



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, to apply to continue. Relevant certificates to include the FDIS Diploma and/or OFQUAL regulated fire door training certificates, any related industry training certificates, any industry membership certificates, health and safety certificates, such as IOSH, NEBOSH or SMSTS 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.

Candidate applies to become an approved FDIS Certificated Inspector. Candidate 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

On receipt of required insurances, label order, inspector details form etc. the approved FDIS Certificated Inspector will be authorised to operate under the FDIS Competent Person Certification Scheme and displayed on the approved FDIS Inspectors list on the FDIS website.