

	IFCC 0099
	V1.16 29 January 2015
Fire Risk Assessor Certification Scheme	Page 1 of 31

IFCC 0099 FIRE RISK ASSESSOR CERTIFICATION SCHEME

**REQUIREMENTS FOR COMPANIES AND SOLE TRADERS
UNDERTAKING FIRE SAFETY RISK ASSESSMENTS**

UNCONTROLLED DOCUMENT

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 1 of 31

	IFCC 0099
	V1.16 29 January 2015
Fire Risk Assessor Certification Scheme	Page 2 of 31

Amendment Record

To ensure that each copy of the Scheme Requirements Document contains a complete record of Amendments, this Amendment record is updated as issued with each set of revised/new pages of the Document.							
Amendment		Discard			Insert		
No. & Summary of Change	Date	Section	Page	Issue No	Section	Page	Issue No
1. Heading to Section 3.6 changed to Risk Categories	2.5. 2013	3.6	9	V1.10	3.6	9	V1.11
2. Clarification of wording in Section 3.4 & Section 3.5	2.5. 2013	3.4, 3.5	9	V1.10	3.4, 3.5	9	V1.11
3. FIA Web Address for source of Fire Risk Assessment Competency Council documents added.	2.5. 2013	Section 13 (Appendix 3)	28	VI.10	13	28	V1.11
4. Change to Candidate Assessment Process to introduce "Witness Visit"	2.9 2013	Section 2.16, 2.17, 4.5, 4.9 & 5.2 to 5.7 inclusive	8, 9, 12 to 15 Incl.	V1.11	2.16, 2.17, 4.5, 4.9, & 5.2 to 5.7 incl.	8, 9, 12 to 15 Incl.	V1.12
5. Change to Candidate Assessment Process to introduce case study for Cat. 1 and "witness visit" for Cat. 2 and 3. Clauses 9.2 to 9.4 added.	26.9 2013	Section 5.2, 5.6, 5.7, 5.8, 9.2, 9.3, 9.4	13, 14, 15, 19	V1.12	5.2, 5.6, 5.7, 5.8, 9.2, 9.3, 9.4	13, 14, 15, 19	V1.13
6. Reference to BS EN ISO/IEC 17065 incorporated into section 1.1.	18.10. 2013	1.1	4	V1.13	1.1	4	V1.14
7. Change to clause 10.14.	14.11. 2014	10.14	24	V1.14	10.14	24	V1.15
8. Change to clauses 7.6 & 8 (clarification of reports for annual review)	29.01. 2015	7.6, 8	17	V1.15	7.6, 8	17	V1.16
9. Change reference from "Sole Trader" to	29.01. 2015	All sections	All	V1.15	All sections	All	V1.16

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 2 of 31

	IFCC 0099
	V1.16 29 January 2015
Fire Risk Assessor Certification Scheme	Page 3 of 31

"Sole Practitioner" throughout document.							
10. Correct page numbering throughout document.	29.01.2015	All sections	All	V1.15	All sections	All	V1.16

Contents

1.	Introduction	Page 4
2.	Definitions	Page 7
3.	Scheme Technical Requirements	Page 8
4.	Application Process	Page 11
5.	Assessment Process	Page 13
6.	Auditing	Page 16
7.	On-going Surveillance of Fire Risk Assessment Work	Page 17
8.	New Fire Risk Assessment Notification	Page 19
9.	Fire Risk Assessment Reports	Page 19
10.	Scheme Regulations	Page 21
	Appendices	Page 28

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 3 of 31

	IFCC 0099
	V1.16 29 January 2015
Fire Risk Assessor Certification Scheme	Page 4 of 31

1. Introduction

1.1 The scheme provides for the voluntary certification of companies, organisations, partnerships and sole traders conducting fire safety risk assessments of buildings in accordance with one or more of the following:

- for England and Wales – Regulatory Reform (Fire Safety) Order 2005.
- for Scotland – Fire (Scotland) Act 2005, Part 3; Fire Safety (Scotland) Regulations 2006.
- for Northern Ireland - Fire and Rescue Services (Northern Ireland) Order 2006, Part 3; Fire Safety Regulations (Northern Ireland) 2010.

The scheme is operated by IFCC in accordance with the requirements of BS EN ISO/IEC 17065:2012 "Conformity Assessment – Requirements for bodies certifying products, processes and services".

1.2 Certification covers only those activities covered by the above legislation but does not preclude companies, organisations, partnerships or sole practitioners conducting other work outside of that scope.

1.3 Certification under this scheme is intended to help an end user to determine competence with respect to the ability of a fire risk assessor to work and deliver reports against the above mentioned Regulations, Standards and supporting Guidance. The published Regulations, Standards and Guidance are primarily designed to facilitate fire risk assessments that will provide a publicly acknowledged and 'deemed to satisfy', acceptable level of fire safety to occupants and people in the vicinity of a building or facility ie employees, visitors, contractors and wider members of the public.

1.4 Regulations and published guidance listed and referred to in the IFCC 0099 Scheme may offer an implicit level of fire protection on matters other than life safety, however they and the IFCC 0099 Scheme, are not intended to directly address environment, process or property protection ie building, the business and contents.

1.5 This being the case, fire risk assessors certificated under the IFCC 0099 Scheme provide their services under the scrutiny of independent third party audit of their management, work and process. Whilst the scope of our audit and scrutiny of an organisation may be restricted to qualifying activities in line with published Regulations and Guidance, by definition a company commitment to independent third party scrutiny may be evidence tending to show a higher degree of transparency, wider professional competence and capability within an organisation.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 4 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 5 of 31
Fire Risk Assessor Certification Scheme	

- 1.6 If the end user or Responsible Person requires services and duties from the Competent Person which are beyond those set out in the Regulations and Guidance (as set out in the terms of reference to this scheme), it remains incumbent upon the end user and Responsible Person to ensure that any issues and concerns outside of the IFCC 0099 Scheme are included in the terms of reference and the appointment for the Fire Risk Assessor. The principle of caveat emptor underpins all works and instructions, especially regarding a certificated company's ability to advise on other professional areas, such as property, process and business protection.
- 1.7 The scheme is open to all companies, organisations, partnerships and sole practitioners who are able to demonstrate compliance with the scheme requirements.
- 1.8 The scope of certification will reflect the field of operation, competence, qualifications and experience of the company and individuals. Scope will be defined by reference to the DCLG Technical Guidance documents listed in Appendix A.
- 1.9 Certificated companies and sole practitioners agree to operate in accordance with the requirements of this certification scheme.
- 1.10 The scheme is operated by and certification awarded by IFC Certification Ltd (IFCC) under the name *IFCC 0099* in accordance with BS EN 45011. The scheme is accredited by UKAS (no. 175).
- 1.11 This scheme endorses the statement of ethical principles by The Royal Academy of Engineering in collaboration with the Engineering Council together with a number of leading professional engineering institutions www.dti.gov.uk/science/science-and-society/public_engagement/code/page28030.html
- 1.12 The competence of individuals is adjudged against the current version of the 'Fire Risk Assessment Competency Council Criteria for Fire Risk Assessors' as well as PAS 79 guidance and recommended methodology for Fire risk assessment. In the event of one or both of these documents being revised or updated, this scheme will refer to the most recent version of those documents. The Competency Council is a fire sector "learned body" signposted by government to define national standards of competence for Fire Risk Assessment, IFCC have embraced this best practice guidance produced by the Competency Council.
- 1.13 The scheme is designed to cater for;
- Professional Company Certification – Companies, organisations, partnerships and sole practitioners who conduct Fire Risk Assessments professionally; i.e.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 5 of 31

	IFCC 0099
	V1.16 29 January 2015
Fire Risk Assessor Certification Scheme	Page 6 of 31

who employ assessors to carry out fire risk assessments commercially for other companies or people. This includes companies whose services only include fire risk assessments as well as companies that carry out fire risk assessments as one of a number of services offered.

- In-house Company Certification - Companies who use employees and / or sub-contractors, designated as 'Competent Persons' within the meaning of the legislation, to undertake Fire Risk Assessments within that company's own premises.

1.14 The scheme is maintained and updated by an IFCC Scheme Liaison Panel operating under the auspices of the IFCC Steering Group.

1.15 In accordance with IFCC policy and the requirements of the certification standards together with those of UKAS all certification activity is conducted in the strictest confidence.

1.16 Key Scheme Features

- All individual fire risk assessors be they employees, partners, contractors or sole practitioners shall be competency assessed by IFCC in accordance with PAS 79, 'The Fire Risk Assessment Council – Competency Criteria For Fire Risk Assessors' and the scheme technical requirements.
- All enterprises conducting fire safety risk assessments are required to maintain quality management systems and procedures appropriate to the size and complexity of their operation. These are audited by IFCC pre-certification and annually thereafter.
- Certificated fire risk assessment companies, organisations, partnerships or sole practitioners are required to advise IFCC in the strictest confidence* of all fire risk assessments from which samples will be randomly selected for audit either as a desk top exercise or by accompanied site visit. The level of auditing will be dependent on the number, type and complexity of assessments undertaken together with the experience of the individual.
- Completed fire risk assessments are to be registered / listed and notified to IFCC when requested in the strictest confidence*.

**Note: Information registered in the IFCC certificated company records / database is visible solely by IFCC and the certificated company (however UKAS may wish to review a sample of this information as part of IFCC's accreditation).*

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 6 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 7 of 31
Fire Risk Assessor Certification Scheme	

2. Definitions

- 2.1 In addition to the definitions below those listed in BS EN 45011, ISO/IEC 17065 and Fire Risk Assessment Competency Council, Competency Criteria for Fire Risk Assessors, PAS 79 Fire Risk Assessment – ‘Guidance and a recommended methodology’ and the ‘ASFP Guide to inspecting passive fire protection for fire risk assessors’ also apply.
- 2.2 **The Scheme** – the IFCC 0099 Fire Risk Assessor certification scheme covering the certification of companies, organisations, partnerships and sole practitioners who offer fire safety risk assessment services.
- 2.3 **Applicant** – the organisation (company, partnership, sole practitioner, etc) that is seeking certification under the requirements of the scheme.
- 2.4 **Audit** – the objective of determining the suitability of an organisation to become a certificated organisation (pre-certification audit) or maintain certification (surveillance audit).
- 2.5 **Authorised Signatory** – is someone who takes ultimate responsibility for the delivery of the final fire safety risk assessment report
- 2.6 **Candidate** – An individual employed by an applicant company (or sole practitioner) who undergoes competence assessment of their ability to undertake fire risk assessment work through the processes outlined in this scheme document.
- 2.7 **Company** – the organisation (company, partnership and sole practitioner, etc.) who is responsible for the production and delivery of fire risk assessments.
- 2.8 **Sole Practitioner** – a company which comprises a single individual undertaking fire risk assessments which may employ others for administration and other activities (but not involving actual fire risk assessment).
- 2.9 **Competency Assessment** – Evaluation by IFCC of the skills, knowledge and experience of individuals employed by the company who undertake fire risk assessment activities based on a document review of previously completed fire risk assessments, interview using the review as evidence, examination, and inspection of the quality of work (produced by the individuals employed by the applicant company under assessment) demonstrated on site, and through evidence provided by previous fire safety risk assessments.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 7 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 8 of 31
Fire Risk Assessor Certification Scheme	

- 2.10 **Directly employed Fire Risk Assessor (Competent Person)** – A competent person who is directly employed by the applicant / certificated company who has demonstrated an ability to apply knowledge and/or skills and, where applicable, demonstrated personal attributes, as defined in the IFCC 0099 certification scheme.
- 2.11 **Fire Risk Assessor** – person who carries out and documents a fire safety risk assessment.
- 2.12 **Fire Risk Assessment services** – an evaluation of the fire safety measures in a building conducted in accordance with the requirements of the following; Regulatory Reform (Fire Safety) Order 2005, The Fire safety (Scotland) Regulations 2006 and The Fire (Scotland) Act 2005 (sections 53-59) referenced in Appendix 3.
- Companies shall unequivocally take responsibility for all aspects of the fire risk assessment services they have provided and/or will be undertaking.
- 2.13 **Peer Review** – a process involving the review of work completed by one individual by another with a suitable level of competence who was not involved in the report production, to check for compliance with specified requirements. Typically in respect of this scheme this would involve a Fire Risk Assessment Report completed by a Fire Risk Assessor being reviewed by another Fire Risk Assessor complying with the afore described criteria.
- 2.14 **Specification** – A document specifying requirements or scope of works which usually forms a part of a legally binding contract.
- 2.15 **Subcontract Fire Risk Assessor (Competent Person)** – A competent person who is employed on a formalised subcontract basis by the applicant / certificated company and is someone who has demonstrated an ability to apply knowledge and/or skills and, where relevant, demonstrated personal attributes, as defined in the IFCC 0099 certification scheme criteria.
- 2.16 **UKAS** – The United Kingdom Accreditation Service.
- 2.17 **Witness Visit** – A visit made by an IFCC Assessor to an applicant company’s job site where the applicant is undertaking their normal work activity namely conducting a fire risk assessment. This visit is for the purpose of “watching” the applicant company representative undertake the fire risk assessment in a building owned / operated by a client of the applicant. This enables IFCC to establish the competence of an individual in a live site based situation.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 8 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 9 of 31
Fire Risk Assessor Certification Scheme	

3. Scheme Technical Requirements

TECHNICAL REQUIREMENTS

- 3.1 The technical requirements will vary depending on the type of organisation being considered.
- 3.2 Any company covered by the **Professional Company Certification** is expected to have:
- Good standards of technical expertise for the individual(s) who carries out fire risk assessments
 - Quality processes at a level appropriate to the level of work undertaken, level of activity and size of the organisation sufficient to
 - Ensure that the scope of any professional fire risk assessment services are established in writing in advance of attending site
 - Deliver the scope and specification
 - Maintain records of all fire risk assessments that have been carried out over the previous 5 years
 - Maintain the competence and currency of technical knowledge and proven CPD of staff (and any specialist sub-contractors where used) involved in fire risk assessment
 - Maintain professional indemnity, employers liability and public liability insurances to a level appropriate to the work being undertaken
 - Provide arrangements for peer review of all fire risk assessment reports to ensure compliance with specified requirements by fire risk assessors who have an appropriate level of competence and have not had involvement in producing the report
 - Ensure that all fire risk assessments are peer reviewed prior to being issued.
 - Ensure sufficient technical expertise for peer reviews to be conducted by individuals not involved in the production of the report.
- 3.3 Any companies covered by the **In-house Company Certification** are expected to have the following:
- Adequate standards of technical expertise for the individual(s) who carry out fire risk assessments
 - Procedures in place to ensure peer reviews of all fire risk assessments
 - Quality management systems which clearly set out the company's procedures and policies for the conducting of fire risk assessments in all types of building owned/operated by the company.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 9 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 10 of 31
Fire Risk Assessor Certification Scheme	

- 3.4 Such “In-house type” Companies are also expected to have procedures and supporting records demonstrating the training and in-house competence assessment of company staff and specialist sub-contractors (where used) who undertake fire risk assessments in the company’s buildings.
- 3.5 Such companies are also expected to maintain records of all fire risk assessments that have been carried out over the previous 5 years.

BUILDING RISK CATEGORIES (BASED ON LEVELS OF RISK)

- 3.6 The level of fire risk present varies significantly between different types of buildings. The level of expertise needed (and the extent of the assessment needed to verify that level of expertise) to assess buildings should therefore also vary.
- 3.7 Certain organisations particularly In-House Companies, will have a clearly defined portfolio of premises that are to be assessed. Categorisation of those premises into different risk groups will allow those companies to ensure that the assessments are carried out by staff with the appropriate levels of expertise.
- 3.8 IFCC has therefore developed three levels of risk category for building types. Each company, organisation, partnership or sole practitioner company applying for certification under this scheme will need to specify in advance which level of risk categorisation they want to be assessed against.
- 3.9 The three categories are as follows. Examples of building types are given for guidance but different examples of a building type may be deemed to be in different categories for the purpose of this scheme.

- **Risk Category 1** - Any buildings with a short duration evacuation and where the building design is relatively compliant to conventional fire safety design codes. This includes offices, retail, assembly and other similar (except where they are particularly large or use phased evacuation). It should also include smaller residential apartment buildings.
- **Risk Category 2** - Any buildings with a longer duration evacuation and so having a higher reliance on fire safety precautions such as passive fire protection and/or sprinklers. This includes any buildings that use phased evacuation, horizontal phased evacuation or where significant assistance is needed to evacuate occupants. That includes hotels, hospitals, care homes, nightclubs, tall office buildings and similar. Buildings in this category should be relatively compliant to conventional fire safety design codes.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 10 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 11 of 31
Fire Risk Assessor Certification Scheme	

- **Risk Category 3** - Any buildings with an unusual or specialist risk that requires specialist skills to assess. This includes oil & gas, any buildings which house significant amounts of highly combustible or explosive materials, nuclear, historic buildings, buildings that used extensive fire engineering in the design and buildings that are significantly non-compliant to current fire safety design codes.

3.10 For companies wishing to be certificated under Category 3, it is unlikely that any single assessor will have the expertise to cover all specialist risks. A company, organisation, partnership or sole trader will therefore need to specify the types of buildings and risks within that category that they wish to be assessed against*.

*Note: Examples of building types and their defined risk category are listed above however a more detailed categorisation of buildings is published by IFCC (on the IFCC Website) who will also discuss specific building types and their risk category upon application.

3.11 These risk categories and examples will be promoted and explained for end users in simple clear terms in a public area of the IFCC Website to help IFCC 0099 certificated companies as a scheme benefit.

4. Application Process

4.1 An applicant, company or sole practitioner, shall apply by completion of the relevant application form available online at www.ifccertification.com/0099firerriskassessor Or contact our office below:

IFC Certification Ltd
20 Park Road
Princes Risborough
HP27 9AH
Tel: 01844 275500
Fax: 01844 274002

4.2 An application for certification shall be made by completing the Application Form and forwarding it together with the application fee to IFC Certification Ltd.

4.3 For companies with multiple office facilities who operate the same quality system a single application will be sufficient however it should state the primary office and all operating locations.

4.4 The application form requests the following supporting documentation.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 11 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 12 of 31
Fire Risk Assessor Certification Scheme	

- for companies, partnerships and sole practitioners, details of the quality system and Quality Management System certification if applicable
- the company/organisation/sole practitioner has the appropriate insurance to cover all statutory requirements of the contracts they are engaged in as well as professional indemnity and public liability – (not specifically required for companies applying for 'in-house' company certification)
- details of education, training and experience of the Assessor(s)

4.5 An Applicant company for Professional Company Certification shall submit evidence of fire risk assessments undertaken by each fire risk assessor in order to satisfy IFCC of their competence to undertake such assessments. It is important that the fire risk assessment reports submitted are representative of the work-scope undertaken by the company.

- Two risk assessments for each of the fire risk assessors (applicable to Professional Company certification), for Risk Category 1
- Four risk assessments for each of the fire risk assessors (applicable to Professional Company certification), for Risk Category 2
- Requirements for number (and building type) of fire risk assessments to be submitted for Risk Category 3 to be determined upon application through consultation with IFCC

4.6 For 'In-House' Company Certification IFCC shall undertake a review of:

- The company's structure,
- The risk categories of buildings owned/operated by the company and the number of these
- The company's policy related to the competence of staff/specialist sub-contractors (where used) who undertake fire risk assessment activities.

Based on this review IFCC will detail the number and category of fire risk assessments previously undertaken by the company which shall be required to provide evidence of initial competence.

4.7 In addition to the evidence as requested above where the application relates to companies employing a number of risk assessors the following additional information shall also be submitted;

- an organisation chart or narrative describing the responsibilities and scope of activities/experience of those employees involved in the delivery of fire risk assessment services by the company
- A copy of the company's quality policy and/or a copy of the company's certificate of Quality Management Systems certification (where held).

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 12 of 31

	IFCC 0099
	V1.16 29 January 2015
Fire Risk Assessor Certification Scheme	Page 13 of 31

- 4.8 In cases where the fire risk assessment reports were carried out as a project for another organisation confirmation that the owners of the risk assessment reports (submitted as portfolio evidence by the applicant company in support of their fire risk assessor's competence) have given permission for the reports to be used in the assessment and that they agree to provide a verbal reference for the named candidate if requested by IFCC. Confidentiality of all third party reports will be maintained at all times.
- 4.9 After the application and supporting documentation have been reviewed the applicant company will be contacted by IFCC regarding the next stage of the process.
- 4.10 For company based certification the Scheme Manager shall contact the senior manager of the company and confirm the company structure and the status and responsibilities of those employees for whom application for competence assessment has been made (where the company employ a number of fire risk assessors).
- 4.11 It should be noted that if the company being assessed carries out other activities in addition to fire risk assessments, the assessment process and subsequent certification (if successful) will only address their fire risk assessment activities.

5. ASSESSMENT PROCESS

ASSESSMENT PROCESS FOR (PROFESSIONAL / IN-HOUSE) COMPANY CERTIFICATION

- 5.1 All directly employed fire risk assessors shall be required to undergo a competency assessment to be carried out by IFCC. This shall demonstrate to IFCC that the candidate has the necessary skills in accordance with scheme technical requirements such as:
- The process of fire risk assessment (including hazard identification & occupancy types)
 - Relevant legislation
 - Building construction and specifications
 - Fundamentals of fire
 - Effective Communication both verbal and written
- 5.2 Appropriate to their level of responsibility and scope of activities, the competency assessment for each fire risk assessor shall comprise of;
- Initial professional review of a selection of the submitted documentation (including fire risk assessment reports) in support of competence assessment.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 13 of 31

	IFCC 0099
	V1.16 29 January 2015
Fire Risk Assessor Certification Scheme	Page 14 of 31

- If the review is satisfactory, IFCC will make arrangements for the next assessment process to be undertaken, this assessment process shall include;
 - For Risk Category 1
 - an examination (the questions provided by IFCC shall be developed to suit buildings as defined by this scheme as Risk Category 1) and a technical interview with each of the employees involved in undertaking fire risk assessments, to discuss the details of the documentation submitted. The technical interview will include a desk top case study exercise.
 - For Risk Categories 2 and 3
 - each of the employees (candidates) involved in undertaking fire risk assessments whose submitted fire risk assessment reports are judged as being acceptable by IFCC shall undertake an examination (the questions provided by IFCC shall be based on those needed for Category 1, plus additional questions covering issues which are relevant for buildings within Category 2)
 - if the candidate successfully passes the exam then arrangements shall be made by IFCC with the applicant company to accompany each candidate fire risk assessor on an on-site fire risk assessment job. The IFCC assessor shall witness the candidate and make notes on findings during the witness visit. On completion the candidate shall be required to produce their report for the client for whom the assessment was undertaken and shall send a copy to IFCC for review by the assessor who witnessed the assessment. Provided the report is satisfactory the candidate shall be recognised as competent for the Risk Category for which they have been assessed
 - following the witness visit(s) an audit of the company's quality management systems (which will include but not be limited to; contract review and approval processes, document control, training and Continued Professional Development records, customer complaint and preventive action procedures, internal audit and management reviews)

5.3 If, after the initial review of the submitted documentation, IFCC considers that certain aspects of the submitted evidence do not meet the IFCC 0099 scheme technical requirements criteria, the applicant company shall be informed in writing that the reports are not of a standard acceptable for IFCC to have confidence that

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 14 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 15 of 31
Fire Risk Assessor Certification Scheme	

the candidate will be successful in the exam. The IFCC Scheme Manager shall clarify that only those candidates whose Fire Risk Assessment Reports are reviewed by IFCC and deemed adequate / satisfactory shall be invited to undertake the Exam.

- 5.4 Those candidates whose reports are acceptable shall be informed in writing of the next available date for the candidates to undertake the exam applicable to the Risk Category for which certification application has been made.
- 5.5 If the applicant company wish, they have the right to submit alternative evidence at this stage to meet the scheme requirements prior to IFCC undertaking an audit of their office based management systems, but may also decline at this stage and implement suitable corrective actions before progressing. The applicant company has the right to re-submit for certification at a later date.
- 5.6 A candidate may re-take the exam at a future date and if they pass may progress with the competence assessment process but they must pass the exam before progressing.
- 5.7 If a candidate does not meet the competence criteria needed for a higher Category, but does meet the criteria needed for a lower category (e.g. they did not meet the criteria needed for Category 2, but did meet the criteria for Category 1) IFCC may offer certification to the lower category.

FIRE RISK ASSESSOR'S COMPETENCE ASSESSMENT

- 5.8 Competence assessment will be based on each individual's (candidates') operational involvement; however they will need to pass a three step assessment as a minimum requirement.
 - A professional review of the risk assessor's work submitted & pre-reviewed by IFCC prior to the competence assessment.
 - A written examination
 - A technical interview / case study – For Risk Category 1
or
 - A witnessed on-site fire risk assessment job (arranged by the applicant's company) – For Risk Categories 2 and 3
- 5.9 The detailed process for assessing each individual will depend on the level of competency assessment being applied for (i.e. Risk Category 1, 2 or 3).

6. Auditing

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 15 of 31

	IFCC 0099
	V1.16 29 January 2015
Fire Risk Assessor Certification Scheme	Page 16 of 31

OFFICE SYSTEMS AUDIT

- 6.1 The company's/organisation's/sole practitioner's business management systems (Quality management systems) shall be subject to audit by IFCC in order to establish that these are appropriate to the business activities undertaken by the applicant (Fire Risk Assessment) and that these are fully implemented and well maintained.
- 6.2 Although not mandatory any applicant company who operates a quality management system which is independently certificated by a UKAS accredited body to BS EN ISO 9001 and the scope of this certification includes the fire risk assessment activity shall be deemed to satisfy this scheme requirement. This will tend to show compliance with this scheme but does not preclude the requirements for IFCC to conduct an audit to verify how the management system relates to IFCC 0099 Scheme requirements.
- 6.3 The company should be fully prepared for the audit and shall have available all the necessary documents and records and personnel relevant to the audit process which shall include (but not be restricted to) the following scope:
- Assessment of quality manual and quality policy.
 - Review and evaluation of document control.
 - Review of enquiry, quotation and contract review activities*
 - Check of process control activities, including: audit of management's responsibilities using samples of evidence available in the company (records of previous jobs) *paying particular attention to the management's involvement in contract review of enquiries*, set up of fire risk assessments assignments, assigning individual fire risk assessors to particular jobs and the peer review of resulting fire risk assessment reports.
- *Note: Not applicable to In-House Company Certification*
- Evaluation of staff training and competence records including continued professional development activities (including all subcontract fire risk assessors), ensuring all staff have knowledge of relevant up to date data, Codes and Standards.
 - Determination of responsibility and authority confirmation for company staff (and any sub-contractors).
 - Review of sub contract agreements with external service providers.
 - Review of identification and traceability of all documentation related to enquiries, quotations, contracts, work instructions, fire risk assessment assignments and completed reports.
 - Periodic internal reviews of the company's performance and opportunities for improvement.
 - Review and evaluation of customer complaints and corrective actions.
 - Review of maintenance and disposal of essential documents and records including adequate back up arrangements.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 16 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 17 of 31
Fire Risk Assessor Certification Scheme	

- 6.4 Where non-compliance reports are raised during the assessment process and a revisit is required to verify acceptable corrective action has been taken, such visits shall be charged at the prevailing rate.
- 6.5 Subject to satisfactory audit of the management and fire risk assessor staff and the business systems and procedures, (including competence assessment) IFCC 0099 Fire Risk Assessor (Company) certification will be awarded. The certificated company will then be allowed to use the IFCC mark as described in Appendix 1.
- 6.6 Claims in respect of the IFCC 0099 certification scheme shall not be made by the company until such time as certification is awarded. A company found claiming their application is being processed or similar to gain contracts without pre-agreed written support from IFCC may have their application terminated, and all rights will be reserved regarding further actions.

7. On-going surveillance of fire risk assessment work

- 7.1 After certification has been awarded to a company, on-going surveillance of a certificated company's fire risk assessment work and associated market activity will be carried out by IFCC on an annual basis.
- 7.2 The selection and number of fire risk assessment reports will be made by IFCC based on the information given on the lists of completed risk assessments provided by the certificated company, alternatively inspection visits may be undertaken.
- 7.3 The time and date for review of completed reports or inspection visits will be decided by IFCC and will be agreed with the IFCC 0099 certificated company.

AUDITS (INSPECTIONS) OF COMPANY'S OFFICE

- 7.4 At approximately annual intervals from the date of the award of certification, a surveillance audit (inspection) of the company's office business systems will be carried out by IFCC. These inspections will comprise an inspection of the office procedures and operational activities as described above, site inspections will be at a frequency determined by IFCC where required.
- 7.5 The IFCC 0099 Fire Risk Assessor Certification Scheme certificated company's maintenance of certification is dependent upon the company continuing to employ competent managers and fire risk assessors. During each annual office audit, the IFCC auditor(s) shall check the company's list of employees and subcontractors with those recorded in the IFCC 0099 Fire Risk Assessor Scheme Database to ensure that the company continues to comply with this requirement. IFCC reserves the right to reduce a company's scope of certification, (or suspend certification) pending appointment and competence assessment of employees or sub-contractors.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 17 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 18 of 31
Fire Risk Assessor Certification Scheme	

IFCC DESK-TOP REVIEWS / AUDITS (INSPECTIONS) OF FIRE RISK ASSESSMENT ASSIGNMENT

- 7.6 No more than 12 months after issue of initial certification and thereafter at an agreed frequency (typically no more than 24 months), a random selection of fire risk assessors and assessments will be the subject of desk-top review of completed fire risk assessment reports or by witnessed onsite inspection of their work in order to demonstrate competence and ability to provide an accurate report of their findings from these visits which will be subject of IFCC review after it has been processed by the company. The random sample of completed fire risk assessment reports should be representative of the type of work carried out by the assessor and should include a variety of building types / occupations etc.. to reflect the scope of work undertaken.
- 7.7 Those fire risk assessors selected will need to provide sufficient evidence of competence in conducting the onsite fire risk assessment, production of the report, and the company’s ability to peer review the report and produce the final report to the client. This evidence is required to satisfy the scheme’s criteria relating to the production process of a documented fire risk assessment by the company. Any unsatisfactory desk-top reviews / witness visits may necessitate further (additional) IFCC witnessed site inspections being undertaken with other fire risk assessors employed by the company to address such non compliances.

NON-COMPLIANCES

- 7.8 Any minor non-compliance raised at office audits shall be closed out via post or at the next surveillance.
- 7.9 Any major non-compliance identified during the annual inspection may, at the discretion of IFCC, require a special follow-up visit which may involve visiting further job sites to undertake witness visits. The need for such a visit will be discussed and agreed with the company.
- 7.10 Any work required by IFCC to close out non-compliances shall be charged at the prevailing rate, (including travelling costs where incurred and time taken to address the follow-up).

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 18 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 19 of 31
Fire Risk Assessor Certification Scheme	

8. New Fire Risk Assessment Notification

- 8.1 The IFCC 0099 certificated company shall maintain records of all fire risk assessments undertaken to enable the provision of a list (or lists) of completed fire risk assessment jobs when requested by IFCC. The list shall as a minimum provide a unique reference for the job (name of building, job number), the date completed and the name of fire risk assessor who undertook the actual fire risk assessments listed. These lists shall be used by IFCC to choose sample completed fire risk assessments for the annual surveillance process as detailed in section 7.
- 8.2 When requested by IFCC, the Company should notify IFCC of up-coming / planned fire risk assessment jobs to enable IFCC to undertake a witness visit. This notification should be provided as soon as the date for the fire risk assessment is confirmed.
- 8.3 All notification of fire risk assessments completed (and where requested planned) should be conducted electronically, via e-mail to IFCC providing the information requested by IFCC. All information provided to IFCC shall be treated in the strictest confidence.

9. Fire Risk Assessment Reports

- 9.1 All assessments, on completion, shall result in a Fire Risk Assessment Report by the IFCC 0099 certificated company. This will be validated and verified by peer review that it satisfies the requirements of the Specification. This report shall be issued to:
- The Client (the original)
 - Copy to the contract file
- 9.2 The Fire Risk Assessment Report shall include:
- Unique reference
 - IFCC logo, name and address
 - Statement of conformity to the Scheme
 - Name of Issuing Certificated Company and registration number
 - Name of Client and location of assessed premises
 - Specification to which the fire risk assessment conforms such as PAS 79 or the Clients specification, scope and purpose
 - Effective date of the fire risk assessment
 - Recommended date for periodic review
 - Date of Issue of report
 - Authorised Signatory
 - Statement that the IFCC 0099 Certification and the report only relates to a fire risk assessment

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 19 of 31

	IFCC 0099
	V1.16 29 January 2015
Fire Risk Assessor Certification Scheme	Page 20 of 31

- Text to demonstrate that the fire risk assessment complies with the relevant legislation and the IFCC 0099 Scheme Requirements
- A signature from the fire risk assessor and peer reviewer

- 9.3 The report should highlight any areas where access was not possible, along with suitable recommendations as to whether subsequent inspections of those areas may be required.
- 9.4 If, during the site inspection, it is apparent that there are areas of the building which are outside the competence level of the fire risk assessor, the report should clearly highlight those areas and recommend that a subsequent inspection is carried out by suitably qualified personnel.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 20 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 21 of 31
Fire Risk Assessor Certification Scheme	

10. Scheme Regulations

- 10.1 The technical requirements of the scheme are given in clause 3 of this document.
- 10.2 Applicants and certificated companies shall nominate a representative and, if appropriate, at least one deputy, authorised to act in the main representative's absence, who shall be responsible for all matters relating to their IFCC 0099 Fire Risk Assessor Scheme (Company) Certification. The representative (or deputy) shall be responsible for all IFCC 0099 scheme communications between IFCC and the company.
- 10.3 Applicants shall be responsible for allowing IFCC accompanied free access to their offices during normal working hours for the purposes of conducting initial and annual surveillance audits and for providing information as required by the scheme and facilities as may reasonably be required by IFCC in order to verify compliance with scheme requirements.
- 10.4 The nominated representative shall be responsible for informing IFCC (where requested) immediately upon confirmation of dates agreed for undertaking fire risk assessments. This shall be done securely by e-mail to IFCC.
- 10.5 A certificated company shall conduct their business in "good faith" and in accordance with the requirements, spirit and intent of the IFCC 0099 Certification Scheme and the sectoral guidance of the Fire Risk Assessment Competency Council for completing fire risk assessments as described in this document and any future revisions of it.
- 10.6 Where no new fire risk assessment jobs have been awarded to the company within a 3 month period, the nominated representative shall be responsible for making a declaration to IFCC that no such work has been awarded. Non-receipt of Fire Risk Assessment notification forms or declaration of no new fire risk assessments have been awarded shall initiate a reminder letter from IFCC regarding this lack of submission. Failure to notify IFCC of new awards or no new award declaration may result in the company's certification being revoked after 6 months of no contact.* In place of the above condition IFCC may accept a pre-defined programme of dates for fire risk assessments to be undertaken.

*Note: Not necessarily applicable to In-House Companies holding IFCC 0099 Certification.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 21 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 22 of 31
Fire Risk Assessor Certification Scheme	

- 10.7 Certified companies may use subcontracted fire risk assessors provided that these subcontracted fire risk assessors have been subject of successful competence assessment by IFCC as set out in section 5 of this document.
- 10.8 Certified companies shall be permitted to use the IFCC Certification mark in accordance with the requirements given in Appendix 1 of this document and make reference to being certificated under the requirements of the scheme. Any proposed promotional material where the mark is depicted shall be submitted to IFCC for approval before the mark is used. If IFCC considers the wording or illustration to be misleading in any way, the certificated company shall amend the material to the satisfaction of IFCC.
The certificated company's right to use the mark is not transferable.
- 10.9 In principle a certificated company shall not undertake any fire risk assessments outside these scheme requirements, either at its own discretion or in accordance with the wish of a third party. If however the certificated company is instructed to deviate from scheme requirements, they shall make it absolutely clear to all parties concerned (including end-users) in express written terms, that the work being undertaken & reported is outside of the scope of the scheme and it's requirements. This should be a clear disclaimer for the items of work affected. Copies of this disclaimer shall be forwarded to the client and IFCC.
- 10.10 A certificated company may terminate its certification upon written notification to IFCC. A minimum of three months notice of termination shall be given. Upon termination either by the certificated company or by IFCC in accordance with these requirements, the company shall forthwith discontinue the use of both the IFCC certification mark and all claims of certification under the IFCC 0099 Fire Risk Assessor Scheme. No further fees will be due from the date of termination except for unpaid fees accruing from before the date of termination. No fees already paid will be refunded. During the period of notice of termination the company shall continue to comply fully with the scheme requirements. The company entry on the IFCC Website will be suspended / terminated at the discretion of IFCC.
- 10.11 IFCC may, at its discretion, revoke, amend, refuse to grant, renew or extend certification if a certificated company fails to comply with the provisions of these requirements or becomes subject to the bankruptcy laws or enters into liquidation or is convicted of any offence tending to discredit its bona fides. Such a decision and the grounds for it will be communicated to the certificated company in writing. The company entry on the IFCC Website will be suspended / terminated at the discretion of IFCC.
- 10.12 IFCC 0099 Fire Risk Assessor Scheme certification shall be re-assessed through the surveillance process on an annual on-going basis with company certificates being valid for 5 years from date of issue.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 22 of 31

	IFCC 0099
	V1.16 29 January 2015
Fire Risk Assessor Certification Scheme	Page 23 of 31

10.13 The IFCC 0099 Fire Risk Assessor Scheme fee structure is given in a separate fee schedule which is available on request from IFCC. Failure to pay the required fees as stated in this document within the specified time shall render a certificated company liable to their certification being revoked by IFCC. The company entry on the IFCC Website will be suspended / terminated at the discretion of IFCC.

10.14 IFCC will investigate any complaint against a certificated company received from a third party concerning the certificated contractor's performance in respect of the scheme requirements. IFCC will, **depending on the nature of the complaint**, notify the certificated company of such complaints in order that corrective actions can be agreed and implemented. The company entry on the IFCC Website will be suspended / terminated at the discretion of IFCC.

All complaints regarding scheme operation and company performance shall be treated strictly private and confidential between IFCC and the certificated company unless otherwise directed by legal disclosure, other legal circumstance.

COMPLAINTS PROCEDURE

10.15 Certificated Companies complaining about conduct of IFCC Staff / decisions taken by IFCC related to the company's activities as covered by this document and complaints related to the operation of the IFCC 0909 scheme are as follows;

10.16 All complaints should be made in writing and addressed to: The IFCC Director of Certification. All complaints received by IFCC are investigated and actions taken where appropriate.

10.17 Upon receipt of a written complaint it will be logged on the date of receipt and will be reviewed by the IFCC Scheme Manager at the earliest opportunity.

10.18 *The IFCC Director of Certification shall conduct an investigation into the complaint which may involve discussion with the IFCC Scheme Manager, IFCC Assessor Administrator, or a third party to establish basis and background to complaint. If the complaint is not of a confidential nature (one which can be openly discussed in the presence of others who may have similar concerns), the complaint may be discussed at a scheme / Industry Liaison Meeting. In such a case the complainant will be advised of the complaint's inclusion on the agenda of the next liaison meeting and the proposed date of the meeting.

*Note: Where the complaint is related to action taken or a decision made by the IFCC Director of Certification, the IFCC Associate Director of Certification shall conduct the investigation.

10.19 The IFCC Director of Certification shall upon completion of all investigation related to the complaint be responsible for deciding whether or not the complaint is valid / justified.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 23 of 31

	IFCC 0099
	V1.16 29 January 2015
Fire Risk Assessor Certification Scheme	Page 24 of 31

10.20 Where the decision is taken that the complaint is valid the IFCC Director of Certification shall initiate corrective action to address the complaint and shall notify the complainant in writing of the action taken / to be implemented to address the complaint. The IFCC Director of Certification shall be responsible for reviewing the action taken to ensure it is working to prevent a recurrence of the instance which resulted in the complaint being made.

10.21 Where the decision is taken that the complaint is not justified, the IFCC Director of Certification shall notify the complainant in writing of his decision. The complainant shall be offered the facility to appeal against the decision in which case the Appeals Procedure shall be invoked should the complainant decide to appeal the decision.

APPEALS PROCEDURE

10.22 Applicants and certificated companies have the right of appeal against any decision made by IFCC against these requirements and in respect of their application for Certification or termination of a company’s certification. In order to invoke this procedure the appellant shall accept the following procedure.

10.23 Notice of any appeal shall be made in writing and addressed to IFCC Director of Certification, IFCC within 14 days of official notification of the decision. The appellant shall clearly set out the grounds for the appeal and shall enclose a cheque for £1,750 made payable to “IFC Certification Ltd.” to cover the costs of the appeal (refundable only where the Appeals Panel finds in favour of the Appellant).

10.24 The appeal shall be reviewed by the IFCC Director of Certification or their designee (where the complaint leading to the appeal involved the Director) who may consult the Chairman of the IFCC Steering Group or the Schemes Manager, who may contact the appellant to discuss the grounds for the appeal and may request further details if he believes there is insufficient information on which to make an informed judgement.

10.25 The IFCC Director of Certification or their designee (where the complaint leading to the appeal involved the Director) shall attempt to resolve the appeal within 1 month of receipt of the written appeal. If the situation can be resolved to the satisfaction of both the appellant and IFCC within 1 month of receipt and it does not progress beyond this point, the fee is refunded. This may be as a result of certification being reinstated or by the appellant accepting the IFCC Director of Certification or their designee’s decision made to terminate their certification based on the grounds surrounding the incident.

10.26 In the case of resolution by the IFCC Director of Certification or their designee he will write to the appellant confirming the agreed resolution of the appeal and will return the appellant’s cheque for £1,750. **If the appeal can be resolved as detailed above no appeals panel shall be constituted.**

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 24 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 25 of 31
Fire Risk Assessor Certification Scheme	

- 10.27 If the IFCC Director of Certification or his designee (where the complaint leading to the appeal involved the Director) review fails to resolve the appeal, the Director shall contact the IFCC Steering Group and request the constitution of an Appeals Panel. IFCC shall endeavour to facilitate hearing of an appeal by an Appeals Panel within 3 months of receipt of the written grounds for appeal.
- 10.28 An Appeals Panel specifically constituted for the purpose of hearing an appeal which cannot be resolved by the IFCC Director of Certification or their designee will comprise 3 members of the IFCC Review Board, as selected by the Chairman of the IFCC Steering Group. They will be selected such that no member has any direct or indirect commercial interest in the appeal. The Chairman of the IFCC Steering Group will not be a member of the Appeals Panel but the Chairman will nominate one of the 3 members as the Appeals Panel Chairman
- 10.29 When the subject of the appeal involves technical matters, the Review Board Chairman may arrange for one or more persons having suitable technical expertise to be available for consultation by the Appeals Panel. In such cases the Steering Group will ensure that the persons nominated have no previous involvement with the certification issue in question.
- 10.30 The appellant will be notified of the proposed date of the appeal hearing, the composition of the Appeals Panel and any technical advisors to be made available to the panel not less than 14 days before the date of the meeting. The appellant may challenge the composition of the panel and/or the technical advisors within 2 days of being informed of the composition and shall provide written reasons for any challenge.
- 10.31 The Appeals Panel Chairman will consider the reasons for any challenge and at their sole discretion will decide whether the composition of the Panel or technical advisors will be changed. In choosing any replacements, the Appeals Panel Chairman will take into account the reasons for the challenge to ensure that as far as possible the same objections will not apply to the replacements. No further challenges will be considered.
- 10.32 The appellant has the right to be supported at the hearing of the Appeals Panel by a representative of their choice. Any such representative shall be notified to the Chairman of the Appeals Panel 14 days prior to the hearing. The Chairman has the right, on behalf of the Appeals Panel, to challenge any such nomination.
- 10.33 The decision of the Appeals Panel will be decided by a simple majority and the decision will be final.
- 10.34 The IFCC Director of Certification will be responsible for arranging the timing and location of the appeal hearing by the Appeals Panel which will be advised to the appellant at least 7 days in advance.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 25 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 26 of 31
Fire Risk Assessor Certification Scheme	

- 10.35 The original decision will remain in force pending the meeting of the Appeal Panel at which both the appellant, the IFCC Director of Certification and any other relevant member of IFCC will be entitled to be heard in confidence. The IFCC Director of Certification, IFCC Schemes Manager or any other person nominated by the Appeals Panel will be responsible for implementing the decision of the Panel. The Chairman of the Appeals Panel will ensure that the appropriate action is correctly implemented.
- 10.36 All correspondence related to the Appeals Procedure must be sent "Recorded Delivery".

CONFIDENTIALITY

- 10.37 IFCC will not disclose to any third party any information about a company or their activities gained as a result of carrying out certification of the company which may be considered confidential, without the company's consent. This restriction will not apply to information required by bona fide accreditation bodies such as UKAS in pursuance of accreditation of the scheme, provided that such information is given to such bodies on a confidential basis. Restrictions will not apply to information which is agreed by both IFCC and the company to be in the public domain and which would in such circumstance be available on request to any interested party.

OTHER ISSUES

- 10.38 A certificated company shall indemnify IFCC against any financial losses that IFCC may incur as a result of the certificated company's failure to comply with these scheme requirements. IFCC will maintain insurance cover against liability claims made against it and which may arise from operation of the scheme. The level of cover will be determined by IFCC to be reasonable in respect of its potential liabilities bearing in mind those prevailing within the certification industry in general and proportional to the fee charged for "membership" of the scheme.
- 10.39 The interpretation of these requirements and the terms of the insurance cover will be governed and construed in accordance with English Law and in the event of any dispute parties shall submit to the jurisdiction of the English Courts.
- 10.40 Certificated companies shall comply with the scheme requirements currently in force. These requirements may be revised from time to time at the discretion of IFCC. Such revisions will be notified in writing to certificated companies with dates for implementation of the revisions.
- 10.41 It must be clearly understood that a Certificated Professional Company has a Professional Duty of Care to bring to the attention of any client, principle contractor, building owner/operator (for whom they are engaged in work) any works carried out by others which is known to be non-compliant with regulations. Similarly an In-House Certificated Company has a Professional Duty of Care to their senior

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 26 of 31

	IFCC 0099
	V1.16 29 January 2015
Fire Risk Assessor Certification Scheme	Page 27 of 31

management and colleagues to notify of any professional concerns and non compliances. Should the Certificated Professional Company not wish to confront their client with this information for “contractual reasons” such information may be brought to the attention of an IFCC Auditor / Inspector during a site visit so that the instance becomes documented in the visit report.

- 10.42 Copyright of this document is held by IFCC. No part of this document may be reproduced in any form without the prior permission of IFCC in writing. Permission for applicants and certificated companies to copy this document for internal use is automatically given upon receipt of application for certification. Such copies are uncontrolled and it is the responsibility of the applicant or certificated company to ensure that this status is correctly identified on each copy.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 27 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 28 of 31
Fire Risk Assessor Certification Scheme	

11. APPENDIX 1

CONDITIONS FOR THE USE OF THE IFC CERTIFICATION MARK

Certificated Company XXXX

- 11.1 The IFCC Scheme certification mark ('the mark') is a registered certification mark and may be used by certificated companies.
- 11.2 The mark shall only be used in its entirety and without amendment.
- 11.3 The mark shall only be used in relation to those services that are within the scope of certification granted by IFCC. The mark shall not be used in such a way that it implies certification of services or activities for which certification has not been awarded. The mark shall not be used in conjunction with any non-related activities, only those within the scope of certification.
- 11.4 The mark, when used in association with the National Accreditation Mark (the UKAS mark), may be used by certificated companies on their trade literature, on their letterheads and on any of their display or promotional material. A certificated company shall submit their proposals for use and depiction of the mark to IFCC for approval before the company uses the IFCC mark.
- 11.5 The IFCC mark may also be used on vehicles, buildings and flags but NOT in association with the UKAS mark.
- 11.6 The mark, when used without the National Accreditation Mark (the UKAS mark), shall always be used in conjunction with the company's certification number placed centrally under the mark in the format given above.
- 11.7 No company may use or depict the National Accreditation Mark (the UKAS mark) on any trade literature, on their letterheads and on any of their display or promotional material unless it is combined with the IFCC mark.
- 11.8 The mark shall be used at any size considered appropriate for the application and shall only be used to show the company's, partnership's and individual's involvement in fire safety risk assessment. The relative proportions shall always be retained.
- 11.9 If the mark is used in association with the National Accreditation Mark (the UKAS mark) on stationery not larger than A4, the maximum height shall be 30mm and the minimum 20mm. However in some circumstances, which are usually dictated by reason of space, the marks may be reduced in size provided they remain clearly legible. Full details of the use of the National Accreditation Mark (the UKAS mark)

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 28 of 31

	IFCC 0099
	V1.16 29 January 2015
Fire Risk Assessor Certification Scheme	Page 29 of 31

can be found in the DTI publication ref URN 98/887 which is available at www.ukas.com.

- 11.10 The mark shall be printed in the colours as the high resolution image provided by IFCC. Alternatively the mark may be produced in black.
- 11.11 The company shall, at the request of IFCC, cease to use the mark if IFCC deem the application inappropriate.
- 11.12 A company shall, upon suspension of certification, immediately discontinue the issue of documents that display the mark or contain any reference to the IFCC 0099 Scheme certification.
- 11.13 A company shall, upon termination of certification, immediately cease distribution of all items on which the mark is displayed and shall remove it from any other form of display or promotional application.
- 11.14 Scheme certificates issued within the scope of UKAS accreditation will carry a combined IFCC Scheme (Company) and National Accreditation Mark (the UKAS mark).
- 11.15 It is a condition of use that the mark shall not be used in any printed advertisements or printed publicity matter directed primarily to the market in the United Kingdom and in the Isle of Man or in retail point of sale display cards distributed by the Registered Proprietor for use within the United Kingdom and in the Isle of Man without indicating that it is a certification mark.
- 11.16 Failure to comply with these requirements for the mark may result in withdrawal of certification and legal action under appropriate legislation.

CONDITIONS FOR THE USE OF THE SCHEME LOGO

Scheme mark to be advised

- 11.17 The use of the logo, as shown above, may be used for any promotional purposes by certificated companies but only in relation to those services that are within the scope of certification. The logo shall not be used in such a way that it implies certification of services or activities for which certification has not been awarded.
- 11.18 Details of the colour and colour gradation of the logo may be obtained on request.
- 11.19 A company shall submit his proposals for use of the logo to IFCC for approval.
- 11.20 Failure to comply with these requirements for the logo may result in withdrawal of certification and legal action under appropriate legislation.

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 29 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 30 of 31
Fire Risk Assessor Certification Scheme	

12 APPENDIX 2

MODEL SUBCONTRACT AGREEMENT

This model subcontract agreement is provided as a guide for assistance only. Both parties in any such agreement must ensure that the final agreement signed by them is worded as necessary to include all their specific requirements.

This agreement is made between:

..... (the Scheme Certificated Company)

and

..... (the certificated subcontractor)

On this date

The certificated company contracts the certificated subcontractor for the purpose of the completion of fire risk assessments under the requirements of the IFCC 0099 Fire Risk Assessor Scheme.

The subcontractor agrees to comply with all relevant IFCC 0099 Fire Risk Assessor Scheme requirements, and to ensure that the quality of the fire risk assessment is not compromised by any actions for which they are responsible.

The certificated company is contractually responsible for the compliance of the completed fire risk assessment to the specified standard. Peer review of the completed fire risk assessment report will be undertaken by the nominated member of staff of the certificated company.

This agreement does not confer on the subcontractor the right to make any claims under the IFCC 0099 scheme, nor use of the Scheme (Company) logo.

This agreement is valid until

Signed on behalf of the Signed on behalf of:

The Certificated Company:.....

The Certificated Subcontractor:.....

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 30 of 31

	IFCC 0099
	V1.16 29 January 2015 Page 31 of 31
Fire Risk Assessor Certification Scheme	

13. APPENDIX 3

REFERENCED DOCUMENTATION

A copy of The Regulatory Reform (Fire Safety) Order may be down loaded from;
<http://www.opsi.gov.uk/si/si2005/20051541.htm>

A copy of the Fire Safety (Scotland) Regulations 2006 may be down loaded from;
http://www.opsi.gov.uk/legislation/scotland/ssi2006/ssi_20060456_en.pdf *scottish 2006*

A copy of The Fire (Scotland) Act 2005 may be down loaded from;
http://www.opsi.gov.uk/legislation/scotland/acts2005/asp_20050005_en_1

A copy of BS EN 45011; 1998 may be purchased from;
<http://www.iso.org>
<http://shop.bsigroup.com>

A copy of the Fire Risk Assessment Competency Council – Criteria Document may be downloaded from;
<http://www.fia.uk.com>

A copy of PAS 79 may be down loaded from;
www.bsi-global.com

A copy of 'ASFP Guide to Inspecting Passive Fire Protection for Fire Risk Assessors' may be down loaded from;
<http://asfp.associationhouse.org.uk/default.php?cmd=213>

Form Number: 0099	Status: Version 1.16	Date: 29/01/15
Written by: IW	Authorised by: BW	Page: 31 of 31