

SFJFS11

Prepare and present evidence in court and other formal proceedings in relation to fire safety matters



Overview

This standard is about the preparation and presentation of evidence for court and other hearings. You may be required to provide evidence in various capacities and must ensure all notes, reports and evidence are prepared in an accurate and timely fashion in accordance with relevant procedural guidance and legislation.

There are two elements

- 1 Prepare evidence and reports relating to fire safety for court and other formal proceedings
- 2 Present evidence relating to fire safety to court and other formal proceedings

Target Group

This standard is recommended for Regulators, i.e. anyone who has the responsibility for ensuring the requirements of Fire Safety and associated regulation are being met through cooperation or enforcement.

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Performance criteria

Prepare evidence and reports relating to fire safety for court and other formal proceedings

You must be able to:

- P1 prepare reports and evidence that demonstrate there is a case to answer
- P2 ensure availability of evidence and exhibits within your area of responsibility taking steps to ensure their continuity and integrity
- P3 ensure you consider your evidence in advance of any hearing and ensure you are in possession of any appropriate notes or statements
- P4 ensure you communicate with relevant departments to ensure a consistent approach
- P5 inform responsible and relevant persons of your actions

Present evidence relating to fire safety to court and other formal proceedings

You must be able to:

- P6 determine the purpose, scope and expectation of your attendance at any hearing
- P7 present yourself at the venue in a timely manner and in possession of all the appropriate documentation
- P8 ensure your appearance and behaviour conforms to acceptable professional standards at all times and is in accordance with the rules of the court or proceeding
- P9 deliver your evidence and responses in a truthful, objective, clear and concise manner with due regard for the rules of evidence and procedures of the venue
- P10 ensure verbal evidence is consistent with any written evidence provided
- P11 respond to all directions of the court or proceeding promptly and appropriately
- P12 actively seek feedback and review meetings in order to inform and improve future practices

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Knowledge and understanding

You need to know and understand:

- K1 legal powers and enforcement duties under fire safety legislation
- K2 organisational fire safety policy and the related procedures
- K3 how to give evidence effectively in a court or hearing
- K4 Court procedures and the nature of giving evidence
- K5 how and when you can refer to any notes and materials in your possession
- K6 circumstances in which evidence of opinion can be provided
- K7 techniques for maintaining control and composure under cross-examination
- K8 the permitted liaison with victims, witnesses and defendants
- K9 the roles and responsibilities of court personnel
- K10 what constitutes a breach of court protocol or procedure and to whom any breaches should be reported
- K11 the roles, responsibilities, level of authority and requirements of yourself and others within the context of formal proceedings

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