



NFCC
National Fire
Chiefs Council

The professional voice of the UK Fire & Rescue Service

Competence Framework for Fire Safety Regulators

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2. Contents

1. Acknowledgements	3
2. Contents	4
3. Foreword	6
4. Introduction	7
5. Key changes to the Framework	8
6. Adoption of the Framework	8
7. Scope of the Framework	9
8. Objectives of the Framework	9
9. Benefits of the Framework	10
10. Definitions	11
11. Abbreviations	16
12. Roles & Requirements for Fire Safety Regulators	17
13. Limits of Competence	24
14. Conflicts of Interest	24
15. Competence of Signatories	24
16. Recognised Prior Learning (RPL)	24
17. Resources	25
18. Competence Standards	25
<i>Knowledge & Skills</i>	25
<i>Experience</i>	25
<i>Behaviours</i>	25
19. Framework Elements	26
<i>A. Knowledge Acquisition</i>	26
<i>B. Demonstration of Knowledge, Skills, Experience and Behaviours</i>	26
<i>C. Internal Quality Assurance</i>	27
<i>D. Maintenance of competence</i>	28
<i>E. Third Party Validation</i>	28
<i>F. Third Party Re-validation</i>	29
20. Development Process	30
<i>A. Monthly Meetings</i>	30

<i>B. Studying selected bibliography related to the topic being studied</i>	31
<i>C. Shadowing competent fire safety regulators</i>	31
<i>D. Development logbook</i>	31
<i>E. Assessment to validate competence</i>	31
Appendix 1: Professional Development Logbook Checklist	32
Appendix 2: Flowcharts of Development Pathways	39
Flowchart A – Development Pathway for Fire Safety Advisors	39
Appendix 3: Internal Fire Safety Quality Assurance Checklist	42
Appendix 4: Recognised CPD Activities	44
Appendix 5: Example CPD Template	46
Appendix 6: Risk / complexity model	47
Appendix 7: Nationally Recognised Professional Body	53

3. Foreword



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

The revised Framework will help to support enforcing authorities in this time of change. Significant changes are being made to the fire safety regulatory framework following the Grenfell Tower tragedy in June 2017 and the subsequent publication of the Independent Review of Building Regulations and Fire Safety - [*Building a Safer Future*](#).

In her final report, Dame Judith Hackitt made 53 recommendations for government and industry to improve building safety. These recommendations included improving competence standards.

Government has taken measures to implement these recommendations including introducing the Building Safety Act. In addition, substantial secondary legislation is being introduced to support the implementation of this Act. The Government have also enacted the Fire Safety Act to clarify the scope of the Regulatory Reform (Fire Safety) Order and the Fire Safety (England) Regulations in response to some of the Grenfell Inquiry phase 1 recommendations. Recommendations from phase 2 of the Grenfell Inquiry will be published in 2023.

Gavin Tomlinson MBA MIFireE
Chair of the Protection and Business Safety Scrutiny Committee

4. Introduction

- 4.1 The delivery of effective regulation depends on the competence of the professionals who undertake the work. Common regulatory competence standards, underpinned by a robust development process are essential to developing competence contributing to effective regulation.
- 4.2 The Competency Framework for Business Fire Safety Regulators was first published in 2013 and was subsequently revised in February 2020. The Framework was produced to provide a common approach to developing, achieving and maintaining the competence of Fire Safety Regulators (FSRs). 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 to members of the public that FSRs were suitably qualified and competent to undertake their role.
- 4.3 There have been changes made to the 2023 Framework to address enforcing authority feedback after three years of implementation however, the document has not significantly changed. This will help enforcing authorities to continue to implement the Framework without significantly changed objectives.
- 4.4 It is likely that the next Framework revision will have more substantial changes when the numerous influencing factors on the competence of FSRs are more developed, including a greater understanding of the competences required to undertake Building Safety Regulator (BSR) work and updates to existing fire safety competences currently held within the National Occupational Standards (NOS).
- 4.5 Since the Framework revision in 2020, significant legislative changes have been introduced. The changes outlined below reinforce the need for demonstrably competent FSRs in an ever-changing environment.

Building Safety Act

- 4.5.1 The [Building Safety Act \(BSA\)](#) received Royal Assent on 28th April 2022. The Act aims to ensure that there is greater accountability and responsibility for fire and structural safety issues throughout the lifecycle of in scope buildings of the new regulatory regime for building safety in England. It also sets the scene for instituting a culture change and improving competence within the fire and construction sector. Pieces of secondary legislation for the BSA are currently at different stages of development and enactment.

The Fire Safety Act

- 4.5.2 The [Fire Safety Act](#) received Royal Assent on 26th April 2022, which clarifies the scope of the Regulatory Reform (Fire Safety) Order (FSO). It also provides a stronger legislative footing for responsible persons to use Article 50 guidance.

Fire Safety (England) Regulations

- 4.5.3 The [Fire Safety \(England\) Regulations 2022](#), made under article 24 of the FSO, impose new duties on responsible persons. They implement most of the recommendations made by the Grenfell Tower Inquiry in its phase 1 report.

5. Key changes to the Framework

- The Framework has been revised to, as far as possible, align with best practice guidance for competence frameworks as contained within [BSI Flex 8670 v3 2021 Built environment – Core criteria for building safety in competence frameworks – Code of practice](#).
- A paragraph has been included for enforcing authorities to assist in safeguarding them from legal challenge related to the competence of FSRs (see paragraphs 6.3 - 6.5).
- The draft NOS have been removed from the appendices as the current fire safety NOS may be revised.
- Clarity has been given around the role and knowledge required for FSRs to achieve competence (see tables 1-5).
- Definitions of key terms such as fire safety checks, fire safety advisor, fire safety inspector, fire safety engineer, higher risk premises, intervention etc have been clarified.
- The fire engineering design technician table has been removed and clarity has been provided that these individuals are enhanced fire safety inspectors and not fire safety engineers. (See table 3 continuing progression section and table 5 introductory NOTE 1)
- The Fire Standards Board standards for [protection](#) and the NFCC's [core code of ethics](#) and [leadership framework](#) have been included in the Framework.
- Third party validation details have been updated.

6. Adoption of the Framework

- 6.1 The [Protection Fire Standard](#) was published in September 2021. The Standard includes a recommendation to English Fire and Rescue Authorities (FRA) to comply with the Framework to demonstrate the competence of their FSRs. HMICFRS are likely to measure FRA protection departments in England against this standard which will assist in driving adoption of the Framework.
- 6.2 The Framework may be adopted by enforcing authorities in the devolved administrations, the Crown Premises Fire Safety Inspectorate, Defence Fire Safety Regulator and other relevant enforcing authorities as a matter of best practice.
- 6.3 It is acknowledged that the Framework recommendations will take time for enforcing authorities to implement. Enforcing authorities should develop an implementation plan and be working towards full adoption.
- 6.4 It is likely that there will always be some Fire Safety Regulators (FSRs) on development. On this basis, the NFCC confirms that compliance with the Framework is a beneficial objective

which will provide identified benchmarks to indicate competence, but the NFCC concurrently acknowledges that it will take time for enforcing authorities to fully implement the Framework and it is likely that there will always be some FSRs on development.

- 6.5 Accordingly, the NFCC's position is that FSRs who are working towards achieving third-party validation under the Framework can still be regarded as competent to carry out their respective fire safety duties, if they meet all other criteria for competence in the Framework, as they will only be appointed to roles which the respective enforcing authorities employing them, consider that their FSRs can competently fulfil.

7. Scope of the Framework

- 7.1 This Framework has been developed for FRA in England. It provides a framework for the development, demonstration, and maintenance of competence of FSRs who primarily regulate fire safety standards in all premises to which [The Regulatory Reform \(Fire Safety\) Order 2005](#) and [The Building Safety Act 2022](#) (and associated secondary legislation or other relevant legislation) applies. This Framework does not constitute statutory guidance but contains recommendations for enforcing authorities to achieve and maintain FSR competence. The word "should" is used in this context as, similar to legislative norms, there is some discretion on means of compliance.
- 7.2 While the legislative landscape varies across the devolved administrations, the broad principles of this Framework may be adopted to support a consistent approach to the competence of FSRs across the British Isles¹.
- 7.3 The Framework may be applicable to other organisations that employ FSRs.

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 fire safety competence within their workforce. This will help them in effectively implementing community risk management plans (CRMP), risk-based intervention programmes (RBIP) and discharging their statutory fire safety enforcement duties in relation to:
- (i) checks, audits and any other intervention activity;
 - (ii) statutory consultations;
 - (iii) undertaking enforcement action as appropriate;
 - (iv) carrying out activities associated with higher risk premises (HRPs) including Building Safety Regulator (BSR) activities;
 - (v) supporting compliance and providing fire safety advice.
- 8.2 This document also provides a Framework for non-fire safety specialist personnel undertaking fire safety checks.

¹ Excluding the Republic of Ireland

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 FSRs 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 the British Isles².
- 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 competence within their workforce to support organisational and individual effectiveness and performance.
- The enforcing authority can understand the competence of their employees, can deploy them effectively and can succession plan for risk assessed predicted workloads.
- 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 employees with responsibilities for fire safety regulation.
- Promotes effective compliance with fire safety legislation within the built environment.

² Excluding the Republic of Ireland

9.3 For business property owners, operators and occupiers:

- 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 measures and fire safety management, maintenance and monitoring arrangements in premises and determination of corrective actions as necessary.

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

Competence

Consistent application of skills, knowledge, experience and behaviours to achieve a desired outcome.

Competencies

Task-level description of skill, knowledge, experience and behaviour required to undertake a defined task effectively.

Continuous Professional Development (CPD)

Activities undertaken by an individual to maintain and develop competence including formal and informal learning, self-assessment, obtaining feedback and identifying areas for improvement.

Enforcing Authority

Enforcing authority includes fire and rescue authorities, the Crown Premises Fire Safety Inspectorate and Defence Fire Safety Regulator and any other organisations which have a statutory duty to enforce the provisions of relevant fire safety legislation.

Fire Safety Engineering

Fire safety 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 Safety Advisor

A fire safety advisor has an appropriate understanding of fire safety regulation, risk reduction and relevant guidance and can competently apply this to the premises which fall within their remit.

Fire Safety Checks

Activity carried out using set criteria designed to minimise risk in premises which does not constitute an audit and does not involve direct regulatory enforcement. Those undertaking fire safety checks should identify and report issues and outcomes to specialist fire safety personnel where appropriate.

Fire Safety Competent Manager

A fire safety competent manager is responsible for the internal quality assurance and development of FSRs, have a comprehensive understanding of fire safety regulation, risk reduction and relevant guidance and can competently apply this to the premises which fall within their remit.

NOTE: Further competences may be required as part of the managerial role in line with the NFCC leadership framework however, this is for the enforcing authority to specify as it is outside the scope of this Framework.

Fire Safety Engineer

A fire safety engineer has a fundamental understanding of how fire safety regulations and codes are created as well as scientific and engineering principles, how they apply to fire safety, and the impact they have on fire safety engineering methods and solutions.

NOTE 1: Fire safety inspectors who hold the level 5 diploma in fire engineering design may be deployed in line with their enhanced knowledge. Only fire safety engineers who have successfully completed a level 6 fire safety engineering degree and have developed the appropriate skills, knowledge, experience and behaviours to demonstrate competence should be deployed as a fire safety engineer.

NOTE 2: Senior fire safety engineers may be employed by some enforcing authorities to peer review the work of fire safety engineers. They should have enhanced fire safety engineering competence and be registered or working towards registration as a chartered engineer with the Engineering Council.

Fire Safety Inspector

An inspector has a comprehensive understanding of fire safety regulation, risk reduction and relevant guidance and can competently apply this to the premises which fall within their remit.

NOTE 1: Fire safety inspectors may enhance their fire safety knowledge and understanding by undertaking the level 5 diploma in fire engineering design or other specialist training courses as appropriate.

Fire Safety Regulator

A 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 NFCC to create professional standards for FRA in England and ensure they are nationally coordinated across the sector.

Formal Learning

Organised and structured learning objectives.

Higher Risk Building (HRB)

Building subject to enhanced regulatory requirements under the Building Safety Act 2022.

Higher Risk Premises (HRPs)³

Higher risk premises are those premises falling within the 'complex', and/or 'other' category of the risk/complexity model in appendix 6 of the Framework. The NFCC Guidance Technical Note, *Reducing the impact of fire across the built environment - Guidance on risk, highest risk occupancies and prioritising fire safety interventions* also provides additional information on identifying these types of premises.

Higher risk premises would typically include:

- Hospitals and hospices
- Care and nursing homes
- Specialised housing. For example:
 - Sheltered housing (multi occupied)
 - Supported living (multi occupied)
- High rise residential blocks or other occupancies (in particular those with interim measures in place due to non-compliant external wall systems or compartmentation issues)
- Schools (for example a 'complex' school may be a boarding school with sleeping accommodation)
- Major entertainment and public assembly buildings
- Secure facilities: (although regulatory responsibility sits with other agencies)

Informal Learning

Self-directed learning or learning from experience.

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 FSR gains both formally and informally as they develop their competence. All relevant IPD which is experienced, learned and then applied should be recorded which will assist in demonstrating competence at professional review.

Intervention

Encompasses a range of premises visit types by FSRs to carry out a formal examination of fire safety matters. An intervention at a premises can be a fire safety check, a fire safety audit or an ad hoc visit relating to matters such as alleged fire risks.

³ The local enforcing authority shall identify the higher risk premises within their area.

Occupational Standards

Occupational standards are English competence standards including the required knowledge, skills and behaviours and are defined within apprenticeship standards.

National Occupational Standards (NOS)

NOS are statements of the standards of performance individuals should achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding.

Non fire safety specialist personnel

Non fire safety specialist personnel are individuals who carry out some basic fire safety risk reduction activities to support their organisation's strategic objectives.

Non-statutory Action

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

Premises Types

Appendix 6 can be referred to for further guidance on determining premises types using the risk/complexity model and the level of competence required by the FSR. The NFCC Guidance Technical Note, *Reducing the impact of fire across the built environment - Guidance on risk, highest risk occupancies and prioritising fire safety interventions* also provides additional information on this matter.

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 FSRs 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 FSRs should be deployed accordingly.

Fire Engineered Premises

Premises utilising fire safety engineering principles in whole or part.

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

Specialist / Other Premises

Premises with unique characteristics and fire safety challenges including, but not limited to, hospitals, heritage, transport infrastructure, prisons, sports stadia, chemical plants, temporary structures, festival sites and premises that are regulated by The Petroleum (Consolidation) Regulations and The Explosives Regulations. These premises may also include fire engineered solutions.

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.

Recognised Prior Learning (RPL)

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).⁴

Re-validation

Formal process of re-assessing an individual's competence on a periodic basis through a professional body to check that competence has been maintained and, if necessary, developed against a sector-specific competence framework.

Statutory Enforcement Action

Includes the serving of a statutory letter or notice including alteration, enforcement or prohibition notice or a caution under the FSO or any other relevant legislation.

Validation

Formal process of assessing an individual's competence through a professional body against a sector-specific competence framework.

⁴ After the QCF: A New Qualifications Framework, Ofqual 2015

<https://www.gov.uk/government/consultations/after-the-qcf-a-new-qualifications-framework>

11. Abbreviations

BSA	Building Safety Act
BSR	Building Safety Regulator
CPD	Continuous Professional Development
CRMP	Community Risk Management Plan
FRA	Fire and Rescue Authority
Framework	Competence Framework for Fire Safety Regulators
FSO	Regulatory Reform (Fire Safety) Order 2005
FSR	Fire Safety Regulator
HMICFRS	His Majesty's Inspectorate of Constabulary and Fire and Rescue Services
HRB	Higher Risk Building
HRP	Higher Risk Premises
IPD	Initial Professional Development
IQA	Internal Quality Assurance
NFCC	National Fire Chiefs Council
NOS	National Occupational Standard
RPL	Recognised Prior Learning
SKEB	Skills, Knowledge, Experience and Behaviours

12. Roles & Requirements for Fire Safety Regulators

- 12.1 Enforcing authority statutory responsibilities can be found in the relevant fire safety legislation of the British Isles⁵
- 12.2 There are a number of roles which are encapsulated within the definition of FSR. Development of individuals in some roles can be discrete functions whilst others are reliant upon the progressive development of an individual to achieve competence. The requirements for the main roles are outlined below which can be varied in line with paragraph 12.4.

Table 1 - Non-Fire Safety Specialist Personnel	
Non fire safety specialist personnel are individuals who carry out some basic fire safety risk reduction activities to support their organisation’s strategic objectives.	
Role	A non-fire safety specialist may carry out a fire safety check using set criteria designed to minimise risk in premises which does not constitute an audit and does not involve direct regulatory enforcement. Non fire safety specialists undertaking fire safety checks should identify and report issues and outcomes to specialist fire safety personnel where appropriate.
Entry Requirements	None
Knowledge for Competence (minimum)	<p>Level 2 award in carrying out fire safety checks or in-house training which provides the knowledge requirements of the level 2 award in carrying out fire safety checks.</p> <p>NOTE 1: Enforcing authorities should ensure the training is tailored to the type of premises that will be checked (i.e., for shops with dwellings above, a knowledge of ducting may be appropriate).</p> <p>NOTE 2: Individuals holding a Level 3 introductory certificate in fire safety do not need to complete the level 2 award in carrying out fire safety checks (or equivalent) until refresher training is required.</p> <p>NOTE 3: Where non fire safety specialist personnel undertake fire safety audits, the minimum competence standards required for fire safety advisors are appropriate.</p>
Skills for Competence	As prescribed by the enforcing authority
Behaviours for Competence	As described in 18.8 – 18.10
Experience for competence - IPD/CPD	As prescribed by the enforcing authority

⁵ excluding the Republic of Ireland

Table 2 – Fire Safety Advisor

<p>A fire safety advisor has an appropriate understanding of fire safety legislation and regulatory activities, risk reduction and relevant guidance and can competently apply this to the premises which fall within their remit.</p>	
Role	<p>A fire safety advisor can offer advice and educate those responsible for fire safety in simple premises and can undertake audits of simple premises.</p> <p>Fire Safety Advisors may not be qualified to take formal enforcement action for a breach of fire safety legislation. (See knowledge for competence section in this table and paragraph 12.4)</p>
Entry Requirements:	<p>None unless specified in the apprenticeship standard or qualification course entry criteria.</p>
Knowledge for Competence (minimum)	<p>NOS FS 1, 2, 3, 7, 10, 12 contained within:</p> <p>Level 3 certificate in fire safety</p> <p>Where enforcing authorities have local arrangements for fire safety advisors to undertake enforcement activities for simple premises, they should have the knowledge contained within NOS FS 11, 13 and 14 as part of their core training provision.</p>
Skills for Competence	<p>As defined in NOS or apprenticeship standard</p>
Behaviours for Competence	<p>As described in 18.8 – 18.10</p>
Experience for competence - IPD/CPD	<p>As defined in paragraphs 18.7</p>
Third party validation	<p>Fire safety advisors do not require third party validation however, they can demonstrate their professional attitude and commitment to competence through membership with a professional body.</p>
Continuing Progression	<p>Enforcing authorities may choose to develop their fire safety advisors to include the level 4 certificate in fire safety (see also paragraph 12.4). Fire safety advisors who have successfully completed the Level 4 certificate in fire safety, once competent, can undertake audits in complex premises but not undertake enforcement activity unless they have completed training covering NOS FS 11, 13 and 14.</p>

Table 3 - Fire Safety Inspector

An inspector has a comprehensive understanding of fire safety legislation and regulatory activities, risk reduction and relevant guidance and can competently apply this to the premises which fall within their remit.

<p>Role</p>	<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 competence and request appropriate assistance where necessary (see section 13).</p> <p>Inspectors can:</p> <ul style="list-style-type: none"> • investigate and report on breaches of fire safety legislation for the commencement of legal proceedings. • take formal enforcement action for a breach of fire safety legislation. • report on submissions from building control bodies and advise on fire safety issues relating to the construction, demolition and/or refurbishment of simple and complex premises. • provide responses to consultations involving HRBs (other than those containing fire engineered solutions) to the BSR. <p>Inspectors cannot:</p> <ul style="list-style-type: none"> • provide responses to consultations involving fire engineered solutions unless appropriate peer review by a competent fire safety engineer is in place.
<p>Entry Requirements:</p>	<p>Has successfully completed the level 3 certificate in fire safety qualification.</p> <p>If the fire safety inspector has not completed the level 3 certificate in fire safety they should undertake additional training covering NOS FS1 and NOS FS10 as these units are only covered in the level 3 qualification.</p>
<p>Knowledge for Competence (minimum)</p>	<p>NOS FS 2, 3, 6, 7, 9, 11, 12, 13, 14 contained within: Level 4 Diploma in fire safety or Diploma in Fire Safety Enforcement (Scotland) at SCQF Level 8</p> <p>Fire safety inspectors who support emergency response colleagues at incidents should complete training modules covering NOS FS5 as a compulsory unit.</p>
<p>Skills for Competence</p>	<p>As defined in NOS or apprenticeship standard</p>
<p>Behaviours for Competence</p>	<p>As described in 18.8 – 18.10</p>
<p>Experience for competence - IPD/CPD</p>	<p>As described in paragraphs 18.7</p>

Third party validation	<p>It is recommended that all fire safety inspectors are independently assessed by and registered with a professional body for fire professionals.</p> <p>All fire safety inspectors who undertake work on HRPs <i>should</i> (as a minimum) be independently assessed by and registered with a professional body for fire safety professionals (see paragraph 19.25-19.39 and 22.7–22.13)</p>
Continuing Progression	<p>Enforcing authorities may choose to develop their fire safety inspectors through the level 5 Diploma in Fire Engineering Design, the Advanced Professional Certificate in Legal Skills in Investigation qualifications or other appropriate qualifications. These qualifications will enhance an inspector’s understanding of fire safety so that they may be deployed to undertake work in line with their enhanced knowledge (see also paragraph 12.4).</p>

Table 4 - Fire Safety Competent Manager

A fire safety competent manager is responsible for the internal quality assurance and development of FSRs. They have a comprehensive understanding of fire safety legislation and regulatory activities, risk reduction and relevant guidance and can competently apply this to the premises which fall within their remit. They have the competence to oversee FSR's work to the limits of their own competence. See also section 13 and paragraph 19.17.

NOTE 1: Managerial competences may be required as part of their role in line with the NFCC leadership framework however, this is for the enforcing authority to specify as it is outside the scope of this Framework.

NOTE 2: Where a fire safety manager is working towards fire safety competence, a competent nominated individual should be responsible for oversight of FSRs on development and internal quality assurance of FSR work. (See paragraph 19.14 and 19.15)

Role	A fire safety competent manager is responsible for the oversight of the development of FSRs, internal quality assurance and vetting of technical fire safety work (see also 19.14).
Entry Requirements:	Has achieved competence as a fire safety inspector (see note 2 above)
Knowledge for Competence (minimum)	NOS FS 2, 3, 6, 7, 9, 11, 12, 13, 14 contained within: Level 4 Diploma in fire safety or Diploma in Fire Safety Enforcement (Scotland) at SCQF Level 8 Training modules covering the existing NOS FS11, FS13 and FS14 should be completed as compulsory units.
Skills for Competence	As defined in NOS or apprenticeship standard
Behaviours for Competence	As described in 18.8 – 18.10
Experience for competence - IPD/CPD	As described in paragraphs 18.7
Third party validation	It is recommended that all fire safety competent managers are independently assessed by and registered with a professional body. All fire safety competent managers who undertake work on HRPs <i>should</i> (as a minimum) be independently assessed by and registered with a professional body (paragraph 19.25 - 19.39 and 22.7 – 22.13)
Continuing progression	See continuing progression in table 3 for fire safety inspectors

Table 5 - Fire Safety Engineer

A fire safety engineer has a fundamental understanding of how fire safety regulations and codes are created as well as scientific and engineering principles, how they apply to fire safety, and the impact they have on fire safety engineering methods and solutions.

NOTE 1: Fire safety inspectors who hold the Level 5 diploma in fire engineering design are not to be considered fire safety engineers unless they have successfully completed a level 6 fire safety engineering degree and have developed the appropriate skills, experience and behaviours to demonstrate competence.

NOTE 2: Senior fire safety engineers may be employed by some enforcing authorities to peer review the work of fire safety engineers. They will have enhanced fire safety engineering competence and should be actively working towards or registered as a chartered engineer with the Engineering Council.

Role	A fire safety engineer can review building control consultations for simple, complex and fire engineered design submissions and provide guidance to FSRs for simple, complex and fire engineered premises (see section 13).
Entry Requirements:	As prescribed in an appropriate apprenticeship standard or fire safety engineering degree course entry criteria
Knowledge for Competence (minimum)	Level 6 degree in fire safety engineering (or equivalent) Where fire safety engineers have an enforcement role through expert witness, as a fire safety inspector, or provide support to FSRs, they should be provided with the appropriate training and development to ensure competence (see paragraph 19.34)
Skills for Competence	As defined in relevant apprenticeship standard or Engineering Council UK spec
Behaviours for Competence	As described in 18.8 – 18.10
Experience for competence - IPD/CPD	As defined in paragraphs 18.7 or as prescribed by the professional body
Third party validation	Fire safety engineers who undertake work on HRP's should have successfully completed a degree in fire safety engineering (or equivalent) and the appropriate development logbook (as a minimum). They should also be actively working towards becoming an incorporated or chartered engineer with the Engineering Council (see paragraphs 19.31 – 19.35 and 19.39) As a matter of best practice all fire safety engineers should be actively working towards becoming an incorporated or chartered engineer with the Engineering Council.

Continuing progression	<p>Enforcing authorities may choose to develop their fire safety engineers through a masters degree in fire safety engineering or other appropriate qualifications. These qualifications will enhance a fire safety engineer's understanding of fire safety engineering so that they may be deployed to undertake work in line with their enhanced knowledge (see also paragraph 12.4).</p> <p>An accredited or approved masters degree or approved further learning to masters level, or an MEng degree is necessary to apply for chartered engineer registration.</p>
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Qualifications Equivalence

12.3 Enforcing authorities should undertake a gap analysis of any equivalent qualifications for the roles above by comparing them with the national occupational standards for fire safety or other relevant competence standards for fire safety engineers. Actions should be taken to fill any identified knowledge gaps to ensure that persons are able to meet the requirements of this Framework (see also section 16).

Variations to Roles and Responsibilities

12.4 It is acknowledged that some enforcing authorities may need to deploy FSRs to undertake functions outside the defined roles outlined in tables 2-5. Where this is the case, the enforcing authority should ensure that appropriate training has been provided and competence assured in these areas prior to deployment. Details of the activity may be used to provide evidence for the individuals development log. Internal quality assurance needs to be undertaken at regular intervals to ensure that competence is maintained (see paragraphs 19.7 – 19.14).

Regulating Specialist Premises

12.5 FSRs should have additional training to be competent to regulate certain specialist premises (see definitions section – ‘premises types’) due to their unique characteristics and fire safety challenges. This additional training should be in addition to that required to achieve competence as a fire safety inspector and would count towards CPD requirements for competent regulators.

12.6 In addition, all FSRs 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 safety engineering services may be required to review fire safety engineering design submissions, safety cases of HRBs or provide assistance to FSRs during the auditing of fire engineered premises.

Primary Authority

12.7 Where a FSR provides Primary Authority advice to businesses, the premises portfolio needs to be considered to identify premises with the highest risk and complexity. It is recommended that a FSR with the appropriate level of competence for the highest risk premises is assigned this function.

13. Limits of Competence

- 13.1 For all roles specified in this Framework, the FSR is to ensure that they are aware of, and work within, the range of their personal competence, requesting support and advice from colleagues with the requisite competencies for the relevant task.
- 13.2 It is also the responsibility of enforcing authorities to support FSRs to work within the limits of their competence.
- 13.3 Where a FSR considers that they are being requested to work outside the scope of their competence they should raise this as an issue with their line management and follow the internal procedures of their organisation to address this.

14. Conflicts of Interest

- 14.1 Some enforcing authorities have powers to trade as business entities, use others to assist in delivering their regulatory functions (such as third-party fire safety engineers) and undertake secondary employment. Using these opportunities can have benefits to enforcing authorities but it is important that effective safeguards are in place to prevent conflicts of interest occurring. Enforcing authorities should refer to their own policies and guidance on this matter.
- 14.2 FSRs may experience personal conflicts of interest such as being asked to provide fire safety advice to close acquaintances. In these circumstances they should act with personal integrity in line with the NFCCs core code of ethics.
- 14.3 Other enforcing authorities should apply their own code of ethics to support appropriate behaviours in their workforce when faced with a conflict of interest.

15. Competence of Signatories

- 15.1 Where enforcing authorities have a signatory process which authorises statutory notices to be signed by senior non-fire safety specialist officers, these individuals should have sufficient understanding of statutory notices and their own responsibilities.
- 15.2 An appropriately competent FSR should have assessed the notice in all cases which relate to the serving of a statutory notice and have informed the non-fire safety specialist officer of key fire safety issues associated with the relevant premises.

16. Recognised Prior Learning (RPL)

- 16.1 Some FSRs will have attained competence prior to the publication of the original Framework in 2013. To provide a consistent competence standard across all enforcing authorities, individuals who undertook training which does not meet this Framework should be assessed for RPL by an appropriate independent training provider.

17. Resources

17.1 Enforcing authorities should ensure that there are always sufficient fire safety competent regulators available to undertake regulatory activities.

18. Competence Standards

18.1 Competence is comprised of four essential elements – skills, knowledge, experience and behaviours. Enforcing authorities should ensure that FSRs meet all specified elements and can demonstrate competence for the individual to undertake their role.

Core Competencies for Regulators

18.2 All enforcing authorities should be aware of the content of the generic [Core Competencies for Regulators](#) which apply to all regulators regardless of the level and specific nature of their work. The Framework and fire safety specific NOS complement these generic competences and are specific to FSRs.

Knowledge & Skills

National Occupational Standards and Occupational Standards

18.3 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. Similarly, occupational standards specified within English apprenticeship standards specify the appropriate knowledge, skills and behaviours to competently perform a given role.

18.4 Future editions of this Framework are likely to specify competences required for FSR roles as opposed to knowledge and skills being defined by qualifications to align the Framework with BSI Flex 8670.

18.5 The content of the existing fire safety NOS can be viewed at www.UKstandards.org.uk – [National Occupational Standards](#).

18.6 The content of the existing fire safety apprenticeship standards can be viewed [here](#).

Experience

18.7 Trainee FSRs participating in fire safety activities such as audits of premises, consultations from local authorities etc which are relevant to their role will acquire or improve their knowledge and skills. This will enhance the individual's level of experience in role. Further information on how to develop trainees to enhance competence can be found in section 19.

Behaviours

18.8 The NFCCs [core code of ethics](#) is a set of ethical principles upon which behaviours are based. Other enforcing authorities may have regard to this code but should also refer to their own ethical principles documents.

- 18.9 The NFCC's [Leadership Framework](#) is applicable to all FRA. Other enforcing authorities may have regard to this Framework but should also refer to their own leadership frameworks.
- 18.10 In addition, a FSR who is working towards registration, or registered with a professional body and/or the Engineering Council should also adhere to those organisation's statements of ethical principles. Apprentices should also act in accordance with the behaviours defined in their apprenticeship standard.

19. Framework Elements

- 19.1 The development of trainee FSRs should be carried out in a structured and phased manner to develop skills, knowledge, experience and behaviours. Development should be incremental, with the learning of complex information and other attributes 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.
- 19.2 Within the development process, there will be knowledge acquisition and demonstration of knowledge, skills, experience and behaviours. In broad terms, the acquisition phase will be theoretical and the demonstration phase will be practical.
- 19.3 The following elements form the process necessary to achieve a robust and consistent standard of FSR competence.
- A. Knowledge acquisition
 - B. Demonstration (application) of knowledge, skills, experience and behaviours
 - C. Internal quality assurance
 - D. Maintenance of competence
 - E. Third party validation (where necessary)
 - F. Third party re-validation (where necessary)

NOTE: for non-fire safety specialists the framework elements need only be applied commensurate with the work being undertaken, and the level of competence and authority required to carry out the role.

A. Knowledge Acquisition

- 19.4 The knowledge required for the trainee FSR to work towards competence 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.

B. Demonstration of Knowledge, Skills, Experience and Behaviours

- 19.5 The demonstration phase of development requires the trainee FSR to carry out several 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

FSR will be greater than that specified in the roles and responsibilities section of the Framework.

- 19.6 Flowcharts A and B in appendix 2 show the stages of development necessary to meet the requirements of a competent FSR.

C. Internal Quality Assurance

- 19.7 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.
- 19.8 All FSRs should be quality assured on a regular basis by a suitably qualified internal assessor (this could be achieved through regional collaboration) to confirm that competences 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 FSR. Internal quality assurance on technical fire safety matters should be undertaken by fire safety competent managers or a nominated competent individual (see paragraphs 19.14–19.15 and table 4).
- 19.9 Internal quality assurance should also confirm that the organisational policies, procedures and standards are being followed and are fit for purpose. Where fire safety systems and processes are being reviewed (rather than technical fire safety knowledge), this can be undertaken by an individual who is competent in this function.
- 19.10 Internal quality assurance should also check that line managers have allocated FSR 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.
- 19.11 Where developmental issues are raised following an internal quality assurance assessment, these issues can be addressed by creating an organisational and/or personal development plan.
- 19.12 A checklist of what aspects should be included (as a minimum) in an internal quality assurance fire safety record is included in appendix 3.
- 19.13 Internal quality assurance needs to be undertaken for non-fire safety specialist personnel which may be sampling of fire safety checks and/or periodic refresher training to assure understanding of technical fire safety matters.
- 19.14 All FSRs on development should be assessed by fire safety competent managers. (see paragraph 19.15)
- 19.15 A fire safety competent manager will have demonstrated competence in line with table 4. Where this is not the case a competent nominated individual who has the appropriate level of competence should be responsible for oversight of trainee FSRs.

- 19.16 Managers who are responsible for the vetting of FSRs work and the quality assurance of statutory notices should be fire safety competent managers. (See also section 15).
- 19.17 Fire safety engineers and senior fire safety engineers should be assessed by appropriately competent individuals.

D. Maintenance of competence

- 19.18 FSRs should maintain a record of their IPD and CPD (preferably using an electronic system) which records and stores information that can be easily reviewed and retrieved.
- 19.19 IPD and CPD recording should be monitored by competent fire safety line managers to ensure maintenance of regulatory competencies. Enforcing authorities should ensure that all their FSRs are undertaking appropriate CPD and take appropriate action where deemed necessary.
- 19.20 Enforcing authorities should ensure FSRs are competent in their role and provide appropriate opportunities for maintenance of competence.
- 19.21 The recommended minimum level of CPD activity is equivalent to 25 hours per year of fire safety related study time at the appropriate learning level for the FSR. It is expected that a record of CPD would include a mixture of formal and non-formal activities. Non-formal CPD is credited on a 'two hours for one basis'. Formal study should not be less than 50% of total study time.
- 19.22 Appendix 4 contains information on what constitutes formal and non-formal activities.
- 19.23 Appendix 5 includes an example CPD template however there are electronic recording systems available which can assist in the review and retrieval of entries.
- 19.24 Where individuals are registered with a professional body, they should ensure that they fully comply with the professional body's CPD requirements.

E. Third Party Validation

- 19.25 There has been a national drive for all individuals working on the built environment (and particularly on HRBs) to be third party validated to ensure that there is an independent assessment of their competence. This includes FSRs. As a result, third party validation has been introduced for some FSRs.
- 19.26 It is anticipated that enforcing authorities will pay for professional body validation for FSRs who, by virtue of their role, are recommended to be independently assessed by a professional body.

Fire Safety Inspectors

- 19.27 Fire safety inspectors who undertake work associated with HRPs are recommended (as a minimum) to have demonstrated competence and been independently assessed and validated by a professional body. Where a fire safety inspector is working towards third party

validation, enforcing authorities should ensure an appropriate competence assessment is carried out (also see paragraphs 6.4 – 6.5).

- 19.28 As a matter of best practice all fire safety inspectors should be independently validated by a professional body.
- 19.29 See appendix 7 for details of the expected criteria for the professional body and FSR validation and revalidation.

Fire Safety Competent Managers

- 19.30 Fire safety competent managers who undertake work associated with HRPs are recommended (as a minimum) to have demonstrated competence and have been independently assessed and validated by a professional body. Where a fire safety competent manager is not third party validated, enforcing authorities should ensure an appropriate competence assessment is carried out and actions taken in line with paragraph 19.14 and 19.15 where necessary.

Fire Safety Engineers

- 19.31 All enforcing authority fire safety engineers who undertake work associated with HRPs are recommended (as a minimum) to have demonstrated competence and be actively working towards registering as an incorporated or chartered engineer with the Engineering Council.
- 19.32 As a matter of best practice all fire safety engineers are recommended to be actively working towards registration as an incorporated or chartered engineer with the Engineering Council.
- 19.33 Fire Safety Engineers will need independent assessment of their competence for registration with the Engineering Council. The UK Standard for Professional Engineering Competence (UKSPEC) provides the means to achieve this. It describes the requirements that have to be met for registration and gives examples of ways of demonstrating this. Further details can be found [here](#).
- 19.34 In addition, where fire safety engineers have an enforcement role through expert witness, as a fire safety inspector, or provide support to FSRs, they should be provided with the appropriate training and development to ensure competence.
- 19.35 It is recommended that all senior fire safety engineers should be working towards or registered as a chartered engineer with the Engineering Council.

F. Third Party Re-validation

- 19.36 All FSRs competence should be assessed as part of periodic internal quality assurance checks (see paragraphs 19.7-19.13 and appendix 3).

Fire Safety Inspectors who regulate HRPs

- 19.37 To ensure that fire safety inspectors have maintained their competence they should undergo independent professional body re-validation on a regular 3 yearly basis (see appendix 7).

19.38 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 they can take appropriate action and the register can be updated accordingly.

Fire Safety Engineers and Senior Fire Safety Engineers

19.39 All fire safety engineers and senior fire safety engineers registered with the Engineering Council should follow the requisite guidance in relation to maintaining professional competence.

20. Development Process

- 20.1 Enforcing authorities should develop new trainee FSRs to have the requisite skills, knowledge, experience and behaviours (SKEB) required to be a competent FSR. Knowledge and skills development may be gained via formal fire safety training courses whilst experience and behaviours are developed through participation in day-to-day activities and other enforcing authority guidance. During and following this development phase there should be a structured programme of learning in addition to the trainee's normal work. Development of the trainee could also be through relevant fire safety apprenticeships.
- 20.2 Trainee FSRs should be 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.
- 20.3 Development is divided into five areas as follows:
- A. Monthly meetings
 - B. Studying selected bibliography related to the topic being studied
 - C. Shadowing competent FSRs
 - D. Development Logbook
 - E. Assessment to validate competence

A. Monthly Meetings

- 20.4 Regular monthly meetings between the trainee and a nominated fire safety competent individual provides an opportunity for the trainee to discuss their development. The trainee should be encouraged to talk openly about their progress and career objectives. They 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.
- 20.5 The trainee's progress should be mapped against the skills, knowledge, experience and behaviours required for their role, identify additional training needs and support needed, 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

20.6 The bibliography selected and delivered in formal fire safety training indicates the main principles and themes common to most fire safety applications that may be encountered by the trainee. The bibliography should not be considered 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 fire safety training bibliographies.

C. Shadowing competent fire safety regulators

20.7 It is important that the trainee learns from experienced competent FSRs. The trainee should shadow competent FSRs undertaking work 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

20.8 Trainees should complete a bespoke development logbook to record and demonstrate applied learning. This will assist in demonstrating the trainee's development of competence journey until they reach an appropriate standard. A trainee's development logbook may be recorded as part of an internal IT system however, this will be for the individual enforcing authority to determine. Appendix 1 contains a checklist of items which should be included, as a minimum, in the logbook. This is only intended to offer an example layout and the exact contents and organisation of the logbook will be a matter for individual organisations.

E. Assessment to validate competence

20.9 Once the competent fire safety manager of the trainee is satisfied that the trainee has achieved the competence required for specified activities, they can be signed off as competent.

20.10 It is appropriate that an internal quality assurance process is in place to ensure that assessment activities have been conducted in a consistent, safe and fair manner. A system should be in place to monitor all aspects of teaching, learning and assessment from when a trainee commences to when they finish. Further information on internal fire safety quality assurance can be found in 19.7 – 19.13 above.

Appendix 1: Professional Development Logbook Checklist

The professional development logbook provides guidance to enforcing authorities on what information should be recorded to demonstrate the development of FSRs. Any format can be used however, the relevant content outlined below should be included as a minimum.

Table 6a - Professional Development Logbook – Checklist		
Employee Basics		
Name		
Job title		
Start date in role		
Start date in organisation		
Local requirements		
Corporate induction details		
Department structure		
Relevant ICT Systems		
Community Risk Management Plan		
Risk based intervention programme		
Date of authorisation	Article 27 Powers of Inspector	
	Article 29 Serve Alterations Notice	
	Article 30 Serve Enforcement Notice	
	Article 31 Serve Prohibition Notice	
Employee Initial Assessment		
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	

Table 6b - Fire Safety Advisor	
Level 3 - 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	
Progress Reviews	
Accompanied audit	
Individual audit	
Quality assurance of paperwork	
Drafting of informal notices	Competent Fire Safety Manager review & sign off
Competence check. Self-assessment and manager assessment against the Competence Framework or apprenticeship standard criteria	Knowledge
	Skills
	Experience
	Behaviours
Progress review. Summary (quarterly) including examples of work	Self- assessment and Competent Fire Safety Manager review
Sign off as competent by fire safety competent manager	
Apprenticeship end point assessment details (if applicable)	
IPD/CPD	As described in paragraph 19.18-19.24 and appendix 4 and 5 of the Framework
Date of membership of professional body (if applicable)	

Table 6c	
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	
Progress Reviews	
Accompanied interventions	
Individual audits	
Quality assurance of paperwork	
Feedback on supervised activity 1 (e.g., licensing)	
Feedback on supervised activity 2.	
Feedback on supervised activity 3 etc as appropriate	
Competence check. Self-assessment and manager assessment against the Framework or apprenticeship standard criteria	Knowledge
	Skills
	Experience
	Behaviours
Sign off as competent by fire safety competent manager	
IPD/CPD	As described in paragraph 19.18-19.24 and appendix 4 and 5 of the Framework
Date of membership with professional body (where applicable)	

Table 6d - Fire Safety Inspector

Level 4 Diploma in Fire Safety

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 competences required due to enhanced role and training requirements	
Progress Reviews	
Accompanied interventions	
Individual audits	
Professional discussion	
Joint visit with partner agencies	
Referral or update of risk information	
Quality assurance of paperwork	
Feedback on supervised activity 1 (e.g. licensing consultations)	
Feedback on supervised activity 2. (e.g. building control consultations)	
Feedback on supervised activity 3.	
Feedback on supervised activity 4 etc. as appropriate.	
Drafting of Enforcement Notices	
Serving of Enforcement Notices	
Competence check. Self-assessment and manager	Knowledge

assessment against the Framework or apprenticeship standard criteria	Skills
	Experience
	Behaviours
Sign off as competent by fire safety competent manager	
Apprenticeship end point assessment details (if applicable)	
IPD/CPD	As described in paragraph 19.18-19.24 and appendix 4 and 5 of the Framework
HRP Requirements	
Date of third-party validation	
Plan for re-validation	
Date of re-validation	
Issues with re- validation	

Table 6e - Fire Safety Engineer

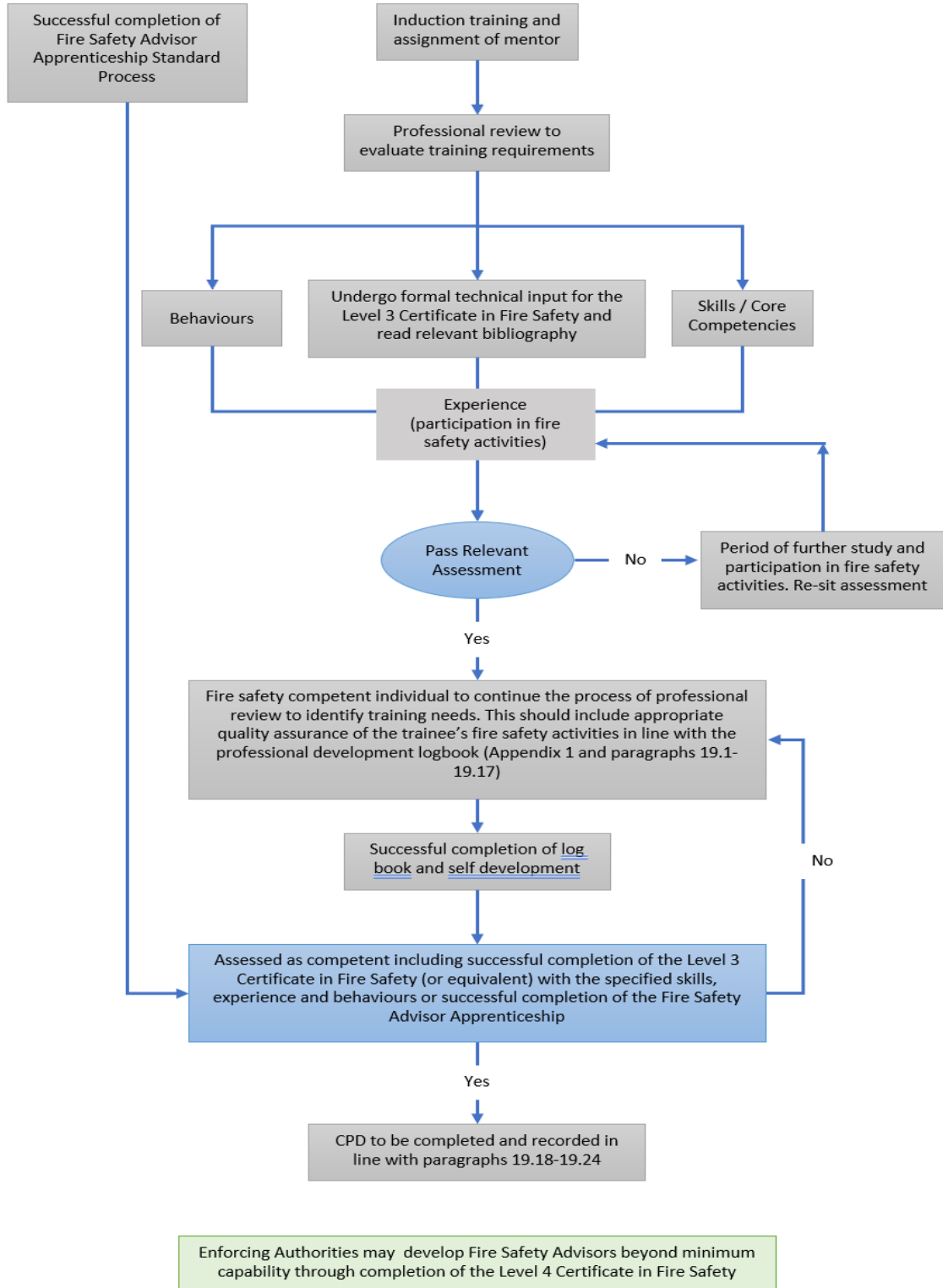
(Minimum) Level 6 - Fire safety engineering degree

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)	
Progress Reviews	
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	
Competence check self-assessment and competent fire safety manager assessment against the Engineering Council UKSpec	Knowledge
	Skills
	Experience
	Behaviours
Sign off as competent by fire safety competent manager	

Apprenticeship end point assessment details (if applicable)	
IPD/CPD	As prescribed in paragraphs 19.18-19.24 and by the Engineering Council
HRP Requirements	
Date of completion of fire safety engineering degree	
Date of completion of MEng/ MSc in fire safety engineering (where applicable)	
Date of interim registration with Engineering Council for Incorporated / Chartered Engineer	
Issues with registration and development plan	
Date of registration with Engineering Council as Incorporated / Chartered Engineer	

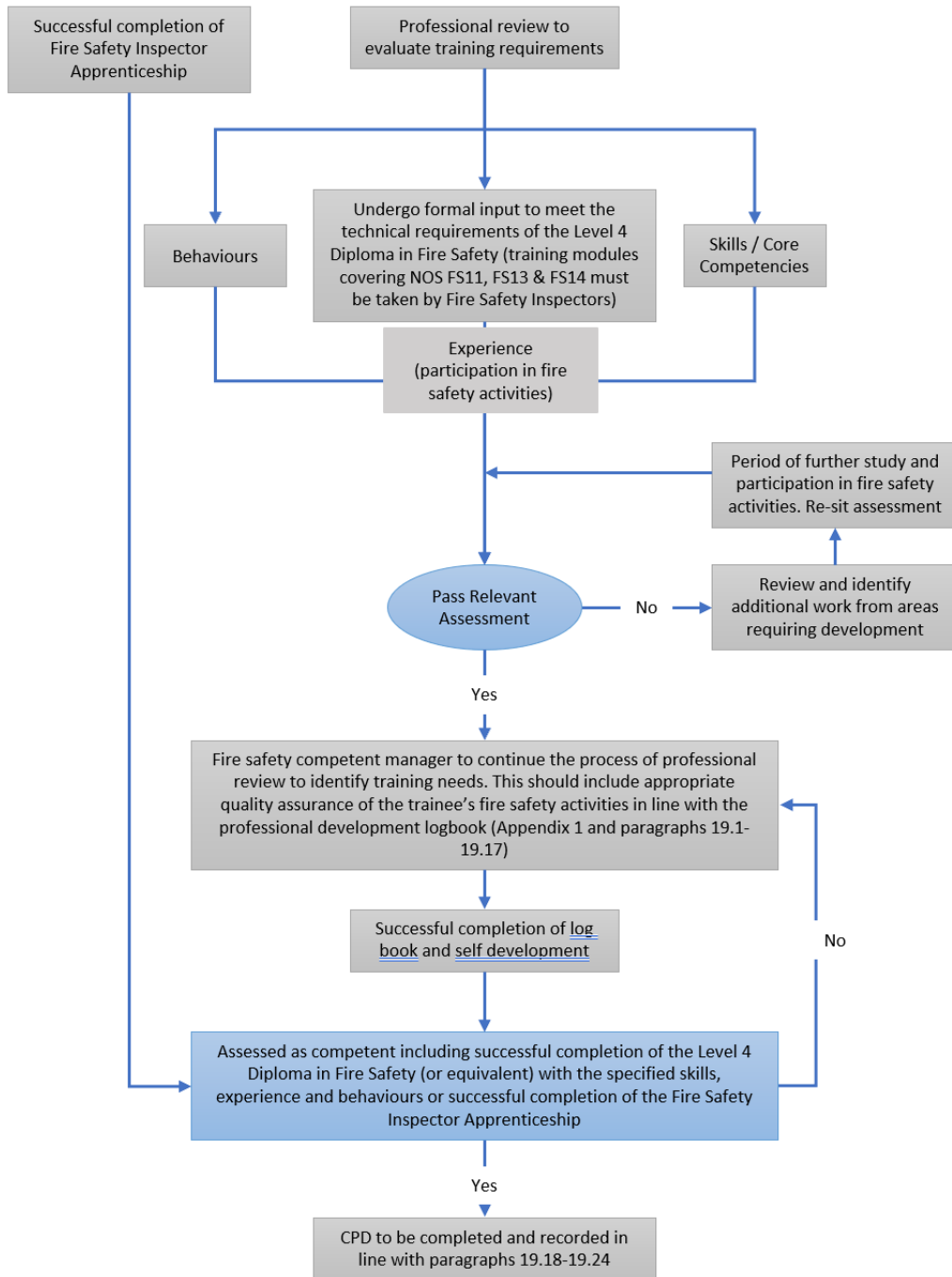
Appendix 2: Flowcharts of Development Pathways

Flowchart A – Development Pathway for Fire Safety Advisors



Flowchart B – Development Pathway for Fire Safety Inspectors

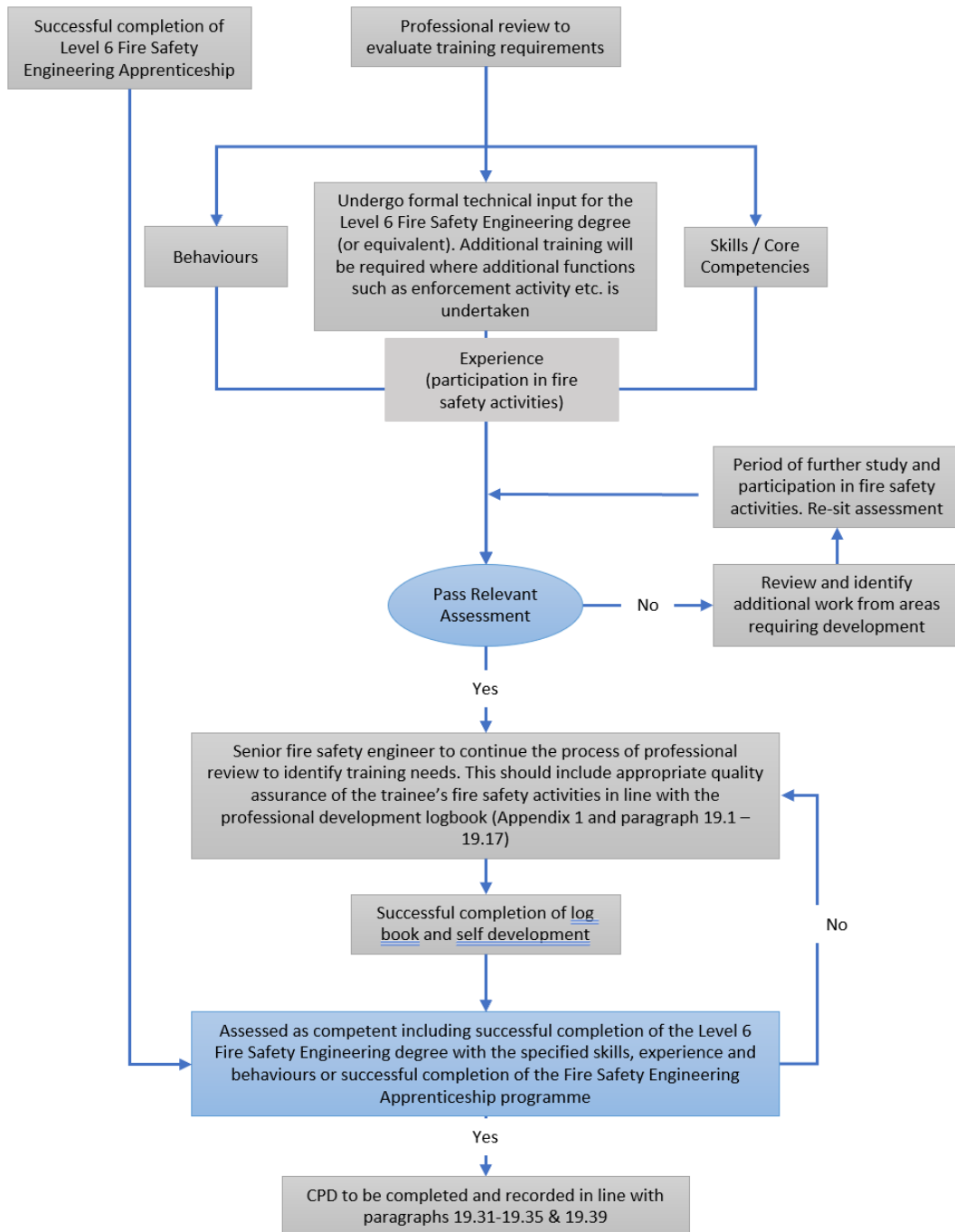
Enforcing Authorities may develop Fire Safety Advisors through completion of the Level 4 Certificate in Fire Safety prior to enrolment on the Level 4 Diploma in Fire Safety



If regulating HRPs, be independently assessed and registered with a professional body in line with appendix 7. Best practice is for all fire safety inspectors to be independently assessed and registered with a professional body. Re-registration with the professional body should be on a 3 yearly basis.

Enforcing Authorities may choose to develop Fire Safety Inspectors through completion of the Level 5 diploma in Fire Engineering Design, the Advanced Professional Certificate in Legal Skills in Investigation qualifications or other appropriate qualifications. These qualifications will enhance an inspectors understanding of fire safety so that they may be deployed to undertake work in line with their enhanced knowledge.

Flowchart C – 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 or chartered engineer with the Engineering Council (paragraphs 19.31 – 19.35). Best practice is for all fire safety engineers to be actively working towards becoming a chartered engineer with the Engineering Council.

Enforcing authorities may choose to develop their fire safety engineers through a masters degree in fire safety engineering or other appropriate qualifications. These qualifications will enhance a fire safety engineer's understanding of fire safety engineering so that they may be deployed to undertake work in line with their enhanced knowledge (see also paragraph 12.4). In addition, an accredited or approved masters degree or approved further learning to masters level, or an MEng degree is necessary to apply for chartered engineer registration.

Appendix 3: Internal Fire Safety Quality Assurance Checklist

It is for the enforcing authority to determine the number of workstreams viewed to undertake quality assurance however, the below should be adequate to ensure the enforcing authority is confident that it is a representative sample.

Table 7 - Internal Quality Assurance – Checklist	
Quality control check carried out by:	
Name of Individual to be quality assured	
Role of individual	
Competence 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 Skills Behaviours 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 Skills Behaviours Other
Quality assurance Workstream 4	File number Address of premises Type of premises
Comments	Technical Policy Procedural Administrative Skills Behaviours Other
Actions arising from quality assurance check	None Personal Development Plan Coaching Mentoring Formal training programme Other

Appendix 4: Recognised CPD Activities

Table 8 – Recognised CPD activities		
Activity (should relate to fire engineering)	Formal/ Non formal	Evidence required
In house training by your employer	Formal	Details and information about the course should be provided in your CPD portfolio
Attendance at a course/ seminar	Formal	The details of training provider should be provided in your CPD portfolio
Training provided by local IFE branch	Formal	Details of the branch and the course should be provided in your CPD portfolio
Reading relevant articles	Non formal	The article title, publication and/or website address should be provided in your CPD portfolio.
Distance learning courses to include e-learning	Formal	The details of the training provider and the course should 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 should 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 should 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 organisation which has commissioned the research
Preparation and delivery of training courses	Formal	Full details of the course being delivered should 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

Coaching or mentoring (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/ organisation, the area of fire engineering being considered to be provided in your CPD portfolio
Writing on fire engineering (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/organisation for which the material is being produced should be provide in your CPD portfolio

NOTE: This sample list is only an example and is not intended to exclude other worthwhile activities. It will be for the individual to demonstrate the development value of any activity in their professional development record.

Appendix 5: 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 6: Risk / complexity model

Introduction

- 21.1 The level of competence expected of FSRs 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 (or other relevant legislation) applies and the variety of intervention strategies employed by enforcing authorities, defining what makes a premises small/simple or large/complex is problematic.
- 21.2 The model outlined in this appendix should be used as guidance to assist enforcing authorities to effectively deploy appropriately competent FSRs. It can also be used to assist with planning for staffing and development requirements and allows the extent to which the current staffing can undertake interventions of certain types of premises to be established.
- 21.3 The specific descriptors contained within this model are offered as examples to enforcing authorities to assist them in planning what level of expertise might be 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. Ultimately the appropriate levels of competence will only be determined once interaction with the premises starts and the levels of interaction, risk and design can be established.
- 21.4 Enforcing authorities will need to adjust and adapt the model to suit their organisational needs and better reflect the built environment in which they regulate.
- 21.5 Enforcing authorities should consider all three aspects of the model (interaction, risk and design) in determining the appropriate level of competence before deploying FSRs. For example, a premises may be simple in terms of design but could be complex in terms of the expected interactions required by the FSR because of the level of risk found in the premises.
- 21.6 The matrix below provides a visual interpretation of key components of the methodology through which a premises can be categorised. The application of the matrix will help determine the minimum level of competence the FSR may need to effectively regulate the premises.
- 21.7 Where the matrix descriptions cover more than one suggested role, it is recommended that those which attract the highest levels of competence are used as a starting point. In addition, further complexity may arise due to overlapping legislative regimes within one premises. Enforcing authorities will need to consider which competence levels will be required in this broader regulatory space.

Risk/Complexity Matrix

	Fire Safety Advisor	Fire Safety Inspector	Fire Safety Engineer
Interaction	Simple actions require from FSRs	Complex measures required including service notices, dealing with plans submissions and participation in MDTs	Specialist measures required including interactions with fire engineering, MDTs/Building Safety Regulator
Risk	Low level risks requiring simple mitigation measures	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.
Design	Approved Document B and the CLG guides and LACORS.	BS9999, BS9991, BB100, HTM, Sports Grounds, WISH or HRBs.	BS7974 or international guidance.
	Simple Premises	Complex Premises	Other Premises

Interaction

21.8 This element represents the level of interaction and engagement which will be required from the FSR to effectively regulate.

21.9 For example, a corner shop consistently failing to meet the requirements set by the FSR may require several visits but the level of competence required does not change until the level of interaction changes (e.g. from non-statutory advice to statutory action). It is also foreseeable that there will be some overlap between interactions across a range of premises types.

21.10 The measures outlined below are indicative of the scenarios where interactions would be regarded as simple, complex or other. It is not definitive and does not encompass every type of interaction possible. Enforcing authorities should use this as guidance on which to base their own policies and procedures.

21.11 Non-fire safety specialist interactions sit outside those detailed in the matrix. These interactions are often referred to as 'fire safety checks'. Each enforcing authority will have their own definition of fire safety check but typical interactions for this role may include:

- Attending premises with or without pre-planning and for a range of prevention, protection or response purposes.

- Information gathering and interaction with the responsible person or person in charge of the premises.
- Non-statutory action to remedy blocked or locked means of escape.
- Communicate information to FSRs.

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 a 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.
- Notification to other regulators is required of findings or actions undertaken.

Complex

- Interaction with the Building Safety Regulator and/or other FSRs is required to deliver a coordinated approach to regulation and enforcement.
- Undertaking activities as part of a multi-disciplinary team under the Building Safety Act.
- Statutory enforcement action is required, ongoing 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.
- Premises which have a temporary simultaneous evacuation policy in place.

Other

- There are fire engineered solutions in place.
- Advice requires reference to specific technical documentation e.g. BS7974 series.
- Interaction with fire safety engineers is required.
- Formal enforcement work involving multiple regulators and across multiple legislation.
- 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

- 21.12 This represents the level of risk posed to relevant persons by the severity of the hazards identified in the premises balanced against the likelihood of such a hazard being realised, the nature of the premises, any activity carried on there or any other relevant circumstance or level of risk posed by the hazards present and use to which the building is put. 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 FSR.
- 21.13 It is worth considering that other regulators such as the Building Safety Regulator may have a different interpretation and standard for risk. Where employees may interact with co-regulated buildings, it is worth understanding what those interpretations are. For example, consider situations which represent low likelihood but high consequence hazards which may not be considered traditionally,
- 21.14 The examples are only indicative of the scenarios where risk would be regarded as simple, complex or another level of risk.
- 21.15 Non fire safety specialists may find themselves in any premises type regardless of the risk it may pose. This is often because they are attending that premises for another purpose or may be required to gather information or conduct other activities which are within their level of competence. Where pre-planning of their attendance to undertake protection activities exists, they should attend low risk premises unless the required level of interaction is low (see 21.11).

Simple

- Any work processes or activities are limited in size and scope and do not require the FSR 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

- Building is regulated by the Building Safety Regulator under the Building Safety Act 2022
- Extensive risk management is in place.
- Work activities require specialist industry relevant solutions which may involve procedures which require specialist knowledge for the FSR to understand.
- There are compensatory features required to allow the building to be used in its current form including mitigating measures which have been put in place due to fire safety deficiencies (e.g. waking watch).
- The building represents a low frequency, high consequence outcome in the event of a fire.
- 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.
- People with specific fire safety requirements (for example: mobility, cognitive, sensory, neurodiversity, mental or physical health, behavioural, elderly or children) that may require specific arrangements or support to prevent fire, respond to a fire or a fire alarm operating, and to evacuate when necessary.
- The numbers of employees and/or relevant persons is high.
- Staged or progressive horizontal evacuation is in place.

Other

- Fire strategy is based on fire engineered principles and solutions to manage risk.
- Specialist risk management is in place.
- Activities are unique or unusual in nature or offer an equivalent risk which should 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 which are based around a fire engineered solution or are validated through fire engineering principles.
- Mixed occupancy types with high levels of employee 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.

Design

- 21.16 This represents the level of design/construction complexity a building may pose and, therefore, the level of competence that might be expected from a FSR dealing with them.
- 21.17 The use of building codes and guidance is to provide a starting point for the consideration of a building's complexity by understanding the principles to which it was designed. Historic building codes are relevant but are not included in the matrix for the purpose of clarity.
- 21.18 The measures outlined below are examples provided to show where the benchmark is set and is only indicative of scenarios where design/construction can be used to determine the required level of competence for FSRs. 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).
- 21.19 Non-fire safety specialists may find themselves in any premises regardless of the design type. This is often because they are attending that premises for another purpose or may be required to gather information or conduct other activities which are within their level of competence. Where pre-planning of their attendance to undertake protection activities exists, they should attend low risk premises unless the required level of interaction is low (see 21.11).

Simple

- The building may be particularly small (using ADB size thresholds as guidance for example)
- The building design and construction is 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, should be considered where they are still relevant to the current building,

Complex

- Single Staircase High Rise Residential Building
- Buildings which use modern methods of construction (MMC)
- 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 7: Nationally Recognised Professional Body

- 22.1 The professional body should be UKAS accredited or licensed by the Engineering Council for the relevant independent assessment and registration of FSRs.
- 22.2 The professional body should provide independent individual assessment of competence for FSRs. 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).
- 22.3 The professional body should maintain a public register of individuals who are competent to work on HRPs including the individual's name and the enforcing authority name.
- 22.4 The professional body should 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

- 22.5 The professional body should have sufficient suitably qualified reviewers to appropriately assess FSRs.
- 22.6 All professional body reviewers should:
- Be occupationally competent. This means that each reviewer should 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.
- Be independent of the individuals that they assess (not from the same enforcing authority) to avoid conflict of interest.

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

Validation process for FSRs who regulate HRPs

22.7 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), experience, skills and behaviours and
- ✓ Evidence of one audit, in full, along with all associated documents from the start of the process to the finish. The audit selected should, wherever possible, be for a complex premises, preferably a sleeping risk and should include enforcement activity. The full audit process should have concluded within the last 12 months. This should include (where applicable) correspondence, officers notes, alterations notices, enforcement notices, prohibition notices, notification of deficiency or action notice etc.

If the reviewers have any concerns or queries about the audit records submitted, this would be brought-up during the interview stage.

- ✓ Appraisal of previous 2 years CPD records.

22.8 Where the FSR'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.

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

Re-validation process for FSRs who regulate HRPs

22.10 To ensure that FSRs maintain their competence, a professional body re-assessment should be conducted on a regular periodic 3 yearly basis.

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

- ✓ Evidence of one audit, in full, along with all associated documents from the start of the process to the finish. The audit selected should, wherever possible, be for a complex premises, preferably a sleeping risk and should include enforcement activity. The full audit process should have concluded within the last 12 months. This should include (where applicable) correspondence, officers notes, alterations notices, enforcement notices, prohibition notices, notification of deficiency or action notice etc.

If the reviewers have any concerns or queries about the audit records submitted, this would be brought-up during the interview stage.

- ✓ Appraisal of previous 2 years CPD records.

22.12 Where the evidence provided by the FSR is not sufficient to ensure ongoing competence, the professional body should assess the individual through a professional discussion (which includes describing fire safety requirements from plans of a complex building).

22.13 Where the FSR does not meet the standard to remain on the professional body register, they should be removed pending re-submission of evidence and further assessment.