

SFJFi3

Report on the investigation of an incident involving fire and/or explosion



Overview

This unit is about reporting on the investigation of an incident involving fire and/or explosion. It covers:

Evaluating the results of an investigation

This involves organising and evaluating the outcomes of an investigation.

Reporting the conclusions of an investigation

This involves analysing the outcomes of an investigation and identifying hypotheses and conclusions and producing a final report.

Target Group

The unit is recommended for all practitioners with responsibility for fire investigation.

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Performance criteria

Evaluating the results of the investigation

You must be able to:

- P1 order notes and record information in a way that supports validation and scrutiny
- P2 order relevant records and supporting information in a logical sequence for reporting and uniquely classifying records
- P3 record accurate and comprehensive results and any adaptations to working procedures and practices
- P4 clarify access to and availability of relevant supplementary materials that support your report in accordance with the rules of disclosure
- P5 ensure records and supporting materials are produced and maintained in a durable and retrievable form
- P6 accurately represent numerical data

Reporting the conclusions of an investigation

You must be able to:

- P7 confirm requirements for format, presentation and issue of report and that information is stored according to the organisational policy and conforms to data protection protocols and rules
- P8 include accurate, current, valid and relevant information in the report
- P9 order the report logically, without bias and to meet the needs of the recipients
- P10 conform to relevant legal requirements with appropriate reference to case notes and related materials
- P11 present hypotheses and conclusions in clear and unambiguous terms, using terminology that will be understood by recipients
- P12 support your conclusions with factual evidence and reasoned arguments ensuring impartiality
- P13 clarify reasoning for discounting or eliminating specific hypotheses
- P14 produce the report in agreed format and ensure receipt by all intended authorised recipients
- P15 provide a disclosure list containing material not used in the report

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Knowledge and understanding

You need to know and understand:

- K1 how to collate, accurately record, document and securely retain all details of incidents
- K2 relevant legal and organisational requirements
- K3 fire/ explosion debris analysis and the value and importance of recovering samples from the scene
- K4 the actual contribution of the structure, finishes, fittings, equipment and processes to the incident
- K5 how to compile and evaluate information to form and test hypotheses
- K6 how to identify and act upon inconsistencies and consider alternative hypotheses
- K7 how to evaluate and interpret the results of examinations in order to present a final hypothesis and qualify conclusions
- K8 how actual Fire Safety measures and practice contributed to the incident

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Originating organisation	Skills for Justice
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Relevant occupations	Public Services; Public Service and Other Associate Professionals
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Suite	Fire Investigation
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