



# Competency Framework for Fire Safety Regulators

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### 3. Foreword

As Chair of the Protection and Business Safety Committee for the National Fire Chiefs Council I am pleased to introduce the revised Competency Framework for Fire Safety Regulators. As the professional voice of Fire and Rescue Services in the UK, NFCC aims to drive improvement and consistency in service delivery. NFCC also promotes high standards of professionalism within the fire sector. This document assists in delivering these key objectives.

The revised Competency Framework will help to support Enforcing Authorities in this time of change. Reforms are likely to include significant amendments to the regulatory framework following the Grenfell Tower tragedy in June 2017 and subsequent publication of the Independent Review of Building Regulations and Fire Safety - *Building a Safer Future*. This report stated that the regulatory system covering high rise and complex buildings was not fit for purpose and called for a more effective regulatory and accountability framework, a stronger and more effective sanctions and enforcement regime, clearer standards and guidance and a stronger voice for residents. The report concluded that addressing these measures would underpin the culture change required to increase responsibility for building safety. Government supported these proposals and published its Implementation Plan in December 2018. Fire Safety Regulators will have a key part to play in this new regulatory landscape.

The revised Competency Framework will assist Enforcing Authorities in demonstrating how they assure the competence of their fire safety staff and their commitment to invest in their people, thereby creating a more competent and professional service, increased consistency of regulation and greater reassurance of the professionalism of Fire Safety Regulators to business and members of the public alike.

## 4. Introduction

- 4.1 The delivery of effective regulation depends on the competency of the professionals who undertake the work. Common regulatory competence standards, underpinned by a robust development process are essential to developing competency contributing to effective regulation.
- 4.2 The Competency Framework for Business Fire Safety Regulators was first published in 2013. It was produced to provide a common approach to achieving and maintaining the competency of Fire Safety Regulators. It provided an opportunity for Enforcing Authorities to demonstrate a commitment to achieving a professional, competent workforce to provide a more consistent standard of regulation. This was to support business by providing quality regulation and advice and reassurance that fire safety regulators were suitably qualified and competent to undertake their role.
- 4.3 Following the Grenfell Tower tragedy on 14<sup>th</sup> June 2017, Dame Judith Hackitt carried out an Independent Review of Building Regulations and Fire Safety.<sup>1</sup> The independent review highlighted that the regulatory system for high-rise and complex buildings was not fit for purpose and made 53 recommendations to drive culture change and the right behaviours within the construction and fire sector. Dame Judith highlighted competency as a corner stone to this change. In December 2018 the Government published its plan for implementing Dame Judith's recommendations. All 53 recommendations including those on competency were adopted by Government.
- 4.4 It is against this backdrop and that the original Competency Framework required review that the document has been revised. It takes into consideration Dame Judith's comments on competency and includes benchmark standards for Fire Safety Regulators regulating Higher Risk Residential Buildings (HRRBs) under the proposed legislative framework.
- 4.5 Within the revised Framework HRRBs have been included within the broader definition of Higher Risk Premises. This provides a sector view on what premises currently constitute high risk. This should be supplemented by the utilisation of the risk/complexity model to ascertain the level of competence required by Fire Safety Regulators to undertake work in these premises.
- 4.6 Comment was also made by Dame Judith on Fire Safety Regulator resources stating *'Fire and rescue services should ensure that they have sufficient capacity through suitably qualified Fire Safety Officers to effectively implement*

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<sup>1</sup> *Building a Safer Future - Independent Review of Building Regulations and Fire Safety, May 2018*

*Integrated Risk Management Plans, Risk Based Inspection Programmes and discharge their statutory fire safety duties'<sup>2</sup>*

- 4.7 Fire Safety Regulators should take into consideration the fire safety regulation statutory requirements for their unique built environment and ensure that sufficient competent Fire Safety Regulators are available to meet programmed and reactive demand currently and in the future. This is also an issue which has been highlighted by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) during their recent inspections of Fire and Rescue Services.

## 5. Key Changes to the Framework

- All Fire Safety Regulators who are responsible for the regulation of higher risk premises (HRPs) to be independently assessed by and registered with a professional body.
- Competence of Fire Safety Engineers and Fire Engineering Design Technicians is addressed.
- Enforcing Authorities to ensure that there are sufficient competent Fire Safety Regulators available outside of core hours to undertake enforcement activities.
- All Fire Safety Regulators to have access to the services of a competent Fire Safety Engineer where necessary.
- All Fire Safety Regulators who undertook training prior to the original Competency Framework being published in 2013 to undergo recognised prior learning assessment to ensure equivalence with current competency standards.
- All Fire Safety Regulators to adhere to a specified code of ethics which are encapsulated in the behaviours required to demonstrate competency.
- All Enforcing Authority managers responsible for the development of Fire Safety Regulators, quality assurance and oversight of technical fire safety work should be fire safety competent.

## 6. Adoption of the Framework

- 6.1 The Competency Framework for Fire Safety Regulators (Competency Framework) will be submitted to the Fire Standards Board to be adopted as a Fire Standard for all FRS in England in due course. Once adopted as a Fire Standard HMICFRS will measure FRS in England against this Competency Framework for competency of their Fire Safety Regulators.

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<sup>2</sup> page 137, Appendix E, *Building a Safer Future - Independent Review of Building Regulations and Fire Safety*, May 2018

- 6.2 The Competency Framework may also be adopted by Enforcing Authorities in the devolved administrations, the Crown Premises Fire Safety Inspectorate and Defence Fire Safety Regulators as a matter of best practice.
- 6.3 It is acknowledged that the Competency Framework recommendations may take time for Enforcing Authorities to implement. Enforcing Authorities should (as a priority) determine and record their adoption of the framework and develop an implementation plan.

## 7. Scope of the Framework

- 7.1 This Competency Framework has been developed for fire and rescue services in England. It provides a framework for the development, maintenance and demonstration of competence of staff who regulate fire safety standards in all premises to which the Regulatory Reform (Fire Safety) Order 2005 (FSO) applies, including Higher Risk Residential Buildings (HRRBs). The Competency Framework will however, be equally applicable in the devolved administrations as appropriate.
- 7.2 This Framework may also be applicable to other organisations that employ Fire Safety Regulators.

## 8. Objectives of the Framework

- 8.1 The objective of this document is to provide a clear framework for Enforcing Authorities to follow to achieve, maintain and demonstrate appropriate standards of competency within their workforce. This will ensure that they can effectively implement Integrated Risk Management Plans (IRMP), Risk Based Inspection Programmes (RBIP) and discharge their statutory fire safety enforcement duties in relation to:
- (i) inspection and audit;
  - (ii) statutory consultations;
  - (iii) undertaking enforcement action as appropriate; and
  - (iv) carrying out activities associated with Higher Risk Premises (HRRBs) including HRRBs.

This document also provides a Competency Framework for non-fire safety specialist staff undertaking fire safety checks.

## 9. Benefits of the Framework

### 9.1 For the individual:

- Enables individuals and their line managers to identify gaps in knowledge, skills and behaviours. Learning and development needs for current and future roles can therefore be prioritised.
- Assists in meeting the individual's key objectives by providing supporting evidence of how the individual performed.
- Provides greater opportunities to improve professional and personal standing.
- Supports the selection of people with the right skills and behaviours for the role.
- Improved professional and career development planning.
- Makes a significant contribution to continuous personal improvement.
- Ensures that Fire Safety Regulators have the skills, knowledge, understanding and other attributes necessary to be competent.

### 9.2 For the organisation:

- Promotes quality and consistency in fire safety regulation practices throughout England.
- Reduces organisational risk to Enforcing Authorities by ensuring the most up to date advice and information is given to business to enable them to meet their statutory duties.
- Allows Enforcing Authorities to achieve, maintain and demonstrate appropriate standards of competency within their workforce to support organisational and individual effectiveness and performance.
- The Enforcing Authority can understand the competency of their staff, can deploy them effectively and can succession plan for workloads defined in their IRMPs.
- Helps to better plan responses to changing and emerging environmental needs and to improve workforce alignment around them.
- Presents a common format, which is simple to understand and provides a consistent language across organisations.
- Provides the basis for measurable and standardised people management processes which enhances the employee experience.
- Provides a foundation for developing staff with responsibilities for fire safety regulation.
- Promotes effective compliance with fire safety legislation within the built environment.

### 9.3 For Business:

- Promotes quality and consistency in regulatory fire safety practices
- Provides assurance that regulators are competent to perform their role.
- Supports businesses to thrive and grow through surety on appropriate compliance standards.

# 10. Definitions

## **Audit**

The collection and assessment of independent information on the efficiency, effectiveness and reliability of fire safety critical features and fire safety management, maintenance and monitoring arrangements in premises and determining what corrective action is necessary.

Ordinarily information would be gathered and recorded in accordance with nationally recognised guidance.

## **Competence**

The combination of training, skills, experience, knowledge and behaviours that a person has and their ability to apply them to perform a task safely and effectively.

## **Competencies**

The attributes of an individual, applied personally or collectively as part of a team.

## **Continuous Professional Development (CPD)**

Continuous professional development is the intentional maintenance and development of the knowledge and skills needed to perform in a professional context. It includes the process of tracking and documenting the skills, knowledge and experience that a Fire Safety Regulator gains both formally and informally as they work, beyond any initial training. It is a record of what is experienced, learned and then applied.

## **Enforcing Authority**

Enforcing Authority includes fire and rescue services and/or authorities, the Crown Premises Fire Safety Inspectorate, Defence Fire Safety Regulators and any other organisation that employs Fire Safety Regulators.

## **Fire Safety Engineer**

A fire safety engineer can review all building control consultations including fire engineering submissions and provide guidance to Fire Safety Regulators on fire engineered buildings. They should however, be cognisant of the limits of their competency and request appropriate assistance where necessary (see section 12).

## **Fire Engineering**

Fire Engineering is the application of scientific and engineering principles, rules [codes], and expert judgment, based on an understanding of the phenomena and effects of fire and of the reaction and behaviour of people to fire, to protect people, property and the environment from the destructive effects of fire.

## **Fire Engineering Design Technician**

A Technician can review building control consultations including complex premises submissions and provide guidance to Fire Safety Regulators for complex premises.

They may audit buildings based upon fire engineering principles however, should be cognisant of the scope of their competency (see section 12) and request appropriate assistance where necessary.

### **Fire Safety Advisor**

A Fire Safety Advisor can undertake audits in simple premises, offer advice and educate those responsible for fire safety in regulated premises. They are not qualified to take formal enforcement action for a breach of fire safety legislation. Only persons authorised in writing should undertake fire safety audits. They should be cognisant of the scope of their competency (see section 12) and request appropriate assistance where necessary.

### **Fire Safety Checks**

Undertaken by suitably trained authorised personnel including operational station based staff, advocates and support staff in simple premises where the more technical aspects of fire safety standards will not apply. Fire safety checks may include an evaluation of means of escape, means of giving warning and control of ignition sources and fuel loads in simple premises. Whilst a fire safety check may include checking whether a fire risk assessment has been undertaken, it should not include commenting on the content of any assessment. Details of the risk assessment should be passed to a Fire Safety Regulator for further consideration where appropriate. They should be cognisant of the limits of their competency and request appropriate assistance where necessary (see section 12).

### **Fire Safety Competent Manager**

Managers who have achieved competency in fire safety at an appropriate level to oversee the development of Fire Safety Regulators and quality assurance and oversight of technical fire safety work.

### **Fire Safety Inspector**

An Inspector can complete audits of all regulated premises including complex premises and HRRBs. They may audit buildings based upon fire engineering principles however, should be cognisant of the scope of their competency (see section 12) and request appropriate assistance where necessary. Inspectors can investigate and report on breaches of fire safety legislation for the commencement of legal prosecutions. They can respond to submissions from building control bodies and advise on fire safety issues, where appropriate, relating to the construction, demolition and/or refurbishment of regulated premises. They are qualified to take formal enforcement action for a breach of fire safety legislation. Only persons authorised in writing should undertake fire safety audits.

### **Fire Safety Regulator**

A competent person who is authorised in writing by an Enforcing Authority or by the Secretary of State to regulate premises under the applicable fire safety legislation for those premises.

### **Fire Standards Board**

Independent Board supported by the National Fire Chiefs Council to create professional standards for fire and rescue services in England and ensure they are nationally coordinated across the sector.

## **Higher Risk Premises (HRPs)**

Includes:

- Premises defined in legislation as Higher Risk/High Rise Residential Buildings
- Care homes of any height
- Hospitals of any height
- Prisons of any height
- Specialised housing of any height. (It is noted that specialised housing spans a broad range of risk and complexity therefore Enforcing Authorities should make reference to the risk / complexity model in appendix 8 to determine the level of competency required by Fire Safety Regulators to undertake audits in the different types of specialised housing.

## **Higher Risk/High Rise Residential Buildings (HRRBs)**

Premises defined in legislation as Higher Risk/High Rise Residential Buildings

## **Initial Professional Development (IPD)**

Initial Professional Development is the intentional workplace development of the knowledge and understanding, development of skills and competence, and the commencement of the application of professional judgement needed to perform in a professional context. It includes the process of tracking and documenting the skills, knowledge and experience that a trainee Fire Safety Regulator gains both formally and informally as they develop competency. All relevant IPD which is experienced, learned and then applied should be recorded which will assist in demonstrating competence at professional review.

## **National Occupational Standards**

National Occupational Standards are statements of the standards of performance individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding.

## **Non-Statutory Action**

Includes the issuing of advice and information, notification of deficiencies / notification of fire safety matters or action plans.

## **Premises Types**

### *Simple Premises*

Small premises with a simple layout such as small shops, offices or industrial units with non-complex means of escape and simultaneous evacuation conforming to a recognised code of practice e.g. Approved Document B or the guidance contained in the documents published by the relevant Government departments to support legislative requirements.

NOTE: Simple premises may range from low to high risk dependent upon the use, management and maintenance of the premises. Appropriately qualified staff should be deployed accordingly.

### Complex Premises

Complex premises are generally those designed and built using more complex design guidance such as BS 9999: 'Fire safety in the design, management and use of buildings – Code of practice'. This allows a more transparent and flexible approach to fire safety design through use of a structured approach to risk-based design where designers can take account of varying physical and human factors.

NOTE: Complex premises may range from low to high risk dependent upon the use, management and maintenance of the premises. Appropriately competent staff should be deployed accordingly.

### Fire Engineered Premises

Premises utilising fire safety engineering principles in whole or part. Some fire engineered premises may be large and complex or contain different uses.

NOTE: Fire engineered premises may be high risk due to fire engineered solutions where an understanding, management and maintenance of the fire safety systems is essential to the safety of the premises. Appropriately competent staff should be deployed accordingly.

### Specialist / Other Premises

Premises with unique characteristics and fire safety challenges including hospitals, heritage, transport infrastructure, prisons, sports stadia, chemical plants, temporary structures, festival sites and premises where explosives or petroleum are stored. These premises may also include fire engineered solutions.

Appendix 8 should be referred to for further guidance on determining premises types using the risk / complexity model and the level of competency required by the Fire Safety Regulator.

## **Professional Body**

A Professional Body is an organisation with individual members practicing a profession or occupation in which the organisation maintains an oversight of the knowledge, skills, conduct and practice of that profession or occupation. For example, The Institution of Fire Engineers is a professional body.

## **Recognised Prior Learning**

Recognition of prior learning (RPL) is the process of recognising previous formal, informal or experiential learning so that the learner avoids having to repeat learning/assessment within a new qualification. RPL is a broad concept and covers a

range of possible approaches and outcomes to the recognition of prior learning (including credit transfer where an awarding organisation has decided to attribute credit to a qualification).<sup>3</sup>

### **Senior Fire Safety Engineer**

A senior fire safety engineer peer reviews the work of fire safety engineer's responses to all building control consultations including fire engineering submissions and guidance given to Fire Safety Regulators on fire engineered buildings. This provides quality assurance of the work undertaken by Fire Safety Engineers.

### **Statutory Enforcement Action**

Includes the issuing of a statutory letter or notice including alteration, enforcement or prohibition notice or a caution under the Regulatory Reform (Fire Safety) Order 2005.

### **United Kingdom Accreditation Service (UKAS)**

UKAS assesses organisations that provide assessment services including certification, testing and inspection against internationally agreed standards. It accredits the organisation when that organisation demonstrates the competence, impartiality and performance capability of an assessing organisation required by the relevant international standard.

## **11. Roles & Requirements for Fire Safety Regulators**

11.1 There are a number of roles which are encapsulated within the definition of Fire Safety Regulator. Development of individuals in some roles can be discrete functions whilst others are reliant upon the progressive development of an individual to achieve competency. The requirements for main roles are outlined below.

<b>Table 1 - Non Fire Safety Specialist Personnel</b>	
Many Enforcing Authorities utilise non fire safety specialist personnel (e.g. operational crews or advocates) to undertake basic fire safety checks of low risk simple premises.	
Role	Non fire safety specialist personnel, after being given

<sup>3</sup> After the QCF: A New Qualifications Framework, Ofqual 2015  
<https://www.gov.uk/government/consultations/after-the-qcf-a-new-qualifications-framework>

	appropriate training, may undertake fire safety checks.
Entry Requirements	None
Knowledge for Competency (minimum)	It is anticipated that appropriate in house training will be provided to ensure competency for staff undertaking fire safety checks. Note: Where non fire safety specialist staff undertake fire safety audits the competency standards required for Fire Safety Advisors are appropriate.
Skills for Competency	As prescribed by the Enforcing Authority
Behaviours for Competency	As described in table 9
IPD/CPD	As prescribed by the Enforcing Authority

<b>Table 2 – Fire Safety Advisor</b>	
A Fire Safety Advisor is an individual who: <ul style="list-style-type: none"> <li>• has been developed in line with the recommendations of this Framework or</li> <li>• has successfully completed the <a href="#">Business Fire Safety Advisor apprenticeship standard</a> and end point assessment.</li> </ul>	
Role	A Fire Safety Advisor can offer advice and educate those responsible for fire safety in low risk simple premises. An Advisor can undertake audits of simple low risk premises but they are not qualified to take formal enforcement action for a breach of fire safety legislation.
Entry Requirements:	None unless specified in the apprenticeship standard or course entry criteria.
Knowledge for Competency (minimum)	Level 3 Certificate in Fire Safety (or equivalent)
Skills for Competency	As defined in table 8, NOS or apprenticeship standard
Behaviours for Competency	As defined in table 9 or apprenticeship standard
IPD/CPD	As defined in paragraphs 17.18-17.23
Membership with the IFE / a professional body	Fire Safety Advisors can demonstrate their professional attitude and commitment to competency through membership with a professional body.
Continuing Progression	Enforcing Authorities may choose to develop their Fire Safety Advisors to include the Level 4 Certificate in Fire Safety. (See also paragraph 11.2)

**Table 3 - Fire Safety Inspector**

<p>An Inspector is an individual who:</p> <ul style="list-style-type: none"> <li>• has been developed in line with the recommendations of this Framework or</li> <li>• has successfully completed the Fire Safety Inspector apprenticeship and end point assessment.</li> </ul>	
Role	<p>A Fire Safety Inspector can complete audits of all regulated premises including complex and high risk premises. They may audit buildings based upon fire engineering principles however, should be cognisant of the scope of their competency and request appropriate assistance where necessary (see section 12). Inspectors can investigate and report on breaches of fire safety legislation for the commencement of legal prosecutions. They can report on submissions from building control bodies and advise on fire safety issues relating to the construction, demolition and/or refurbishment of regulated premises. They are qualified to take formal enforcement action for a breach of fire safety legislation</p>
Entry Requirements:	<p>Has achieved competency as a Fire Safety Advisor or as stated in the appropriate apprenticeship standard or course entry criteria.</p>
Knowledge for Competency (minimum)	<p>Level 4 Diploma in Fire Safety (or equivalent)</p>
Skills for Competency	<p>As defined in table 8, NOS or apprenticeship standard</p>
Behaviours for Competency	<p>As defined in table 9 or apprenticeship standard</p>
IPD/CPD	<p>As described in paragraphs 17.18-17.23</p>
Registration with the IFE/ a professional body	<p>All Fire Safety Inspectors who undertake work on HRPs must (as a minimum) be independently assessed by and registered with a professional body (see paragraph 17.25-17.27 and 20.7 – 20.13) It is recommended that all Fire Safety Inspectors are independently assessed by and registered with a professional body</p>

**Table 4 - Fire Safety Competent Manager**

<p>A Fire Safety Competent Manager is an individual who:</p> <ul style="list-style-type: none"> <li>• has been developed in line with the recommendations of this Framework as a Fire Safety Inspector or</li> </ul>
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<ul style="list-style-type: none"> <li>has successfully completed the Business Fire Safety Auditor apprenticeship and end point assessment.</li> </ul>	
Role	A Fire Safety Competent Manager is responsible for the oversight of the development of Fire Safety Regulators, quality assurance and vetting of technical fire safety work.
Entry Requirements:	Has achieved competency as a Fire Safety Inspector
Knowledge for Competency (minimum)	Level 4 Diploma in Fire Safety (or equivalent)
Skills for Competency	As defined in table 8, NOS or apprenticeship standard
Behaviours for Competency	As defined in table 9 or apprenticeship standard
IPD/CPD	As described in paragraphs 17.18-17.23
Registration with the IFE/ a professional body	All Fire Safety Competent Managers who undertake work on HRPs must (as a minimum) be independently assessed by and registered with a professional body (paragraph 17.25-17.27 and 20.7 – 20.13)

<b>Table 5 - Fire Engineering Design Technician</b>	
A Technician is an individual who: <ul style="list-style-type: none"> <li>has been developed in line with the recommendations of this Framework</li> </ul>	
Role	A Technician can review building control consultations and provide guidance to Fire Safety Regulators for simple and complex premises. They should however, be cognisant of the limits of their competency and request appropriate assistance where necessary (see section 12).
Entry Requirements:	A Level 4 Diploma in Fire Safety (or equivalent)
Knowledge for Competency (minimum)	Level 5 Diploma in Fire Engineering Design (or equivalent)
Skills for Competency	As defined in table 8 and NOS
Behaviours for Competency	As defined in table 9
IPD/CPD	As described in paragraph 17.18-17.23

Registration with the Engineering Council	All Technicians who undertake work on HRP's to be (as a minimum) registered as an Engineering Technician with the Engineering Council through a professional body (paragraphs 17.28-17.30)
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<b>Table 6 - Fire Safety Engineer</b>	
A Fire Safety Engineer is an individual who: <ul style="list-style-type: none"> <li>• has been developed in line with the recommendations of this Framework or</li> <li>• has successfully completed the Fire Safety Engineer apprenticeship and end point assessment.</li> </ul>	
Role	A Fire Safety Engineer can review building control consultations for simple, complex and fire engineered design submissions and provide guidance to Fire Safety Regulators for simple, complex and fire engineered premises. They should however, be cognisant of the limits of their competency and request appropriate assistance where necessary (see section 12).
Entry Requirements:	As prescribed in an appropriate apprenticeship standard or fire safety engineering degree course entry criteria
Knowledge for Competency (minimum)	Level 6 degree in fire safety engineering (or equivalent)
Skills for Competency	As defined in relevant apprenticeship standard or Engineering Council UK spec
Behaviours for Competency	As defined in table 9 or apprenticeship standard or Engineering Council UK spec as appropriate
IPD/CPD	As defined in paragraphs 17.18-17.23 or as prescribed by the professional body
Registration with the Engineering Council	Fire Safety Engineers who undertake work on HRP's should have successfully completed a degree in fire safety engineering (as a minimum) and the appropriate development log book. They should also be actively working towards becoming an Incorporated or Chartered Engineer with the Engineering Council (paragraphs 17.31 -17.34) As a matter of best practice all Fire Safety Engineers should be actively working towards becoming a Chartered Engineer with the Engineering Council

<b>Table 7 – Senior Fire Safety Engineer</b>
A Senior Fire Safety Engineer is an individual who: <ul style="list-style-type: none"> <li>• has been developed in line with the recommendations of this Framework</li> </ul>

Role	A Senior Fire Safety Engineer can peer review Fire Safety Engineers responses to all building control consultations including fire engineered submissions and guidance given to Fire Safety Regulators on fire engineered buildings. They should be cognisant of the limits of their competency and request appropriate assistance where necessary (see section 12).
Entry Requirements:	As prescribed in MSc / MEng fire safety engineering course entry criteria
Knowledge for Competency (minimum)	Level 7 MSc / MEng in fire safety engineering (or equivalent)
Skills for Competency	As defined in Engineering Council UK spec.
Behaviours for Competency	As defined in table 9 or Engineering Council UK spec as appropriate
IPD/CPD	As defined in paragraphs 17.18-17.23 or as prescribed by the nationally recognised professional body
Registration with the Engineering Council	All Senior Fire Safety Engineers should be a Chartered Engineer with the Engineering Council (paragraphs 17.31 -17.35)

## Variations to Roles and Responsibilities

11.2 It is acknowledged that some Enforcing Authorities may need to deploy staff to undertake functions outside the defined roles outlined above. Where this is the case the Enforcing Authority should ensure that appropriate training has been provided and competency assured in these areas prior to deployment.

## Specialist Roles

11.3 Fire Safety Regulators will require additional training to be competent to regulate certain specialist premises due to their unique characteristics and fire safety challenges. This additional training should be in addition to that required to achieve competency as a Fire Safety Inspector and would count towards CPD requirements for competent regulators.

11.4 In addition, all Fire Safety Regulators should have access to the specialist services of a competent Fire Safety Engineer to enable appropriate advice and support to be given where necessary. Fire engineering services may be required to review fire engineering design submissions, safety cases of HRRBs or provide assistance to Fire Safety Regulators during the audit of fire engineered premises. Competent Fire Safety Engineers can be directly employed by the Enforcing Authority or contractual agreements for fire engineering services from a public or private sector third party could be

utilised. Conflicts of interest must be given due consideration where a private sector third party is employed.

## 12. Limits of Competency

- 12.1 For all roles specified above, the Fire Safety Regulator is to ensure that they are aware of, and work within, the range of their personal competency requesting support and advice from more qualified colleagues with the requisite competencies and experience for the task concerned. This should also be addressed through identification of personal training needs in conjunction with line managers and remedial actions taken where necessary.
- 12.2 Where a Fire Safety Regulator considers that they are being requested to work outside the scope of their competency they should follow the internal procedures of their organisation to address this.
- 12.3 It is also the responsibility of Enforcing Authorities to support Fire Safety Regulators to work within the limits of their competency.

## 13. Conflicts of Interest

### 13.1 Trading Arms

Careful consideration needs to be given to a Fire Safety Regulator's regulatory role and potential conflicts of interest that may arise as a result of activities associated with an Enforcing Authority's trading arm.

### 13.2 Primary Authority partnerships

Fire Safety Regulators working too closely with a Primary Authority partner could, by virtue of article 5(4), result in the Fire Safety Regulator being treated (for the purposes of the FSO) as a person exercising a degree of control of a premises. This could lead to them ultimately being considered liable for fire safety failures as an Article 5(3) person under the FSO in a Court of Law. Enforcing Authorities need to ensure that their working relationships with Primary Authority partners are at an appropriate level of detachment (i.e not working as their consultants) to protect both the Enforcing Authority and individual members of staff.

### 13.3 Fire Engineering Services

It is to be ensured that where private third party Fire Safety Engineers are employed by the Enforcing Authority to provide specialist support to Fire Safety Regulators no conflicts of interest are created.

### 13.4 Secondary Employment

Careful consideration needs to be given to an Enforcing Authority's regulatory role and potential conflicts of interest that may arise as a result of secondary employment within a fire safety context.

## 14. Authorisation and Signatory Policies

- 14.1 Under Article 26 of the Regulatory Reform (Fire Safety) Order 2005 Enforcing Authorities may appoint authorised inspectors. This Framework provides guidance on the development process and the necessary knowledge, skills and behaviours for Fire Safety Regulators to achieve competency in order to carry out their duties effectively and in accordance with the Regulators Code 2014.
- 14.2 Where Enforcing Authorities have an authorisation and signatory policy which authorises statutory notices to be signed by senior non-fire safety specialist officers they should be given sufficient training to ensure they are aware of enforcement processes, their responsibilities and key fire safety issues.
- 14.3 It is essential that a competent Fire Safety Inspector or competent fire safety manager has assessed the notice in all cases which relate to the serving of a statutory notice.

## 15. Recognised Prior Learning (RPL)

- 15.1 Some Fire Safety Regulators will have attained competence prior to the publication of the original Competency Framework in 2013. To provide a consistent competency standard across all Enforcing Authorities, individuals who undertook training which does not meet this Competency Framework should be assessed for RPL by an appropriate independent training provider. Where prior learning is not considered equivalent, additional training should be provided to ensure competence of all Fire Safety Regulators at appropriate levels.

## 16. Competence Standards

- 16.1 Competence is comprised of three essential elements – knowledge, skills and behaviours. Enforcing Authorities must ensure that Fire Safety Regulators meet all specified elements and can demonstrate competence for the individual to undertake their role.

## Knowledge & Skills

### National Occupational Standards

- 16.2 National Occupational Standards (NOS) provide clear, concise and consistent articulation of requirements for occupational competence and the knowledge and skills individuals need to develop to perform effectively and safely in the workplace.
- 16.3 Existing NOS for fire safety are not currently sector specific to Enforcing Authorities. Work is ongoing in relation to the development of appropriate national standards for Fire Safety Regulators and it is noted that this section will require review when this work has been completed. It will also need updating when the proposed changes to the regulatory regime are implemented to include additional competencies.
- 16.4 New core NOS for Fire Safety Regulators have been drafted and are included in appendix 9. This Framework recommends the use of these as the appropriate sector standards where possible.
- 16.5 The existing NOS are the basis of the current qualifications for Fire Safety Regulators.
- NOS FS1: Identify and report fire hazards and risks
  - NOS FS2: Assess risks associated with fire
  - NOS FS3: Ensure protection measures are in place
  - NOS FS4: Minimise risks to the community (optional)
  - NOS FS5: Support management of risks at incidents (optional)
  - NOS FS6: Review fire safety relating to construction
  - NOS FS7: Review fire protection systems
  - NOS FS8: Review fire safety at construction sites (optional)
  - NOS FS9: Fire safety at regulated or licensed locations
  - NOS FS10: Plan & gather evidence
  - NOS FS11: Prepare and present evidence in court (optional)
  - NOS FS12: Visit premises for purposes of fire safety
  - NOS FS13: Draft statutory enforceable documents (optional)
  - NOS FS14: Serve statutory enforceable documents (optional)
- 16.6 The content of the existing NOS can be viewed at [www.UKstandards.org.uk](http://www.UKstandards.org.uk) - [National Occupational Standards](http://www.UKstandards.org.uk).
- 16.7 When obtaining the relevant qualification, Fire Safety Inspectors should include training modules covering the existing NOS FS10, FS13 and FS14 as compulsory units.
- 16.8 Fire Engineering Design Technicians, Fire Safety Engineers and Senior Fire Safety Engineers need to attain an appropriate level 5, 6 or 7 qualification respectively (see tables 5, 6 and 7).

### Operational Competencies (if required)

16.9 It is recognised that Fire Safety Regulators will have a key role to play within some organisations to ensure that there is effective identification and delivery of operational risk information. In addition, they may provide support to emergency response colleagues by providing information relating to the built environment. This should support safe operations and assist decision making on the operational firefighting tactics that could be deployed.

16.10 When obtaining the relevant qualification Fire Safety Regulators who are required to support emergency response colleagues at incidents should include training modules covering the existing NOS FS5 as a compulsory unit.

### Core Competencies for Regulators

16.11 In 2016 Regulatory Delivery created a common approach to competency for all regulators. They defined a set of core competencies relevant to all regulators, regardless of the level and specific nature of their work. As a result, Enforcing Authorities need to ensure that their staff meet the appropriate core competencies for their role.

Diagrammatic of a Business Regulator role



**Table 8 - Core Competencies for Regulators**

Context	
A1	Understanding of the role of regulation as a tool of Government
A2	Ability to work within the wider regulatory framework

A3	Ability to work towards your organisation's regulatory objectives
A4	Ability to work with the legislation relevant to your regulatory function(s)
A5	Ability to work within your organisation's regulatory policies and procedures
A6	Understanding of the role and responsibilities of partner organisations
<b>Risk Assessment</b>	
B1	Ability to assess regulatory risks
B2	Ability to gather, analyse, use and share data to inform risk assessment
B3	Ability to use risk assessment to guide your activities
B4	Understanding of risk management in a business <sup>1</sup> context <i><sup>1</sup> The term 'business' (for core competencies) is used throughout to denote a regulated entity. Some regulated entities are not businesses but may, for example, be individuals acting in a private capacity. Many of the core competencies will apply equally in these cases.</i>
<b>Understanding those you regulate</b>	
C1	Understanding of the current business environment and the business sector(s) regulated
C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
C3	Understanding of the factors that affect business approaches to compliance
C4	Ability to engage constructively with business
C5	Ability to tailor your approach to businesses and individuals that you interact with
<b>Planning your activities</b>	
D1	Ability to act within your role and area(s) of responsibility
D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
D3	Ability to work effectively with other organisations
D4	Ability to plan your work, and that of your team <sup>2</sup> , so as to deliver your responsibilities efficiently <sup>2</sup> <i>The reference to the officer's team does not imply a 'team leader' role but recognises that officers within a team, or a group of officers delivering a project, may work collaboratively to plan activities.</i>
<b>Checking compliance</b>	
E1	Ability to prepare appropriately for checks on compliance
E2	Ability to conduct checks in a proportionate manner
E3	Ability to be responsive to the circumstances encountered
E4	Ability to make informed assessments of compliance and risk
E5	Ability to follow-up on checks on compliance in an appropriate manner

<b>Supporting compliance</b>	
F1	Understanding of the need for compliance support amongst those you regulate
F2	Ability to promote the importance of compliance, and your organisation's role in supporting compliance
F3	Ability to communicate in appropriate ways to suit the circumstances
F4	Ability to provide the information and guidance that is needed by those you regulate
F5	Ability to provide the tailored advice that is needed by those you regulate, where appropriate
<b>Responding to non-compliance</b>	
G1	Ability to select proportionate responses to non-compliance and potential non-compliance
G2	Ability to communicate effectively with businesses that have failed to comply
G3	Ability to conduct thorough investigations of non-compliance and allegations of non-compliance
G4	Ability to prepare and implement effective responses to non-compliance
G5	Ability to provide appropriate support for those adversely affected by non-compliance
<b>Evaluation</b>	
H1	Ability to monitor and report on your activities and performance
H2	Ability to evaluate your activities in relation to your regulatory objectives and your organisation's strategic priorities
H3	Understanding of the value of feedback from those you regulate, and the beneficiaries of regulation in informing future activities

## Behaviours

16.12 The behaviours set out below form a code of ethics which is a benchmark standard for Fire Safety Regulators. An individual who is registered with, or accredited by, a professional body should adhere to the professional body's code of ethics. In addition, the NFCC leadership framework should also be considered.

<b>Table 9 - Code of Ethics</b>	
<b>Respect for life, law, the environment and public good</b>	
All Fire Safety Regulators have a duty to obey all applicable laws and regulations and give due weight to facts, published standards and guidance and the wider public interest. They should:	
I1	hold paramount the health and safety of others and draw attention to

	hazards
I2	ensure their work is lawful, ethical and justified
I3	recognise the importance of physical and cyber security and data protection
I4	respect and protect personal information and intellectual property
I5	protect, and aim to improve, the quality of built and natural environments
I6	maximise the public good and minimise both actual and potential adverse effects for their own and succeeding generations
I7	take due account of the limited availability of natural resources
<b>Honesty and Integrity</b>	
All Fire Safety Regulators have a duty to uphold the highest standards of personal and professional conduct including openness, honesty and integrity. They should:	
J1	act in a reliable and trustworthy manner and treat others with equality and fairness
J2	be alert to the ways in which their work and behaviour might affect others and respect the privacy, rights and reputations of other parties and individuals
J3	respect confidentiality
J4	declare and manage conflicts of interest
J5	avoid deception and take steps to prevent or report corrupt practices or professional misconduct
J6	reject bribery and improper influence
<b>Accuracy and Rigour</b>	
All Fire Safety Regulators have a duty to acquire and use wisely the understanding, knowledge and skills needed to perform their role or task. They should:	
K1	always act with care
K2	perform services only in areas in which they are currently competent or under competent supervision
K3	keep their knowledge and skills up to date
K4	assist the development of knowledge and skills in others
K5	present and review theory, evidence and interpretation honestly, accurately, objectively and without bias, while respecting reasoned alternative views
K6	identify, evaluate, quantify, mitigate and manage risks
K7	not knowingly mislead or allow others to be misled
<b>Responsibility for Direction, Conduct and Communication*</b>	
All Fire Safety Regulators have a duty to abide by and promote high standards of personal conduct, communicate clearly and provide direction as appropriate, setting the example for others to follow. They should:	
L1	be aware of and seek to effectively communicate the issues that the built environment raises for society
L2	communicate as unambiguously and openly as possible to avoid misinterpretation
L3	promote equality, diversity and inclusion, and respect the views of others

L4	promote public awareness and understanding of the impact and benefits of new areas of learning, achievements and innovation in industry.
L5	be objective and truthful in any statement made in their personal or professional capacity
L6	challenge statements or policies that cause them personal or professional concern

## 17. Framework Elements

17.1 The development of Fire Safety Regulators should be carried out in a structured and phased manner to develop experience in the required areas. Training should be incremental, with the learning of complex information being acquired over a period of time which will vary dependent upon the trainee and the role to be undertaken. The trainee's development plans and organisational processes should reflect this.

17.2 Within the development process, there will be knowledge acquisition and demonstration of knowledge, skills and behaviours. In broad terms, the acquisition phase will be theoretical and the demonstration phase will be practical.

17.3 The following elements are likely to be necessary to achieve a robust and consistent standard of Fire Safety Regulator.

1. Knowledge acquisition
2. Demonstration (application) of knowledge, skills and behaviours
3. Quality assurance
4. Maintenance of competence
5. Third party registration (where necessary)
6. Third party re-assessment of competency (where necessary)

### 1. Knowledge Acquisition

17.4 The knowledge required for the trainee to be competent can be delivered by external training providers, in house trainers, or a combination of both. The delivery methods can be blended to meet the needs of the Enforcing Authority and learning style of the trainee.

### 2. Demonstration of Knowledge, Skills and Behaviours

17.5 The demonstration phase of development requires the trainee to carry out a number of observed activities to satisfy their assessor that they meet an acceptable standard. Enforcing Authorities may wish to add activities to the

development process where the role of the trainee will be greater than that specified in the roles and responsibilities section of the Framework.

- 17.6 Flowcharts A-D in appendix 3 show the stages of development necessary to meet the requirements of a competent Fire Safety Regulator.

### 3. Internal Quality Assurance

- 17.7 The aim of an internal quality assurance process is to monitor and continuously improve standards, identify areas for improvement, instigate procedures to correct failures and share successes.

- 17.8 All Fire Safety Regulators should be quality assured on a regular basis by a suitably qualified assessor to confirm that competencies are (in the case of those on development) being advanced or (where competent) are being maintained and developed. This includes reviewing the IPD or CPD records of the Fire Safety Regulator. Quality assurance will also confirm that the organisational policies, procedures and standards are being followed and are fit for purpose.

- 17.9 Internal quality assurance should also check that line managers have allocated Fire Safety Regulators with a level of work that is commensurate with their competence. Where more demanding work has been given to trainees for development purposes, it is expected that significantly closer supervision and mentoring will have been provided to ensure organisational standards are maintained.

- 17.10 Where developmental issues are raised following a quality assurance assessment, these issues can be addressed by:

- Creating a personal development plan which may include additional formal training
- Providing training for all Fire Safety Regulators where common themes are identified
- Assigning a coach or mentor
- Changing policies if they are not sufficiently clear for Fire Safety Regulators to interpret correctly

- 17.11 Internal quality assurance processes should only be undertaken by fire safety competent managers or a nominated competent individual (see paragraphs 17.13–17.15 and table 4).

- 17.12 A checklist of what aspects should be included (as a minimum) in an internal quality assurance record is included in appendix 4.

#### **Fire Safety Competent Manager**

- 17.13 All Fire Safety Regulators on development should be assessed by fire safety competent managers.

- 17.14 A fire safety competent manager will have demonstrated competency in line with table 4. Where this is not the case a competent nominated individual who has the appropriate level of competency should be responsible for oversight of staff on development.
- 17.15 Managers who are responsible for the vetting of Fire Safety Regulators work and the quality assurance of statutory notices should be fire safety competent managers. (See also section 14).
- 17.16 Enforcing Authorities should ensure that there are sufficient fire safety competent staff available outside of core hours to undertake enforcement activity.
- 17.17 Fire Engineering Design Technicians, Fire Safety Engineers and Senior Fire Safety Engineers should be assessed by appropriately competent individuals.

## **4. Maintenance of Competence**

- 17.18 Fire Safety Regulators must maintain a record of their Initial Professional Development (IPD) and Continuous Professional Development (CPD) which should be monitored by their competent fire safety manager to ensure maintenance of regulatory competencies.
- 17.19 Enforcing Authorities should ensure Fire Safety Regulators are competent in their role and provide appropriate opportunities for maintenance of competency.
- 17.20 The recommended minimum level of CPD activity is equivalent to 25 hours per year of formal fire safety related study time. This may be spread in excess of 1 year, but in that case 75 hours of formal study should be completed over 3 years (provided that any 1 year has no less than 10 hours formal study time). It is expected that a record of CPD would include a mixture of formal and non-formal activities. Informal CPD is credited on a 'two hours for one basis'. Formal study should not be less than 50% of total study time.
- 17.21 Appendix 5 contains information on what constitutes formal and non-formal activities.
- 17.22 Appendix 6 includes an example CPD template.
- 17.23 Where individuals are registered with or accredited by a professional body they should ensure that they fully comply with the professional body's CPD requirements.

## **5. Third Party Registration**

- 17.24 It is anticipated that Enforcing Authorities will pay for professional body registration for Fire Safety Regulators who, by virtue of their role, are required to be registered with a professional body.

### **Fire Safety Inspectors who regulate HRPs**

- 17.25 Fire Safety Inspectors who undertake work associated with HRPs must (as a minimum) have demonstrated competency and have been independently assessed and registered with a professional body.
- 17.26 As a matter of best practice all Fire Safety Inspectors should be independently assessed and registered with a professional body.
- 17.27 See appendix 8 for details of the expected criteria for the professional body and Fire Safety Inspector assessment and re-assessment.

### **Fire Engineering Design Technicians**

- 17.28 All Fire Engineering Design Technicians who undertake work associated with HRPs must (as a minimum) have demonstrated competency and be registered with the Engineering Council as an Engineering Technician.
- 17.29 As a matter of best practice all Fire Engineering Design Technicians should (as a minimum) be registered with the Engineering Council as an Engineering Technician.
- 17.30 Individuals aspiring to registration need independent assessment of their competence. The UK Standard for Professional Engineering Competence (UK-SPEC) provides the means to achieve this. Further details can be found [here](#).

### **Fire Safety Engineers**

- 17.31 All Enforcing Authority Fire Safety Engineers who undertake work associated with HRPs should (as a minimum) have demonstrated competency and be actively working towards becoming an Incorporated or Chartered Engineer with the Engineering Council.
- 17.32 As a matter of best practice all Fire Safety Engineers should be actively working towards registration as an Incorporated or Chartered Engineer with the Engineering Council.
- 17.33 Individuals aspiring to registration need independent assessment of their competence. The UK Standard for Professional Engineering Competence (UK-SPEC) provides the means to achieve this. It describes the requirements that have to be met for registration and gives examples of ways of doing this. Further details can be found [here](#).
- 17.34 In addition, where Fire Safety Engineers have an enforcement role through expert witness, as a Fire Safety Inspector, or provide support to Fire Safety Regulators, they should be provided with the appropriate training and development to ensure competence.

### **Senior Fire Safety Engineers**

- 17.35 All Senior Fire Safety Engineers should be registered as a Chartered Engineer with the Engineering Council.

## 6. Reassessment of Competence

17.36 All Fire Safety Regulators competence should be assessed as part of periodic internal quality assurance checks (see paragraphs 17.7-17.12 and appendix 8).

### **Fire Safety Inspectors who regulate HRPs**

17.37 To ensure that Fire Safety Inspectors have maintained their competency they should undergo an independent professional body re-assessment on a regular periodic (2-3 year) basis (See appendix 8).

17.38 Any changes which may affect the status of a Fire Safety Inspector on the professional body register should be notified to the professional body so that the register can be updated accordingly.

### **Fire Engineering Design Technicians, Fire Safety Engineers and Senior Fire Safety Engineers**

17.39 All Fire Engineering Design Technicians, Fire Safety Engineers and Senior Fire Engineers registered with the Engineering Council should follow the requisite guidance in relation to maintaining professional competence.

## 18. Development Process

18.1 Fire Safety Regulators should develop new trainees via a formal fire safety training course to achieve the requisite qualification required for their role. During and following this training there should be a structured programme of learning in addition to the individual's normal work.

18.2 Line managers must ensure that trainees are tasked with a level of work that is commensurate with their competence. Where more challenging work is assigned for development purposes, close supervision and mentoring should be provided to ensure organisational standards are maintained.

18.3 Development is divided into five areas as follows:

### **A. Meetings with line manager**

18.4 Regular monthly meetings with a fire safety competent line manager provides an opportunity for the trainee to discuss their development. The trainee should be encouraged to talk openly about their progress and career objectives. Managers and trainees are also expected to indicate any difficulties that they are experiencing that may impede progress. Mentors should be consulted on the progress of the trainee where appropriate.

- 18.5 The fire safety competent manager should map the trainees progress against the knowledge, skills and behaviours required for their role, identify additional training needs and provide support where necessary as part of this process. This will assist the trainee to carry out their work as part of an established team, whilst at the same time ensuring that they are on course to fulfil their own development needs.

## **B. Studying selected bibliography related to the topic being studied**

- 18.6 The bibliography selected and delivered in the formal fire safety training indicates the main principles and themes common to most fire safety applications that may be encountered by the trainee. The chosen bibliography should not be considered as a comprehensive list of information, rather, a solid base from which to start to extend knowledge within the discipline of fire safety. Enforcing Authorities should assist the development of trainees by ensuring access to key documents in the bibliography.

## **C. Shadowing competent Fire Safety Regulators**

- 18.7 It is important that the trainee learns from experienced competent Fire Safety Regulators. The trainee should shadow competent staff at the appropriate level for development. These are opportunities for the trainee to learn and discuss fire safety issues and for support and mentoring. Shadowing opportunities should be chosen on the basis that they stretch the trainee's present knowledge and give scope for learning and discussion.

## **D. Development Logbook**

- 18.8 Trainees should complete a bespoke development log book to record and demonstrate applied learning. Appendix 2 contains a checklist of items which should be included as a minimum in the log book.

## **E. Assessment to validate competency**

- 18.9 Once the competent fire safety manager of the trainee is satisfied that the trainee has achieved the competence required for specified activities, the trainee should be assessed by an alternative fire safety competent manager or competent nominated individual to validate the competency standard. This function should not be undertaken by the trainees assigned mentor.

# Appendix 1: Abbreviations

CPD	Continuous Professional Development
FRS	Fire and Rescue Services
FSO	Fire Safety Order
HMICFRS	Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services
HRRB	Higher Risk Residential Buildings
IFE	Institution of Fire Engineers
IPD	Initial Professional Development
IRMP	Integrated Risk Management Plan
NFCC	National Fire Chiefs Council
NOS	National Occupational Standards
RPL	Recognised Prior Learning
UKAS	United Kingdom Accreditation Service

# Appendix 2: Professional Development Log Book Checklist

The professional development log book provides guidance to Enforcing Authorities on what information should be provided and recorded to demonstrate the development of Fire Safety Regulators. Any format can be used however, the relevant content outlined below should be included as a minimum.

Table 10a - Professional Development Log Book – Checklist		
<b>Employee Basics</b>		
Name		
Job title		
Start date in role		
Start date in organisation		
Local requirements		
Corporate induction details		
Department structure		
Relevant ICT Systems		
Integrated Risk Management Plan		
Risk based inspection programme		
Date of authorisation	Article 27 Powers of Inspector	

	Article 29 Sign Alterations Notice	
	Article 30 Issue Enforcement Notice	
	Article 31 Issue Prohibition Notice	
<b>Employee Initial Assessment</b>		
Pre-existing fire safety knowledge / courses	List & narrative assessment including self-assessment	
Previous regulatory experience	List & narrative assessment including self-assessment	
Pre-course learning	Dates provided – completed and competent fire safety manager sign off	

<b>Table 10b - Fire Safety Advisor</b>	
<b>Level 3 - Certificate in Fire Safety</b>	
Date of course	
Date of assessments	
Support arrangements	
Course result	
Summary of feedback	
Employee self-assessment	
Additional learning identified	
Details of assigned mentor	
Local requirements	
Forms & standard letters	
Procedures	
Allocation of work	
Additional competencies required due to enhanced role & training details	
<b>Progress Reviews</b>	
Accompanied audits	
Individual audits	
Quality assurance of paperwork	
Drafting of informal notices	Competent Fire Safety Manager review & sign off
Competency check. Self-assessment and manager assessment	Knowledge
	Skills

against the Competency Framework or apprenticeship standard criteria	Behaviours
Progress review. Summary (quarterly) including examples of work	Self- assessment and Competent Fire Safety Manager review
Apprenticeship end point assessment details (if applicable)	
IPD/CPD	As described in paragraph 17.18-17.23 and appendix 5 and 6 of the Framework
Date of membership of professional body (if applicable)	

**Table 10c - Level 4 - Certificate in Fire Safety**

Date of course	
Date of assessments	
Support arrangements	
Course result	
Summary of feedback	
Employee self-assessment	
Additional learning identified	
Details of assigned mentor	
Local requirements	
Forms & standard letters	
Procedures	
Allocation of work	
Additional competencies required due to enhanced role & training details	
<b>Progress Reviews</b>	
Accompanied audits / inspections	
Individual audits	
Quality assurance of paperwork	
Feedback on supervised activity 1 (e.g. building	

control consultations)	
Feedback on supervised activity 2.	
Feedback on supervised activity 3.	
Feedback on supervised activity 4 etc. as appropriate	
Drafting of notices	
Competency check. Self-assessment and manager assessment against the Competency Framework or apprenticeship standard criteria	Knowledge
	Skills
	Behaviours
IPD/CPD	As described in paragraph 17.18-17.23 and appendix 5 and 6 of the Framework
Date of membership of the professional body (where applicable)	

<b>Table 10d - Fire Safety Inspector</b>	
<b>Level 4 - Diploma in Fire Safety</b>	
Date of course	
Date of assessments	
Support arrangements	
Course result	
Summary of feedback	
Employee self-assessment	
Additional learning identified	
Details of mentor assigned	
Local Requirements	
Forms & Standard Letters	
Procedures	
Allocation of work	
Additional competencies required due to enhanced role and training requirements	

<b>Progress Reviews</b>	
Accompanied audits / inspections	
Individual audits	
Quality assurance of paperwork	
Feedback on supervised activity 1 (e.g. licensing consultations)	
Feedback on supervised activity 2.	
Feedback on supervised activity 3.	
Feedback on supervised activity 4 etc. as appropriate.	
Drafting of Enforcement Notices	
Competency check. Self- assessment and manager assessment against the Competency Framework or apprenticeship standard criteria	Knowledge
	Skills
	Behaviours
Apprenticeship end point assessment details (if applicable)	
IPD/CPD	As described in paragraph 17.18-17.23 and appendix 5 and 6 of the Framework
<b>HRP Requirements</b>	
Date of independent assessment and registration with the Professional Body	
Plan for re-registration	
Date of re-registration	
Issues with registration	

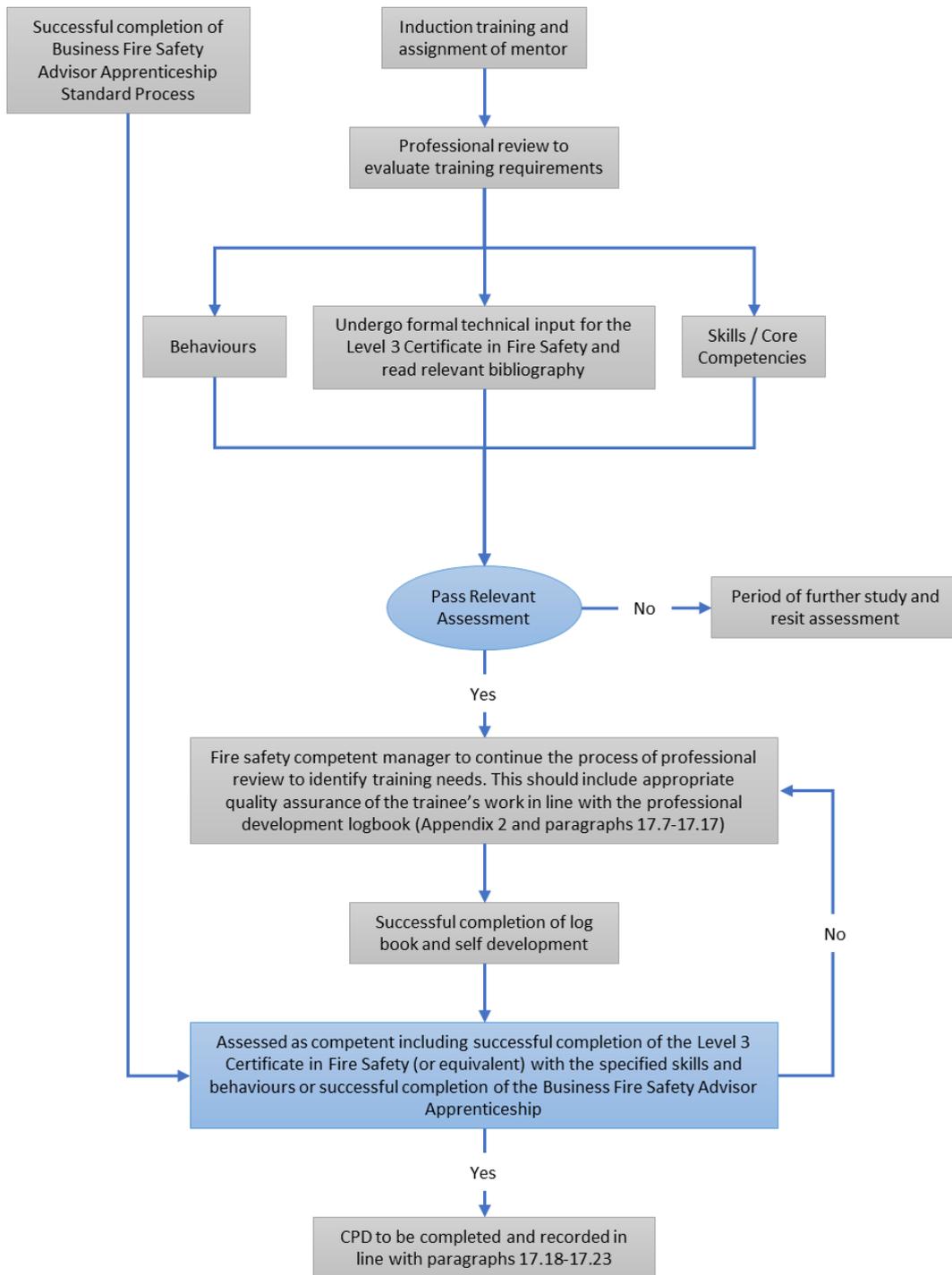
<b>Table 10e - Fire Engineering Design Technician</b>	
<b>Level 5 - Diploma in Fire Engineering Design</b>	
Date of course	
Date of assessments	
Support arrangements	
Course result	
Summary of feedback	
Employee self-assessment	
Additional learning identified	
Details of mentor assigned	
Local requirements	
Forms & standard letters	
Procedures	
Allocation of work	
Additional competencies required due to enhanced role & training requirements	
<b>Progress Reviews</b>	
Quality assurance of paperwork	
Feedback on supervised activity 1 (e.g. complex building control consultation)	
Feedback on supervised activity 2.etc. as appropriate	
Competency Check Self- Assessment and manager assessment against the Competency Framework criteria	Knowledge
	Skills
	Behaviours
IPD/CPD	As described in paragraph 17.18-17.23 and appendix 5 and 6 of the Competency Framework
<b>HRP Requirements</b>	
Date of registration with Engineering Council as an Engineering Technician	
Issues with registration	

<b>Table 10f - Fire Safety Engineer</b>	
<b>(Minimum) Level 6 - Fire engineering degree</b>	
Date of course	
Date of assessments	
Support arrangements	
Course result	
Summary of feedback	
Employee self-assessment	
Additional learning identified	
Details of mentor assigned	
Local requirements	
Forms & standard letters	
Procedures	
Allocation of work	
Additional competencies required due to enhanced role & training requirements (e.g. enforcement modules)	
<b>Progress Reviews</b>	
Quality assurance of paperwork	
Feedback on supervised activity 1 (e.g. complex & fire engineered building control consultations)	
Feedback on supervised activity 2.etc. as appropriate	
Competency check Self- assessment and competent fire safety manager assessment against the Engineering Council UKSpec	Knowledge
	Skills
	Behaviours
Apprenticeship end point assessment details (if applicable)	
IPD/CPD	As prescribed in paragraphs 17.18-17.23 and by the

	Engineering Council
<b>HRP Requirements</b>	
Date of completion of fire safety engineering degree (as a minimum)	
Date of completion of MEng/ MSc in fire safety engineering	
Date of interim registration with Engineering Council for Incorporated / Chartered Engineer	
Issues with registration /development plan	
Date of registration with Engineering Council as Incorporated / Chartered Engineer	

# Appendix 3: Flowcharts of Development Pathways

## Flowchart A – Development Pathway for Fire Safety Advisors

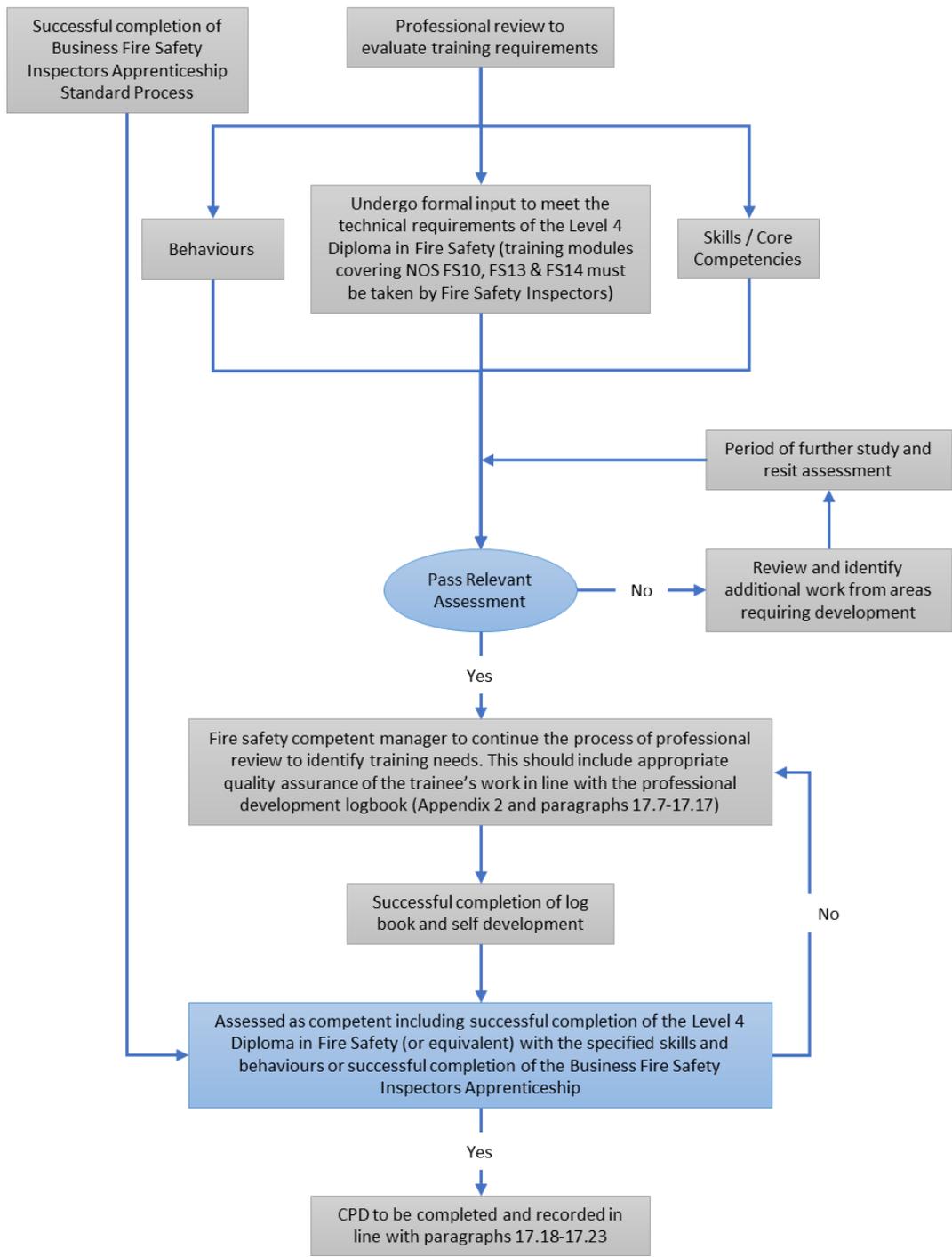


No Interaction with HRPs

Enforcing Authorities may develop Fire Safety Advisors beyond minimum capability through completion of the Level 4 Certificate in Fire Safety

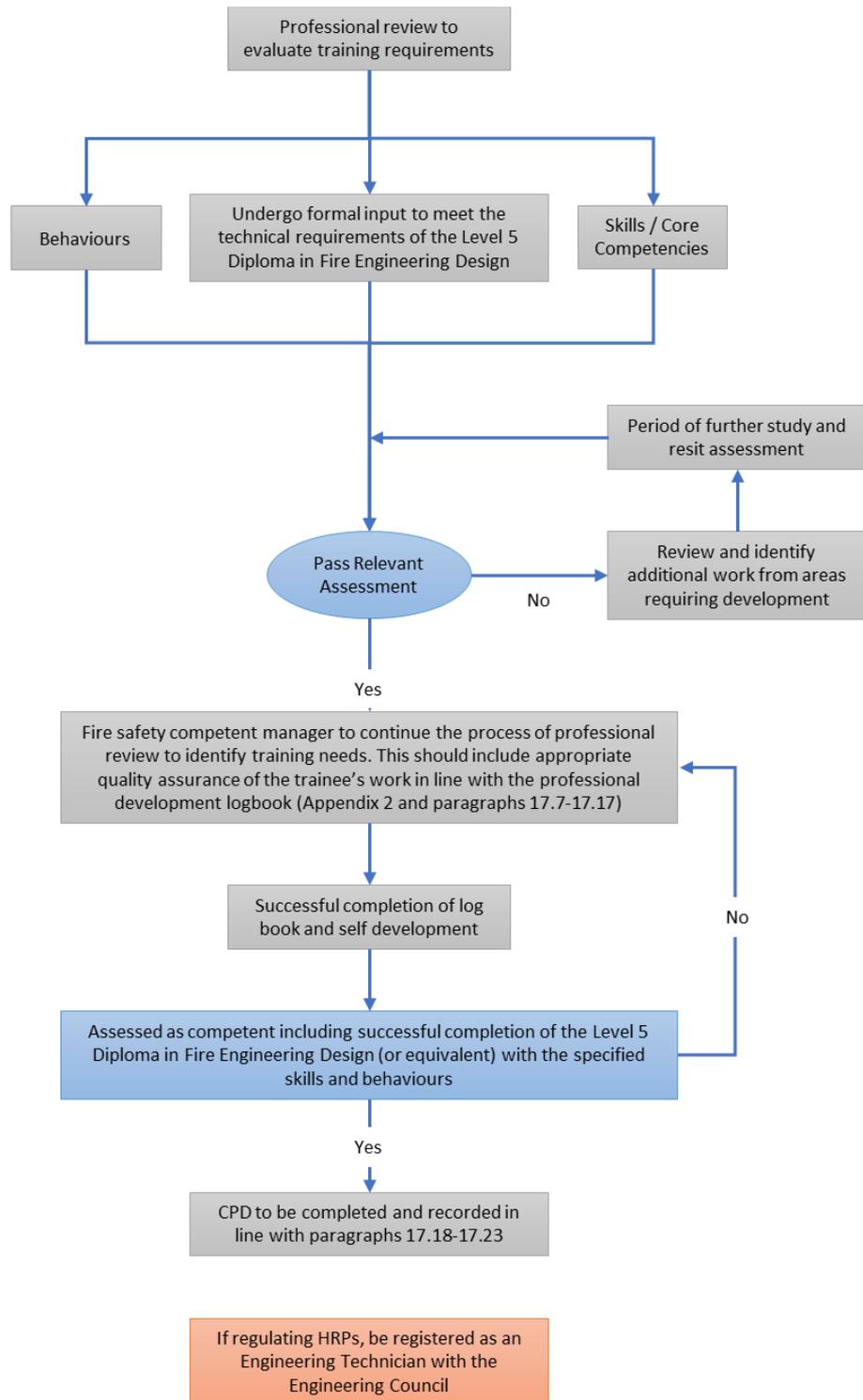
# Flowchart B – Development Pathway for Fire Safety Inspectors

Enforcing Authorities may develop Fire Safety Advisors through completion of the Level 4 Certificate in Fire Safety prior to enrolment on the Level 4 Diploma in Fire Safety

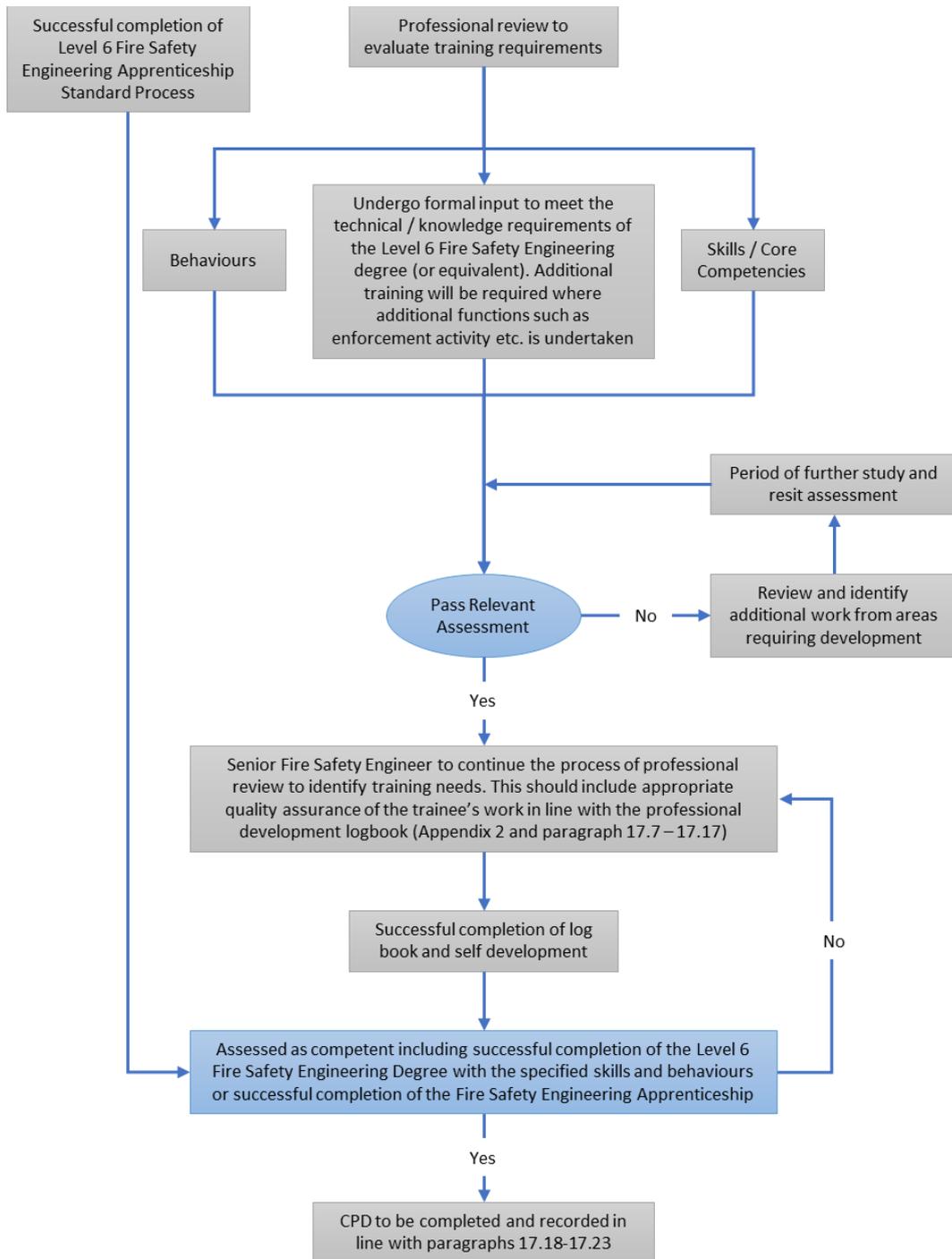


If regulating HRP's, be independently assessed and registered with a professional body. Best practice is for all Fire Safety Inspectors to be independently assessed and registered with a professional body. Re-register with professional body on a periodic (2/3) year basis.

# Flowchart C – Development Pathway for Fire Engineering Design Technicians



# Flowchart D – Development pathway for Fire Safety Engineers



If regulating HRPs, have successfully completed a degree and/or Meng/MSc in Fire Safety Engineering (as a minimum) and be actively working towards becoming an Incorporated and/or Chartered Engineer with the Engineering Council (paragraphs 17.31 – 17.34). Best practice is for all Fire Engineers to be actively working towards becoming a Chartered Fire Engineer with the Engineering Council.

# Appendix 4: Internal Quality Assurance Checklist

Table 11- Internal Quality Assurance – Checklist	
Quality control check carried out by:	
Name of Individual to be Quality assured	
Role of individual	
Competency level	On development or competent
Additional competencies required due to enhanced role	
CPD records	Up to date and appropriate
Objective of quality assurance	
Quality assurance Workstream 1 (e.g. audit)	File number Address of premises Type of premises
Comments	Technical Policy Procedural Administrative Other
Quality assurance Workstream 2 (e.g. building control consultation)	File number Address of premises Type of premises
Comments	Technical Policy Procedural Administrative Skills Behaviours Other
Quality assurance Workstream 3 (e.g. enforcement notice)	File number Address of premises Type of premises
Comments	Technical Policy Procedural Administrative Other

Quality assurance Workstream 4	File number Address of premises Type of premises
Comments	Technical Policy Procedural Administrative Other
Actions arising from quality assurance check	None Personal Development Plan Coaching Mentoring Formal training programme All BFS Regulators to be trained on specific area of concern Changes to policy Other

# Appendix 5: Recognised CPD Activities

<b>Table 12 – Recognised CPD activities</b>		
<b>Activity (must relate to fire engineering)</b>	<b>Formal/ Non formal</b>	<b>Evidence required</b>
In house training by your employer	Formal	Details and information about the course must be provided in your CPD portfolio
Attendance at a course/ seminar	Formal	The details of training provider must be provided in your CPD portfolio
Training provided by local IFE branch	Formal	Details of the branch and the course must be provided in your CPD portfolio
Reading relevant articles	Non formal	The article title, publication and/or website address must be provided in your CPD portfolio.
Distance learning courses to include e-learning	Formal	The details of the training provider and the course must be provided in your CPD portfolio
Academic or professional study	Formal	Full details of the qualification (subjects covered), the provider and the year of study must be provided in your CPD portfolio. Where study for qualification spans more than one year, this activity can be claimed for CPD purposes during each year of the qualification
Production of a dissertation	Formal	The title of the dissertation and the qualification details must be provided in your CPD portfolio. Where research and writing of a dissertation spans more than one year, this activity can be claimed for CPD purposes each year
Research	Formal	Full details of the topic for the research and, where applicable, the organization which has commissioned the research
Preparation and delivery of training courses	Formal	Full details of the course being delivered must be provided in your CPD portfolio
Work shadowing	Non formal	Full details of aims and outcomes of

		the work shadowing sessions to be provided in your CPD portfolio
<b>Coaching or mentoring</b> (delivered face to face or at a distance with clear aims and objectives for professional development)	Formal	Full details of aims and outcomes of the sessions to be provide in your CPD portfolio
Participation in development of specialist areas of fire engineering, by attending meetings of special interest groups/ committees or relevant organisations undertaking such work	Formal	Details of the committee/ organization, the area of fire engineering being considered to be provided in your CPD portfolio
<b>Writing on fire engineering</b> (to include material written for journals, publications, magazines, internet)	Formal	Full details on the subject of the piece of writing and, where applicable, the publication/website/organization for which the material is being produced must be provide in your CPD portfolio

**Important notice**

This sample list is only an example, and is not intended to exclude other worthwhile activities. It will be for you as an individual to demonstrate the development value of any activity in your Record of Professional Development.

# Appendix 6: Example CPD Template

Name:

Summary of CPD activities

Date	Time (actual)		Theme and activity	Learning points and how they can be applied
	Formal	Informal		

Note - Informal study activities are credited on a two for one basis that is two hours of informal study represents one hour of formal study

# Appendix 7 – Risk / complexity model

## Introduction

- 19.1 The level of competence expected of Fire Safety Regulators is intrinsically tied to the concept of premises being large/small and simple/complex. Given the diversity of premises to which the Regulatory Reform (Fire Safety) Order 2005 applies and the variety of Risk Based Inspection Programme strategies employed by Enforcing Authorities, defining what makes a premises small/simple or large/complex is problematic.
- 19.2 The model below should be used as a benchmark against which Enforcing Authorities measure current premises risks and therefore ensure deployment of appropriately competent staff.
- 19.3 The specific descriptors contained within this model are offered as examples to Enforcing Authorities to assist them in determining what level of expertise is required for effective regulation. They are not definitive as it is not possible to be prescriptive for every type of building and level of risk.
- 19.4 It is recognised that no model can take into account all premises risk types, situations and outcomes. As a result, Enforcing Authorities may need to adjust the model to suit their organisational needs and better reflect the built environment in which they regulate. It is recommended that any service specific changes include a clear description of complexity and risk where the terminology within this model is departed from.
- 19.5 Enforcing Authorities should consider all three aspects of the model (interaction, risk and complexity) in determining the appropriate competency level for staff.
- 19.6 The matrix below provides a visual interpretation of key components of the methodology through which a premises can be categorised. Through application of the matrix, premises risk and complexity can be determined which will benchmark the minimum level of competency the Fire Safety Regulator is expected to demonstrate in order to effectively regulate the premises.
- 19.7 Where the categorisation falls to multiple premises types, it is recommended that the highest level of risk or complexity should be selected to determine Fire Safety Regulator competency requirements.

## Risk/Complexity Matrix

Interaction	Simple measures required from BFS Regulator	Complex measures required by BFS Regulator including serving notices and plans.	Specialist measures required including interaction with fire engineers.	<b>Minimum Qualification Requirements</b>   L5 Diploma FED, Fire Engineering Degree and/or Specialist Premises Training if required   L4 Diploma and Specialist Premises Training if required   L3 Certificate
Risk	Low risk processes, mitigation measures are simple.	High risk processes requiring specialist solutions, large numbers of relevant persons and sleeping risks.	Unique risks to very large numbers of relevant persons requiring specialist management.	
Complexity	Approved Document B and the CLG guides and LACORS.	BS9999, BS9991, BB100, HTM, Sports Grounds, WISH HRRBs	BS7974 or international guidance.	
	Simple Premises	Complex Premises	Other Premises	

### Interaction

- 19.8 This element represents the level of interaction and engagement which will be required from the Fire Safety Regulator in order to effectively regulate. It also represents the actions and the knowledge/expertise required of Fire Safety Regulators to regulate the premises.
- 19.9 For example, a corner shop consistently failing to meet the requirements set by the Fire Safety Regulator may require several visits but the level of competence required does not change until the level of interaction changes (from non-statutory visit to statutory action).
- 19.10 The measures outlined below are indicative of the scenarios where interactions would be regarded as simple, complex or other. It is not definitive and can not, therefore, encompass every type of interaction possible. Enforcing Authorities should use this as guidance on which to base their own policies and procedures.

### Simple

- Non statutory verbal– e.g. immediate removal of items blocking a means of escape.
- The provision of general fire safety advice in line with guidance included in the Communities and Local Government guides found [here](#).
- There is no requirement for additional internal validation (subject to organisational requirements), such as referral to fire safety competent manager or a case review.

- None or limited future interaction is required e.g. follow up visits. This will include Fire Safety Matters.
- Premises where simultaneous evacuation is used.

### Complex

- Statutory enforcement action is required or where such action is likely should non-statutory action be unsuccessful.
- Validation or oversight by a fire safety competent manager is required to agree the actions to be undertaken.
- Extensive actions need to be undertaken by the responsible person due to the extent of the fire safety deficiencies.
- Advice is required that needs reference to technical guidance which is specific to the risk – WISH guidance for waste sites for example.
- Future interaction is required e.g. follow up visits.
- Premises where stay put, staged, phased or progressive horizontal evacuation is used.

### Other

- There are fire engineered solutions in place.
- Advice requires reference to specific technical documentation eg BS7974 series.
- Interaction with Fire Engineers is required.
- There is a requirement to examine management of risk policies and procedures to a high degree, for example where there are specialist fire strategies, cause and effect implementation.

## **Risk**

19.11 This represents the level of risk posed to relevant persons by the occupants of the building and the activities they undertake. In buildings where there is a significant level of risk management required to mitigate the risks or specialist fire precautions are needed, there will be a need for a higher level of competence from the Fire Safety Regulator.

19.12 The measures outlined below are provided to show where the benchmark is set and is only indicative of the scenarios where risk would be regarded as simple, complex or another level of risk.

### Simple

- Any work processes or activities are limited in size and scope and do not require the Fire Safety Regulator to have anything more than lay knowledge to understand them.
- The risk does not require compensatory features in order to make the building fire safety strategy 'work'.
- The occupants are generally awake/familiar but there may be well managed sleeping on premises.
- The numbers of relevant persons who are at risk is low.
- Simultaneous evacuation is in place.

### Complex

- Extensive risk management is in place.
- Work activities require specialist industry relevant solutions which may involve procedures which require specialist knowledge for the Fire Safety Regulator to understand.
- There are compensatory features required to allow the building to be used in its current form.
- The occupants are asleep/unfamiliar (note that there may be sleeping accommodation which can be described as simple) where the risk is not controlled such as sleeping above commercial.
- Vulnerable occupants who represent a higher level of risk of fire or require specific measures to mitigate the risk they present (e.g. evacuation).
- The numbers of employees and/or relevant persons is high.
- Staged or Progressive Horizontal Evacuation is in place.

### Other

- Specialist risk management is in place.
- Activities are unique or unusual in nature or offer an equivalent risk which must be mitigated using one-off or fire engineered solutions.
- There are compensatory features required to allow the building to be used in its current form.
- Mixed occupancy types with high levels of staff training required.
- Unusual evacuation methods – e.g. Mixture of phased and simultaneous across different occupancies in the same building.
- The numbers of employees and/relevant persons is very high.

### **Complexity**

19.13 This represents the level of complexity a building may represent. The level of complexity can directly relate to the level of risk posed to relevant persons. In buildings where there the design requires reference to specific guidance or specialist fire precautions are needed in terms of compensatory features, there will be a need for a higher level of competence from the Fire Safety Regulator.

19.14 The use of building codes and guidance is to provide a starting point for the consideration of a building's complexity. Historic building codes may be just as relevant but are not included in the matrix for the purpose of clarity.

19.15 The measures outlined below are examples provided to show where the benchmark is set and is only indicative of the scenarios where risk would be regarded as simple, complex or another level of risk. It is recognised that it is not possible to provide prescriptive guidance on the matter as the combination of factors is too large (for example a building designed to the Health Technical Memorandum series may consist of a couple of rooms or be an entire hospital).

19.16 Enforcing Authorities should have a clear process for determining the complexity of their buildings in order to provide Fire Safety Regulators with the right level of competence to regulate in their jurisdiction.

### Simple

- The building may be particularly small (using ADB size thresholds as guidance for example)
- The building design and construction in line with guidance included in the Communities and Local Government guides found [here](#), or readily supported by documentation like LACORS *Housing – Fire Safety* : Guidance on fire safety provisions for certain types of existing housing.
- Readily supports simultaneous evacuation.
- Historic building standards are just as relevant

### Complex

- The use of specialist guidance specific to the building type such as Building Bulletin 100 and the Health Technical Memorandum series
- All buildings which fall under the definition of HRPs.
- The building may readily support simultaneous evacuation but may be specifically required to support staged or progressive horizontal evacuation
- There may be many premises interacting with each other on the same site or within the same building such as a shopping centre.
- There are special design requirements due to the building's size, height or other features such as atria.

### Other

- The building must include fire engineered solutions to ensure its feasibility.
- There is specific reference to the BS7974 suite of documentation.
- Other historic or international guidance is used to provide fire engineered solutions.
- There are unique or specific building features which require one-off solutions or are not readily covered within existing guidance provision.

## Appendix 8 - Nationally Recognised Professional Body

- 20.1 The professional body should be UKAS accredited or licensed by the Engineering Council for the relevant independent assessment and registration of Fire Safety Regulators or actively working towards UKAS accreditation or Engineering Council licensing.
- 20.2 The professional body should provide independent individual assessment of competence for Fire Safety Regulators. Therefore any individual working on a HRP should have been through an independent assessment of their own competence (not as part of a larger organisational assessment).
- 20.3 The professional body should maintain a public register of individuals who are competent to work on HRPs including their name and the Enforcing Authority name.

20.4 The professional body must maintain a complaints process related to the competence or conduct of those individuals listed on the public register and have appropriate processes in place to deal with any issues that arise.

### **Requirements for Assessors**

20.5 The professional body should have sufficient suitably qualified reviewers to appropriately assess Fire Safety Regulators.

20.6 All professional body reviewers must:

- Be occupationally competent. This means that each reviewer must be competent in the subject matter covered by the assessment.
- Be able to demonstrate consistent application of the skills and the current supporting knowledge and understanding in the context of a recent role directly related to the assessment.
- Be familiar with the subject matter; and able to interpret and make judgements on current working practices and technologies within the area of work.
- Maintain their occupational competence by actively engaging in CPD activities in order to keep up-to-date with developments relating to the changes taking place in the fire safety sector.

NOTE: Reviewers are not required to occupy a position in an organisation more senior than that of the candidate they are assessing.

### **Assessment Process for Fire Safety Inspectors who regulate HRPs**

20.7 The professional body registration assessment should include (as a minimum):

- ✓ Appraisal of an application form outlining previous fire safety knowledge (minimum level 4 diploma in fire safety), skills and behaviours and
- ✓ Evaluation of 3 audits undertaken in the previous six months which should include a HRRB.
- ✓ Appraisal of previous 2 years CPD records.

20.8 Where the Fire Safety Inspector's application and examples of work are deemed satisfactory there should be:

- ✓ Assessment through a 60 minute professional discussion, which includes describing the fire safety requirements from plans, including one of the following:
  - a HRP
  - a complex building
- ✓ Validation through the request of two references to support the individual's application form.

20.9 The professional body should maintain an up to date public register of individuals who have been appropriately assessed to work on HRRBs.

### **Re-assessment Process for Fire Safety Inspectors who regulate HRP**

20.10 To ensure that Fire Safety Inspectors maintain their competency, a professional body re-assessment should be conducted on a regular periodic (2-3 year) basis.

20.11 The professional body re-registration assessment should include (as a minimum):

- ✓ Evaluation of one audit selected from a supplied list of 5 fire safety audits undertaken in the previous six months. The information provided to the professional body should include date carried out, location, size, type and use of building. The submitted audits should include a complex building and a HRRB.
- ✓ Appraisal of previous 2 years CPD records.

20.12 Where the evidence provided by the Fire Safety Inspector is not sufficient to ensure ongoing competence, the professional body should assess the individual through a 60 minute professional discussion (which includes describing fire safety requirements from plans of a HRP and/or complex building).

20.13 Where the Fire Safety Inspector does not meet the standard to remain on the professional body register, they shall be removed pending re-submission of evidence and further assessment.

# Appendix 9 - Draft National Occupational Standards for Fire Safety Regulators

Proposed NOS	Relationship to Current NOS
FS1 - Identify and report hazards and risks associated with fire	New NOS for non fire safety specialists including operational staff at stations. Consultation with representative bodies is yet to be undertaken.)
FS2 - Visit premises for the purposes of fire safety regulation	Amended FS12 to incorporate all elements of inspection and audit
FS3 - Enforcing the provisions of the Fire Safety Order / Draft and serve notices	Amended and amalgamated FS13 & FS14 to incorporate all elements of enforcement
FS4 - Investigating Offences under the Fire Safety Order	Amended and amalgamated FS10 & FS11 to incorporate all elements of investigation and prosecution relevant to regulators
FS5 - Support the management of risks at incidents	FS5 reviewed and amended to make specific to fire and rescue personnel
FS6 - Review fire safety matters relating to existing or proposed construction	FS6 reviewed and amended to reflect role in Building Regulation consultations
FS7 - Review fire safety matters relating to premises under construction, demolition and alteration	FS8 reviewed and amended to cover elements required to enforce Fire Safety during construction phase of partially occupied buildings

**Proposed NOS: FS1 - Identify and report hazards and risks associated with fire**

<p>Overview</p>	<p>This standard is about planning and carrying out basic checks of simple and low risk premises in order to identify fire hazards and monitor and report on compliance with the requirements of the Fire Safety Order in relation to basic fire precautions. You will identify potential breaches of the legislation and decide on the action you and owner[s]/ occupier[s] need to take, which may include informal advice or escalation for enforcement action. You will also prepare effective reports for the purposes of recording information about visits and advice given / action taken.</p> <p>Contact will be made with the person(s) described within the relevant home nation's legislation.</p> <p><b>There are four elements</b></p> <ol style="list-style-type: none"> <li>1 Prepare for your visit to premises</li> <li>2 Visit the premises – identifying fire hazards and risks</li> <li>3 Assess the effectiveness of fire safety measures</li> <li>4 Report on the conduct and findings including basic non-compliance issues.</li> </ol> <p><b>Target Group</b></p> <p>The standard is recommended for those working for an Enforcing Authority in an advisory or operational role who may carry out fire safety checks (but not audits) of simple and low risk premises to provide basic fire safety advice and assess basic compliance issues.</p>
<p>Knowledge You need to know and understand:</p>	<p>A basic understanding of:</p> <ol style="list-style-type: none"> <li>1. the scope of the Fire Safety Order and obligations on enforcing authorities</li> <li>2. the nature of fire hazards, the causes of fire and the significance of common causes in different occupancies in simple, low risk premises</li> <li>3. the importance of fire precautions in the protection of people, property and the environment</li> <li>4. the principles of hazard identification and risk assessment, including the difference between hazard and risk the triangle of fire and preventive methods the range of extinguishing media, its location and correct application and use</li> <li>5. requirements of the Fire Safety Order in relation to fire risk assessment and fire safety arrangements</li> </ol>

	<ol style="list-style-type: none"> <li>6. common methods of managing fire safety arrangements including fire routines, methods for raising the alarm, initiating evacuation and use of firefighting equipment</li> <li>7. requirements of the Fire Safety Order in relation to means of escape and pre planned arrangements for ensuring safety of people in the event of fire, including those less able and their behaviours</li> <li>8. the requirements for records associated with hazard identification, risk assessment and reporting</li> <li>9. the implications of failing to identify hazards and control risks</li> <li>10. the organisational practices, procedures and reporting requirements relating to the identification of non - compliance</li> <li>11. how to access sources of information, advice and support</li> <li>12. the roles and responsibilities of others with authority to action fire safety issues</li> </ol>
Performance Criteria	<p><b>Prepare for your visit to premises</b></p> <ol style="list-style-type: none"> <li>1. use appropriate databases and other information sources to identify person[s] and premises for inspection, in line with the priorities of your authority</li> <li>2. plan individual inspections, taking into account regulatory priorities and person[s] availability</li> <li>3. use information you have gathered to identify appropriate benchmarks and likely priorities for consideration during any contact with person[s]</li> <li>4. where appropriate, follow relevant topic areas for inspection with reference to organisational priorities</li> <li>5. identify who the responsible person[s] is for each premises to be inspected</li> </ol> <p><b>Visit the premises</b></p> <ol style="list-style-type: none"> <li>6. gain access to premises, explain inspection activity and identify and secure co-operation of the specified person[s]</li> <li>7. conduct inspections in a way which preserves your own personal safety and which gives a good example of health and safety awareness and practice</li> <li>8. manage the pace of the inspection, implement the inspection plan and have the flexibility to deal appropriately with issues outside the scope of the plan</li> </ol> <p><b>Assess the effectiveness of fire safety measures</b></p> <ol style="list-style-type: none"> <li>9. identify fire safety arrangements in place and react to what is happening systematically, using observation,</li> </ol>

		<p>questioning, listening and fire safety knowledge as appropriate</p> <p>10. compare your findings with existing standards and against the principles of risk assessment and control to identify if any risk gap[s] exist</p> <p>11. where risks are inadequately controlled identify the areas of non-compliance and assess the risk posed to relevant persons</p> <p><b>Report on the conduct and findings including non-compliance with the Fire Safety Order</b></p> <p>12. identify the action you intend and the person[s] needs to take, which may include escalation and assess the likely impact on the person[s], their property or business, occupants or employees and others</p> <p>13. where appropriate, obtain specialist advice to support your assessment, where factors influencing risk are outside of your own personal level of expertise</p> <p>14. make accurate records of your findings, advice provided and actions taken</p> <p>15. report accurately, in agreed format and within the agreed timescale.</p>
Relevant Competencies	GRIP	
Context	A1	Understanding of the role of regulation as a tool of Government
	A2	Ability to work within the wider regulatory framework
	A3	Ability to work towards your organisation's regulatory objectives
	A4	Ability to work with the legislation relevant to your regulatory function(s)
	A5	Ability to work within your organisation's regulatory policies and procedures
Risk Assessment	B1	Ability to assess regulatory risks
	B2	Ability to gather, analyse, use and share data to inform risk assessment
Understanding those you regulate	C1	Understanding of the current business environment and the business sector(s) regulated
	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
	C3	Understanding of the factors that affect business approaches to compliance
	C4	Ability to engage constructively with business
	C5	Ability to tailor your approach to businesses and

		individuals that you interact with
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D4	Ability to plan your work, and that of your team
Checking compliance	E1	Ability to prepare appropriately for checks on compliance
	E2	Ability to conduct checks in a proportionate manner
	E3	Ability to be responsive to the circumstances encountered
Supporting Compliance	F2	Ability to promote the importance of compliance, and your organisation's role in supporting compliance
	F3	Ability to communicate in appropriate ways to suit the circumstances
	F4	Ability to provide the information and guidance that is needed by those you regulate
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance

**Proposed NOS: FS2 - Visit Premises for the purposes of fire safety regulation**

<p>Overview</p>	<p>This standard is about planning and conducting audits or inspections of premises for the purposes of fire safety regulation; identifying potential breaches of the legislation and deciding the action you and owner[s]/ occupier[s] need to take, which may include informal and formal enforcement of fire safety legislation. You will also prepare effective inspection reports for the purposes of fire safety regulation and communicate fire safety compliance or deficiencies to others for the purposes of the regulation.</p> <p>Contact will be made with the person(s) described within the relevant home nation's legislation.</p> <p><b>There are four elements</b></p> <ol style="list-style-type: none"> <li>1 Prepare for your visit to premises</li> <li>2 Visit the premises &amp; carry out an audit</li> <li>3 Assess the effectiveness of fire safety measures</li> <li>4 Assess compliance with the Fire Safety Order and arrange appropriate actions</li> </ol> <p><b>Target Group</b></p> <p>This standard is recommended for Regulators, i.e. anyone who has the responsibility for enforcing the Fire Safety Order and associated regulations are being met through cooperation or enforcement.</p>
<p>Knowledge You need to know and understand:</p>	<ol style="list-style-type: none"> <li>1. the scope of the Fire Safety Order and obligations on enforcing authorities</li> <li>2. the requirements and obligations placed on responsible person[s] by the Fire Safety Order</li> <li>3. the requirements and obligations placed upon enforcing authorities in relation to Primary Authority Partnerships under the relevant legislation</li> <li>4. how to identify and apply the aims, objectives and priorities of the regulatory authority</li> <li>5. how to follow and apply the regulatory organisation's policies, instructions or procedures for conducting audits/ inspections</li> <li>6. when and how to make links with other regulators where their activities impinge on yours</li> <li>7. how to follow your organisation's health and safety policy and ensure your own health and safety</li> <li>8. how to assess the level of fire safety risk on a premises</li> <li>9. how to assess control measures and management</li> </ol>

	<p>systems to identify breaches of legislation and risks to fire safety</p> <ol style="list-style-type: none"> <li>10. how to encourage development of fire safety policies, plans and procedures to influence appropriate risk management standards</li> <li>11. how to assess compliance with the Fire Safety Order utilising appropriate guidance and select suitable options to ensure compliance where necessary</li> <li>12. how to determine when enforcement action is necessary and to determine the appropriate enforcement option</li> <li>13. the ways of assessing the impact of your decisions on the person[s], the premises and the community</li> <li>14. how to communicate effectively in a range of situations and at all levels to gather information and provide direction</li> <li>15. how to assess the implications of your findings and when to communicate your findings to colleagues within your organisation and appropriate people outside your organisation</li> </ol>
<p>Performance Criteria</p>	<p><b>Prepare for your visit to premises</b></p> <ol style="list-style-type: none"> <li>1. use appropriate databases and other information sources to identify premises for audit/ inspection, in line with the priorities of your authority</li> <li>2. plan a logical series of inspections consistent with your authority's plans and priorities</li> <li>3. plan individual audits/ inspections, taking into account regulatory priorities and person[s] availability</li> <li>4. use information you have gathered to identify appropriate benchmarks and likely priorities for consideration during any contact with responsible person[s]</li> <li>5. identify who the responsible person[s] is for each premises to be inspected</li> </ol> <p><b>Visit the premises</b></p> <ol style="list-style-type: none"> <li>6. arrange access to premises using relevant statutory powers, explain regulatory activity and identify and secure co-operation of the specified person[s]</li> <li>7. conduct audits/ inspections in a way which preserves your own personal safety and which gives a good example of health and safety awareness and practice</li> <li>8. manage the pace of the audit/ inspection, implement the inspection plan and have the flexibility to deal appropriately with issues outside the scope of the plan</li> <li>9. where appropriate, follow relevant topic areas for audit/ inspection with reference to organisational priorities</li> </ol>

	<p style="text-align: center;"><b>Assess the effectiveness of fire safety measures</b></p> <ol style="list-style-type: none"> <li>10. identify management systems and risk controls in use and react to what is happening systematically, using observation, questioning, listening, fire safety knowledge and the person[s] risk assessment as appropriate</li> <li>11. identify positive aspects of fire safety performance on which further change and development can be built</li> <li>12. compare your findings with existing standards and against the principles of risk assessment and control to identify if any risk gap[s] exist</li> <li>13. Assess compliance with the requirements of the Fire Safety Order</li> <li>14. Assess the suitability of the arrangements and provisions identified against the requirements of the Fire Safety Order taking account of relevant regulatory requirements and guidance</li> <li>15. Apply professional judgement in order to complete the audit process in line with national guidance and organisational policies</li> <li>16. where risks are inadequately controlled identify the areas of non-compliance and assess the risk posed to relevant persons</li> <li>17. P13 where risks are inadequately controlled, select acceptable options to close the risk gap to ensure minimum standards</li> <li>18. P14 identify the action you intend and the responsible person[s] needs to take, which may include enforcement, and assess the likely impact on the person[s], their property or business, relevant persons and others</li> <li>19. where appropriate, obtain specialist advice to support your assessment, where factors influencing risk are outside of your own personal level of expertise</li> <li>20. make accurate records of your findings, advice provided and actions taken</li> </ol>	
<p>Relevant Competencies</p>	<p>GRIP</p>	
<p>Context</p>	<p>A1</p>	<p>Understanding of the role of regulation as a tool of Government</p>
	<p>A2</p>	<p>Ability to work within the wider regulatory framework</p>
	<p>A3</p>	<p>Ability to work towards your organisation's regulatory objectives</p>
	<p>A4</p>	<p>Ability to work with the legislation relevant to your regulatory function(s)</p>

	A5	Ability to work within your organisation's regulatory policies and procedures
Risk Assessment	B1	Ability to assess regulatory risks
	B2	Ability to gather, analyse, use and share data to inform risk assessment
	B3	Ability to use risk assessment to guide your activities
	B4	Understanding of risk management in a business
Understanding those you regulate	C1	Understanding of the current business environment and the business sector(s) regulated
	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
	C3	Understanding of the factors that affect business approaches to compliance
	C4	Ability to engage constructively with business
	C5	Ability to tailor your approach to businesses and individuals that you interact with
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
	D4	Ability to plan your work, and that of your team
Checking compliance	E1	Ability to prepare appropriately for checks on compliance
	E2	Ability to conduct checks in a proportionate manner
	E3	Ability to be responsive to the circumstances encountered
	E4	Ability to make informed assessments of compliance and risk
	E5	Ability to follow-up on checks on compliance in an appropriate manner
Supporting compliance	F1	Understanding of the need for compliance support amongst those you regulate
	F2	Ability to promote the importance of compliance, and your organisation's role in supporting compliance
	F3	Ability to communicate in appropriate ways to suit the circumstances
	F4	Ability to provide the information and guidance that is needed by those you regulate

	F5	Ability to provide the tailored advice that is needed by those you regulate, where appropriate
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance
	G2	Ability to communicate effectively with businesses that have failed to comply
	G4	Ability to prepare and implement effective responses to non-compliance
	G5	Ability to provide appropriate support for those adversely affected by non-compliance
Evaluation	H1	Ability to monitor and report on your activities and performance

<b>Proposed NOS: FS3 - Enforcing the provisions of the Fire Safety Order / Draft and serve notices</b>	
Overview	<p>This standard is about enforcing statutory provisions on behalf of your regulatory authority. You will determine which enforcement options are appropriate, draft notices appropriately and understand the requirements for service of notices described within the relevant home nation's legislation.</p> <p><b>There are three elements</b></p> <ol style="list-style-type: none"> <li>1 Determining the appropriate enforcement mechanism</li> <li>2 Drafting enforceable notices</li> <li>3 Serving notices</li> </ol> <p><b>Target Group</b></p> <p>This standard is recommended for Regulators who are authorised to take enforcement action under the Fire Safety Order</p>
Knowledge You need to know and understand:	<ol style="list-style-type: none"> <li>1. how to establish and work within the aims and objectives of the regulatory authority</li> <li>2. how the various types of statutory notices, licences and approvals may be used by regulators to achieve desired outcomes</li> <li>3. how to identify appropriate enforcement action, including types of notice and instituting proceedings</li> <li>4. how to apply regulatory authority policy on the process of issuing notices and the circumstances in which they can, should and must be issued, referring to any internal procedure, policy or arrangements</li> <li>5. how notices should be drafted to make sure that they are accurate, clear and legally enforceable</li> <li>6. methods of service for notices to meet legal requirements</li> <li>7. how to withdraw or extend notices</li> <li>8. the relationship between fire safety law and the legal system</li> </ol>
Performance Criteria	<p><b>Determining the appropriate enforcement mechanism</b></p> <ol style="list-style-type: none"> <li>1. apply relevant organisational policy and guidance to determine the appropriate enforcement mechanism</li> <li>2. Identify the reason for serving the notice, including breaches, reasons why and measures to be taken aligned to the duties of the responsible person[s]</li> </ol> <p><b>Drafting the notice</b></p> <ol style="list-style-type: none"> <li>3. identify the appropriate responsible person/s on whom the</li> </ol>

	<p>notice is to be served</p> <ol style="list-style-type: none"> <li>4. decide upon the type, content, compliance date and any conditions (schedule) of the notice to be issued taking account of relevant local, national, international and regulatory requirements</li> <li>5. ensure that the detail of the notice is accurate</li> <li>6. make sure that the action required by the notice will ensure compliance with legislation</li> <li>7. make sure that the notice is enforceable</li> <li>8. ensure relevant consultation is undertaken with other enforcing authorities when required</li> </ol> <p><b>Serving the Notice</b></p> <ol style="list-style-type: none"> <li>9. Make sure the notice is correctly served in accordance with legislative requirements including advice on appeals</li> <li>10. Ensure service of the notice is recorded in line with organisational procedures</li> <li>11. Provide copies of the notice to any other relevant enforcing authority[s]</li> </ol>	
Relevant Competencies	GRIP	
Context	A4	Ability to work with the legislation relevant to your regulatory function(s)
	A5	Ability to work within your organisation's regulatory policies and procedures
Risk Assessment	B1	Ability to assess regulatory risks
	B2	Ability to gather, analyse, use and share data to inform risk assessment
	B3	Ability to use risk assessment to guide your activities
	B4	Understanding of risk management in a business
Understanding those you regulate	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations

	D4	Ability to plan your work, and that of your team
Checking compliance	E4	Ability to make informed assessments of compliance and risk
	E5	Ability to follow-up on checks on compliance in an appropriate manner
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance
	G2	Ability to communicate effectively with businesses that have failed to comply
	G4	Ability to prepare and implement effective responses to non-compliance
	G5	Ability to provide appropriate support for those adversely affected by non-compliance
Evaluation	H1	Ability to monitor and report on your activities and performance

**Proposed NOS: FS4 - Investigating Offences under the Fire Safety Order**

<p>Overview</p>	<p>This standard is about the planning, gathering and carrying out of criminal investigations for enforcement action or other formal proceedings in accordance with the requirements of the home nation's legislation including attendance at Court or Tribunals for the purpose of a legal hearing. You may be required to provide evidence in various capacities and must ensure all notes, reports and evidence are prepared in an accurate and timely fashion in accordance with relevant procedural guidance and legislation.</p> <p>There are four elements</p> <ol style="list-style-type: none"> <li>1 Plan and prepare an investigation for fire safety regulation</li> <li>2 Conduct an investigation for the purpose of fire safety regulation</li> <li>3 Collate evidence for the purpose of fire safety regulation</li> <li>4 Attending court to support the legal process and / or give evidence Present evidence relating to fire safety to court and other formal proceedings</li> </ol> <p><b>Target Group</b></p> <p>This standard is recommended for Regulators who are required to undertake criminal investigations.</p>
<p>Knowledge You need to know and understand:</p>	<ol style="list-style-type: none"> <li>1. legal powers and enforcement duties under fire safety legislation</li> <li>2. organisational fire safety policy and the related procedures</li> <li>3. how to operate and manage within a legal and regulatory framework</li> <li>4. law and regulations that govern the gathering of evidence</li> <li>5. the taking of witness statements and conducting interviews</li> <li>6. how to identify and evaluate different sources of evidence, physical and documentary evidence, photographic evidence, laboratory testing of items and substances, and evidence from witnesses</li> <li>7. how to access, interpret and provide relevant information and data</li> <li>8. how to identify and apply procedural legislation which must be followed to bring a case to court in line with the home nation's legislation (e.g. in England and Wales currently, Police and Criminal Evidence Act and associated Codes of Practice, Criminal Procedure and Investigations Act)</li> </ol>

	<ol style="list-style-type: none"> <li>9. the roles, responsibilities, level of authority and requirements of yourself and others within the context of formal proceedings</li> <li>10. how to access sources of specialist support, advice and information</li> <li>11. how to communicate with a wide variety of people and make effective use of techniques of persuasion and negotiation</li> <li>12. how to use questioning and listening skills to obtain relevant information</li> <li>13. how to give evidence effectively in a court or hearing</li> <li>14. Court procedures and the nature of giving evidence</li> <li>15. the permitted liaison with victims, witnesses and defendants</li> </ol>
Performance Criteria	<p><b>Plan and prepare an investigation</b></p> <ol style="list-style-type: none"> <li>1. identify or assess whether an offence may have taken place</li> <li>2. Identify parties who form part of the investigation including witnesses and suspects</li> </ol> <p><b>Conducting an investigation</b></p> <ol style="list-style-type: none"> <li>3. identify likely sources of evidence and assess their relevance to the potential enforcement action being considered</li> <li>4. identify the need for any immediate action to obtain and preserve evidence</li> <li>5. take action to minimise the effect of actual or potential risk</li> <li>6. inform relevant persons of your actions</li> <li>7. determine and gather potential evidence</li> <li>8. ensure the relevant rules are followed to ensure continuity and admissibility of evidence</li> <li>9. obtain statements from witnesses using relevant statutory powers</li> <li>10. Plan, arrange and conduct formal interviews under caution</li> <li>11. use questioning and listening skills to obtain relevant information</li> <li>12. inform responsible and relevant persons of your actions</li> <li>13. consistently maintain health, safety and security of yourself and others</li> <li>14. request further support or expert help when necessary</li> </ol> <p><b>Collate evidence for the purpose of fire safety regulation</b></p> <ol style="list-style-type: none"> <li>15. collate evidence and information to support the decision that an offence has taken place</li> </ol>

		<p>16. identify all materials that may be required for disclosure</p> <p>17. prepare accurate reports and evidence in an appropriate and logical sequence</p> <p>18. ensure you communicate with relevant departments to ensure a consistent approach</p> <p>19. actively seek feedback and review meetings in order to inform and improve future practices</p> <p><b>Attending Court</b></p> <p>20. ensure availability of evidence and exhibits within your area of responsibility taking steps to ensure their continuity and integrity</p> <p>21. ensure you consider your evidence in advance of any hearing and ensure you are in possession of any appropriate notes or statements</p> <p>22. ensure you communicate with relevant departments to ensure a consistent approach</p> <p>23. ensure availability of evidence and exhibits within your area of responsibility taking steps to ensure their continuity and integrity</p> <p>24. ensure your appearance and behaviour conforms to acceptable professional standards at all times and is in accordance with the rules of the court or proceeding</p>
Relevant Competencies	GRIP	
Context	A1	Understanding of the role of regulation as a tool of Government
	A2	Ability to work within the wider regulatory framework
	A3	Ability to work towards your organisation's regulatory objectives
	A4	Ability to work with the legislation relevant to your regulatory function(s)
	A5	Ability to work within your organisation's regulatory policies and procedures
Understanding those you regulate	C1	Understanding of the current business environment and the business sector(s) regulated
	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
	C5	Ability to tailor your approach to businesses and individuals that you interact with
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention

		choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
	D4	Ability to plan your work, and that of your team
Checking compliance	E3	Ability to be responsive to the circumstances encountered
	E4	Ability to make informed assessments of compliance and risk
	E5	Ability to follow-up on checks on compliance in an appropriate manner
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance
	G2	Ability to communicate effectively with businesses that have failed to comply
	G3	Ability to conduct thorough investigations of non-compliance and allegations of non-compliance
	G4	Ability to prepare and implement effective responses to non-compliance
	G5	Ability to provide appropriate support for those adversely affected by non-compliance
Evaluation	H1	Ability to monitor and report on your activities and performance
	H2	Ability to evaluate your activities in relation to your regulatory objectives and your organisation's strategic priorities

**Proposed NOS: FS5 - Support the management of risks at incidents**

<p>Overview</p>	<p>This standard is about fire safety specialists or site safety specialists advising and supporting the Incident Commander or person with the delegated responsibility of the Incident Commander at an incident. Individuals will work at their personal level of responsibility and authority for providing advice and information, as well as progressing enforcement issues where relevant.</p> <p><b>There are three elements</b></p> <ul style="list-style-type: none"><li>1 Obtain information to assist with the management of risks at incidents</li><li>2 Advise on the management of risks during incidents</li><li>3 Advise on the passive and active fire safety measures in the premises</li></ul> <p><b>Target Group</b></p> <p>The standard is recommended for Practitioners, i.e. anyone who is employed or contracted to work with others in an organisation - managers, owners and/or occupiers - to ensure that, within the scope of their responsibility, suitable and sufficient fire safety arrangements are made and maintained.</p> <p>It is also appropriate for Regulators, i.e. anyone who has the responsibility for ensuring the requirements of Fire Safety and associated regulation are being met through cooperation or enforcement.</p>
<p>Performance Criteria</p>	<p><b>Obtain information to assist with the management of risks at incidents</b></p> <ul style="list-style-type: none"><li>1. seek information relevant to an incident from all available sources</li><li>2. establish identity of key persons, and obtain available current plans and the status of the incident</li><li>3. determine critical risks associated with incident type and status</li><li>4. prioritise risks and their potential effect on people, property and the environment</li><li>5. determine factors which may influence the level of risk associated with an incident</li><li>6. liaise with other agencies involved in an incident to establish current roles and responsibilities with the aim of supporting the incident commander</li><li>7. evaluate risks to personnel and the need for personal protective measures for self and others</li></ul>

	<p><b>Advise on the management of risks during incidents</b></p> <p>8. inform Incident Commander or person with the delegated responsibility on known issues affecting access and egress</p> <p>9. inform Incident Commander or person with the delegated responsibility on identified risks and factors influencing their potential escalation</p> <p>10. respond to requests for information and advice regarding safety of people, property and the environment</p> <p>11. liaise with the responsible person(s) to maintain currency of information concerning risks associated with the incident</p> <p><b>Advise on the passive and active fire safety measures within the premises.</b></p> <p>12. advise Incident Commander or person with the delegated responsibility on the associated fire safety measures within the premises</p> <p>13. advise Incident Commander or person with the delegated responsibility on the potential cause and effects of the associated fire safety measures within the premises</p>	
<p>Knowledge You need to know and understand:</p>	<p>14. the methods and techniques for gathering and interpreting relevant data and associated information</p> <p>15. the principles and methodology for risk assessment and their application</p> <p>16. own personal capabilities, limitation, level of authority and responsibility in the evaluation of risk assessments and when to seek advice from others</p> <p>17. the sources of relevant information and how to access them, in relation to safety at multi-agency incidents</p> <p>18. the methods for the protection of life in the event of an incident, including facilities required to assist fire-fighters</p> <p>19. the methods for prevention of the escalation of the incident and their application in a range of contexts</p> <p>20. the importance of considering business continuity in the event of an incident which interrupts normal activity</p> <p>21. the relevant legislative framework and the mechanisms of enforcement in new, altered and existing buildings</p>	
<p>Relevant Competencies</p>	<p>GRIP</p>	
<p>Context Risk Assessment Planning your activities</p>	<p>A2</p>	<p>Ability to work within the wider regulatory framework</p>
	<p>A4</p>	<p>Ability to work with the legislation relevant to your regulatory function(s)</p>
	<p>B2</p>	<p>Ability to gather, analyse, use and share data to inform risk assessment</p>
	<p>B3</p>	<p>Ability to use risk assessment to guide your</p>

		activities
	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
Supporting compliance	F4	Ability to provide the information and guidance that is needed by those you regulate
	F5	Ability to provide the tailored advice that is needed by those you regulate, where appropriate
Evaluation	H1	Ability to monitor and report on your activities and performance
	H2	Ability to evaluate your activities in relation to your regulatory objectives and your organisation's strategic priorities
	H3	Understanding of the value of feedback from those you regulate, and the beneficiaries of regulation in informing future activities
Context	A2	Ability to work within the wider regulatory framework
	A4	Ability to work with the legislation relevant to your regulatory function(s)
Risk Assessment	B2	Ability to gather, analyse, use and share data to inform risk assessment
	B3	Ability to use risk assessment to guide your activities
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
Supporting compliance	F4	Ability to provide the information and guidance that is needed by those you regulate
	F5	Ability to provide the tailored advice that is needed by those you regulate, where appropriate

Evaluation	H1	Ability to monitor and report on your activities and performance
	H2	Ability to evaluate your activities in relation to your regulatory objectives and your organisation's strategic priorities
	H3	Understanding of the value of feedback from those you regulate, and the beneficiaries of regulation in informing future activities

<b>Proposed NOS: FS6 - Review fire safety matters relating to existing or proposed construction</b>	
Overview	<p>This standard is about commenting on the suitability of the fire safety provisions associated with the design, construction, alteration and use of premises. Individuals will work within their personal level of responsibility and authority for providing advice and information and dealing with compliance issues.</p> <p><b>There are two elements</b></p> <ol style="list-style-type: none"> <li>1 Evaluate plans to ensure fire safety provisions are appropriate for the design and use of the premises</li> <li>2 Report on the suitability of the proposed fire safety provisions</li> </ol> <p><b>Target Group</b></p> <p>The standard is recommended for Regulators, i.e. anyone who has the responsibility for ensuring the requirements of Fire Safety and associated regulation are being met through cooperation or enforcement.</p> <p>It is also appropriate for Practitioners, i.e. anyone who is employed or contracted to work with others in an organisation - staff, owners and/or occupiers - to ensure that, within the scope of their responsibility, suitable and sufficient fire safety arrangements are made and maintained.</p>
Performance Criteria	<p><b>Evaluate plans to ensure fire safety provisions are appropriate for the design and use of the premises</b></p> <ol style="list-style-type: none"> <li>1. obtain sufficient information from all available sources to enable an evaluation of the submission</li> <li>2. identify the national and international standards and guidance relevant to the type and nature of the submission</li> <li>3. assess the fire safety provisions associated with the submission</li> <li>4. assess the submission against the appropriate national and international design standards or guidance</li> <li>5. where further information becomes available, continually assess the adequacy of fire safety measures</li> <li>6. where appropriate, obtain specialist advice to support the assessment, where factors influencing risk are outside of your own personal level of expertise</li> <li>7. assess the impact of the proposed plans on existing fire safety arrangements when altering or adapting premises</li> </ol> <p><b>Report on the suitability of the proposed fire safety</b></p>

	<p><b>provisions</b></p> <ol style="list-style-type: none"> <li>8. report at a sufficient level of detail and clarity to ensure understanding by all recipients</li> <li>9. report accurately, in agreed format and within the agreed timescale</li> <li>10. indicate whether plans comply with current legislation and relevant standards</li> <li>11. advise on action required to meet legal and statutory requirements and the implications of non-compliance</li> <li>12. specify the results of your assessment including any recommendations for further action</li> </ol>
<p>Knowledge You need to know and understand:</p>	<ol style="list-style-type: none"> <li>1. the regulations, codes of practice and guidance associated with building construction or alteration, including national and international standards</li> <li>2. the factors influencing the selection of regulations, codes of practice and guidance associated with specific design, construction or alteration plans</li> <li>3. the relevant legislative framework and the mechanisms of enforcement in new, altered and existing buildings</li> <li>4. the steps you would take to work with the appropriate person and where relevant other partners in order to achieve a satisfactory level of fire safety</li> <li>5. how to access sources of specialist support, advice and information</li> <li>6. the methodologies, tools, techniques for risk assessment and their correct application</li> <li>7. the factors influencing the impact of proposed construction or alteration during and after implementation, on the existing fire safety systems</li> <li>8. the range and type of building materials, their classifications, specifications and limitations</li> <li>9. the interaction between different building materials under varying circumstances</li> <li>10. the compatibility of different types of building materials under varying circumstances</li> <li>11. the methods of testing materials and the limitations of each</li> <li>12. the likely and possible consequences of inappropriate selection, or incorrect use, location, orientation or interaction of materials</li> <li>13. how workmanship can affect the fire performance of a building</li> <li>14. the role and importance of technical and schematic plans</li> </ol>
<p>Relevant Competencies</p>	<p>GRIP</p>
<p>Context</p>	<p>A1      Understanding of the role of regulation as a</p>

		tool of Government
	A2	Ability to work within the wider regulatory framework
	A3	Ability to work towards your organisation's regulatory objectives
	A4	Ability to work with the legislation relevant to your regulatory function(s)
	A5	Ability to work within your organisation's regulatory policies and procedures
Risk Assessment	B1	Ability to assess regulatory risks
	B2	Ability to gather, analyse, use and share data to inform risk assessment
	B3	Ability to use risk assessment to guide your activities
	B4	Understanding of risk management in a business <sup>1</sup> context <sup>1</sup> The term 'business' (for core competencies) is used throughout to denote a regulated entity. Some regulated entities are not businesses but may, for example, be individuals acting in a private capacity. Many of the core competencies will apply equally in these cases.
Understanding those you regulate	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
	C3	Understanding of the factors that affect business approaches to compliance
	C4	Ability to engage constructively with business
	C5	Ability to tailor your approach to businesses and individuals that you interact with
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
	D4	Ability to plan your work, and that of your team
Checking compliance	E1	Ability to prepare appropriately for checks on compliance
	E2	Ability to conduct checks in a proportionate manner
	E3	Ability to be responsive to the circumstances

		encountered
	E4	Ability to make informed assessments of compliance and risk
	E5	Ability to follow-up on checks on compliance in an appropriate manner
Supporting compliance	F1	Understanding of the need for compliance support amongst those you regulate
	F2	Ability to promote the importance of compliance, and your organisation's role in supporting compliance
	F3	Ability to communicate in appropriate ways to suit the circumstances
	F4	Ability to provide the information and guidance that is needed by those you regulate
	F5	Ability to provide the tailored advice that is needed by those you regulate, where appropriate
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance
	G2	Ability to communicate effectively with businesses that have failed to comply
Evaluation	H1	Ability to monitor and report on your activities and performance
	H2	Ability to evaluate your activities in relation to your regulatory objectives and your organisation's strategic priorities
	H3	Understanding of the value of feedback from those you regulate, and the beneficiaries of regulation in informing future activities

<b>Proposed NOS: FS8 - Review fire safety matters relating to premises under construction, demolition and alteration</b>	
Overview	<p>This standard is about advising on the fire risks associated with premises under construction, demolition or alteration. Individuals will work within their personal level of responsibility and authority with regard to providing advice and information and dealing with compliance issues.</p> <p><b>There are two elements</b></p> <ol style="list-style-type: none"> <li>1 Assess fire risks associated with planned construction, demolition and alteration</li> <li>2 Evaluate and advise on the appropriateness of the proposed controls to manage fire risks to relevant persons</li> </ol> <p><b>Target Group</b></p>

	<p>The standard is recommended for Regulators, i.e. anyone who has the responsibility for ensuring the requirements of Fire Safety and associated regulation are being met through cooperation or enforcement.</p>
<p>Knowledge You need to know and understand:</p>	<ol style="list-style-type: none"> <li>1. the methodologies for fire risk assessment and their application</li> <li>2. the critical hazards and risks associated with structures undergoing construction, demolition or alteration</li> <li>3. the substances and materials used in construction, alteration and demolition which may present specific risks, including the interaction between them</li> <li>4. the likely effects of an incident on the structure and surrounding areas</li> <li>5. the range of control measures applicable to sites and surrounding areas where construction, demolition or alteration is planned or underway</li> <li>6. the short and long term management of risks in a situation of construction, alteration or demolition</li> <li>7. the steps you would take to work with the responsible person(s) in order to achieve a satisfactory level of fire safety</li> <li>8. the relevant legislative framework and the mechanisms of enforcement in premises under construction, alteration or demolition whether occupied or unoccupied</li> <li>9. the agencies involved in the provision of advice on fire safety issues associated with construction, demolition and alteration and their respective roles and responsibilities</li> <li>10. own personal level of competence, expertise, authority and limitations</li> <li>11. sources of specialist advice and how to access these</li> </ol>
<p>Performance Criteria You must be able to:</p>	<p><b>Assess fire risks associated with planned construction, demolition and alteration</b></p> <ol style="list-style-type: none"> <li>1. identify the methodology used for risk assessment and the rationale for its selection</li> <li>2. assess the suitability of the chosen methodology for the working context, the size and nature of premises</li> <li>3. assess the sufficiency of the chosen methodology in relation to the complexity of actual and potential risks associated with construction, demolition or alteration</li> <li>4. liaise with other relevant agencies to advise on the choice of methodology at sufficient level of detail to assist with future action</li> <li>5. advise on action required to meet legal and statutory</li> </ol>

		<p>requirements and the implications of non-compliance</p> <p><b>Evaluate and advise on the appropriate controls to manage fire risks to relevant persons</b></p> <ol style="list-style-type: none"> <li>6. prioritise hazards and identified risks in relation to the possible effect on the safety of relevant persons</li> <li>7. assess proposed options to prevent incidents and to control critical risks</li> <li>8. assess proposed options to manage fire risks to relevant persons</li> <li>9. establish the feasibility of proposed control measures with regard timescales and their effectiveness</li> <li>10. advise on the implications of implementing inadequate control measures and the consequences of such decisions</li> <li>11. advise on action required to meet legal and statutory requirements and the implications of non-compliance</li> </ol>
Relevant Competencies	GRIP	
Context	A1	Understanding of the role of regulation as a tool of Government
	A2	Ability to work within the wider regulatory framework
	A3	Ability to work towards your organisation's regulatory objectives
	A4	Ability to work with the legislation relevant to your regulatory function(s)
	A5	Ability to work within your organisation's regulatory policies and procedures
Risk Assessment	B1	Ability to assess regulatory risks
	B2	Ability to gather, analyse, use and share data to inform risk assessment
Understanding those you regulate	C1	Understanding of the current business environment and the business sector(s) regulated
	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
	C3	Understanding of the factors that affect business approaches to compliance
	C4	Ability to engage constructively with business
	C5	Ability to tailor your approach to businesses and individuals that you interact with
Planning your activities	D1	Ability to act within your role and area(s) of responsibility

	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
	D4	Ability to plan your work, and that of your team
Checking compliance	E1	Ability to prepare appropriately for checks on compliance
	E2	Ability to conduct checks in a proportionate manner
	E3	Ability to be responsive to the circumstances encountered
	E4	Ability to make informed assessments of compliance and risk
	E5	Ability to follow-up on checks on compliance in an appropriate manner
Supporting compliance	F1	Understanding of the need for compliance support amongst those you regulate
	F2	Ability to promote the importance of compliance, and your organisation's role in supporting compliance
	F3	Ability to communicate in appropriate ways to suit the circumstances
	F4	Ability to provide the information and guidance that is needed by those you regulate
	F5	Ability to provide the tailored advice that is needed by those you regulate, where appropriate
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance
	G2	Ability to communicate effectively with businesses that have failed to comply
Evaluation	H1	Ability to monitor and report on your activities and performance
	H2	Ability to evaluate your activities in relation to your regulatory objectives and your organisation's strategic priorities
	H3	Understanding of the value of feedback from those you regulate, and the beneficiaries of regulation in informing future activities

**Proposed NOS: FS9 - Review fire safety measures at licensed premises**

<p>Overview</p>	<p>This standard is about auditing and assessing the fire safety measures in relation to premises that are licensed. The context of this standard may vary in different Authority areas due to the regulatory requirements therein.</p> <p><b>There are two elements</b></p> <ol style="list-style-type: none"> <li>1 Determine risks in respect of the specific risks</li> <li>2 Recommend controls to manage the specific risks</li> </ol> <p><b>Target Group</b></p> <p>The standard is recommended for Practitioners, i.e. anyone who is employed or contracted to work with others in an organisation - managers, staff, trade unions, owners and/or occupiers - to ensure that, within the scope of their responsibility, suitable and sufficient fire safety arrangements are made and maintained.</p> <p>It is also appropriate for Regulators, i.e. anyone who has the responsibility for ensuring the requirements of Fire Safety and associated regulation are being met through cooperation or enforcement.</p>
<p>Knowledge You need to know and understand:</p>	<ol style="list-style-type: none"> <li>1. how to establish and work within the aims and objectives of the regulatory authority</li> <li>2. how the various types of statutory notices, licences and approvals may be used by regulators to achieve desired outcomes</li> <li>3. how to identify appropriate enforcement action, including types of notice and instituting proceedings</li> <li>4. how to apply regulatory authority policy on the process of issuing notices and the circumstances in which they can, should and must be issued, referring to any internal procedure, policy or arrangements</li> <li>5. how notices should be drafted to make sure that they are accurate, clear and legally enforceable</li> <li>6. methods of service for notices to meet legal requirements</li> <li>7. how to withdraw or extend notices</li> <li>8. the relationship between fire safety law and the legal system</li> </ol>
<p>Performance Criteria</p>	<p><b>Determining the appropriate enforcement mechanism</b></p> <ol style="list-style-type: none"> <li>9. apply relevant organisational policy and guidance to determine the appropriate enforcement mechanism</li> <li>10. identify the reason for serving the notice, including breaches, reasons why and measures to be taken aligned to the duties of the responsible person[s]</li> </ol>

	<p><b>Drafting the notice</b></p> <ol style="list-style-type: none"> <li>11. identify the appropriate responsible person/s on whom the notice is to be served</li> <li>12. decide upon the type, content, compliance date and any conditions (schedule) of the notice to be issued taking account of relevant local, national, international and regulatory requirements</li> <li>13. make sure that the detail of the notice is accurate in all respects</li> <li>14. make sure that the action required by the notice will ensure compliance with legislation</li> <li>15. make sure that the notice is enforceable</li> <li>16. ensure relevant consultation is required with other enforcing authorities as required</li> </ol> <p><b>Serving the Notice</b></p> <ol style="list-style-type: none"> <li>17. make sure the notice is correctly served in accordance with legislative requirements including advice on appeals</li> <li>18. ensure service of the notice is recorded in line with organisational procedures</li> <li>19. provide copies of the notice to any other relevant enforcing authority[s]</li> </ol>	
Relevant Competencies	GRIP	
Context	A4	Ability to work with the legislation relevant to your regulatory function(s)
	A5	Ability to work within your organisation's regulatory policies and procedures
Risk Assessment	B1	Ability to assess regulatory risks
	B2	Ability to gather, analyse, use and share data to inform risk assessment
	B3	Ability to use risk assessment to guide your activities
	B4	Understanding of risk management in a business
Understanding those you regulate	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based

		approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
	D4	Ability to plan your work, and that of your team
Checking compliance	E4	Ability to make informed assessments of compliance and risk
	E5	Ability to follow-up on checks on compliance in an appropriate manner
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance
	G2	Ability to communicate effectively with businesses that have failed to comply
	G4	Ability to prepare and implement effective responses to non-compliance
	G5	Ability to provide appropriate support for those adversely affected by non-compliance
Evaluation	H1	Ability to monitor and report on your activities and performance