



# Fire Door Inspection Scheme Candidate Information

## Certification Process

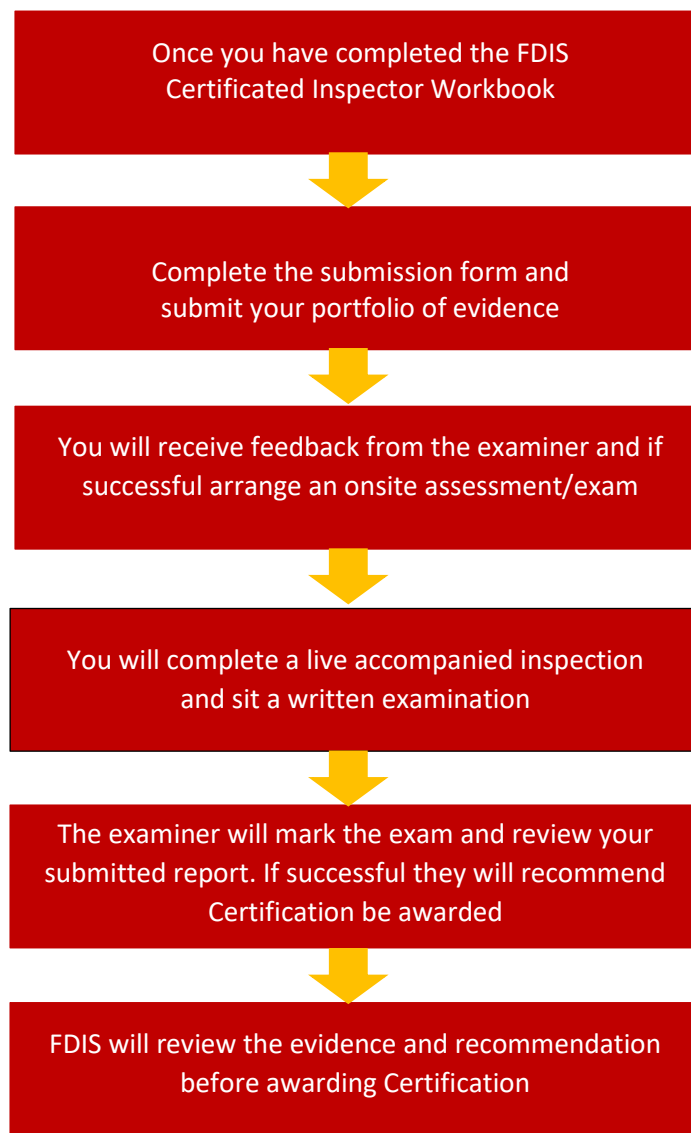
This document should be read prior to submitting evidence for assessment.

By registering for the FDIS Certificated Inspector, the candidate agrees to comply with the certification requirements and to supply any information needed for the assessment.

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.

The FDIS shall verify and accommodate special needs, within reason and where the integrity of the assessments is not put at risk. A candidate can make a special accommodation request by complete the Special Accommodation Request Form Doc. Ref. FDIS88.

### 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 from the last 6 months, 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 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)

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.

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

A minimum of 10 fire doors, which include faults should be inspected during the onsite assessment, ideally in the same building, unless there are multiple buildings on one site. The building must be in a safe condition for the inspections to take place and the fire doors should be in a finished state. The examiner will expect to see fire doors with different configurations, a selection of types, glazed, solid, panelled etc. and a selection of ironmongery should be installed. The doors should be accessible from both sides and be in a selection of compartment locations, such as cross corridor, plantroom, staircase, escape etc.

If after a few doors have been inspected the door types are the same and no faults have been found the examiner will ask to see the candidate inspecting some different doors. If at the end of the assessment the same door types have been inspected throughout with no faults found, the examiner will recommend the candidate requires a further onsite assessment visit.

The candidate will be expected to sit a written examination 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 type of room considered suitable for the candidate to undertake their written examination, is a quiet room, where the candidate can sit comfortably for the duration of the examination. The temperature of the room should be regulated and there should be no devices such as telephones that could disturb the candidate and no other persons passing through the room while it is being used for the examination. The room should be easily accessible and safe to access and use. The examination location can be different to the onsite assessment location. However, cannot exceed 30 minutes travel time between the two locations.

The candidate will select at random between examination papers A – E prior to the examination. If the candidate is required to re-sit the examination, they will not be able to select the same examination paper as they previously sat.

Length of examination – 1 hour 30 minutes

**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.

- 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.

Following the candidate's CPD submission the examiner will assess the candidate's knowledge via a professional discussion conducted via a video call platform, to establish if the candidate has the required knowledge to bridge the gap.

The following is to be completed during the onsite assessment and examination 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 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.

## **The FDIS Inspector Insurances**

As certified FDIS inspectors, the inspector must have the following insurances:

- **Professional Indemnity Insurance** – recommended level of cover 5 million
- **Public Liability Insurance** - recommended level of cover 5 million

## **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.

### **The FDIS Quality Assurance**

The FDIS have a responsibility to ensure the integrity of the FDIS scheme and carry out robust quality assurance. As part of this quality assurance the FDIS will conduct annual reviews on inspector CPD records and inspection report records. In addition, the FDIS may periodically carry out an on-site monitoring visit. The frequency of audits and monitoring visits will be dependent on the inspector's risk rating. Risk ratings will include but not exclusive to, inspector experience, frequency of inspections, CPD submissions, label usage, and client complaints. For further information reference risk assessment please refer to page 6 of the FDIS Scheme Directives. The FDIS will review all inspector approvals annually.

### **Inspector Risk Rating**

All FDIS inspectors will be issued a risk rating as part of the FDIS quality assurance process. The risk ratings are as follows:

- High
- Medium
- Low

The risk ratings will be determined based on:

- inspector experience
- frequency of inspections
- CPD submissions
- label usage
- client complaints
- inspection audits
- inspector monitoring

For example, when an inspector is newly approved, they will start of as high risk, but the risk rating will reduce over time as more experience is gained, and successful audits and monitoring visits have taken place. The risk rating will not be for public consumption and will be for FDIS internal use and sharing will be restricted to the inspector and the inspector employer if applicable. Inspectors and employers where applicable are expected to hold their own risk assessments and method statements for inspecting.



**Risk rating criteria**

	<b>High risk</b>	<b>Medium risk</b>	<b>Low risk</b>
<b>Inspector experience</b>	< than a year	1-2 years	2+ years
<b>Frequency of inspections</b>	Annual	Monthly	Weekly
<b>CPD submissions</b>	12 months	12 months	12 months
<b>Label usage</b>	Non-compliance	Partial compliance	Compliant
<b>Complaints</b>	Upheld	Dismissed	None
<b>Inspection audits</b>	Non-compliance	Partial compliance	Compliant
<b>Inspector monitoring</b>	Non-compliance	Partial compliance	Compliant