

Candidate guide

ACQP Fire Member & Fire Fellow

**Fire safety roles,
professional recognition
and senior leadership**

Your guide to the two fire membership routes

Eligibility, application evidence and what happens next



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Choose your membership route first, then follow the sections relevant to your experience, qualifications and fire safety responsibilities.

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How to use this guide

Fire Member applicants should start with pages 4-5. Fire Fellow applicants should read pages 6-12 and prepare the full Fellowship evidence. Both routes should also read the membership information and final checklists on pages 13-15.

The Fire Fellow route follows the requirements in the ACQP Fellow Candidate Guide, with the professional examples focused on fire safety practice.

1 Welcome and choosing your route

ACQP fire membership recognises professionals whose work supports fire safety, construction quality and responsible practice across the built environment.

At a glance	Fire Member FMACQP	Fire Fellow FFACQP
Professional focus	Practitioners working in fire safety roles.	Senior fire safety professionals demonstrating leadership and contribution.
Entry requirement	Hold, or be actively working towards, a Level 3 or higher qualification in fire safety.	Meet the Fellowship standard, including at least 10 years of leadership experience. See page 6.
Application route	CV and qualification or study evidence. Eligibility and document checks by the membership team.	Written statements, supporting evidence, reflective account, online assessment and peer review.
Fees	£195 annual subscription.	£120 one-off Admission & Assessment fee at application; £260 annual subscription after success.
Ongoing CPD	At least 25 hours each year.	At least 25 hours each year.

Choose the route that reflects your current position

Fire Member is for professionals working in fire safety roles who meet the Level 3 minimum qualification requirement. Fire Fellow follows the full Fellowship requirements. The peer review, online assessment and reflective account apply to Fire Fellow applicants only.

2 Fire Member: eligibility

Fire Member is designed for professionals working in fire safety roles who want to demonstrate their commitment to quality, competence and professional development.

The qualification requirement

Applicants must hold, or be actively working towards, a qualification at Level 3 or above with a fire safety syllabus. Provide evidence of your completed qualification, or of your current enrolment and progress.

Your fire safety role

Explain your current responsibilities and how your work contributes to fire safety and the quality of the built environment. Relevant roles may involve:

- Fire safety management, advice or consultancy.
- Passive fire protection, fire doors, compartmentation or related inspection.
- Fire systems quality, assurance or technical coordination.
- Building safety, compliance, remediation or project delivery with fire safety responsibility.

Already qualified

Provide a clear qualification certificate showing your name, award title and awarding organisation. Include the syllabus or a transcript if needed to confirm the fire safety content and qualification level.

Actively working towards it

Identify the qualification, level, fire safety syllabus and provider. Include enrolment or registration confirmation and recent evidence of progress. State your expected completion date, if known.

Describe ongoing study accurately and keep the membership team informed when you achieve the qualification or your circumstances change.

Your application should show your own responsibilities

Use your CV and application to explain the work you personally carry out, your area of practice and the limits of your responsibility. Ask the membership team for guidance if you are unsure about your qualification or the most suitable grade.

FIRE MEMBER | FMACQP | £195 annual subscription

3 Fire Member: your application

Apply through the ACQP membership application, selecting Fire Member. Prepare your documents first so that your professional details are clear and consistent.

1

Check eligibility

Confirm your fire safety role and that you hold, or are actively working towards, a Level 3 or higher qualification in fire safety.

2

Gather documents

Prepare your current CV, qualification certificate or study evidence, and a clear profile photograph.

3

Apply online

Enter your details, upload the requested files and complete the declarations and subscription instructions.

4

Receive confirmation

The membership team checks your information and contacts you if clarification is needed. Follow your welcome and activation instructions.

Before you submit

- Check your email, phone and postal address.
- Use readable files with clear names.
- Explain name differences on certificates.

Your membership commitment

The annual subscription is £195. Plan to complete and record at least 25 hours of relevant CPD each year, and read the ACQP Code of Conduct.

Fire Member application

www.acqp.co.uk/membership/

Help with your application: membership@acqp.co.uk

4 Fire Fellow: the Fellowship standard

Fire Fellow recognises senior professional capability in fire safety. The requirements are the same as the ACQP Fellow route, demonstrated through your leadership, judgement and contribution in fire safety practice.

Leadership and responsibility

Demonstrate at least 10 years of experience leading people, teams, organisations or significant areas of work. This can come from employment, consultancy, project leadership, voluntary activity or a combination of settings.

- Explain the scope of your authority and the decisions you personally made.
- Show how you managed people, risk, quality, resources and competing priorities.
- Describe outcomes, improvement and what you learned.

Qualifications and recognition

Where you are not already Chartered, ACQP may consider a Bachelor's degree or equivalent academic, vocational or professional qualification. Relevant professional memberships and recognition may also support your professional standing.

Senior fire safety practice

Your evidence should show senior fire safety responsibility, sound technical judgement and an active understanding of quality, competence, inspection, assurance or compliance relevant to your work.

Identify your personal involvement in the work and explain how your decisions supported better quality or fire safety outcomes.

Contribution to the profession

Show how you contribute beyond your normal paid role. This might include mentoring, education, professional-body work, industry guidance, technical writing, community activity or initiatives that improve competence and practice.

Explain who benefited, what you did and how your contribution supported the wider profession.

The key question

Can you explain what changed because of your leadership, how you know it changed and what you would do differently next time?

5 Fire Fellow: the route at a glance

Prepare your written application and supporting evidence, complete the online assessment and discuss your experience with two Senior Fellows in a professional peer review.

1**Check eligibility**

Confirm the Fellowship standard and your senior fire safety responsibilities.

2**Apply and pay**

Submit your evidence and pay the one-off £120 Admission & Assessment fee.

3**Online assessment**

Complete 25 questions worth 4 points each. Minimum pass mark: 70%.

4**Peer review**

Attend a Teams meeting with two Senior Fellows.
Appointments: Monday-Friday, 10:00-16:00.

5**ACQP decision**

ACQP considers the application, evidence, assessment and peer review together.

6**Join as a Fire Fellow**

If successful, pay the £260 annual subscription and receive your membership details.

Keep the two fees separate

The £120 Admission & Assessment fee is non-refundable and is paid at application. The £260 annual Fire Fellow subscription is payable only after successful completion of the assessment route. Applying or paying the first fee does not guarantee admission.

6 Fire Fellow: your written statements

Write in the first person and use specific examples. Show what you personally led, decided or improved, with a clear link to your supporting evidence.

6.1 Leadership and responsibility

Describe the people, projects, organisations or workstreams for which you were responsible. Explain the challenge, your authority, the decisions you made and how you managed competing priorities.

- What was the situation or problem?
- Who did you lead, influence or support?
- What did you decide, and why?
- What changed and what did you learn?

6.2 Quality or technical work

Choose a fire safety example that demonstrates professional judgement. It might concern inspection quality, a remediation programme, a technical decision, a recurring defect or the improvement of a quality system.

Explain the original risk or requirement, the information you used, the options considered, your action and the outcome. Identify the documents that support your account.

6.3 Contribution to the profession

Explain a contribution beyond your normal paid role and how it supported the profession. Possible examples include:

- Mentoring fire safety practitioners or developing professionals.
- Delivering CPD, teaching or sharing useful lessons.
- Professional-body, committee or working-group activity.
- Technical writing, industry guidance or speaking at events.
- Relevant charitable, educational or community activity.

Explain the value of your contribution

A list of memberships or job titles is not enough. Describe what you did, who benefited and the difference your involvement made.

A simple evidence trail

Set the context, explain your own responsibility, describe your action and reasoning, show the result and finish with the learning you took forward. Use "I" for your own decisions and explain your part when describing team activity.

7 Fire Fellow: your reflective account

Your reflective account is a required part of the Fire Fellow application. Choose an initiative you have led and explain your leadership, decisions, results and professional learning.

Maximum 3,000 words

Submit a reflective account of no more than 3,000 words. It may be shorter where it fully explains the initiative, your leadership, the outcome and what you learned.

A suggested structure

1

Context

Describe the organisation, project or professional setting.

2

Challenge

Explain the need, risk, problem or opportunity.

3

Objective

Set out what you intended to achieve and why it mattered.

4

Leadership

Explain how you planned, communicated, delegated and influenced.

5

Decisions and barriers

Discuss options, risks, setbacks or resistance and how you responded.

6

Outcome and reflection

Show the result, what you learned and what you would change.

What the panel needs to see

- Your own role and decisions, clearly distinguished from the wider team.
- How you adapted to people, risk, quality and changing circumstances.
- How evidence, standards, experience or feedback informed your decisions.
- How you dealt with challenge, disagreement or an imperfect outcome.
- What the experience changed in your future professional practice.

Keep it reflective

Explain why you acted as you did. A project description or repeated CV does not show what the experience taught you.

8 Supporting evidence and confidentiality

Choose evidence that helps ACQP understand your qualifications, responsibilities and professional work. Make each document readable and explain why it is relevant.

Fire Member documents

- A current CV describing your fire safety role.
- Qualification certificates, or evidence of current enrolment and progress towards a Level 3 or higher qualification in fire safety.
- A profile photograph and any additional information requested by the membership team.

Fire Fellow documents

- A current CV.
- Relevant qualifications or professional recognition.
- Your reflective account of no more than 3,000 words.
- At least one certificate or item of supporting evidence.
- Relevant records supporting your three written statements.

Useful Fire Fellow evidence

Examples might include redacted inspection or audit records, technical notes, quality plans, improvement records, meeting records, photographs with captions, project data, feedback or records of professional contribution.

For each item, identify what it is, your personal involvement and which statement it supports. Select the relevant pages from larger documents.

Evidence that is weak on its own

Blank forms, generic guidance, a job description, an unsupported list of duties or documents produced entirely by someone else do not establish your own contribution. Add context and an explanation where needed.

Confidentiality and authenticity

Redact unnecessary personal information and commercially sensitive details. Obtain permission before using employer or client material. Keep enough context to explain the work, and contact ACQP before submitting material subject to security restrictions.

Submit authentic records, acknowledge the work of others and reference sources. Misleading evidence, plagiarism or presenting another person's work as your own may lead to rejection and a professional conduct concern.

9 Fire Fellow: the online assessment

The online assessment is one part of the Fellowship route. It checks the professional knowledge, judgement and standards expected of an ACQP Fellow alongside your written application and evidence.

25

QUESTIONS

4 points each

Minimum pass mark: 70%

The same assessment format applies to the Fire Fellow route.

Before you begin

Review the Fellowship criteria, your own evidence, construction quality principles, relevant standards and guidance, and the ACQP declaration. Allow enough uninterrupted time and follow the instructions shown in the assessment system.

During the assessment

Work independently and read each question carefully. Select the answer that best reflects sound professional practice, accountability and the ACQP approach. Take care with questions containing several conditions.

After the assessment

Keep a note of your result and prepare to discuss the decisions and examples in your application during the professional peer review.

The result is one part of the route

Passing the online assessment does not by itself confer Fire Fellowship. You must also meet the evidence requirements and complete the professional peer review.

A useful preparation question

Could you explain why your chosen response protects quality, competence, people or the public interest, and what evidence you would expect to see in practice?

FIRE FELLOW ONLY | Fire Member applicants do not take this assessment

10 Fire Fellow: the professional peer review

The peer review is a structured professional conversation with two Senior Fellows of the ACQP. It explores the evidence, leadership decisions and learning in your application.

Microsoft Teams

Two Senior Fellows

Monday-Friday, 10:00-16:00

Normally around one hour;
not usually more than two hours.

What to expect

- Discuss your leadership and responsibility statement.
- Explain your fire safety quality or technical example and the evidence behind it.
- Describe your contribution to the profession.
- Reflect on the initiative in your written account.
- Explain your judgement, integrity and response to difficult situations.

How to prepare

- Select your appointment during the application process.
- Re-read your statements and open the supporting documents you refer to.
- Be clear about what you personally decided or changed.
- Prepare to discuss an imperfect outcome and what you learned.
- Test your camera, microphone and Teams connection.
- Use a quiet setting and have your identification and application details available if requested.

A professional conversation

Answer honestly and use specific examples. Explain your reasoning rather than relying on rehearsed phrases. If you do not know something, say so and explain how you would obtain a safe and reliable answer.

FIRE FELLOW ONLY | The panel makes a recommendation; ACQP confirms the outcome

11 Decision, subscription and next steps

Follow the confirmation and payment instructions for your chosen route. ACQP will contact you if clarification or further information is needed.

Fire Member

The membership team checks your eligibility and supporting documents. Once your membership is approved and the £195 annual subscription arrangements are complete, follow your welcome and portal activation instructions.

You may use FMACQP after your name once your membership has been approved and is current.

If clarification is needed

Respond to the membership team with the requested information. If you need help explaining your qualification or current study, contact ACQP before supplying additional documents.

Fire Fellow

ACQP considers your application, evidence, online assessment and professional peer review together. The decision will be communicated after the panel has completed its review.

If successful, you will be invited to pay the £260 annual subscription. You can then receive your Fire Fellow membership details and use FFACQP while your membership remains current.

If further action is needed

Read the feedback and next-step guidance. Contact ACQP if anything is unclear and follow the current process for any resubmission or appeal. Strengthen your own evidence honestly.

Fire Fellow fees

The £120 Admission & Assessment fee is non-refundable and is paid when you apply. The £260 annual subscription is a separate payment made only after a successful assessment outcome.

Getting started with either grade

Check your name, grade and postal address, activate your Members Portal and access your digital credentials. Read your membership pack information, create a CPD plan and keep your contact and professional details up to date.

12 Benefits, CPD and professional commitment

Both fire membership routes connect you with an ACQP community focused on construction quality, competence and responsible professional practice.

Your member benefits

- Professional recognition and the designation awarded for your grade.
- Membership certificate, digital credentials and applicable membership materials.
- Access to the ACQP Members Portal, resources and support.
- Member CPD events, networking and shared professional knowledge.
- Preferential opportunities on selected ACQP training programmes.

Your professional commitment

- Work within your competence and seek appropriate support.
- Keep accurate records and explain the limits of your advice.
- Protect confidential information and declare relevant conflicts.
- Raise quality and safety concerns through appropriate channels.
- Keep your membership current and follow the ACQP Code of Conduct.

25

CPD HOURS EACH YEAR

Both Fire Members and Fire Fellows must complete and record at least 25 hours of relevant CPD annually. Use the Members Portal to maintain your record and development plan.

Make the learning relevant to your work

Choose activities that address your fire safety responsibilities and development needs. These might include relevant courses, webinars, technical reading, mentoring and reflective learning. Record the date, learning time, what you learned, supporting evidence and how you will apply it.

Current member benefits: www.acqp.co.uk/benefits.php

Full professional conduct and CPD requirements: www.acqp.co.uk/conduct.php

13 Final application checklists

Check the list for your chosen route. Make sure that your contact information, professional details and documents are accurate, complete and readable.

Fire Member | FMACQP

- ☐ Fire safety role and responsibilities explained.
- ☐ Level 3 or higher qualification in fire safety held, or actively being pursued.
- ☐ Current CV prepared.
- ☐ Qualification certificate or enrolment and progress evidence included.
- ☐ Profile photograph and contact details ready.
- ☐ Declarations completed.
- ☐ £195 annual subscription and payment instructions understood.
- ☐ Plan in place for at least 25 CPD hours each year.

Fire Fellow | FFACQP

- ☐ At least 10 years of leadership experience and senior fire safety responsibilities evidenced.
- ☐ Leadership, quality or technical work, and professional contribution statements completed.
- ☐ Current CV, qualifications or recognition, and supporting evidence included.
- ☐ Reflective account of no more than 3,000 words included.
- ☐ At least one certificate or supporting evidence item uploaded.
- ☐ Peer review appointment selected.
- ☐ Declaration and data-processing statement accepted; name entered as signature.
- ☐ £120 non-refundable fee requirement confirmed.

Fire Fellow: complete the remaining stages

Complete the 25-question online assessment with a minimum 70% pass mark, prepare for the Teams peer review and attend your appointment. If successful, the £260 annual subscription is payable. Plan for at least 25 CPD hours each year.

Fire Member: www.acqp.co.uk/membership/

Fire Fellow: www.acqp.co.uk/fellowship/

Association of Construction Quality Professionals

Construction quality, competence and professional standards.

Virtus Consecutionem - Excellence in Achievement

Fire Member: www.acqp.co.uk/membership/

Fire Fellow: www.acqp.co.uk/fellowship/
membership@acqp.co.uk

