
 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification





Rules and Regulations

FRACS (Individual) Scheme

Requirements for Individuals offering Fire Risk Assessment Services
In accordance with the requirements of ISO/IEC 17024:2012

Page 1 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
--------------	---



 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

CONTENTS

Page

1. Issue Status and Amendment	3
2. Introduction	6
3. Definitions	7
4. Scheme Requirements	9
5. Scheme Regulations	12
6. Complaints and appeals	13
Appendix 1 Technical Requirements for Competency Assessment	14
Appendix 2 Use of the Warringtonfire FRACS Mark	18
Appendix 3 Referenced Documentation	21

Page 2 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
--------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

1 ISSUE STATUS AND AMENDMENT

- 1.1 This is a controlled copy of the Rules and Regulations. Scheme members to which it has been issued will be provided with details of any changes in accordance with the amendment procedure below.
- 1.2 From here on in, references to Warringtonfire will be shown as Warringtonfire.
- 1.3 Each page of the document is identified by a page number, issue number and date. Where an amendment is made, the revised page will bear a new issue number and date of amendment.
- 1.4 Where an amendment requires an extra page to be inserted, this is numbered with the number of the preceding page but with the addition of a letter suffix, e.g. 10A will be inserted between pages 10 and 11 and 10B will follow 10A. The new pages are dated in the normal way.
- 1.5 Any amendment to this document will be identified on the Amendment Page, which will be re-issued to holders of controlled copies with the amended sections/pages. Revised pages shall be inserted in place of existing pages or between existing pages and superseded pages shall be discarded. Where a significant number of amendments are made to this document the entire document will be re-issued under a new issue number. In such cases holders of the document shall destroy the previous issue.
- 1.6 Where amendments have been made and detailed in the amendment record, those persons names as approver and authoriser are approving the latest amendments only (as clarified by the version numbers). Previous authorisations apply for all other areas.
- 1.7 The Amendment Page and the relevant revised pages will be produced by Warringtonfire Testing and Certification Limited. Following agreement with the Sector Liaison Group, and issued to the holders of each controlled copy of the document, together with an acknowledgment slip (document transmittal) which shall be signed and returned to Warringtonfire to confirm that the document has been amended. It shall be the responsibility of the nominated representative of the organisation to ensure that the document is maintained in an up to date condition at all times.
- 1.8 To ensure that a permanent record is available of all amendments, Warringtonfire maintains a file of all superseded pages, which are marked, with the date of withdrawal. The record is held on file indefinitely in order to allow Warringtonfire to determine the past requirements of the scheme at any time.

Page 3 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
--------------	---

Rules & Regulations – FRACS (Ind.) Scheme

Issue No: 16 **Issue Date:** 01.03.2019 **Effective Date:** 01.03.2019 **Review Date:** 28.03.2023

Author: Warringtonfire Testing and Certification Limited

Approved: P. Duggan
Certification Manager

Authorised: K. Prendergast
Divisional Director, Certification

AMENDMENT PAGE

To ensure that each controlled copy of the Scheme Requirements contains a complete record of amendments, the Amendment Page is updated and issued with each set of revised/new pages of the document. Details of the procedures for amending this document are given in section 1 of this document.



<u>Amendment</u>		<u>Discard</u>		<u>Insert</u>	
<u>No</u>	<u>Date</u>	<u>Page(s)</u>	<u>Issue no</u>	<u>Page(s)</u>	<u>Issue no</u>
1	30 th July 2008	All	1	All	2
2: 2.1, 2.3, 4.1.3.6, 4.2.6, 4.3, 4.4, Appendix 1 (all), Appendix 2 (all)	24 th February 2009	All	2	All	3
3: 2.3, Appendix 1 (all)	21 st April 2009	All	3	All	4
4: Appendix 3 17	26 th February 2010	All	4	All	5
5: 2.3, 2.6, 3.6, 5.6, 5.8.6, Appendix 3 (para. 1), Appendix 4, Appendix 5.	6 th May 2010	All	5	All	6
6: 5.9.7 Explanation of Warrington Certification's Management Council's independence included.	8 th July 2010	All	6	All	7
7 Addition of new Northern Ireland legislation	2 nd December 2010	All	7	All	8
8 Clarification of Surveillance freq's 4.3.1 & 4.3.3	28 th Nov 2012	8-9	8	8-9	9
9 Application form Appendix 1	3 rd June 2014	Page 15	9	Page 15	10
10 Application process section 4	8 th Jan 2015	Page 7	10	Page 7	11
11 Surveillance Process section 4.3	8 th Jan 2015	Page 8	10	Page 8	11
12 Appendix 2 – Technical Requirements	8 th Jan 2015	Page 16	10	Page 16	11
13 Appendix 5 - fees	8 th Jan 2015	Page 23	10	Page 23	11
14 Appendix 1 – Application Form - Removed	20 th April 2015	Page 15	11		
15 Appendix 5 – Fees -	20 th April 2015	Page 21	11		

Rules & Regulations – FRACS (Ind.) Scheme

Issue No: 16 **Issue Date:** 01.03.2019 **Effective Date:** 01.03.2019 **Review Date:** 28.03.2023

Author: Warringtonfire Testing and Certification Limited **Approved:** P. Duggan
Certification Manager **Authorised:** K. Prendergast
Divisional Director, Certification



Removed					
16 Added in section 5.1.2	20 th April 2015			Page 12	12
17 Added in section 5.1.3	20 th April 2015			Page 12	12
18 Changed Appendix 2 into Appendix 1	20 th April 2015	Page 16	11	Page 17	12
19 Changed Appendix 3 into Appendix 2	20 th April 2015	Page 18	11	Page 21	12
20 Changed Appendix 4 into Appendix 3	20 th April 2015	Page 20	11	Page 23	12
21 Editorial changes and formatting	30 th October 2015	All	12	All	13
22 Name change from EWC to Exova (UK) Limited trading as Warrington Certification	9 th August 2016	All	13	All	14
23. Text added re. updates to docs/approval/authorisations	9 th August 2016	3	13	3	14
24 To correct clause numbering and remove references to EWC	13 th January 2017	All	14	All	15
25 Clause 5.5 copied into Appendix 2 for additional clarity	28 th February 2017	N/A	14	20	15
26 Text updated in 3.3 to include specific wording relating to the non-disclosure of information.	28 th February 2017	N/A	14	7	15
27 Name change to Warringtonfire	1 st March 2019	ALL	15	ALL	16

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

2. INTRODUCTION

- 2.1 This certification scheme for practicing fire risk assessors determines the competence of individuals to undertake fire risk assessments for the purpose of life safety.
- 2.2 Fire risk assessment in respect of this document is deemed to include the assessment of various types of building in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005, The Fire safety (Scotland) Regulations 2006, The Fire (Scotland) Act 2005 (sections 53-59) and The Fire Safety Regulations (Northern Ireland) 2010 (see Appendix 3).
- 2.3 The legislation requires a fire risk assessment to be carried out and subsequently maintained for any building falling under the jurisdiction of the Orders.
- 2.4 Fire risk assessments will generally be carried out by a range of both building and fire professionals but the government recommend that they be carried out by competent persons, on a variety of buildings and structures used by the general public. Candidates will therefore need to demonstrate their competence to carry out the fire risk assessment for a particular situation.
- 2.5 The scheme is a competent person's certification scheme, complying with the requirements of ISO/IEC 17024:2012 – General requirements for bodies operating certification of persons.
- 2.6 This scheme will assist building owners, insurers and the regulatory authorities who will either need to commission a fire risk assessment or rely upon its findings.
- 2.7 The technical requirements of the scheme are reviewed and monitored by a Liaison Panel comprising representatives of interested parties. They will, inter alia, review the scheme requirements periodically against the needs of Regulatory Reform (Fire Safety) Order 2005, The Fire Safety (Scotland) Regulations 2006, The Fire (Scotland) Act 2005 (sections 53-59) and The Fire Safety Regulations (Northern Ireland) 2010 and against any changes in Building Regulations.

Page 6 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
--------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

3. DEFINITIONS

3.1. Fire Engineering

The application of scientific and engineering principles, rules, codes and expert judgement based on an understanding of the phenomena and effects of fire and the reaction and behaviour of people to fire, in order to protect people, property and the built environment from the destructive effects of fire.

3.2. The Certification Scheme

The assessment and certification of individuals by Warringtonfire against the requirements of the certification scheme document and in accordance with the requirements of ISO/IEC 17024:2012 – “General requirements for bodies operating certification of persons”.



3.3. Technical Interview

The technical interview is a means of assessing the technical competency of the candidate through a one to one interview. No formal presentation is required and typically the interview will last 2-3 hours. A practical demonstration of the candidate's skills may be required.

Warringtonfire shall prevent fraudulent examination practices by;

- a) Requiring candidates to sign a non-disclosure agreement or other agreement indicating their commitment not to release confidential examination materials;
- b) Requiring an invigilator to be present;
- c) Confirming the identity of the candidate by requesting photo id;
- d) Implementing procedures to prevent any unauthorised aids from being brought into the examination area;
- e) Preventing candidates from gaining access to unauthorised aids during the examination;
- f) Monitoring examination results for indications of cheating.

Page 7 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
--------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification



3.4. Competent Person

A competent person is someone who has demonstrated an ability to apply knowledge and/or skills and, where relevant, demonstrated personal attributes, as defined within this document.

3.5. CPD

Continued Professional Development relates to the formal and informal training and/or learning a risk assessor undertakes to remain current in their professional approach to completing fire risk assessments. This may include attendance of fire risk assessment related seminars, reading articles, guides and standards or attendance on specific training courses relating to new or existing best practice.

Page 8 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
--------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

4. SCHEME REQUIREMENTS

4.1. Application Process

- 4.1.1. An applicant wishing to be assessed against the scheme requirements shall apply on the relevant application form and submit the completed form to Warringtonfire Testing and Certification Limited.
- 4.1.2. The candidate shall submit documentary evidence to support his/her application in order to satisfy Warringtonfire that he/she is competent to carry out fire risk assessments. (See Appendix 1)
- 4.1.3. The documentation shall provide evidence of the following:
 - A candidate's ability to identify hazards
 - A candidate's ability to identify people at risk
 - A candidate's ability to evaluate, remove, reduce and protect from risk (life protection, property protection and commercial continuity)
 - The process of fire risk assessment
 - Effective communication
 - Confirmation that the owners of the risk assessment reports (submitted as portfolio evidence) have given permission for the reports to be used in the assessment and that they agree to provide a verbal reference for the candidate if requested by Warringtonfire.
- 4.1.4. After the application and documentation has been reviewed the candidate will be contacted by Warringtonfire regarding the next stage of the process.



4.2. Certification Process

- 4.2.1. The applicant shall be required to undergo a competency assessment, which shall demonstrate to Warringtonfire that the candidate has an understanding of:
 - Building construction
 - Fundamentals of fire
 - Relevant legislation
 - The process of risk assessment
 - Effective communication

The competency assessment comprises 2 parts:

Part 1: Application and review of the submitted documentation. This should be the first stage in the process.

Page 9 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
--------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification



Part 2: If the outcome of Part 1 is satisfactory, a technical interview will be conducted with the applicant to discuss the details of the documentation submitted. The technical interview will include a demonstration of the candidate's skills via a floor plan exercise.

- 4.2.2 If, after a review of the submitted documentation (Part 1), Warringtonfire considers that the candidate does not meet the necessary technical requirements of the scheme, the candidate shall be informed prior to being invited for technical interview (Part 2) and the application process will be stopped. The candidate has the right to re-submit his/her application for certification at a later date.
- 4.2.3 Candidates who demonstrate the necessary competence in both Parts 1 and 2 will be awarded certification. The decision to award certification will be made by the Certification Manager of Warringtonfire in consultation with the technical assessor who carried out the assessment.
- 4.2.4 Certification against the scheme requirements shall be maintained through surveillance audits at regular intervals (see below, Section 4.3). Certification lasts 4 years, at which point the risk assessor must apply for re-certification (see below, Section 4.4)
- 4.2.5 Certified risk assessors will be issued with a Warringtonfire identity card. This card will contain a photographic image of the candidate. The assessors' image will also be displayed in conjunction with the assessors contact details, on the Warringtonfire register of risk assessors.

4.3 Surveillance

- 4.3.1 The surveillance process is performed two years after the initial certification of the risk assessor.
- 4.3.2 The following documents are required for the surveillance process:
- 4.3.2.1 Two fire risk assessment reports; these must be representative of at least two different types of building (e.g. an office or shop, a building with sleeping accommodation, theatre, etc.). The risk assessment reports should be on buildings of sufficient complexity as to demonstrate the assessor's ability.
- 4.3.2.2 An up-to-date CV in order to confirm CPD undertaken since the initial certification took place.
- 4.3.3 During the review of the risk assessments, candidates may be contacted to provide clarification on issues arising in the submitted documents. If the certified fire risk assessor's submissions are satisfactory their certification will continue.
- 4.3.4 If a candidate submits documentation that fails to meet the standard required, they will be asked to attend a technical interview during which they must demonstrate their continued

Page 10 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
---------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

competency to maintain their status as a certified fire risk assessor. If they refuse to attend this interview or their interview is unsuccessful, their certification will be withdrawn.

- 4.3.5 If certified fire risk assessors are unable to provide two fire risk assessments for review, Warringtonfire will withdraw the candidate's certification. If the two fire risk assessments are of an unacceptably low standard, Warringtonfire may withdraw the candidate's certification without a technical interview.



4.4 Recertification

- 4.4.1 Recertification for all certified Fire Risk Assessors will be conducted at 4 yearly intervals from the date of issue of their certificate
- 4.4.2 The recertification process is as follows:
- 4.4.2.1 The risk assessor submits a fire risk assessment on a building/premises
- 4.4.2.2 A "Witness Visit" - a FRACS examiner visits the site together with the risk assessor to discuss the fire risk assessment submitted.

The FRACS examiner produces a report based on the risk assessment and witness visit. The Warringtonfire Certification Manager will make a decision on re-certification based on this report. Warringtonfire will contact the risk assessor 2 months before the recertification date to arrange the witness visit.

- 4.4.4 In addition to the risk assessment report from the witness visit the certified risk assessor must also resubmit to Warringtonfire their CV in order to confirm CPD undertaken since the last surveillance review took place.
- 4.4.5 Subject to the report being an accurate representation of the witnessed visit the certified risk assessor's certification shall be re-issued for a further 4 year period.
- 4.4.6 If the Warringtonfire Assessor's review highlights omissions / discrepancies, the risk assessor must attend an interview with the Warringtonfire Assessor to discuss these and where necessary corrective action shall be agreed and implemented before recertification is recommended.
- 4.4.7 Certified fire risk assessors who are unable to accommodate Warringtonfire with a site witness risk assessment within the 2-month period (due to no new work occurring during this period) may arrange to revisit a job site for which a risk assessment has recently been completed by them. The witness visit shall be undertaken as detailed in 4.4.2 however, the certified risk assessment may outline to the Warringtonfire Assessor any corrective actions implemented since the risk assessment was initially undertaken.
- 4.4.8 Once satisfied with the competence of the risk assessor the Warringtonfire Assessor will recommend re-certification to the Warringtonfire Manager of the certified candidate.

Page 11 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
---------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification



Should the Warringtonfire Assessor have concerns with the result of the re-certification process he may recommend reduction in the candidate's scope of certification or may recommend that certification be suspended or withdrawn

- 4.4.9 The assessor shall ensure that during the re-certification process that the re-assessment be conducted in an impartial manner and be based on evidence submitted and the candidate's demonstrable competence during the witnessed site visit.

5. SCHEME REGULATIONS

- 5.1 The technical requirements of the certification scheme are given in Appendix 1 of this document.
- 5.2 All FRACS related activities, including interviews, examinations, shall be conducted in adequate premises. i.e. Warringtonfire 's offices. This will ensure security, consistency and impartiality to all applicants.
- 5.3 All documentation provided by the applicant will be securely held electronically. All electronic documentation is held on a secure server with controlled access.
- 5.4 Certified fire risk assessors shall have the right to use the Warringtonfire fire risk assessor mark (the mark) as given in this document. Any promotional material using the mark shall be first submitted to Warringtonfire for approval. If Warringtonfire considers the wording or illustration to be misleading in any way, the certified fire risk assessor shall amend the material to the satisfaction of Warringtonfire Testing and Certification Limited. The certified fire risk assessor's right to use the mark is not transferable without the written permission of Warringtonfire Testing and Certification Limited.
- 5.5 Warringtonfire may, at its discretion, revoke, amend, refuse to grant, renew or extend certification if a certified fire risk assessor 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 his bona fides. Such a decision and the grounds for it will be communicated to the certified fire risk assessor in writing.
- 5.6 A certified fire risk assessor may terminate his certification upon written notification to Warringtonfire Testing and Certification Limited. Such termination may either take immediate effect or it may be agreed to take effect at the next anniversary of the certification date. Upon termination by the certified fire risk assessor or by Warringtonfire in accordance with these requirements, the fire risk assessor shall forthwith discontinue the use of both mark and all claims of certification under the 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.

Page 12 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
---------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

5.7 Certification against the scheme's technical requirements shall be re-assessed on a 4 yearly basis and certificates issued to certified fire risk assessors shall have a validity of 4 years (see 4.4).

5.8 The Warringtonfire fee structure is available on request. Failure to pay fees within the specified time shall render a certified fire risk assessor liable to their certification being revoked.

5.9 Warringtonfire will investigate any reasonable complaint against a certified fire risk assessor (received from a 3rd party) concerning the certified fire risk assessor's performance in respect of the technical requirements. Warringtonfire will, at its discretion, notify the certified fire risk assessor of such complaints in order that corrective actions can be agreed and implemented.



5.10 The certified risk assessor shall inform Warringtonfire, without delay, of matters that could affect the capability of the certified person to continue to fulfil their certification requirements.

6. COMPLAINTS AND APPEALS

Warringtonfire is committed to timely resolution of all complaints/appeals received relating to its certification activities. It is the responsibility of all members of staff to make management aware of instances of a complaint by a client or other parties.

Warringtonfire Testing and Certification Limited's full complaints and appeals procedure can be found at <https://www.warringtonfire.com/content/terms/EWC-QU-PD-022-v2.pdf>

Page 13 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
---------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

APPENDIX 1

TECHNICAL REQUIREMENTS FOR COMPETENCY ASSESSMENT

1. Submitted documentation

The CV should be fire risk specific and contain relevant details and dates of

- Current employment
- Previous employment
- Other experience relating to Fire Risk Assessment
- Qualifications obtained
- Training courses attended
- Published papers
- Membership of professional bodies
- Details of Professional Indemnity Insurance (If applicable)

The CV should also include a detailed description of the applicant's current work relating to Fire Risk Assessment and any special areas of interest.

The assessment is performance-based and the CV is assessed to establish a baseline indicator of a candidate's experience and qualifications. This information will not form part of the official assessment procedures, however a candidate will be expected to show continued professional development from this baseline indicator in subsequent CV submissions.

2. Photocopied/scanned evidence required

Candidates shall submit scanned or photocopied evidence of any certification highlighted within the CV. e.g. certificates of attendance, qualification certificates and relevant degree certificates.



3. Details of Fire Risk Assessment submissions

Candidates shall submit 2 complete Fire risk assessments. They should be for a variety of buildings with at least two different types of building (e.g. office or a shop, sleeping accommodation and a theatre plus another from any category). The risk assessments should be on buildings of sufficient complexity as to demonstrate an assessor's ability, any report that is deemed to be on a very simple building or a building that has little or no compliance issues will be rejected.

NB

1) All reports must be dated. For data protection and anonymity reasons all company logos, and contact details should be removed from the submitted reports. All identification details of the owner of the report should also be removed, but should be supplied on a separate contact sheet clearly indicating which report they are for.

Page 14 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
---------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

2) All owners of the original reports must have given permission for them to be used for assessment and have given permission for Warringtonfire to contact them for verification purposes.

All submitted documentation will be stored and accessed under strict confidentiality rules, however if you have sensitivity issues with any of the reports you wish to submit please contact the scheme administrator for advice.

Contact with the owner of the reports may be made to confirm that applicant is the originator of the work in question. At no time will the content of the report be discussed.

Candidates will be given full written feedback on the content of the submitted reports and a record of our findings will be kept on file. Warringtonfire shall not make contact with the original owner of any submitted report to discuss deficiencies noted during assessment. It will be the responsibility of the candidate to notify his/her client regarding rectification of any deficiencies identified by Warringtonfire.

Warringtonfire shall not disclose to a third party any information gained in the course of assessing candidates or surveillance of the subsequent client's work in respect of the FRACS (Individual) activities without the written consent of the fire risk assessor client to whom Warringtonfire is contracted.

The only exception is that Warringtonfire shall provide UKAS access to such information in order to provide verification that Warringtonfire is continuing to comply with the requirements of EN ISO/IEC 17024:2012 for accreditation purposes.

Where the law requires information to be disclosed by Warringtonfire to a third party, the client Fire Risk Assessor will be informed beforehand.

4. Areas of Competence to be demonstrated at interview



4.1	Assessment Area 1	Examples of Evidence
i	Knowledge of the legislation under which risk assessments are undertaken	Name of the Act Scope of the Act Related Legislation
ii	Fire Safety Guides	Name Guidance Documents Explain their Scope
4.2	Assessment Area 2	Examples of Evidence
i	Identify the Risk of Fire Occurring	Demonstrate a Knowledge of: <ul style="list-style-type: none"> • Sources of Ignition • Sources of Fuel

Rules & Regulations – FRACS (Ind.) Scheme

Issue No: 16 **Issue Date:** 01.03.2019 **Effective Date:** 01.03.2019 **Review Date:** 28.03.2023



Author: Warringtonfire Testing and Certification Limited **Approved:** P. Duggan
Certification Manager **Authorised:** K. Prendergast
Divisional Director, Certification

		<ul style="list-style-type: none"> Proximity/Heat required for Ignition
ii	Appreciate how a fire in different location within a building might develop and affect other parts of the building	<p>Smoke – flow, temperature, heat transfer, density, plume, mushroom</p> <p>Flame – development, temperature, rate of spread upwards, sideways and downwards</p> <p>Fire Dynamics</p>
iii	Determine methods to eliminate or control the risk of fire occurring	Control of sources of ignition and fuel
4.3	Assessment Area 3	Examples of Evidence
i	Apply fire safety standards from guidance documents to existing buildings in respect of the following: Fire Resisting Construction	<p>Fire resistance of elements of construction</p> <p>Wall and Ceiling linings (Inc. multi-layered paint) and floor covering</p> <p>Compartmentation</p> <p>Cavity Barriers</p> <p>Fire Stopping</p>
	Detection and Warning, Lighting, Sign and Notices	<p>Fire Alarms</p> <p>Emergency Lighting</p> <p>Exit Signs</p> <p>Instructional Signs</p> <p>Door Signs</p>
	Escape Routes and Exits	<p>Means of escape (horizontal, vertical, travel distances and exit widths, door fastenings)</p> <p>Roof Exits</p> <p>Mobility Impairment</p>
	Maintenance and Testing	Periods / Procedure / Selection
	Fire Fighting Equipment	<p>Appropriateness</p> <p>Scale of Provision</p> <p>Training</p>
4.4	Assessment Area 4	Examples of Evidence
i	Knowledge of Methods of Risk Assessment and Communication with others	Methods of Risk Assessment based on verbal and written communication

 <small>Proud to be part of </small>	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

ii	Risks to People and Risk Reduction Strategies	The application of strategies for the removal, reduction and protection from risk
ii	Record, Plan, Inform, Instruct and Train	Methods of planning, implementing and recording assessments Advice on appropriate instruction and training
iii	Review of Risk Assessments	Methodology for reviewing both risks and documentation

Page 17 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
---------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

APPENDIX 2

USE OF THE WARRINGTONFIRE FRACS MARK





Certified Fire Risk Assessor no. XXXX

1. The Warringtonfire mark (the mark) may be used by FRACS certified fire risk assessors only. Use of the certification mark will be granted with certification. Authorised users must comply with the scheme regulations and maintain certification of competence. On suspension or removal of authorisation the mark must be removed from all paper work relating to the authorised user.
2. The mark shall only be used in its entirety and without amendment.
3. The mark shall only be used in relation to those services that are within the scope of certification and shall only be used in such a way as to demonstrate individual competence. The mark shall not be used to suggest corporate competence.
4. The mark, when used in association with the National Accreditation Mark (the UKAS mark) as shown below, may be used by fire risk fire risk assessors on their trade literature, on their letterheads and on any of their display or promotional material. The conditions in clause 3 above shall apply.





5. The mark may also be used on vehicles, buildings and flags but NOT in association with the UKAS mark.

Page 18 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
---------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

6. The mark, when used without the National Accreditation Mark (the UKAS mark), shall always be used in conjunction with the fire risk assessor's certification number placed centrally under the mark in the format given above.
7. The mark shall be used at any size considered appropriate for the application and shall only be used to show the fire risk assessor's involvement in fire risk assessment. The relative proportions shall always be retained.
8. 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) can be found in the DTI publication ref URN 98/887 which is available at www.ukas.com.
9. The mark shall be printed in a single colour, the default reference for which is Pantone ref. 2945C. Alternatively the mark shall be produced in black.
10. A fire risk assessor shall submit his/her proposals for use of the mark to Warringtonfire for approval.
11. A fire risk assessor shall, at the request of Warringtonfire cease to use the mark if Warringtonfire deems the application inappropriate.
12. The mark shall not be used on any product or used in any manner to imply product approval or certification.
13. A fire risk assessor, shall, upon suspension of certification, immediately discontinue the issue of documents that display the mark or contain reference to Warringtonfire Testing and Certification Limited, certification.
14. A fire risk assessor 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.
15. Warringtonfire certificates issued within the scope of UKAS accreditation will carry a combined Warringtonfire and National Accreditation Mark (the UKAS mark).
16. Failure to comply with these requirements for the mark may result in withdrawal of certification and legal action under appropriate legislation.
17. 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



Page 19 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
---------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

within the United Kingdom and in the Isle of Man without indicating that it is a certification mark.

18. Warringtonfire may, at its discretion, revoke, amend, refuse to grant, renew or extend certification if a certified fire risk assessor 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 his bona fides. Such a decision and the grounds for it will be communicated to the certified fire risk assessor in writing.

Page 20 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
---------------	---

 Proud to be part of 	Quality	EWC-QU-RR-001	
Rules & Regulations – FRACS (Ind.) Scheme			
Issue No: 16	Issue Date: 01.03.2019	Effective Date: 01.03.2019	Review Date: 28.03.2023
Author: Warringtonfire Testing and Certification Limited	Approved: P. Duggan Certification Manager		Authorised: K. Prendergast Divisional Director, Certification

APPENDIX 3

REFERENCED DOCUMENTATION

The Regulatory Reform (Fire Safety) Order

<http://www.opsi.gov.uk/si/si2005/20051541.htm>

The Fire Safety (Scotland) Regulations 2006

http://www.opsi.gov.uk/legislation/scotland/ssi2006/ssi_20060456_en.pdf scottish 2006

The Fire (Scotland) Act 2005

http://www.opsi.gov.uk/legislation/scotland/acts2005/asp_20050005_en_1

The Fire Safety Regulations (Northern Ireland) 2010

<http://www.legislation.gov.uk/nisr/2010/325/contents/made>

Page 21 of 21	This document is the exclusive property of Warringtonfire Testing and Certification Limited. It shall not be reproduced, in part or as a whole, other than by authorised Company personnel. The current controlled copy of the master document is that held and viewable by means of the Company QMS or company website. Electronic or paper copies may be considered valid if the issue number matches that shown on the current controlled copy of the master document.
---------------	---