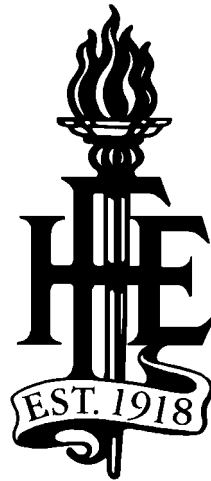


# INSTITUTION OF FIRE ENGINEERS



## Application for Membership

*Please return to:*

Before completing this form, candidates should study the Institution booklet ‘**Membership Rules for Titles and Grades**’, the ‘**Notes on Completing Application for Membership**’ (on page 6 of this form), and read through this form.

To avoid unnecessary delays in processing your application, please ensure that all questions are fully answered, that all relevant sections are completed and that supporting documentation required is enclosed with the completed form.

**Please ensure that this form and any attachments are completed in typescript or block letters.**

1. Surname/Last Name ..... Title.....  
Personal Names/First Name.....  
Date of Birth..... Post Nominals.....

2. a) Home Address .....  
.....  
..... PostCode:.....  
Tel: ..... Fax: .....  
E-mail .....

b) Business Address (including Company Name):.....  
.....  
..... PostCode:.....  
Tel: ..... Fax: .....  
E-mail .....

c) Address to which correspondence is to be sent – please tick one.....Business  Home

3. **GRADE OF MEMBERSHIP** for which application is made – please tick appropriate boxes

Student   
Technician

Graduate   
Associate

Member   
Fellow

Applications for Affiliate (*see Rule 2b*)

*Applicants for Affiliate Membership should complete sections 1, 2 and 3 only*

“Individual”

Organisation

4. **ROUTES TO MEMBERSHIP**

Is this application based on: (*Tick relevant box or boxes*)

Your IFE examinations, accredited course or an equivalent qualification; or

Individual case procedure; or   
(*see Section E of the “Membership Rules”*)  
*Transcript of academic record attached*

Mature Candidate procedure   
(*see Section H of the “Membership Rules”*)  
*Remember to submit a proposal for a technical paper with this form*

Are you also applying for membership of the ECD (see Section I of the “Membership Rules”)

5. **DETAILS OF ANY PREVIOUS OR EXISTING MEMBERSHIP OF IFE**

Grade.....

Membership No. ....

**6. IFE QUALIFICATIONS**

(Section D, Rules 2a, 3a, 4a, and 5a)

Please give details of IFE qualifications held

Paper	Examination	Date Passed

**7. FIRE SERVICE QUALIFICATIONS –**

If you have any such qualifications give details, including dates, below

	Initials of Referees

*Continue on a separate sheet if necessary and attach securely to this form*

**8. PROFESSIONAL, ENGINEERING and/or SCIENTIFIC BODY MEMBERSHIPS** (Section D, Rules 3b, 5b and 6b)

If you hold any such memberships complete the details below and enclose validated copies of all certificates

Name of body	Class of Membership	Date membership granted	Designatory Letters	Initials of Referees

*Continue on a separate sheet if necessary and attach securely to this form*

**9. ACADEMIC QUALIFICATIONS**

(Section D, Rules 3b, 4b, 5b, 6a and 6b)

Please give details of such qualifications you hold -

*Remember to enclose validated photocopies of all certificates*

Qualification	Principal subjects, etc	University or other awarding authority	Full Time/Part Time	Grade/Class of pass	Date of award	Initials of Referees

*Continue on a separate sheet if necessary and attach securely to this form*

**10. TRAINING***(Section F)*

Please list the training you have received in chronological order, with a summary of the training objectives.

Dates	Course	Objectives

*Continue on a separate sheet if necessary and attach securely to this form***11. EXPERIENCE***(Section F)*

Dates	What was done	Relevance to fire engineering

*You may attach a copy of a CV, if it provides further information***12. CONTINUING PROFESSIONAL DEVELOPMENT***(Section G)*

Complete if applying for Member or Fellow grade.

Dates / Hours	Course / Event	Objectives / Outcomes

*Continue on a separate sheet if necessary and attach securely to this form*

**13. PRESENT EMPLOYMENT**

Name of Employer .....

Job Title: ..... Date of Appointment.....

To whom do you report? (Please state name, position and professional qualifications – if nobody, please indicate why)

.....

Who reports to you? (Please state numbers of persons, positions held and professional qualifications – if none, print 'NONE')

Details of work responsibilities, etc – Please state below full details of your work and responsibilities, particularly those relating to fire engineering.

Length of experience in this post  years

Length of experience in fire engineering  years

*Continue on a separate sheet if necessary and attach securely to this form*

**14. MEMBER DATA – JOB FUNCTION**

*Please mark your job level below (select one):*

- |   |   |
|---|---|
| <input type="checkbox"/> Student – full time                        | <input type="checkbox"/> Project/Site Manager; Professor              |
| <input type="checkbox"/> Student – part time                        | <input type="checkbox"/> Senior Manager; Director; Dean; Head of Dept |
| <input type="checkbox"/> Graduate in training                       | <input type="checkbox"/> Chairman; Managing Director; Chief Exec      |
| <input type="checkbox"/> Engineer; Supervised Team Member; Lecturer | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Senior Engineer; Reader/Senior Lecturer    | <input type="checkbox"/> Retired                                      |

**15. MEMBER DATA – AREAS OF EXPERTISE AND PROFESSIONAL DEVELOPMENT**

*From the list below, please identify up to three areas of expertise by listing the reference code(s) in the spaces below*

Primary: _____		Second: _____		Third: _____	
Active Fire Protection Systems	(AFPS)	Fire Alarms (System Design)	(FASD)	Petrochemicals	(PET)
Control and Communications	(COM)	Fire Safety Design	(FSD)	Protective Equipment	(PE)
Education	(EDU)	Fire Safety Mgt/Auditing	(FSMA)	Fire and Explosions	(OPE)
Environmental Protection	(ENV)	Fire Safety Training	(FST)	Risk Assessment/Management	(RAM)
Expert Witness	(EW)	Fire Safety Regulations	(FSR)	Search and Rescue	(SAR)
Emergency Planning,		Fire Suppression	(FS)	Smoke Control	(SC)
Incident Command & Control	(EP)	Forensic Science	(FOS)	Structural Fire Engineering	(SFE)
Fire Detection and Alarms	(FD&A)	Means of Escape	(E)	Transport	(T)
Fire Investigation	(FI)	Medical and Hospital	(MED)	Other (please specify)	(OTR)
Fire Service Equipment	(FSE)	Offshore	(OFF)	_____	

Please tick if you would be interested in joining an IFE Special Interest Group(s) relevant to your area(s) of expertise.

*If you have suggestions relevant to your particular interests where one of these groups could be formed other than the categories listed above, please list these below*

\_\_\_\_\_

**16. MEMBER DATA – INDUSTRY CLASSIFICATION**

*Please tick the industry classification that most closely describes the industry in which you work.*

- |   |  |
|---|--|
| <input type="checkbox"/> 01 Agriculture & horticulture  | <input type="checkbox"/> 50 Construction   |
| <input type="checkbox"/> 02 Forestry  | <input type="checkbox"/> 61 Consultancy  |
| <input type="checkbox"/> 11 Coal extraction & manufacture of solid fuels                          | <input type="checkbox"/> 62 Dealing in scrap & waste materials                                       |
| <input type="checkbox"/> 13 Extraction of mineral oil & natural gas                               | <input type="checkbox"/> 64 Retail distribution  |
| <input type="checkbox"/> 14 Mineral oil processing  | <input type="checkbox"/> 66 Hotels & catering  |
| <input type="checkbox"/> 15 Nuclear fuel production   | <input type="checkbox"/> 67 Repair of consumer goods & vehicles                                      |
| <input type="checkbox"/> 16 Production & distribution of electricity, gas & other forms of energy | <input type="checkbox"/> 71 Railways   |
| <input type="checkbox"/> 17 Water supply industry   | <input type="checkbox"/> 72 Other inland transport   |
| <input type="checkbox"/> 21 Extraction & preparation of metalliferous ores                        | <input type="checkbox"/> 74 Sea transport  |
| <input type="checkbox"/> 22 Metal manufacturing   | <input type="checkbox"/> 75 Air transport  |
| <input type="checkbox"/> 24 Manufacture of non-metallic mineral products                          | <input type="checkbox"/> 76 Supporting services to transport   |
| <input type="checkbox"/> 25 Chemical industry   | <input type="checkbox"/> 79 Postal services & telecommunications                                     |
| <input type="checkbox"/> 26 Production of man-made fibres   | <input type="checkbox"/> 81 Banking & finance  |
| <input type="checkbox"/> 32 Mechanical engineering  | <input type="checkbox"/> 82 Insurance, except for compulsory social security                         |
| <input type="checkbox"/> 33 Manufacture of office machinery & data processing equipment           | <input type="checkbox"/> 83 Business services  |
| <input type="checkbox"/> 34 Electrical & electronic engineering                                   | <input type="checkbox"/> 84 Renting of movables  |
| <input type="checkbox"/> 35 Manufacture of motor vehicles & parts thereof                         | <input type="checkbox"/> 85 Owning & dealing in real estate  |
| <input type="checkbox"/> 36 Manufacture of other transport equipment                              | <input type="checkbox"/> 91 Public administration including armed forces                             |
| <input type="checkbox"/> 37 Instrument engineering  | <input type="checkbox"/> 92 Sanitary services  |
| <input type="checkbox"/> 41 Food, drink & tobacco manufacturing industries                        | <input type="checkbox"/> 93 Education  |
| <input type="checkbox"/> 43 Textile industry  | <input type="checkbox"/> 94 Research & development   |
| <input type="checkbox"/> 44 Manufacture of leather & leather goods                                | <input type="checkbox"/> 95 Medical & other health services; veterinary services                     |
| <input type="checkbox"/> 45 Footwear & clothing industries  | <input type="checkbox"/> 96 Local Authority Fire Brigade, Fire Departments and/or Police Departments |
| <input type="checkbox"/> 46 Timber & wooden furniture industries                                  | <input type="checkbox"/> 97 Recreational services & other cultural services                          |
| <input type="checkbox"/> 47 Manufacture of paper & paper products; printing & publishing          | <input type="checkbox"/> 98 Personal services  |
| <input type="checkbox"/> 48 Processing of rubber & plastics                                       | <input type="checkbox"/> 99 Domestic services  |
| <input type="checkbox"/> 49 Other manufacturing industries  | <input type="checkbox"/> 00 Diplomatic representation, international organisations                   |

17. I certify that all statements and answers given on this form and any attachments thereto are to the best of my knowledge true in substance and are made in good faith. I confirm that I have read the Membership Rules for Titles and Grades.

Signature of Applicant ..... Date.....

**18. REFEREES**

*(Section D, Rules 4a, 4b, 5a, 5b, 5c)*

**This section MUST BE COMPLETED on all applications for ASSOCIATE, MEMBER and FELLOW. Referees must be ‘members’**

I agree to act as a referee for the applicant and certify that, to the best of my knowledge and belief, the information contained on this form and all supporting documents attached hereto, as initialled by me, is correct.

I agree to act as a referee for the applicant and certify that, to the best of my knowledge and belief, the information contained on this form and all supporting documents attached hereto, as initialled by me, is correct.

I agree to act as a referee for the applicant and certify that, to the best of my knowledge and belief, the information contained on this form and all supporting documents attached hereto, as initialled by me, is correct.

Name ..... ..

Grade ..... ..

Membership No ..... ..

Address ..... ..

..... ..

..... ..

..... ..

..... ..

Signature ..... ..

## 19. DATA PROTECTION

*The Institution of Fire Engineers (IFE) is fully registered under the UK Data Protection Act, and in accordance with this Act, the IFE (and companies processing data on its behalf) will hold and use data contained in this form for administrative purposes.*

*It is the express wish of the IFE that information relating to members is available only to the IFE and not for direct access by third parties. Arrangements are occasionally made with suppliers of goods and services for their mailing to be sent to members. All material is carefully vetted and the mailing list is never released to third parties.*

*If you do not want to receive mailings, please indicate your preferred option from the list below. The data recorded in this section will automatically override any previous information that the IFE has collected from you, concerning data protection:*

*If you do not want to receive third party mailings, please mark this box*

*If you would prefer not to receive emails from the IFE, please mark this box.*

# Notes on Completing Application for Membership

## General

**For your benefit, and to avoid any unnecessary delay in processing your application, please read through these notes and the booklet “Membership Rules for Titles and Grades”.**

**Ensure that you complete the form in typescript or block letters, that all sections are fully answered, and that all the relevant sections on the form are completed.**

If you have insufficient space or prefer to provide your answers on separate sheets, please comply with the following procedure:

- a) For each section concerned, write at the bottom of the box ‘*Answer continued on a separate sheet*’ or ‘*See attached sheet*’, as appropriate.
- b) Use a separate sheet for each section concerned, state clearly at the top of the sheet the number of the section to which the information relates and, if the section concerned requires the initials of referees, ensure that your referee’s initial each sheet.

**Before you ask your referees to sign the form, show them these notes and point out those paragraphs relating to their duties and responsibilities.**

## Sections 6, 7, 8 & 9

Evidence of the qualifications, awards, examinations, registrations and memberships listed in your answers to these sections must be supplied. Applicants should supply validated\* copies of the appropriate certificates.

**DO NOT send original certificates – send only copies validated as indicated below.**

- \* *The validation of copies should be made by one of your referees, or another professional person, who should sign and state their membership grade and number below suitable words confirming that the document is a true copy of the original which they have seen.*

## Sections 10, 11 & 12

You should provide as much information as possible to allow the Institution to evaluate the training you have received and the responsible experience you have.

**REMEMBER: The Institution can only assess your application on the basis of the information provided. If you do not tell us, we will not know**

## Section 13 – Present Employment

The 'Details of work, responsibilities, etc.' section should include:

- a) An outline of the work in which you are personally engaged, indicating the way in which your fire engineering experience is used and the relevance of your qualifications to this work.
- b) A statement of your professional responsibilities.
- c) An outline of the structure of the organisation in which you hold the above responsibilities, and your relationship with others of your rank or grade.

In order for the Institution to properly assess your application, you must provide as much relevant information as possible about:

- the type of work you are involved in and how that relates to fire engineering, and
- the level of your responsibilities and the extent to which you are supervised and you supervise others.

**NOTE:** A copy of your current 'official' job description may well cover all of these points and be perfectly acceptable. If you use such a document, please write '*SEE ATTACHED JOB DESCRIPTION*' in the appropriate place on the application form.

## Sections 14-16 – Member Data

To be able to obtain a good understanding of its members, and to ensure that activities, products and services can be tailored to meet members' needs, the IFE requires this detailed information.

## Section 18 – Referees

Various sections on the application form are required to be initialled by the referees. In initialling such sections, referees are indicating that the information contained in the section is correct. Please ensure that your referees see any relevant supporting documents. Please remember that where answers to a section are contained, or continued on separate sheet(s), all such sheets must also be initialled.

If you are returning an application form for Student or Affiliate grade, please ensure that the correct subscription rate is forwarded with the completed form. If applying for election to Fellow, Member, Associate, Graduate or Technician grade, the applications are placed before the Membership and Branches Committee. If the application is successful, payment will be requested.

## Final Check

Before placing the form in an envelope and mailing it to the address on the front panel of the form, check the following:

1. Sections 1 – 13 inclusive have been completed
2. You have signed the application in the box at Section 17.
3. The required number of referees have completed and signed Section 18 and initialled Sections 7, 8 & 9 and all supplementary sheets relating to these sections.
4. VALIDATED COPIES of all certificates or other evidence of qualifications and/or memberships are enclosed.
5. All additional sheets, supplementary documentation and copy certificates are securely attached inside the form.

### FOR OFFICE USE ONLY

Date received	Grade Granted.....	Date.....
	Remarks	
Approved at Membership Committee meeting dated .....		

Institution of Fire Engineers,

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