



Home Fire Safety Visit (HFSV) Partner Referral Process (Pilot) Aide Memoire

- 1 Identify Partner
Ask partner to read the DSF to establish which one they would like to submit
 - Appendix 1
One way referral. Partner refers to us. We signpost partners' service, where applicable.
 - Appendix 2
Reciprocal referrals. Partner refers to us. We refer to partner, if applicable.
It is unlikely that an organisation such as a housing provider will commit to a reciprocal referral. This is due to the organisation only providing services to their service users. Reciprocal referral organisations require to offer their services/support to ALL occupiers who receive a HFSV from SFRS and not just occupiers affiliated to that particular organisation.
- 2 Share correspondence
Resources available include –
 - Interactive DSF Appendix 1/Interactive DSF Appendix 2
 - Draft HFSV Policy
 - Draft HFSV Procedure
 - Draft Partner Guide
 - Draft Individual Registration Quick Guidance
- 3 Assist partner (if required) to complete the chosen DSF. Liaise with the partner agency, if necessary, until the document is accurate with no information omitted.
- 4 When you are satisfied that the form has been accurately completed, email to sfrs.hfsvadministrators@firescotland.gov.uk
HFSV admin will –
 - Liaise with Information Governance
 - Liaise with the partner agency to determine further information (if necessary) and confirm the outcome of the registration request, ie, approved/denied.
 - Add approved DSFs to the HFSV application prior to the proposed Pilot
 - Advise you of the outcome