FDIS Internal Flowchart for Inspector Approval Process

Initial enquiry to progress from the FDIS Diploma to the FDIS Certificated Inspector assessment process.

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.

Candidate has read the FDIS information sheet and wants to continue.
Complete the FDIS Certificated Inspector Registration & Application Form and submit with photo ID, CV, CPD, copies of relevant certificates, witness testimonies if applicable – to apply to continue. Relevant certificates to include the FDIS Diploma, any related industry training certificates, any industry membership certificates, health and safety certificates, such as IOSH, NEBOSH and any industry regulated qualifications.

If approved to continue….

Complete stage 1 of the FDIS Certificated Inspector assessment process.

Following successful completion of stage 1

Complete stage 2 of the FDIS Certificated Inspector onsite assessment and examination.

Following successful completion of stage 1 and stage 2 of the FDIS Certificated Inspector assessment process.

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

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