



## **FDIS Certificated Inspector Registration & Application Terms and Conditions**

### **Candidate**

1. If the candidate fails the onsite assessment, the candidate can reapply to be reassessed for the onsite assessment 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 2<sup>nd</sup> time, they will need to complete the whole course again and pay in full. The candidate will be required to complete CPD over a minimum period of 6 months, focusing on the areas highlighted in the assessment feedback.
2. If the candidate fails the examination, they may be re-examined at a later date, but the candidate will need to pay for the exam re-sit. The examination following a failed exam must be completed within 12 months from the date of the failed examination.
3. The candidate has 12 months from the date of purchase to complete a combination of revision, theory and assessment in the form of the FDIS Certificated Inspector Workbook and online assessment activities, portfolio, onsite assessment and written examination. If the 12 months expires prior to the candidate completing Stage 1 and Stage 2, then they will need to pay for the services not yet completed again in full. Details of the training and assessment are available in the 'Fire Door Inspector Scheme Candidate Information' document.
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 further assessments in relation to becoming an approved FDIS inspector will cease until further CPD has been completed. The candidate will be required to complete the CPD over a minimum period of 6 months, focusing on the areas highlighted in the assessment feedback. Please note the candidate has five working days to submit their inspection reports, once they have carried out the inspections.
5. It is the responsibility of the candidate to ensure they have sufficient time to complete all of the revision, theory, assessment and examination elements required. Availability of the onsite assessments and written examination from the date of request can be up to 6 weeks. It is also recommended to allow sufficient time following the onsite assessment and examination for any follow up actions.
6. If the candidate cancels their onsite assessment with less than 5 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 written examination and they must meet the standards set out in the FDIS Scheme Directives and onsite assessment criteria to be an approved FDIS Inspector.
8. A candidate is not permitted to use FDIS branding or logos. Once a candidate is certified they will be issued with the FDIS Certificated Inspector logo and conditions of use.
9. The copying, downloading and sharing of FDIS course, exam and/or onsite assessment material and/or the participation of fraudulent test-taking practice is not permitted and will be considered a breach.



10. All candidate documentation and evidence submitted must be the candidates own work. If a candidate submits documentation and/or evidence that is not their own work, this will be considered a breach and the assessment process will be terminated with immediate effect.
11. The candidate once certified must inform the FDIS, without delay, of matters that can affect the capability of the certified person to continue to fulfil the certification requirements.
12. By signing the Certificated Inspector Registration & Application Form and accepting the terms and conditions, the candidate is confirming they have read the scheme documentation which outlines the scope of certification and the assessment and certification processes, including the applicant's rights, the duties of a certified person and applicable fees.
13. The candidate must have the physical capabilities to carry out fire door inspections. Candidates will have the opportunity to apply for any special considerations, as detailed on the Candidate Information Document Doc. Ref. FDIS46.
14. The candidate once certified will sign a declaration confirming they will comply with the relevant provisions of the certification scheme, as laid out in the FDIS Scheme Directives;
  - a. to make claims regarding certification only with respect to the scope for which certification has been granted;
  - b. not to use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which the certification body considers misleading or unauthorised;
  - c. to discontinue the use of all claims to certification that contain any reference to the certification body or certification upon suspension or withdrawal of certification, and to return any certificates issued by the FDIS;
  - d. not to use the certificate in a misleading manner.
15. Candidates can appeal an assessment outcome, by following the FDIS Appeals Procedure.
16. Candidates can raise a complaint with the FDIS by following the FDIS Complaints Procedure.

### **Certified Inspector**

17. All approved FDIS inspectors will be required to pay an annual fee to the FDIS.
18. Approved FDIS inspectors are required to be re-assessed every three years and provide a sample of inspection reports and CPD record annually.

### **Examiner**

19. The examiner has the right to cancel the onsite assessment if there are less than 10 doors presented for inspection. The type of doors required are detailed in the Candidate Information document Doc. Ref. FDIS46 In this instance the candidate will not receive a refund and will have to repay for these services in full.
20. Examiners will meet the requirements of the FDIS certification body. The FDIS Limited will ensure its examiners understand the certification scheme, it's procedures, documentation and principles of examination.
21. An examiner will be present throughout the examination to invigilate.
22. The examiner will verify the candidate's identification, by checking the candidate's passport or driving licence, prior to commencing the onsite assessment and examination.



## **FDIS Limited**

23. The FDIS Limited is a legal entity responsible for its certification activities and decisions.
24. FDIS Limited are committed to ensuring that all certification activities are undertaken impartially in accordance with the FDIS Impartiality Statement, which is displayed on the FDIS website and will record any conflict of interests that arise. The FDIS Limited will act impartially in relation to its applicants, candidates and certified persons and policies and procedures shall be fair for all.
25. Certification shall not be restricted on the grounds of undue financial or other limiting conditions, such as membership of an association or group. The FDIS Limited will not use procedures to unfairly impede or inhibit access by applicants and candidates.
26. FDIS Limited will be responsible for the impartiality of its certification activities and shall not allow commercial, financial, or other pressures to compromise impartiality. FDIS Limited will identify threats to its impartiality on an ongoing basis. This shall include those threats that arise from its activities, from its related bodies, from its relationships, or from the relationships of its personnel.
27. FDIS Limited will review, document, eliminate or minimise any potential conflict of interest arising from its certification's activities.
28. FDIS Limited is responsible for all personnel involved in the certification process, their competence and ongoing continual professional development.
29. Personnel acting on FDIS's behalf shall keep confidential all information obtained or created during the performance of the FDIS's certification activities, except as required by law or where authorised by the applicant, candidate, or certified person.
30. FDIS Limited materials, assessments and examinations are in the English language only.
31. FDIS Limited will monitor the performance of the examiners and the reliability of the examiners' judgements. Peer review of examiner decisions will be conducted in accordance with the FDIS audit schedule and sampling rate, as well as periodic onsite audits.
32. FDIS Limited will maintain records of all assessment and certification activities as a means to confirm the status of a certified person. The records will demonstrate that the certification or recertification process has been effectively fulfilled, particularly with respect to application forms, assessment reports (which include examination records) and other documents relating to granting, maintaining, recertifying, expanding and reducing the scope, and suspending or withdrawing of certification. The records shall be identified, managed and disposed of in such a way as to ensure the integrity of the process and the confidentiality of the information. The records shall be kept for an appropriate period of time, for a minimum of one full certification cycle, or as required by recognition arrangements, contractual, legal or other obligations.
33. FDIS Limited will verify and provide information, upon request, as to whether an individual holds a current, valid certification and the scope of that certification, except where the law requires such information not to be disclosed. Including but not limited to displaying the list of approved FDIS inspectors on the FDIS website for verification purposes.



34. FDIS Limited have the necessary policies and procedures necessary to ensure security throughout the entire certification process and shall have measures in place to take corrective actions when security breaches occur.
35. FDIS Limited's security policies and procedures shall include provisions to ensure the security of examination materials.
36. FDIS Limited as a certification scheme includes in its documentation the requirements for initial certification, recertification, annual quality assurance checks, continual professional development and the criteria for suspending or withdrawing a certified person and scope of certification.
37. FDIS Limited cannot review the candidate's application until they receive the signed application from the applicant seeking certification and the outlined supporting evidence.
38. The assessments and examinations will be planned and structured in a manner which ensures that the scheme requirements are objectively and systematically verified with documented evidence to confirm the competence of the candidate.
39. FDIS Limited will verify and accommodate special needs, within reason and where the integrity of the assessment is not violated, taking into account national regulation.
40. Decisions for granting, maintaining, recertifying, extending, reducing, suspending or withdrawing certification is made by the FDIS and is not outsourced.
41. FDIS Limited will ensure during the recertification process that it confirms continued competence of the certified person and ongoing compliance with current scheme requirements by the certified person.
42. When the certification body is required by law to release confidential information, the person concerned shall, unless prohibited by law, be notified as to what information will be provided.

**Terms and conditions are subject to change.**