



Application Supporting Evidence Guidance	
FDIS Diploma	The applicant must provide a copy of their FDIS Diploma certificate. Or a copy of one of the OFQUAL regulated certificates in regard to fire door inspections, detail on the application form.
Curriculum Vitae (CV)	The candidate CV must reflect experience of working with fire doors. Any qualification/training courses referred to on the CV must be verifiable with a copy of the relevant certificate.
Continual Professional Development (CPD)	If the applicant is not familiar with a CPD (continual professional development) record, they will find lots of examples online. A CPD record is normally in a table format and includes the date, CPD activity, what has been learnt/how it will be used and how many CPD hours logged against each activity and the FDIS will be looking at your CPD in particularly relating to fire doors, fire safety and health & safety, over the last 12 months. The candidates CPD record must be up-to-date and include entries that relate to fire doors, fire safety and health and safety. CPD activities can be formal, or informal learning. Informal can include activities such as reading articles, reading the latest Regulation updates, checking the details in manufacturers guidelines, onsite activities etc. Specific dates of when the CPD activity was completed must be recorded, it is not enough to state the month and year. Copies of CPD certificates may be requested to verify the CPD hours. It is important the time logged against each activity is accurate. Four hours cannot be claimed if a webinar only lasted for one hour. If you completed additional research to equate to the four hours, then this must be documented. When recording the learning outcome, it is not enough to simply state you will use this in your everyday role, how will you use it in your everyday role?
Industry training/qualification certification	The applicant should submit any other industry training/qualifications they have completed, including any carpentry and joinery qualifications.
Industry experience	This will be determined on the supporting evidence submitted.
Health & Safety	The applicant is required to submit evidence of IOSH, NEBOSH, SMSTS or equivalent.
Photo ID	The applicant is required to submit a copy of their passport or driving licence as a form of photo identification. The examiner will use this form of photo identification to identify the candidate when they attend the onsite assessment and written examination.
Memberships	If the applicant is a member of an industry membership organisation, they must submit evidence of the membership.