



FIRE LOSS SPECIALIST (FLS)™ FORMAL REPORT AND RESEARCH PAPER GUIDELINES TOPIC SELECTION

FLS FORMAL REPORT

1. The written portion of the report should be at least 2000 words double-spaced.
2. Candidates must submit the report within 180 days from the completion of the training course.
3. While the formal report may be submitted at any time within the designated timeframe, if a Candidate wants to participate in the formal Induction Ceremony held at RIAs annual convention, they must submit their report no later than 30 days before the RIA convention date.

Formal reports should be based upon an actual project, whether performed by the Candidate or not. Report content must be as follows:

1. Title page
2. Candidate statement
3. Introduction

Information should include reference to:

- a. The property
 - b. Building or Homeowner
 - c. Building Manager
 - d. Insurance Company
 - e. Insurance Adjuster
4. Background Information
 - a. Description of property
 - b. Description of damage
 5. Investigation
 - a. General description of the work that was performed
 - b. The sequence of events
 6. Inspection
 7. Scope of repairs
 - a. A summary of the equipment and labor that was used
 8. Specifications and price
 - a. Summary of the costs by category
 9. Price basis
 10. Conclusion
 11. Photographs

Picture Documentation must include “before and after”

- a. Pictures of the structure and contents
- b. Diagram of building showing affected areas and other significant features

c. Value of fire restoration services. What did you save, what value proposition did the contractor bring to the owner/insurance group?

- When incorporating photos into the Formal Report, it is best to place them throughout the body of the paper by the appropriate section.

- Each photo must be labeled with identifying caption and /or copy explaining the specifics of the situation being described

-Photos must be cropped and sized appropriately for the Formal Report

12. Diagrams and documents such as estimates, floor plans, monitoring sheets, etc.

a. Reports should be presented as an “integrated report” that include invoices, photos and documentation logs, and not as separate documents/attachments to the actual report itself.

13. Candidate’s professional background & credentials

14. Page numbers throughout the document

15. References noted in correct format and style