and coordinate with the examiner, an accompanied visit. There will be no examination, but you will be expected to submit the report from the site visit, for assessment by the examiner. The candidates report will be assessed for technical accuracy and the suitability of the recommendations as per the initial certification process. Candidates who pass this recertification exercise shall be recertificated. Candidates who are not successful will be informed of the reasons and they will be given a clear plan of action to regain their certificated status.



Annex A – FDIS Certificated Inspector Registration & Application Terms and Conditions

The FDIS trainee inspector is considered a candidate and will be referred to as a candidate throughout these terms and conditions.

1. The Assessor has the right to cancel the onsite assessment if there are less than 10 doors presented for inspection. In this instance the trainee inspector will not receive a refund and will have to pay for a re-assessment at a later date.
2. If you fail the onsite assessment, you may be re-assessed at a later date, but the candidate 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 candidate is unsuccessful for a second time, they will need to complete the whole course again and pay in full.
3. The candidate has 12 months from the date of purchase to complete their FDIS Certificated Inspector Workbook, portfolio, onsite assessment and written examination. If the 12 months expires prior to the candidate completing the workbook and/or onsite assessment and written examination, then they will need to pay for the services again in full.
4. The candidate must successfully complete stage 1, before progressing on to stage 2. The candidate will have two attempts to complete stage 1. If stage 1 is not successfully completed following two attempts the candidate will not be permitted to progress on to stage 2 and any training in relation to becoming an approved FDIS inspector will cease. Please note you have five working days to submit your inspection reports, once you have carried out the inspections.
5. It is the responsibility of the candidate to ensure they have sufficient time to complete all of the training elements required. Availability of the onsite assessments from the date of request can be 6-8 weeks. It is also recommended to allow sufficient time following your onsite assessment for any follow up actions.
6. If the candidate cancels their onsite assessment with less than five full working days' notice, they will be required to pay for the onsite assessment again in full.
7. It is the responsibility of the applying candidate to ensure they are fully prepared for their onsite assessment and they must meet the standards set out in the FDIS Scheme Directive and onsite assessment criteria to be an approved FDIS Inspector.
8. Approved FDIS inspectors are required to be re-assessed every three years and provide a sample of inspection reports and CPD record annually.
9. A candidate is not permitted to use FDIS branding or logos
10. The copying, downloading and sharing of FDIS course, exam and/or onsite assessment material is not permitted and will be considered a breach.
11. All candidate documentation and evidence submitted must be the candidate's own work. If a candidate submits documentation and/or evidence that is not their own work, this will be considered a breach and the training will be terminated with immediate effect.



Terms and conditions are subject to change

Annex B – Application Form

Application for FDIS Stage 1 Assessment

Candidate Details			
Candidate Name		Candidate No.	FDIS_
Company Name		Candidate Telephone No.	
Candidate Email			

Submission Checklist					
Item Type	Insert ✓ or ✗	Item Type	Insert ✓ or ✗	Item Type	Insert ✓ or ✗
3 x Reports		Curriculum Vitae (CV)		CPD Record	

Insurance Details (include start date and any periods of no insurance)				
Insurance Type	Insurer	Start Date	Expiry Date	Value of Cover
Professional Indemnity				
Public Liability				

Report Details			
Report No.	Site Location	Responsible Persons Name	Responsible Persons Telephone Number
Report 1			
Report 2			
Report 3			

If the responsible person does not grant permission for their details to be shared with the FDIS, please document this in the fields above and detail why.

General Comments
(For example, it helps the examiner to know whether the candidate has been supplied with supporting evidence to aid with the fire door inspections. If supporting evidence has been provided, please list for the examiner. If supporting evidence has not been provided, please state this for the examiner.)

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I declare that all reports submitted are my own work and the owner of the report has given permission for them to be used in this application.

I understand that if any false statements are made in this application, this will be a considered a breach of the FDIS Terms and Conditions and the assessment will be terminated with immediate effect.

Print Name		Signature		Date	
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Please return this form to assessments@fdis.co.uk

This section only to be completed by FDIS

Date Received		Date Sent to Examiner	
Examiners Name			
Any Comments			
The role of the FDIS Verifier is to verify that all fields on this form have been completed			
FDIS Verifier	Signature	Date	

This form is to be retained in the candidate's records

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