

		<b>Quality</b>		<b>EWC-QU-RR-002</b>	
<b>Rules &amp; Regulations – FRACS (Co.) Scheme</b>					
<b>Issue No: 10</b>		<b>Original Issue Date: 21/11/2013</b>		<b>Revised Date: 08/03/2022</b>	
<b>Review Date: 07/03/2026</b>		<b>Author: Warringtonfire Testing and Certification Limited</b>		<b>Approved: P. Duggan Certification Manager</b>	
				<b>Authorised: L. Hill Divisional Director, Certification</b>	



# Rules and Regulations

## FRACS (Company) Scheme

Requirements developed in accordance with the requirements of  
ISO/IEC 17065:2012 for Companies offering  
Fire Risk Assessment Services

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## Rules & Regulations – FRACS (Co.) Scheme

Issue No: 10

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Author: Warringtonfire Testing and Certification Limited

Approved: P. Duggan  
Certification Manager

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Divisional Director, Certification

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### 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 Testing and Certification Limited 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 Revised pages shall be inserted in place of existing pages or between existing pages and superseded pages shall be discarded.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, and issued to the FRACS Company Scheme certificate holders as a 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.

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### AMENDMENT PAGE

To ensure that each controlled copy of the FRACS Company 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.

Amendment			Discard		Insert	
No	Date	*Sections Changed	Page(s)	Issue no	Page(s)	Issue no
1	21 <sup>st</sup> November 2013	6.21 Removed statement about informing EWC of dangerous non-compliance and duty of care. The duty has no transferability.	18	Issue 1	18	Issue 2
2	21 <sup>st</sup> November 2013	4.5.4 Addition of statement regarding competence non-conformance	12	Issue 1	12	Issue 2
3	3 <sup>rd</sup> June 2014	Front page layout to include EWC logo	1	Issue 2	1	Issue 3
4	3 <sup>rd</sup> June 2014	4.1.1 – Updated email address and telephone numbers for applications	8	Issue 2	8	Issue 3
5	3 <sup>rd</sup> June 2014	4.3.2 – Removed information on contracts in hand as not applicable	11	Issue 2		Issue 3
6	3 <sup>rd</sup> June 2014	4.6 – Removed contract in hand information as not applicable	12	Issue 2		Issue 3
7	3 <sup>rd</sup> June 2014	4.7 – Removed certificate of completion information as not applicable	12	Issue 2		Issue 3
8	3 <sup>rd</sup> June 2014	6.4 – Removed as contract in hand information is not applicable	14	Issue 2		Issue 3

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9	3rd June 2014	6.5 – Removed as certificate of completion information is not applicable	14	Issue 2		Issue 3
10	20 <sup>th</sup> April 2015	2.5 – Inserted and extra line to this clause, in regard to company tracker sheet	5	Issue 3	5	Issue 4
11	20 <sup>th</sup> April 2015	4.3.1 – Additional information has been added to this section	11	Issue 3	11	Issue 4
12	30 <sup>th</sup> October 2015	Editorial changes and formatting	All	Issue 4	All	Issue 5
13	10 <sup>th</sup> August 2016	Name change from EWC to Exova (UK) Limited trading as Warrington Certification	All	Issue 5	All	Issue 6
14	10 <sup>th</sup> August 2016	Text added re. updates to docs/approval/authorisations	3	Issue 5	3	Issue 6
15	1 <sup>st</sup> March 2019	Name Change to Warringtonfire Testing and Certification Limited.	All	Issue 6	All	Issue 7
16	15.10.2019	4.1.5 – removed statement that personal certification manager will contact company and added statement that application will be acknowledged.	9	Issue 7	9	Issue 8
17	15.10.2019	4.5.2 – Updated to latest version of the standard	12	Issue 7	12	Issue 8
18	15.10.2019	4.6.1 – Amended validity of certificates from 5 years to 4 years	13	Issue 7	13	Issue 8
19	05.10.2020	Amendment to the requirement wording on front page as advised by Chris Hughes during a technical review	1	Issue 8	1	Issue 8
20	05.10.2020	Reference to the Liaison panel revised	3 & 7	Issue 8	3 & 7	Issue 8
21	08/03/2022	4.8 removal of the reference to minor NCR's	13	Issue 9	13	Issue 10
22	08/03/2022	4.2.1 Indicated who may/will be present at the technical interview	10	Issue 9	10	Issue 10
23	08/03/2022	New Head Office Address	All	Issue 9	All	Issue 10

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24	08/03/2022	Addition Appendix 1 for the Technical requirements for Competency Assessment -	-	Issue 9	18 - 21	Issue 10
25	08/03/2022	Previous Appendix 1 renamed as appendix 2 and previous appendix 2 renamed as appendix 3	All	Issue 9	All	Issue 10
26	08/03/2022	Update of Logos	All	Issue 9	22	Issue 10

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### INTRODUCTION

1.1. These requirements relate to the FRACS (Company) scheme of independent assessment and certification of companies offering fire risk assessment services and they form part of any and all agreements entered into with any party for the purposes of the scheme.

1.2. This scheme does not preclude companies from offering other services in addition to those described herein.

1.3. 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)
- The Fire Safety Regulations (Northern Ireland) 2010

The scheme is operated and controlled under the name of FRACS (Company) by Warringtonfire Testing and Certification Limited, the authority under which certification against the scheme requirements is awarded.

1.4. All bona fide companies involved in the provision of fire risk assessment services may apply for certification against the scheme's requirements.

1.5. The main features of the scheme are:

- All companies shall employ risk assessor personnel of proven competence (as verified via the competence assessment process detailed herein).
- Senior management, supervisory, or other company staff members involved in peer review of fire risk assessment reports (Lead Assessors) produced by risk assessors employed by the company, shall have as a minimum equal proven competence in fire risk assessment activities to those whose work they are reviewing. The competence of Lead Assessor activities for the company shall be subject to competence assessment as verified via the competence assessment process detailed herein.

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- Administration staff employed by the company, who are involved in administration duties and client liaison, shall have received adequate in-house training (as a minimum) in the appreciation of fire risk assessment activities undertaken by the company, in order for them to carry out unsupervised administration duties related to fire risk assessment assignments. All applicant companies must demonstrate the awareness training undertaken by administration staff and show how competences are verified by the company management.
  - On-going surveillance of certificated scope assessment work at a level to be determined by Warringtonfire relevant to the company's activity levels as recorded on the company's own tracking sheet.
  - Initial audit of office based routines/procedures/systems, followed by annual surveillance visits of office systems
- 1.6. Having demonstrated compliance to these scheme requirements, companies will be awarded certification and added to the FRACS (Company) Register of companies offering fire risk assessment services.
- 1.7. Liaison between FRACS (Company) and the industry will be supported through a Warringtonfire Liaison Panel. The general terms of reference of this group will be:
- To review and update the scheme in line with any major changes in the industry or supporting regulations.
- 1.8. The FRACS (Company) fee structure for this scheme is available on request.
- 1.9. The version of these requirements used by the company shall be the version current at the time. All certificated companies shall be advised by Warringtonfire in writing of any amendments and the applicable dates.



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### 3. DEFINITIONS

- 3.1. The Scheme – the FRACS (Company) scheme covering the certification of companies who offer fire risk assessment services.
- 3.2. Applicant – the organisation (company, partnership, etc) that is seeking certification within the scheme.
- 3.3. Company – the organisation (company, partnership, etc) who is responsible for the production and delivery of fire risk assessments. Companies shall take responsibility for all aspects of the fire risk assessment services carried out.
- 3.4. Fire Risk Assessment services – include Regulatory Reform (Fire Safety) Order 2005, The Fire safety (Scotland) Regulations 2006 and The Fire (Scotland) Act 2005 (sections 53-59). See Appendix 3 for details.
- 3.5. Competency Assessment – Evaluation by Warringtonfire of the skills, knowledge and experience of individuals employed by the company based on an examination and/or interview and inspection of the quality of work (produced by the individuals employed by the applicant company under assessment) demonstrated on site and historically.
- 3.6. Senior Manager / senior partner / Lead Assessor – a directly employed person who is responsible for the day-to-day control and management of the applicant/certificated company. This individual will be the named signatory for peer review and final acceptance sign off fire risk assessments produced by company employees/subcontractors. This individual will have been identified by the company as having competence in fire risk assessment to enable them to fulfil this supervisory role.
- 3.7. Directly employed Fire Risk Assessor (Competent Person) – A competent person who is directly employed by the company and who has demonstrated an ability to apply knowledge and/or skills and, where relevant, demonstrated personal attributes, as defined in the FRACS (Company) certification scheme.
- 3.8. Subcontract Fire Risk Assessors Staff (Competent Person) – A competent person who is employed on a subcontract basis by the company and who has demonstrated an ability to apply knowledge and/or skills and, where relevant, demonstrated personal attributes, as defined in the FRACS certification scheme.
- 3.9. Authorised Signatory/Lead Assessor – is someone who takes ultimate responsibility for the delivery of the final fire risk assessment report.

## Rules & Regulations – FRACS (Co.) Scheme

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### 4. Scheme Technical Requirements

#### 4.1 Application Process

4.1.1 An applicant company wishing to be assessed against the scheme requirements shall apply on the application form and send the completed form to Warringtonfire Testing and Certification Limited via email to [FRACS@warringtonfire.com](mailto:FRACS@warringtonfire.com)

4.1.2 The company shall submit documentary evidence to support the application made for each employee and the senior manager/lead assessors in order to satisfy Warringtonfire that they are competent. This will include:

- 2 risk assessments completed by the Lead Assessor
- 2 risk assessments completed by each of the employee Risk Assessors
- A copy of the company's quality policy and/or a copy of the company's certificate of Quality Management Systems certification (where held) shall be submitted.

4.1.3 The FRA documentation submitted for the lead assessor and each employed fire risk assessor shall provide evidence of the following:

- The manager/employee's ability to identify hazards
- The manager/employee's ability to identify people at risk
- The manager/employee'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

4.1.4 Confirmation that the owners of the risk assessment reports (submitted as portfolio evidence by the manager of the company in support of their own and their employees 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 Warringtonfire .

4.1.5 After the application and documentation has been reviewed the company will be contacted by Warringtonfire and advised that the application form has been received, and informed if any further information is required. They will be advised that a quotation will follow.

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### 4.2 Company Assessment Process

4.2.1 The lead assessor and company employees shall be required to undergo a competency assessment. This 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

appropriate to their level of responsibility and scope of activities.

The competency assessment for the lead assessor and each company employee shall comprise:

- o Stage 1: Review of a selection of the submitted documentation in support of competence assessment.
- o Stage 2: If Stage 1 is satisfactory:
  - a technical interview (lead assessor) and/or examination (employee assessor) for each of the employees for whom application has been made. The technical interview will include a demonstration of the individual's skills via a written desk top exercise and/or examination. The technical interview will be attended by the FRACS Examiner and an Invigilator, and may also be attended by a third party for quality and training purposes.
  - An audit of the company's quality management systems taking particular note of contract review and approval processes, document control, training and Continued Professional Development records, customer complaint and preventive action procedures, internal audit and management reviews.

4.2.2 If, after a review of the submitted documentation (Stage 1), Warringtonfire considers that certain aspect of the submitted evidence do not meet the necessary technical requirements of the scheme, the lead assessor/manager shall be informed prior to arranging stage 2. The company will have the right to submit alternative evidence to meet the scheme requirements prior to the stage 2 assessment, if they so wish, but may also decline at this stage and participate in suitable corrective actions before progressing. The company has the right to re-submit for certification at a later date.

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### 4.3 Lead Assessor Competence Assessment

4.3.1 Assessment will be based on each individual's operational involvement, however those involved in the fire risk assessment process are required to pass a three stage assessment as a minimum requirement.

- a) Professional review of 2 x Fire Risk Assessments and supporting data.
- b) FRACS two stage examination: consisting of a table top exercise and technical interview
- c) Company Office Audit of Lead Assessors responsibilities using samples of evidence available in the company (records of previous jobs) paying particular attention to the manager's involvement in contract review of enquiries, set up of fire risk assessment assignments, assigning individual fire risk assessors to particular jobs and the peer review of resulting fire risk assessment reports.

### 4.4 Fire Risk Assessor's competence assessment

4.4.1 Assessment will be based on each individual's operational involvement, however they are required to pass a three stage assessment as a minimum requirement.

- a) A professional review of the risk assessor's pre reviewed work.
- b) A table top exercise.
- c) A written examination

4.4.2 A random selection of fire risk assessors, at a volume to be determined by Warringtonfire, will be the subject of 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 to Warringtonfire review after it has been processed by the company.

Those 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 witness visits may result in further witness site inspections being undertaken with other fire risk assessors employed by the company.

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### 4.5 Office Systems Audit

- 4.5.1 The company's business management systems (Quality Management Systems) shall be subject to audit by Warringtonfire in order to establish that the QMS is appropriate to the business activities undertaken by the company (Fire Risk Assessment) and that it is fully implemented and well maintained.
- 4.5.2 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: 2015 and the scope of this certification includes the fire risk assessment activity shall be deemed to satisfy this scheme requirement.
- 4.5.3 Where applicant companies do not hold such third party certification for their business systems these shall be subject to audit by Warringtonfire. The audit shall include (but not be restricted to) the following scope:
- Review of quality manual and quality policy
  - Review of document control
  - Review of enquiry, quotation and contract review activities
  - Review of process control activities
  - Review of staff training and competence records including continued professional development activities (including all subcontract fire risk assessors)
  - Review of responsibility and authority confirmation for company staff (and any sub contractors)
  - Review of subcontract 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
  - Review of customer complaints and corrective actions
  - Review of record maintenance
- 4.5.4 Where non-compliance reports are raised during a site witness inspection and a revisit is required to verify acceptable corrective action has been taken, such visits shall be charged at the prevailing rate.
- 4.5.5 The results of the assessment activities shall be reviewed by the Manager of Warringtonfire who will make the certification decision.
- 4.5.6 Subject to satisfactory audit of the management and fire risk assessor staff and the business systems and procedures and witness inspections on site, (including competence assessment) FRACS (Company) certification will be awarded. The certificated company will then be allowed to use the FRACS (Company) mark as described in Appendix 2.

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4.5.7 No claims in respect of FRACS certification, or an application thereto, shall be made by the company until such time as certification is awarded. Any company found to be making such claims will have their application terminated.

### 4.6 On-going surveillance of fire risk assessment work

4.6.1 After certification has been awarded to a company on-going surveillance of fire risk assessment work will be carried out by way of on site witness visits for the risk assessors and lead assessors. All individuals listed as assessors and lead assessors under the certified company will be subject to witness visit within the 4 year certification period. All on-going surveillance will be monitored and updated on the certified company's tracker sheet.

A competent Warringtonfire auditor will also complete an annual office audit (see point 4.5.3).

### 4.7 Audits (Inspections) of Company's Office

4.7.1 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 Warringtonfire. These inspections will comprise an inspection of the office procedures described in 4.5.3.

4.7.2 The FRACS certificated company's maintenance of certification is dependant upon the company continuing to employ competent lead assessors and fire risk assessors. During each annual office audit, the Warringtonfire representative shall check the company's list of employees and subcontractors with those recorded in the FRACS Database to ensure that the company continues to comply with this requirement. Warringtonfire reserve the right to reduce a company's scope of certification (or suspend certification) pending the appointment and competence assessment of suitably competent employees or sub contractors.

### 4.8 Non-Compliances

4.8.2 Non-compliances identified during the annual inspection may, at the discretion of Warringtonfire, require a 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. These revisit inspections to close out non-compliances shall be charged at the prevailing rate (including travelling costs and time taken to address the follow-up).

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- 4.8.3 Any competence non-compliance issues shall be discussed by Warringtonfire with the applicant company and a time frame for remedial action and reassessment shall be agreed. Employees who have not been able to demonstrate competence shall not be deemed by the certificated company as being eligible to work under their FRACS company scheme certification. Any work complete by those individuals who have not provided sufficient evidence of competence shall not be included in certification activities of the company. All work completed by individuals who have not demonstrated full competence shall be clearly identified as not be included under certification to their client/s. This should take the form of a written notification in the contract quotation and all reports generated by the individual/s should not include the FRACS logo. Any certificated company who misleads a client through false advertising or through failure to notify clients of the status of the assessor shall be suspended from scheme immediately.

### Application for Certification

An application for certification shall be made on the application form and emailed to [FRACS@warringtonfire.com](mailto:FRACS@warringtonfire.com). A quote will be sent and on receipt of a purchase order the assessment will progress.

Further information is available from:

FRACS  
Warrington Certification  
Holmesfield Rd  
Warrington  
WA1 2DS

Tel: 01925 646 609

Email: [FRACS@warringtonfire.com](mailto:FRACS@warringtonfire.com)

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### 5. Scheme Regulations

- 5.1 The technical requirements of the scheme are given in section 4 of this document.
- 5.2 Companies shall nominate a contact representative and, if appropriate, one or more deputies, authorised to act in the main nominee's absence, who shall be responsible for all matters relating to their FRACS (Company) certification and via whom all communications between Warringtonfire and the company shall be directed.
- 5.3 Applicants shall be responsible for allowing Warringtonfire free access to offices and sites during normal working hours for the purposes of conducting initial, surveillance and annual inspections and for providing information and facilities as may reasonably be required by Warringtonfire .
- 5.4 Certificated companies may use subcontract staff provided that the subcontract staff have been competency assessed by Warringtonfire or another accredited certification body and that the certificated fire risk assessor/s has established subcontract agreements with them.
- 5.5 Certificated companies shall be permitted to use the FRACS (Company) mark in accordance with the requirements given in Appendix 2 of 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 certificated company shall amend the material to the satisfaction of Warringtonfire . The certificated company's right to use the mark is not transferable.
- 5.6 A certificated company shall not undertake any life safety fire risk assessments outside these scheme requirements, either at its own discretion or in accordance with the wish of a third party. If the certificated company is instructed to deviate from scheme requirements, they shall raise a disclaimer for the items of work affected and shall forward copies of this disclaimer to the client and Warringtonfire.
- 5.7 A certificated company shall conduct their business in "good faith" and in accordance with the requirements of FRACS (Company) Scheme for completing life safety fire risk assessments as described in this document and any future revisions of it.
- 5.8 A certificated company may terminate its certification upon written notification to Warringtonfire. A minimum of three months notice of termination shall be given. Upon termination by the certificated company or by Warringtonfire in accordance with these requirements, the company shall forthwith discontinue the use of both the FRACS (Company) 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. During the period of notice of termination the company shall continue to comply fully with the scheme requirements.



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- 5.9 Warringtonfire 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.
- 5.10 FRACS (Company) certification shall be re-assessed on an annual ongoing basis with certificates valid for 4 years from date of issue.
- 5.11 The FRACS (Company) fee structure for this scheme is available on request. Failure to pay fees within the specified time shall render a certificated company liable to certification being revoked.
- 5.12 Warringtonfire will investigate any complaint against a certificated company received from a third party concerning the certificated company's performance in respect of the scheme requirements. Warringtonfire will, at its discretion, notify the certificated company of such complaints in order that corrective actions can be agreed and implemented.

### 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/certification-services> and downloaded.

### 7 Confidentiality

- 7.1 Warringtonfire will not disclose to any third party any information about a company or its 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 considered to be in the public domain and available on request to any interested party.
- 7.2 A certificated company shall indemnify Warringtonfire against any financial losses that Warringtonfire may incur as a result of the certificated company's failure to comply with these scheme requirements. Warringtonfire 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 Warringtonfire to be reasonable in respect of its potential liabilities bearing in mind those prevailing within the certification industry in general.

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Approved: P. Duggan  
Certification Manager

Authorised: L. Hill  
Divisional Director, Certification

- 7.3 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.
- 7.4 Certificated companies shall comply with the scheme requirements currently in force. These requirements may from time to time be amended at the discretion of Warringtonfire. Such amendments will be notified in writing to the certificated company with dates for implementation of the revisions.
- 7.5 It must be clearly understood that a FRACS (Company) Certificated Company has a **Duty of Care** to bring to the attention of any client, principle company, 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.

### 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.

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### 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 and also a copy of the unredacted report needs to be submitted.

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 (Company) 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 17065:2012 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.

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### 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"> <li>Sources of Ignition</li> <li>Sources of Fuel</li> <li>Proximity/Heat required for Ignition</li> </ul>
ii	Appreciate how a fire in different location within a building might develop and affect other parts of the building	Smoke – flow, temperature, heat transfer, density, plume, mushroom Flame – development, temperature, rate of spread upwards, sideways and downwards Fire Dynamics
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	Fire resistance of elements of construction Wall and Ceiling linings (Inc. multi-layered paint) and floor covering Compartmentation Cavity Barriers Fire Stopping
ii	Detection and Warning, Lighting, Sign and Notices	Fire Alarms Emergency Lighting Exit Signs Instructional Signs Door Signs
iii	Escape Routes and Exits	Means of escape (horizontal, vertical, travel distances and exit widths, door fastenings) Roof Exits Mobility Impairment
iv	Maintenance and Testing	Periods / Procedure / Selection
v	Fire Fighting Equipment	Appropriateness Scale of Provision Training

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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
ii	Knowledge of Methods of Risk Assessment and Communication with others	Methods of Risk Assessment based on verbal and written communication
iii	Risks to People and Risk Reduction Strategies	The application of strategies for the removal, reduction and protection from risk
iv	Record, Plan, Inform, Instruct and Train	Methods of planning, implementing and recording assessments Advice on appropriate instruction and training
v	Review of Risk Assessments	Methodology for reviewing both risks and documentation

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<b>Authorised: L. Hill Divisional Director, Certification</b>					

**APPENDIX 2**

**CONDITIONS FOR THE USE OF THE FRACS CERTIFICATION MARK**



FRACS (Company) Certificated Company XXXX

1. The FRACS (Company) certification mark ('the mark') is a registered certification mark and may be used by certificated companies.
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. 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 type services.
4. The mark, when used in association with the National Accreditation Mark (the UKAS mark) as shown below, may be used by companies on their trade literature, on their letterheads and on any of their display or promotional material. A company shall submit his proposals for use of the mark to Warringtonfire for approval.



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

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7. The mark shall be used at any size considered appropriate for the application and shall only be used to show the company's involvement in fire protection systems. 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](http://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 may be produced in black.
10. The company shall, at the request of Warringtonfire, cease to use the mark if Warringtonfire deem the application inappropriate.
11. A company shall, upon suspension of certification, immediately discontinue the issue of documents that display the mark or contain reference to FRACS (Company) certification.
12. 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.
13. FRACS (Company) certificates issued within the scope of UKAS accreditation will carry a combined FRACS (Company) and National Accreditation Mark (the UKAS mark).
14. 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.
15. Failure to comply with these requirements for the mark may result in withdrawal of certification and legal action under appropriate legislation.

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**CONDITIONS FOR THE USE OF THE FRACS LOGO**



16. 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.
17. Details of the colour and colour gradation of the logo may be obtained on request.
18. A company shall submit his proposals for use of the logo to Warringtonfire for approval.
19. Failure to comply with these requirements for the logo may result in withdrawal of certification and legal action under appropriate legislation.

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**APPENDIX 3**

**FRACS (Company) CERTIFICATION SCHEME**

**MODEL SUBCONTRACT AGREEMENT**

**This model subcontract agreement is intended as a guide only. Both parties must ensure that the final agreement signed by them is amended as necessary to include all their requirements.**

This agreement is made between:

..... (the FRACS (Company) Certificated Company) and

..... (the certificated subcontractor)

On this date .....

The certificated company contracts the certificated subcontractor for the purpose of the completion of life safety fire risk assessments under the FRACS (Company) Scheme.

The subcontractor agrees to comply with all relevant FRACS (Company) requirements, and to ensure that the quality of the life safety fire risk assessment is not compromised by any actions for which s/he is responsible.

The certificated company is contractually responsible for the compliance of the completed life safety fire risk assessment to the specified standard. Inspection of the completed works will be undertaken by the nominated staff manager of the certificated company.



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

This agreement is valid until .....

Signed on behalf of the  
Certificated Company

Signed on behalf of the  
Certificated Subcontractor

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### APPENDIX 4

#### 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](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](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>

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