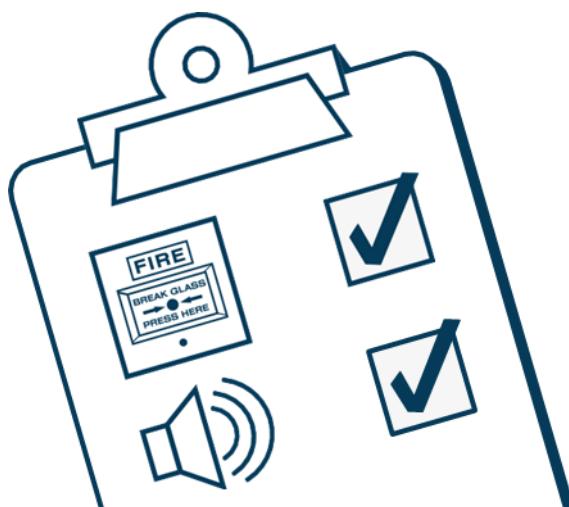


Guidance Note



Fire Industry Association

Leading Excellence in Fire Since 1916



Fire Risk Assessors – Standard Scope of Services

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1. USE OF THIS SCOPE OF SERVICES

The Fire Industry Association has prepared this guide to assist those involved in provision of fire risk assessment services, or those procuring such services, by setting out a consistent and recognized approach to scoping the services involved in a fire risk assessment.

The Schedule sets out the principal matters relating to the scope, following which there is a responsibilities matrix, to clarify the different responsibilities relevant to the fire risk assessment service.

Whilst the Schedule and the Matrix are expected to generally be proposed by the fire risk assessment provider, it is important that they are reviewed and agreed by the client, to verify that the scope has been agreed by both parties.

2. THE SCHEDULE

2.1 Assessment details

FRA organization name and address:	
Client name and address:	
Location of FRA (If more than one, list separately where known):	
Responsible person /Duty Holder:	
Specification used	
Agreed KPI for report delivery from date of inspection. (no. days)	

2.2 Quality

Indicate which of the following management and competency schemes would apply to the work:

Fire risk assessment company certificated under a TPC scheme, by a UKAS accredited certification body.	<input type="checkbox"/>
The fire risk assessors are certificated, under an individual person TPC scheme, by a UKAS accredited certification body.	<input type="checkbox"/>
Other individual person TPC scheme.	<input type="checkbox"/>
The fire risk assessors are listed on a professional body fire risk assessors' register.	<input type="checkbox"/>
Other company TPC scheme.	<input type="checkbox"/>
None of the above.	<input type="checkbox"/>

2.3 Law

Governing law and jurisdiction under which this proposed scope of services will be carried out will be (indicate one of the following):

England and Wales	<input type="checkbox"/>
Scotland	<input type="checkbox"/>
Northern Ireland	<input type="checkbox"/>
Other (State the national legal system)	<input type="checkbox"/>

2.4 Non-intrusive inspection

Acknowledging the exclusions (see page 14) the fire risk assessment will be a non-intrusive inspection. Where an intrusive inspection is proposed, the scope of the assessment will be detailed as a deviation in the section below.

2.5 Deviations

Where the scope of services deviates from the standard scope of services, the deviation(s) should be listed here.

The proposed fire risk assessment shall be carried out in conformity with the FIA Fire Risk Assessors Standard Scope of Services 2025.

FIRE RISK ASSESSMENT ELEMENT / RESPONSIBILITY	FRA provider responsibility	Third-party responsibility (please state)	Client responsibility
Stage 1: Pre-survey work			
Provision of relevant fire safety information, including known or suspected information relating to structure, external walls, active and passive fire precautions, fire safety management, and general information regarding occupants			X
Review of information provided by the client to the FRA provider	X		
Provision of relevant health and safety information to FRA provider relating to safety of site inspection			X
Implementation and coordination of adequate risk assessment(s) and method statement(s) to carry out the FRA survey	X		X
Stage 2: Survey work			
Provision of access to all relevant areas (including roof spaces, plant rooms, riser cupboards, store rooms, by, for example, providing keys to FRA provider.			X

FIRE RISK ASSESSMENT ELEMENT / RESPONSIBILITY	FRA provider responsibility	Third-party responsibility (please state)	Client responsibility
Carry out visual fire risk assessment survey	X		
Testing and maintenance, or witnessing of operation of, fire precautions			X
Fire risk appraisal of external wall (FRAEW – PAS 9980) (student halls of residence, hospitals, etc.)			X
Recording of suitable site notes recording findings, as required by the relevant third-party certification scheme requirements	X		
Stage 3 Documentation of fire risk assessment report			
Preparation of fire risk assessment report documenting the findings	X		
Preparation of an action plan, based on perceived risk	X		
Quality assurance check	X		
Update of report following quality assurance	X		
Issuing of report	X		
Providing, within the report, an indication of the timeframe within which it should be subject to review	X		
Stage 4 Post FRA work			
Completion of actions set out in the action plan			X
Management of <i>building work</i> where required under relevant building regulations			X
Maintaining the fire risk assessment under review, including carrying out a full review as necessary			X
Presenting the fire risk assessment to the relevant authority having responsibility for enforcement of the relevant legislation, for example as part of audits and inspections carried out by the authority			X

On behalf of the supplier

Sign Name Date.....

On behalf of the client (the client's signature indicates the client's acceptance of the scope of services, but does not form a legally binding contract.)

Sign Name Date.....

3. INTRODUCTION

In England and Wales, Scotland and Northern Ireland, those responsible for most types of non- domestic premises have a duty to make an assessment of the risk to people from fire, and to implement suitable fire precautions to minimize the risk to those people.

Often the duty holders do not have a clear understanding of their legal responsibilities or knowledge of fire safety matters. Not unreasonably, in this situation they turn to a commercial fire risk assessment organization for professional help. The client may have expectations of the scope of the work, greater or less than that envisaged by the supplier. Misunderstandings about the scope of work carried out could result in costly commercial disputes or even the client being innocently led into contravening fire safety legislation.

This standard scope of services should be used by all organizations which maintain a high standard of quality, competency and ethics when submitting a fee proposal for an assessment of life safety provisions, to satisfy the requirements of the applicable fire safety legislation. The purpose of this standard scope of services is to clearly indicate to the client the scope of assessment they are being offered.

This document is, in effect, a specification concerned with the technical aspects of the supply of services. It does not concern itself with the commercial aspects of a contract, which should be specified in the terms and conditions of purchase and/or sale.

In the following sections of this document all Roman text is normative, a requirement, *whereas italic text is informative and places no specific requirement on either the supplier or the client.*

4. DEFINITIONS

The definitions and interpretations listed below shall apply:

Client: The organization indicated in the schedule.

Document: Includes, in addition to any document in writing, any drawing, map, plan, diagram, design, picture or other image, tape, disk or other device or record embodying information in any form.

Findings: Information about the building and people within the building, including those especially at risk from fire. Significant hazards and risks to persons that were found by the assessment; precautions already in place to protect persons from fire; and preventive and protective measures (i.e. general fire precautions or fire safety measures) that will be taken to address the hazards and risks identified by the risk assessment. Note: The fire risk assessment is not the record of the fire safety arrangements required by fire safety legislation, though much of the information in the fire risk assessment will coincide with the information in that record.

Services: The services to be provided by the supplier to the client.

Supplier: The organization indicated in the schedule.

Site representative: Individual nominated by the client to assist the fire risk assessor.

Supplier's representative: The supplier's manager for the services.

TPC – Third Party Certification.

A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.

5. SCOPE

5.1 Life safety

The supplier will carry out a fire risk assessment to meet the requirements of relevant national fire safety legislation. The supplier will inspect the site, discuss fire safety provisions with on-site staff and prepare a risk assessment report.

The fire risk assessment report will detail the findings of the assessment. (In Scotland and Northern Ireland, only the significant findings need to be recorded.) Where necessary, the report will provide recommendations for additional measures the assessor deems necessary, to reduce or maintain risk from fire at a tolerable level.

As part of the requirement for the supplier to undertake this assessment, it will be necessary for the client to arrange for suitable access to all areas required to be inspected. This includes the provision of suitable facilities to gain access to “ceiling voids etc”, as needed during the inspection itself.

This does not imply that the assessor will inspect every “void etc”, but may simply sample selected locations.

This scope of services does not make provision for any client meetings, beyond the inspection, to discuss the assessment report and associated findings.

Design of any recommended fire protection systems, etc will be carried out by others or upon a new agreed scope of services.

Once the fire risk assessment inspection and report is completed and issued to the client, then this scope of services will be complete.

This scope of services and the fire risk assessment methodology within it, is intended to assess measures that facilitate the protection of people from fire. In doing this, it may inherently assess property protection issues and business continuity to some extent, but that is not the primary purpose of the assessment proposed and these matters are explicitly outside the scope of service.

In understanding the bounding scope of a fire risk assessment, it is important to clarify those things that it is not intended to address. These are detailed below as extracted from PAS 79-1:2020:

The FRA is **not** any of the following:

- a full audit of areas of the building that are not readily accessible or visually obvious (e.g. ceiling and roof voids and service risers), though a sample inspection of such areas is normally appropriate;

NOTE 1 A degree of sampling is particularly important if the evacuation strategy is predicated on a high standard of compartmentation (e.g. in the case of progressive horizontal evacuation in a care home).

- a means for verifying compliance with current building regulations;
- a disabled access audit;
- a means for identifying latent defects in construction or compartmentation (see 3.13);
- a means for verifying that the fire resistance of structural elements of the building is adequate;
- an examination of the potential for structural collapse of the building in the event of fire;

- a fire strategy report;
- a pre-occupation fire safety assessment;
- means for snagging of new construction;
- a guide to legislation for the responsible person; or
- a fire risk appraisal and assessment of external wall construction and cladding.

5.2 Property protection and business continuity

Should the client wish to broaden the scope of this assessment to cover both property protection and business continuity issues, then a separate scope of services can be provided.

5.3 The Fire Safety Act 2021

In England and Wales, the Fire Safety Act 2021 amends the Regulatory Reform (Fire Safety) Order 2005 (FSO) such that, where a building contains two or more sets of domestic premises, the FSO applies to external walls (and their attachments, such as balconies), the building structure and all doors between the domestic premises and common parts.

5.4 Cladding and external wall construction

Assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment, as this is outside the expertise of a typical fire risk assessor. Accordingly, it is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding.

5.5 Fire doors

The fire risk assessment is not a fire door survey. However, the condition and performance of the fire doors will be considered by the assessor. For this purpose, only a sample of Fire doors will be checked, subject to accessibility at the time of the assessment.

5.6 Structure

In England and Wales, the scope of the Regulatory Reform (Fire Safety) Order also includes what is described in the Order (as amended under the Fire Safety Act 2021) as the “building’s structure”. For avoidance of doubt, the Government’s intention in referring to the “building’s structure” is that consideration of this matter should comprise a visual inspection of the construction and layout of the building (e.g. compartmentation) on the basis that it is reasonable to assume that the building was correctly designed and built to resist early structural collapse in the event of a fire.

As such, in a fire risk assessment, intrusive surveys of buildings are only required if the fire risk assessor has serious concerns about the structural fire protection of the building. Otherwise, only non-intrusive surveys need to be carried out. In effect, there is a need for a focus primarily on those walls and floors, the fire resistance of which is critical to life safety and the evacuation strategy (to the extent that they are accessible and visible). It is not, for example, expected that, in a fire risk assessment, there is an investigation of the fire resistance of the structural frame or other elements of structure, which can reasonably be expected to have been properly addressed under building regulations at the time of construction of the block. Equally, if defects in, for example, protection of structural elements come to light, they must be addressed. Therefore, to support the conduct of the FRA, it is vital that the assessor is informed of any issues that may affect the structural integrity of the building. This is particularly important in non-traditional buildings, including those with timber frames or large panel systems.

5.7 Lithium-ion batteries

The fire risk assessment will not consider, in detail, special technical hazards and risk associated with hazards, such as lithium battery technology, battery storage devices, photovoltaic equipment, or other systems or infrastructure. It may not be practicable to determine use or storage of such devices within premises, or fully assess the risk associated with appliances or batteries, where these are used in areas inaccessible to the fire risk assessor. If the client uses, or plans to use, technology or equipment which may constitute a special hazard, such as those listed above, they should consider these outside of the scope of the fire risk assessment required by the relevant fire safety legislation, and should commission separate surveys and assessments to determine the exact nature of the risk and any relevant control measures that are required.

5.8 Witnessed testing

Unless agreed prior to the site visit and included within the quotation for the assessment, the assessor will not test or witness the operation of active fire precautions including but not limited to, automatic fire detection and alarm systems, sprinkler systems, fire dampers, smoke ventilation systems, emergency lighting, emergency voice communication systems.

The fire risk assessment will exclude the creation of drawings and the marking up of plan drawings unless specifically stated in the schedule.

The fire risk assessment will not include consideration of process related risks covered by COSHH and DSEAR legislation.

6. PROPOSAL

Any proposal claiming to be in accordance, compliance or conformity with this standard scope of service shall be accompanied by a schedule, based on the schedule contained in this document.

The information contained in the schedule provided with the proposal shall contain, as a minimum, the information contained in the schedule in this document.

The nature and extent of any deviation from the standard scope of service shall be clearly indicated in the schedule.

7. DOCUMENTATION

There is no single correct means of documenting a fire risk assessment, nor are there specific definitive requirements within legislation for the content of a documented fire risk assessment, only that the 'findings' and any group or individual at risk are recorded. The supplier will therefore make a judgement as to what constitutes 'findings' and occupants especially at risk. However, the findings should include measures taken in the premises to satisfy the relevant fire safety legislation, and all additional measures that are recommended to be taken by the fire risk assessor.

Note, in Scotland and Northern Ireland, only the significant findings need to be recorded.

The report only addresses those parts of the property which were safely accessible at the time of the visit, and all recommendations included within this report are solely based upon the evidence seen at the time of the inspection.

Risk assessment is a subjective process, and it is not warranted that subsequent inspections undertaken by enforcing authorities will not result in a different evaluation of the level of fire risk.

The supplier will provide a fire risk assessment report. The report will identify the principles of the approach to fire safety which have been adopted for the premises. It is intended that the fire risk assessment report should, amongst other things, be used as a reference document, when changes or maintenance are carried out in the premises.

The supplier's standard fire risk assessment reports will adopt a structured approach to the fire risk assessment, which largely follows the principles in either PAS 79-1:2020 (Premises other than housing) or BS 9792:2025 (for housing) as appropriate. This approach covers the nine steps to fire risk assessment established in PAS 79-1 and BS 9792. A summary of the nine steps is provided in Annex 1 (at the end of this document) for information but does not form part of this scope.

This does not imply that the sample template for recording findings contained with PAS 79-1 or BS 9792 need be used.

Should the client have any preference for an alternative scope of the fire risk assessment or the structure or layout of the report, then this is to be discussed and agreed with the client prior to commencement of work, and is to be clearly defined within the schedule.

8. RESPONSIBILITIES

8.1 Cooperation and coordination

The supplier will require relevant information about the premises, the processes carried out in the premises, and the occupants of the premises. This information will be obtained by interviewing the client, the client's representative or the site representative. This information may be obtained from documents and/or through interview prior to carrying out, or in some measure during, the physical inspection of the premises.

The client's representative will need to be afforded the time and access to enable the assessor to inspect all necessary areas and ask all relevant questions on the day of the assessment. Failure to afford this information will hinder the production of the report and increase the time incurred in undertaking the FRA.

The client is responsible for ensuring the accuracy of any relevant information provided to the assessor which is used in the production of the fire risk assessment.

8.2 Ongoing management of fire safety arrangements

The fire risk assessor is not responsible for: -

The completion of remedial actions identified in the action plan. The client has a duty to ensure that the completion of actions is conducted to an appropriate standard, in a reasonable timescale, by persons with sufficient levels of competency.

Changes to staffing levels, the capability of staff to perform tasks relating to the fire safety of the premises or staff training.

The ongoing management of the premises.

Any subsequent changes to the premises, including the physical structure or configuration of the premises, the use of the premises and the management of the premises.

The testing and maintenance of active and passive fire safety measures unless specifically contracted to do so under a separate arrangement which is outside of the scope of this documented service.

Conducting, arranging or organizing a subsequent future review of the report, in accordance with the legislative requirement, as may be in force from time to time, whether a review date is advised or stated within the original document or not, except where a separate or specific contractual or commercial arrangement has been allowed for.

9. METHODOLOGY

On receipt of the client's instruction to proceed, a representative of the supplier will contact the client's representative and agree or confirm:

- Time date and place of the fire risk assessment.
- The identity and contact details of the site representative.
- Any special arrangements concerning health and safety which may include, but not be limited to, health and safety procedures, required personal protective equipment (PPE) and site safety induction.
- Arrangements to access information about the premises, such as policies, procedures, records of servicing, maintenance and training.

On completion of the risk assessment site visit, the fire risk assessor will debrief with the client's representative (where present) before leaving the site.

A report will be compiled and forwarded to the client's representative.

The fire safety standards on-site will be measured against a benchmark, which may be based upon approved Codes of Practice, British or European Standards, Government or Agency Standards documents or Industry Standard documents. The specific guidance used will be identified in the fire risk assessment.

The report may incorporate digital photographs where appropriate or where required by the client.

10. INCLUSIONS

The documented fire risk assessment issued to the client by the supplier shall include the following:

- The identity of the duty holder.
- The exact location and extent of the premises that has been assessed. Where the client has more than one site, more than one premises on a site or occupies only part of a site or premises, the documented fire risk assessment should contain sufficient detail to assist the client and any interested party to identify the location covered by the fire risk assessment.
- The date(s) on which the premises were visited by the assessor and the assessment was carried out.
- The identity of key individuals from whom information was obtained as part of the assessment.
- The criteria and recommended date by which the assessment should be reviewed.
- An overall assessment of risk.
- Information required by relevant legislation.
- A list of actions arising from the assessment indicating the severity and urgency, and an indication of the timescale in which each action should be completed.

- A unique reference identifier.

The fire risk assessment shall identify all the important aspects of fire safety on the premises in the report, with sufficient supporting commentary to enable the client or the client's representative, to comprehend the level and adequacy of life safety provisions that should be provided on the premises. The fire risk assessment shall have considered and documented the following:

- The nature of the premises and the processes carried out on the premises.
- Size, height, construction and use of premises.
- Occupants of the premises, including those especially at risk in the event of fire. This should include but not be limited to the public, people with disabilities and those who are especially at risk because of the nature of the work they do.
- Previous fire incidents on or near the premises including the cause, where known, and any lessons drawn from the incident.
- Involvement of enforcing authorities which results in additional duties being placed on the persons responsible for the premises.
- Arrangements with the emergency services.
- Information about potential causes of fire which should include, but not be limited to:
 - Arson.
 - Electrical faults.
 - Smoking.
 - Portable heaters etc.
 - Cooking.
 - Lightning.
 - Hot works.
 - Housekeeping.
 - Other significant ignition sources or process hazards.
- Process fire risks excluded from the scope of the fire risk assessment.
- Means for detecting fire and giving warning to occupants.
- Means of escape from the premises (including provisions for disabled persons).
- Fire safety signs and notices.
- Emergency escape lighting.
- Means to limit fire spread and development of fire.
- Means for fighting fire.
- Other relevant firefighting systems and equipment; if provided.
- Maintenance of facilities to assist fire fighters.

- Emergency action plan.
- Staff training and fire drills.
- Testing and maintenance of fire protection measures.
- Record keeping.
- Cooperation and coordination with other occupiers of the premises and neighbouring premises.
- An appropriate overall risk matrix taking into account likelihood and consequence of fires arising from these causes and qualifying the overall risk.
- Action plan.
- An appropriate review period expressed.

The foregoing list does not imply that the exact headings would be used or that they would be presented in the same order.

10.1 Access

Where readily accessible, unless specifically excluded, the assessor will conduct a visual inspection of all easily accessible parts of the premises. Where relevant, this will include outbuildings, external stores and outdoor service premises. Voids, cupboards, ducts and service risers will be sampled where it is safe to do so. The external façade and structure of the building will only be assessed from ground level by visual inspection.

Any part of the premises to which the assessor does not gain access shall be identified in the documented fire risk assessment.

Where a return visit to the premises is required to assess previously inaccessible areas to complete the FRA, the supplier reserves the right to charge the client for any additional visits.

10.2 Immediate actions and hazardous conditions

Should dangerous conditions be encountered during the assessment, or hazardous practices observed, the assessor will bring the matter to the attention of a duty holder as soon as possible, and where practicable before leaving the site. The assessor will not intervene or take any steps personally to resolve the situation.

11. EXCLUSIONS

Unless clearly stated to the contrary, the fire risk assessment will be non-intrusive. That is to say the assessor will not:

- Make any holes.
- Apply any tools (e.g. screwdriver, hammer, crowbar).
- Carry out any functional test of fire protection measures (e.g. operate smoke vents or emergency lighting).
- Provide or use access equipment (other than short stepladders)
- Carry out any measurements other than approximations of distance (e.g. sound pressure levels of fire alarms).
- Take or analyse any samples (e.g. any part of the fabric of the premises, fire resisting materials or combustible/flammable materials).

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- Enter into any private dwelling in the case of flats, apartments, maisonettes or similar dwellings, other than as necessary to report properly on measures required under the relevant fire safety legislation. (e.g. the fire resistance of flat entrance doors). Depending on the scope of the fire risk assessment and the legal jurisdiction, this may exclude houses in multiple occupation.
- Unless specified, the appropriateness of active and passive fire precautions, such as compartmentation, the means of escape, the fire detection and alarm system, emergency lighting, firefighting equipment, including dry risers will be assessed on a visual basis and will consider any information provided by the duty holder regarding maintenance and testing. The conduct of the FRA will not include a full system and 'cause and effect' test of these areas. That will be for the Competent Persons and contractors who install and maintain this equipment to provide.

This scope of services does not include follow-up meetings.

Where the fire risk assessor identifies a need for alterations or modifications to the premises, passive fire protection or active fire protection, the fire risk assessment will not include detailed method statements or a formal schedule of works.

The fire risk assessment will not encompass property protection and business continuity issues.

The fire risk assessment will not include the production of drawings and will not include the marking up of plan drawings unless specified in the schedule.

The fire risk assessment will not include consideration of process related risks covered by COSHH and DSEAR legislation.

12. VALIDITY OF THE FIRE RISK ASSESSMENT

The duty holder has a duty to ensure that the fire risk assessment remains valid. If the duty holder has a reason to suspect that the fire risk assessment is no longer valid then a review of the FRA will be required. The duty holder will hold the responsibility.

Significant changes to the premises which may invalidate the FRA include changes to the structure or configuration of the premises, a change in management of the premises, the use or nature of the undertaking, and other organizational measures.

The fire risk assessment will be considered valid until the date indicated on the fire risk assessment that a new assessment is required. The need for a review of the fire risk assessment either, prior to or by that date indicated is the sole responsibility of the duty holder and not the fire risk assessor who carried out the previous report.

The fire risk assessment is not to be relied upon by any third party and is solely intended for the client named in the report itself and identified in the schedule.

Any alterations to the fire risk assessment must be made solely by the original author of the report. Any changes made to the report by the client or other stakeholders will invalidate the document in its entirety.

13. HEALTH & SAFETY CONSIDERATIONS

The client will remain responsible for the health and safety of the assessor, while the assessor is on the client's premises.

The client will provide the assessor with relevant information about significant health and safety hazards and control measures, including the presence of asbestos.

The assessor shall, where necessary, provide basic PPE including hard hat, high visibility jacket or waistcoat and protective footwear. The client shall provide PPE appropriate for all other hazards including, but not limited to, ear defenders, fall arresters, breathing apparatus and floatation aids.

Where safety training is required on-site, the client shall inform the supplier prior to any contract being agreed and provide the training free-of-charge.

During the assessment, all site safety rules and control measures will be observed. No activities will be undertaken by the risk assessor that will create either additional hazards or raise the risk level from any existing hazard on-site.

The assessor may refuse to enter any area where the assessor suspects that their health and safety may be at risk. The assessor will, as far as practicable, inform the site representative of the nature of the hazard. The assessor will not enter the area until or unless the hazard is removed or the assessor is satisfied that the risk has been reduced to a tolerable level. The assessor will state on the risk assessment report, those areas not inspected or assessed and why.

Where assessors are required to enter any private dwelling as part of the fire risk assessment, the client shall provide identification of the dwellings containing potentially violent residents. The information may be limited to the address, including the number of the dwelling. The supplier should also be informed of any premises where a 'visit in pairs' policy is in place. The fire risk assessor should be accompanied by a representative of the client where visit in pairs is necessary. Where this is not provided the supplier reserves the right to levy an additional charge for the extra staff requirement. Where information on potentially violent persons is not provided, the assessor will not access individual flats.

The information provided should be updated regularly by the client, whose duty it is to ensure that all potential risks are identified to the supplier.

A means for reporting safeguarding concerns should be agreed between the supplier and the client to clarify reporting arrangements in this regard.

14. **QUALITY**

The supplier should be able to demonstrate that they are capable of providing fire risk assessments of a consistently high standard. This would be demonstrated by:

- The supplier organization being third party certificated to an appropriate scheme by a UKAS accredited certification body.
- The individual carrying out the fire risk assessment being third party certificated to an appropriate scheme by a UKAS accredited certification body; or
- The individual carrying out the fire risk assessment being listed on an appropriate professional body register.
- The individual carrying out the fire risk assessment will meet the required standard of competency outlined in BS 8674 – Built environment - Framework for competence of individual fire risk assessors - Code of practice.

A supplier who has obtained quality assurance certification of organizations or individuals offering life safety fire risk assessment services through a UKAS accredited certification body, would have demonstrated technical and management competencies to undertake life safety fire risk assessments as required by, The Regulatory Reform (Fire Safety) Order 2005, the Fire (Scotland) Act 2005, or the Fire and Rescue Services (Northern Ireland) Order 2006 (as relevant) and is currently listed as a certificated company.

The supplier shall clearly indicate on the schedule, which of the methods they have used to demonstrate quality and competency.

In addition to the above, the supplier shall provide documentary evidence of certification or registration where this is requested by the client.

National Fire Chiefs Council (NFCC), Fire Sector Confederation (FSC) formally the Fire Sector Federation (FSF) and the Fire Industry Association (FIA), recommend that the use of suppliers that are able to demonstrate quality by the means set out in the points above.

15. INSURANCES

15.1 Professional Indemnity Insurance

The supplier undertakes and warrants that it currently maintains in force, professional indemnity insurance, without any material excesses or unusual exclusions taken out with reputable insurers, of not less than one million pounds, and that provided such insurance is available on reasonable commercial terms and rates in the insurance market, it shall maintain such insurance until 18 months after completion of the works.

15.2 Public liability insurance

The supplier undertakes and warrants that it currently maintains in force public liability insurance, without any material excesses or unusual exclusions taken out with reputable insurers carrying on business, of not less than one million pounds, and that provided such insurance is available on reasonable commercial terms and rates in the insurance market.

15.3 Employers liability

The supplier undertakes and warrants that it has at all material times maintained and currently maintains in force, employers' liability insurance, without any material excesses or unusual exclusions taken out with reputable insurers.

16. CONFIDENTIALITY AND THE CLIENT'S PROPERTY

The supplier will keep confidential all matters related to the client's commercial activity.

17. ANNEX 1 (INFORMATIVE) – NINE STEPS TO FIRE RISK ASSESSMENT

Step 1: The fire risk assessor will require relevant information about the premises, the processes carried out in the premises, and the occupants of the premises. Information about previous fires will be of value to the assessor, particularly where the organization has multiple sites with common operations. Much of the relevant information will be obtained by interviewing a relevant representative or the management, prior to carrying out a physical inspection of the premises. At this stage, it is important that relevant information is obtained about the occupants of the premises, particularly those especially at risk in the event of fire.

Step 2: The second step is fire hazard identification and the determination of measures for the elimination or control of the identified fire hazards. This will normally involve a combination of interviewing management and inspection of the premises.

Step 3: The third step is to make a subjective assessment of the likelihood of fire. This will be based primarily on the findings of step two. However, the assessment of the likelihood of fire will also take into account any relevant information in step 1.

Step 4: The fourth step is to determine the physical fire protection measures, relevant to the protection of people in the event of fire. The relevant information can, again, be obtained partly from the initial discussion with management, but will, primarily, be obtained by inspection of the premises, so that the standard of fire protection can be determined.

Step 5: The fifth step is to determine relevant information about fire safety management. This will, primarily, involve discussion with management, but might also involve examination of documentation, such as records of testing, maintenance, training, drills, etc.

Step 6: The sixth step is to make a (subjective) assessment of the likely consequences to occupants in the event of fire. This assessment will take account of the fire risk assessor's opinion of the likelihood of various fire scenarios, the extent of injury that could occur to occupants in these scenarios, and the number of people affected. This assessment is principally based on the assessor's findings in steps four and five, but will take account of information obtained in the first step.

Step 7: The seventh step is to make an assessment of the fire risk and to decide if the fire risk is tolerable. The fire risk is assessed by combining the likelihood of fire and the consequences of fire.

Step 8: The eighth step is to formulate an action plan, if this is necessary to address shortcomings in the fire precautions in order to reduce the fire risk. Even if the fire risk is assessed as tolerable, there is often a need for minor improvements in fire precautions.

Step 9: Thereafter, in the ninth step, the fire risk assessment is subject to periodic review. Review of the fire risk assessment is necessary after a period of time defined in the fire risk assessment, or at an earlier time if changes take place, or if there are other reasons to suspect that the fire risk assessment is no longer valid, such as if a fire has occurred.

DISCLAIMER

The information set out in this document is believed to be correct in the light of information currently available but it is not guaranteed and neither the Fire Industry Association nor its officers can accept any responsibility in respect of the contents or any events arising from use of the information contained within this document.



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