

FSIGN 801

Vetting of Fire Safety Regulation Work

Old Inst.: FSR:K005:a1

Issue date: Aug 2003

800 Series: Audit & Quality Assurance

Summary

This Note is intended for internal use, providing information and guidance on the vetting of fire safety regulation work.

This Note is one of a series produced by Fire Safety Regulation HQ Policy Groups to provide additional advice and guidance to officers and Fire Safety Teams on various subjects related to their role.

Where appropriate this Note should be used for learning and staff development purposes.

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1 Introduction

- 1.1 As part of the team management process, the vetting of fire safety regulation (FSR) work will assist managers in the early identification of trends, patterns and problems, thus aiding the monitoring and maintenance of quality. Any performance issues identified by this process are to be dealt with under performance management, i.e., Performance Review and Development System (PRDS).
- 1.2 This note is structured identifying the areas of work that will be vetted, the types and quantities that should be examined, the action that should be taken and the roles and responsibilities of those involved.
- 1.3 The following contains the minimum standards to be applied to the vetting of FSR work and should not be considered as the limit. The need to carry out vetting can be influenced by a number of factors, including the complexity of the work and the experience and knowledge of individuals. For example, the expectation is that the work of a newly appointed officer will require a higher level of vetting than that of an experienced colleague or that an individual working on a complex task may require a greater level of support.
- 1.4 The following terminology is used throughout this document:

Inspecting Officer (IO)	Fire Safety Regulation Inspecting Officer Petroleum Inspector (FSR Dept.)
TL/DTL	Fire Safety Regulation Team Leader/Deputy Team Leader Team Leader Petroleum Group (FSR Dept.)
HoP	Head of Petroleum (FSR Dept.)
Administrative Officer	Fire Safety Regulation support staff (FRS C)
Administrative TL	FRS D
Administrative Support Team Manager	FRS E
AFSM	Area Fire Safety Manager

2 Vetting of Inspecting Officers' work

- 2.1 It is the responsibility of each TL/DTL to vet the work produced by the Inspecting Officers within their team. The extent of vetting differs between those Inspecting Officers depending on the experience and competence of the Inspecting Officer and the complexity of the job.
- 2.2 The vetting process carried out within the office will be supported by random site visits by the TL/DTL. Joint visits with the Inspecting Officer may be appropriate. If vetting validation is carried out, the AFSM /HoP may also be present. The number of joint visits with each Inspecting Officer is to be determined by local conditions and needs, however a minimum of one joint visit per Inspecting Officer, per year should take place. Although the purpose of the visits is to vet the standard of the Inspecting Officer's work, any deficiencies in the building at the time of the visit should also be noted and appropriate action taken.

- 2.3 On each occasion that vetting is carried out the findings are to be recorded on form FSIGN801_01a (Vetting Pro-forma) and discussed with the Inspecting Officer. **(NB:** FSIGN801_01a is an excel spreadsheet. Petroleum Officer vetting is recorded on the simpler Word document FSIGN801_01b). In the case of inexperienced Inspecting Officers, who are required to have all their work vetted, discretion in completion of FSIGN801_01a can be applied, but a minimum of two must be completed per month. In the event that there is any significant disagreement between the Inspecting Officer and TL/DTL the matter should be referred to the AFSM/ HoP. Copies of the completed FSIGN801_01a/FSIGN801_01b are confidential and are to be stored and retained for at least one year. If an Inspecting Officer moves to another team the records should be forwarded on to the new TL. **Note:** This process is NOT connected to Development Records and no other procedure can be substituted for this policy.

3 Vetting of administrative work

- 3.1 The effective and efficient working of the team is dependent upon the satisfactory management and maintenance of the fire safety team records system.
- 3.2 On a monthly basis the fire safety administrative officer should carry out a check of all non compliant FS01, FS03 & FS08 jobs and a minimum of 10% of all other jobs the fire safety Inspecting Officers have cleared. Using FSIGN801_02a (Admin Vetting Pro-forma), a record of the findings is to be made. When areas causing concern are identified, the pro-forma is to be passed to the Administrative TL to action. Records are to be kept for at least six months, in Sharepoint, to aid the monitoring of quality.
- 3.3 In addition, the TL/DTL and/or the Administrative TL may provide direction on the other areas of vetting that would aid quality and data management.

4 Vetting of data on Farynor

- 4.1 Information on Farynor is used for many purposes and is therefore required to be accurate and reliable. To ensure the information is correct the data is to be vetted on a regular basis.
- 4.2 The fire safety administrative support team is responsible for carrying out a number of routine checks and where discrepancies occur to report them to their line manager and/or correct them if it is appropriate to do so.
- 4.3 The Audit and Performance Group (APG) in the FSR Department, will programme structured checks of the system during the year, ensuring that sampled data relating to every team is vetted during the year, utilising an appropriate checklist as the basis for the checks. If considered necessary APG will prepare and submit a report to the administrative support management team identifying any concerns and trends arising from these checks.
- 4.4 In addition they will carry out a number of on-site and 'desktop' audits to verify the quality of data on the system. The outcomes of these checks will be passed to the relevant fire safety management teams for information and appropriate action.

5 Validating the vetting process

- 5.1 The AFSM, Administrative Support Team Manager and HoP will validate the vetting process applicable to their particular area of responsibility. This is to assist them in their overall assessment of quality.
- 5.2 Where appropriate, the validation of the vetting process shall involve both office and site evaluation. Random validation should be carried out at the discretion of the senior manager to meet the needs of the fire safety team they have responsibility for. The AFSM/FSR Group

Head/HoP will carry out a minimum of one joint visit per TL per year. The FSIGN801_01a is to be signed by the senior manager on completion of the validation.

- 5.3 Consideration must be taken of the size of the team workload, the job types, work complexity and knowledge and experience of the team members. Any validation programmes must take into consideration the competency of the fire safety team members and reflect the fire safety team annual plan and Corporate needs.

6 Further Guidance

- 6.1 Further guidance is available in FSIGN 805 & FSIGN 806.

7 Consultation

- 7.1 This policy must be reviewed in consultation with:
- OPR
 - Equalities

Document History

Impact assessments

An Equality or Sustainability Impact Assessment was completed on:

Equality Impact Assessment	23/05/2012	Sustainability Impact Assessment	30/03/2015
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
	Full review for Fundamental Review & electronic working.	06/10/2009
All	FSIGN Format	28/02/2012
All	Updated	24/09/2015