



**Fire Protection Industry Scheme,
Reference SP203 Part 1**

**For the Design, Installation,
Commissioning & Maintenance of
Fire Detection and Fire Alarm Systems**

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Note 2: Use of the BAFE Logo in relation to this BAFE Scheme is restricted to those organisations certificated to operate SP203-1 and is subject to the rules that from time to time may be issued by BAFE.

FOREWORD

This version of the BAFE Scheme document was published in May 2011 for use by Third Party Certification Bodies (TPCBs) and by those organisations involved in the certification process. This version supersedes all previous versions of the Scheme document. Major changes within this version include:

- the addition of management system requirements for the control of sub-contracting and non-conforming products,
- consolidation of the requirements relating to Surveillance Audits for single sites and multi-site organisations,
- a new requirement for components used during the installation to be Third Party certified,
- the introduction of new BAFE Logos for Maintenance only organisations, and
- the addition of claims of conformity requirements.

A Third Party Certification Body (TPCB) will be eligible to operate this BAFE Scheme when:

- a) the TPCB has received UKAS product certification accreditation to BS EN 45011 with a scope or scopes relevant to this Part of SP203, and
- b) the TPCB has concluded a formal agreement with BAFE.

An organisation will be eligible for formal certification by a TPCB and for BAFE listing when they have been successfully audited by the TPCB as meeting the requirements of this BAFE Scheme.

1 INTRODUCTION

- 1.1** This BAFE Scheme has been developed for the third party certification of those organisations involved with the design and/or installation and/or commissioning/handover and/or maintenance of fire detection and fire alarm systems.
- 1.2** This Scheme has four modules in recognition of the fact that each module may be undertaken by a different organisation. This modular approach is believed to be representative of the means by which the majority of installations are designed, installed, commissioned, handed over and subsequently maintained by third party certificated organisations.
- 1.3** The Scheme recognises the importance of providing compliant fire detection and fire alarm systems while at the same time minimising false alarms. There are specific clauses within the Scheme that address these issues.
- 1.4** The importance of ensuring that the system that is handed over to the Client meets the specified requirements is also addressed by requiring the commissioning certificate to list the variations from the original specification. Means are also included within the Scheme for the completion of projects where no specification is available.
- 1.5** This Scheme document specifies requirements to be met by Certificated Organisations (a term that is defined in Clause 4) and also includes guidance notes. These are shown with a grey background to clearly distinguish them from the scheme requirements. The guidance notes are advisory and are included to assist those persons needing further advice on the application and implementation of the Scheme.
- 1.6** Additional information relating to the operation of this Scheme can be found in BAFE Scheme document SP203-2 Version 2 entitled "Guidance for the assessment of applicant Certification Bodies and for the assistance of organisations seeking certification or already certificated to SP203-1".

1.7 For those organisations that are involved with the provision of gaseous fixed fire suppression systems, it is recommended that they obtain a copy of SP203-3: For the Design, Installation & Maintenance of Fixed Fire Suppression Systems. This can be downloaded from the BAFE website at www.bafe.org.uk.

1.8 From time to time amendments to SP203-1 will be published. These will be in the form of Technical Notes that can be downloaded from the BAFE website.

2 OBJECTIVE

2.1 This BAFE Scheme has been developed to permit organisations involved with one or more of the following:

1. Design
2. Installation
- 3a. Commissioning
- 3b. Handover
4. Maintenance

of fire detection and fire alarm systems to become third party certificated and BAFE listed as recognition of their competence to undertake their scope of work. By so doing, the certificates issued by these organisations on completion of their work will provide proof of competence as required by the Regulatory Reform Order for England & Wales, the Fire (Scotland) Act and the Fire Safety Regulations (Northern Ireland) and give the Client and relevant regulating authorities e.g. Fire & Rescue Service and Building Control, confidence that the work has been correctly undertaken.

2.2 The evidence of the delivery of the fire detection and fire alarm system to the required specification will be:

- a) certificates for the relevant work modules,
- b) a comprehensive system commissioning certificate, and
- c) providing all work has resulted in the issue of module certificates and the project has been successfully verified, a BAFE Certificate of Compliance for the overall installed system.

Note: When the work undertaken does not include a complete system, alternative certificates, explained elsewhere within this document, will be issued to the Client.

2.3 It is recognised that false fire alarms are a major nuisance to both Fire and Rescue Services and to building occupants and this Scheme helps to address this within the modules for Design and for Maintenance of fire detection and fire alarm systems. Research has shown that the majority of false alarms are the result of the actions of people within the affected buildings or uncontrolled processes being undertaken. Providing designers are given sufficient information, they can recommend system designs that include means of minimising the false alarms. Similarly, if false alarms occur, the maintenance organisation can provide advice on means to overcome the problem. It is, however, recognised that the designer and the maintainer can only assist with the user's co-operation.

2.4 The process for the issuing of a BAFE Certificate of Compliance involves the final "Verification" of the installed system. This should preferably be undertaken by the organisation having responsibility for the Design module. If, however, this is not possible then the Verification may be undertaken by another certificated organisation with at least design of the relevant type of system included within its scope of certification. Details of the process relating to the issue of the Certificate are shown in Annex A1.8 and a sample BAFE Certificate of Compliance is shown in Annex A 2.1.

- 2.5 This BAFE Scheme document details BAFE's minimum requirements to be met by an organisation applying for third party certification. TPCBs operating this Scheme may have additional requirements that have to be met before they certificate an organisation. Details of additional requirements can be obtained from the relevant certification body.

3 SCOPE

- 3.1 This BAFE Scheme covers the Design, Installation, Commissioning, Handover, Verification and Maintenance of fire detection and fire alarm systems. If, however, the Certificated Organisation responsible for the commissioning is different from that responsible for handover then module 3, commissioning and handover, may be sub-divided into two parts:
3a - Commissioning, and
3b - Handover.
- 3.2 The scope of this Scheme does not include work in relation to systems based upon engineered solutions (often referred to as fire safety engineering).

Guidance Note for Clause 3.2

BS 5839-1:2002 Category L5 Fire Detection and Fire alarm systems

This is an abridged version of a statement relating to L5 systems and engineered solutions, approved by BSI and subsequently published in the relevant trade press and by BFPSA (now known as FIA) as a Fact File.

The 2002 edition of BS 5839-1 introduced a new category of system Designated L5. Category L5 is described within the commentary Clause 5.1.3 e) of BS 5839-1 as follows:

“Category L5: systems in which the protected area(s) and/or the location of detectors is Designed to satisfy a specific fire safety objective (other than that of a category L1, L2, L3 or L4 system).”

Often the system is based upon a fire risk assessment or forms part of a fire engineering solution. Protection may be provided to compensate for some departure from normal guidance elsewhere or as a part of the operating system for a fire protection system. Such a system could be as simple as one that incorporates a single automatic fire detector in a room (or elsewhere in the building) but the system could comprise detection throughout large areas of a building in which, for example, structural fire resistance is less than that normally specified for buildings of that type.

As the specification of an L5 system is wholly based upon the requirements of a particular building, there is a need for clear instructions being included within the specification for the fire detection and fire alarm system. This is referred to within the penultimate paragraph of commentary Clause 5.1.5 that states:

“The Category of system to be installed always needs to be included in the specification. Similarly, the specification of any Category of system, other than Category L1 and P1 always needs to include details of those areas of the building that are to be protected.”

Examples of Category L5 could include the following:

1. An open plan office, requiring automatic fire detection to trigger a warning of fire for occupants of an inner room,
2. A mezzanine floor of limited size and Designated as a storage area, and requiring automatic fire detection as a means of reducing other fire precaution requirements.

This clarification is likely to permit most Category L5 work undertaken by a Certificated Organisation to fall within the scope of SP203-1 i.e. it will not be considered to be an engineered solution.

4 DEFINITIONS

4.1 Audit

An examination

4.1.1 Certification Audit

An audit with the objective of determining the suitability of an organisation to become a Certificated Organisation as defined at 4.5 below.

4.1.2 Surveillance Audit

An audit of a Certificated Organisation with the objective of determining their ongoing adherence to the requirements of this Scheme.

4.2 BAFE

British Approvals for Fire Equipment

The body that owns the SP203 Schemes and is responsible for their maintenance.

4.3 BAFE Certificate of Compliance

The certificate issued on completion of Modules 1, 2 and 3 and successful Verification. The certificate confirms that all work is compliant with this BAFE Scheme.

Note: If Module 3 is split into 3a and 3b, there needs to be evidence that both have been completed prior to handing over the BAFE Certificate of Compliance.

4.4 BAFE Listed Organisation

In the context of this BAFE Scheme, a company or body that has been listed by BAFE as competent to undertake one or more of the modules.

4.5 Certificated Organisation

A company or body that has been awarded a certificate by a UKAS accredited Third Party Certification Body (TPCB) and that has been listed by BAFE following the successful audit of their scope of work relevant to this BAFE Scheme. To remain certificated, the organisation will continue to demonstrate compliance with this BAFE Scheme during subsequent surveillance audits by the TPCB and will remain BAFE Listed.

4.6 Client

The organisation specified in the contract as being the recipient of the completed system and/or the module certificate(s) and/or the BAFE Certificate of Compliance for the overall project.

4.7 Commissioning

The process by which a system that has been initially tested is:

- a) configured, if necessary, to meet the particular specification requirements for that system, and
- b) tested to check that the performance and functionality are in accordance with the specification.

4.8 Commissioning Organisation

The company or body responsible for issuing the module certificate to the Client according to the requirements of the commissioning module of this BAFE Scheme. The same organisation may also undertake the handover procedure.

4.9 Competence

The ability to apply knowledge, understanding and skills in performing to the standards required by this BAFE Scheme. To be competent, persons must have sufficient knowledge, experience and skills needed to meet the requirements of the tasks related to the Scheme. Competent persons must have an awareness of their own limitations.

4.10 Design

The detailed selection, placement and configuration of products and interconnections to meet the specified requirements of a particular System.

4.11 Designer

The person(s) within an organisation that has the competence and authority to undertake Design.

4.12 Handover

The process of transferring on-going responsibility for the project from the Certificated Organisation to the organisation specified in the contract as accepting the completed system. The handover process should include training of relevant staff responsible for the day-to-day management of the system and may be a phased process dependent upon the plans for occupation and/or utilisation of the protected building(s).

4.13 Handover Organisation

The company or body responsible for issuing the Module Certificate, or similar document, to the Client according to the requirements of the Handover module of this BAFE Scheme.

4.14 Initial Testing

Testing, that includes inspection, of the system to ascertain its basic fitness for purpose. This may include, but is not limited to, quality of workmanship, insulation resistance testing, and earth leakage measurements.

4.15 Installation Organisation

The company or body responsible for issuing the Module Certificate, or similar document, to the Client according to the requirements of the Installation module of this BAFE Scheme.

4.16 Maintenance

The process, by which a system is inspected, regularly serviced as required by the relevant Standard, tested and, if necessary, repaired in order to keep it in an effective operational state.

4.17 Maintenance Organisation

The company or body responsible for the maintenance process and for advising the Client of the work undertaken during maintenance visits.

4.18 Module Certificate

The certificate completed by the organisation responsible for the work associated with a particular module of the fire detection and fire alarm system that signifies completion of the work in accordance with the requirements of this BAFE Scheme.

Note: The basic certificate may be provided by the TPCB or, in certain circumstances, may be produced by the Certificated Organisation. See Annex A1.1.

4.19 Records

The means by which an organisation is able to maintain its information on projects being planned, being undertaken or which have already been undertaken. Such records may be kept in a number of different formats, e.g. hard copy documents or electronic files.

4.20 Specification

A document specifying requirements and which usually forms a part of a legally binding contract.

4.21 Specified Requirements

The performance and other requirements of the System and associated matters that are defined within the project specification.

4.22 System

The generic description of the fire detection and fire alarm components installed or planned to be installed in and around buildings.

4.23 Third Party Certification Body (TPCB)

An organisation that has been accredited by UKAS as competent to assess an organisation's competence to undertake work in accordance with this Scheme and to subsequently undertake periodic surveillance audits of the ongoing competence of the firm once it has been certificated. The TPCB is required to have UKAS accreditation to BS EN 45011 for the scope of this BAFE Scheme and to be licensed by BAFE.

4.24 UKAS

The United Kingdom Accreditation Service.

4.25 Verification

The process by which the installed system and the commissioning records are inspected to check, as far as possible, that the installed system meets the requirements of the Design specification and that the structure of the building and/or its use has not been changed in any way that requires the System Design to be revised.

Note: This definition is not intended to have exactly the same meaning as that described within Clause 43 of BS 5839-1: 2002.

5 PROCEDURES FOR CERTIFICATION OF MODULES, COMPLIANCE AND MODIFICATIONS

5.1 Module Certification

5.1.1 Subject to the special conditions, stated in Clause 5.3.5, relating to the module certification of modifications, SP203-1 Certificated Organisations, as defined in Clause 4.5 of this BAFE Scheme, shall issue module certificates for all the work they undertake that falls within the scope of their SP203-1 assessed certification as described in Clause 12. The only exception will be if the work is undertaken by the organisation but to the requirements of another BAFE adopted fire protection scheme, i.e. not SP203, involving third party certification.

Note 1: In signing a module certificate each Certificated Organisation is formally confirming that their module of the project fully complies with the requirements of this Scheme.

Note 2: Details of the information to be included within module certificates are included in Annex 1.

Note 3: The details of the procedure for ensuring that module certificates are prepared and handed over to the main Certificated Organisation or the Client should be clearly stated in the contract documentation relating to the installation. This should also advise that the documentation should be available to those Certificated Organisations responsible for subsequent certification.

TPCB Note: It is the responsibility of the TPCB to provide the Certificated Organisation with adequate guidance to effectively complete module certificates.

5.1.2 Where different Certificated Organisations complete modules of an installation, formal evidence of module completion shall be provided as soon as possible after the completion. This would normally be achieved by the issuing of a module certificate. This certificate shall be made available to the Client and/or the Certificated Organisation undertaking the next module.

Note 1: While it would be an advantage if the module certificate was provided prior to the following module being started, this will often be impractical and Certificated Organisations should agree with the Client when it is practically possible to commence work on the succeeding module.

Note 2: It is often the case that additional work will need to be undertaken, e.g. by the system Designer, as the project progresses and as issues arise that are outside of the scope of succeeding modules. When such additional work is required, the organisation originally contracted to undertake the module would normally be expected to offer to provide the appropriate input. However, it is then up to the Client to decide whether to accept the offer.

5.1.3 Where an organisation takes responsibility for more than one module, the evidence can be of formal completion of the combined modules as long as they directly succeed one another.

5.1.4 Where module 3, Commissioning and Handover, is split into 3a and 3b with separate Certificated Organisations for each sub module, there shall be a separate Module Certificate issued for each sub module.

5.1.5 Where an organisation is contracted to carry out the whole of the project (Design, Installation, Commissioning and Handover) Module Certificates for each module are not necessary. On satisfactory Commissioning and Verification, a final BAFE Certificate of Compliance can be issued as this certificate includes the relevant information included within the Module Certificates.

5.2 Compliance Certification

5.2.1 Where separate Certificated Organisations issue a Module Certificate for the work with which they have been involved, a BAFE Certificate of Compliance shall not be issued unless Module Certificates are available for Modules 1, 2 and 3 and documented evidence is available to confirm satisfactory System Verification.

5.2.2 Where a fire detection and fire alarm system is to be issued with a BAFE Certificate of Compliance in accordance with the requirements of this Scheme, there are generally two ways in which this can be achieved:

a) Where a single Certificated Organisation is responsible for all modules of the work.

b) Where different Certificated Organisations provide one or more modules of the work (e.g. the Design module is provided by one Certificated Organisation and the Installation, Commissioning and Handover modules are provided by a different Certificated Organisation).

5.2.3 The issue of the BAFE Certificate of Compliance is confirmation that the whole system meets the contractual requirements in terms of performance and compliance.

5.2.4 An example of a BAFE Certificate of Compliance is included in Annex 2.1.

TPCB Note: It is the responsibility of the TPCB to provide the Certificated Organisation with adequate guidance to effectively complete Certificates of Compliance.

- 5.2.5** In circumstances where a single Certificated Organisation is responsible for providing the whole of the work, that Certificated Organisation may issue a BAFE Certificate of Compliance to the Client, provided that the Certificated Organisation has an SP203-1 certificated scope covering all relevant modules and verification of the work.
- 5.2.6** Where more than one Certificated Organisation is involved in providing the modules of the project (Design, Installation, Commissioning and Handover) any one of the Certificated Organisations involved may issue the BAFE Certificate of Compliance to the Client provided that:
- a) all of the work has been carried out by Certificated Organisations that have been certificated to the requirements of this Scheme to carry out those modules of the work, for which they have had responsibility,
 - b) the signed Module Certificates from each of the Certificated Organisations, declaring that they have fully discharged their responsibilities in accordance with the relevant requirements of this Scheme, shall be made available to the Certificated Organisation responsible for issuing the BAFE Certificate of Compliance to the Client, and
 - c) prior to the BAFE Certificate of Compliance being completed, the installed System shall have been verified in relation to the system design by either the organisation responsible for the original system design module or by another Certificated Organisation with an appropriate scope in relation to this Scheme i.e. a scope that includes Design and Verification.
- 5.2.7** While it is recognised that systems will normally be issued with a BAFE Certificate of Compliance when first installed by organisations operating under the requirements of this Scheme, there may be instances when certification is required at a later date. Under these exceptional circumstances, an organisation that has been third party certificated to undertake Design and Verification may issue a BAFE Certificate of Compliance retrospectively, provided that the work is surveyed and verified as meeting the requirements of this Scheme. See also Clauses 10.10 and 10.11.
- 5.2.8** Where BAFE Certificates of Compliance are to be issued for a System including a fire detection system triggering a fire suppression system, neither the fire detection certificate nor the SP203-3 fire suppression certificate shall be issued without there being evidence that the combined system has been tested jointly by the organisations responsible for the fire detection and the fire suppression commissioning modules. This is to ensure that the entire System operates effectively and evidence of this joint test shall be included as an annex to the BAFE Certificates of Compliance for the fire detection and the fire suppression systems.
- 5.2.9** On the successful completion of Verification, irrespective of whether one or more organisations were involved, one Certificate of Compliance shall be issued for the total System. If two or more organisations are involved, the Client shall agree which organisation is to issue the Certificate of Compliance. In this instance, the organisation issuing the Certificate of Compliance shall have, and shall retain, written evidence from the other organisation or organisations involved regarding their completion and successful Verification of their part of the System.

Guidance Notes for Clauses 5.2.8 and 5.2.9

1. *Where a fire detection system is to be connected to a fire suppression system to trigger the suppression it is important that the requirements of the two systems are specified in a manner that satisfies the integrity and performance requirements of the two systems. Examples of such requirements are listed below.*
 - a) *The design of the system recognises the particular requirements of interconnected fire detection and suppression systems and, where relevant, takes full advantage of recognised codes of practice for such systems.*

- b) *The fire detection system should be designed to minimise the likelihood of the suppression system being triggered due to a false fire alarm.*
 - c) *The installation of the systems are undertaken in a manner whereby the triggering of the suppression system is not prevented by the early effects of a fire disabling either the fire detection or the fire suppression system.*
 - d) *The commissioning of the systems is undertaken in a manner whereby the whole of the combined system is adequately tested without inadvertent release of fire suppression agent. This commissioning must adequately test the interfaces between the fire detection and the fire suppression systems.*
2. *The certification should only be completed when there is adequate evidence that the combination of the two systems performs to specification.*

5.3 Modification Certification

5.3.1 For fire detection and fire alarm systems where there is no existing SP203 BAFE Certificate of Compliance, an SP203 certificate for a modification can only be issued if the modification meets one or more of the following criteria:

- i) replacement of the original control and indicating equipment (cie) with a different type of cie (e.g. an addressable cie replaces a non addressable cie) or a power supply or repeat indicator panel is added to the system,
- ii) the addition to the System of at least 10 devices e.g. detectors, manual call points, alarm devices, end of line devices, short circuit isolators,
- iii) the addition of a new loop or detection / alarm circuit,
- iv) there is a thorough survey of the existing installation that results in the retrospective certification of the whole System, including the modification, and a Certificate of Compliance is issued.

Guidance Note for Clause 5.3.1

For installations where a certificate is not permitted, it is recommended that for fire detection and fire alarm systems a "modification certificate" generally in accordance with that shown within Annex G.7 of BS 5839-1:2002 are offered to the Client. The certificate must not include a BAFE Logo.

5.3.2 Providing the requirements of 5. 3.1 i) or ii) or iii) are met, a Certificate of Modification of the System shall be issued.

Note: The purpose of the Certificate is to formerly record modification work as this may be a substantial part of the activities of a Certificated Organisation.

5.3.3 The Certificate of Modification is to be produced in a format that generally accords with that shown in Annex A 2.5 and must not be easily confused with the model Modification Certificate within BS 5839-1 or with the BAFE Certificate of Compliance. The certificate shall include the BAFE Logo.

5.3.4 For those projects where an existing certificated, or non-certificated, networked System is to be extended, a Certificate of Conformity shall be issued for the extension providing the extension

meets the following criteria:

- a) The extension shall comprise at least a control and indicating equipment together with detectors and alarm devices,
- b) Irrespective of the network's performance, the new fire and associated components shall be able to reliably detect a fire and trigger an alarm in the area that the extension protects, and

5.3.5 The extension shall comply with the requirements of Clause 5.2.

5.3.6 For modification projects of a size that requires the issuing of a Certificate of Modification as specified in clause 5.3.2, all the work shall be undertaken by third party certificated organisations with an SP203-1 scope covering their work. Where more than one SP203 Certificated Organisation is involved with the modification work, each shall provide an appropriate Module Certificate and one of the organisations shall have responsibility for providing the Certificate of Modification.

5.3.7 For small modification projects of a size that prohibits the issuing of a Certificate of Modification as specified in clause 5.3.1, all the work may be undertaken by one SP203 Certificated Organisation providing that organisation has the appropriate competence and meets relevant legislative requirements e.g. for the installation of low voltage electrical circuits.

5.3.8 Modification projects that naturally fall within the requirements of clause 5.3.5 shall not be split into two or more projects that fall within the requirements of clause 5.3.6.

TPCB Note: TPCBs shall undertake appropriate checks during surveillance audits to assess compliance with this requirement.

5.4 Maintenance Report and Certification

5.4.1 A Certificated Organisation with Maintenance included within its scope of activities may issue Maintenance Reports and Maintenance Certificates for fire detection and fire alarm systems irrespective of whether a BAFE Certificate of Conformity has been issued. The report may be issued as frequently as required by the maintenance contract and may be used to advise the Client of the maintenance work undertaken. The report shall, as a minimum, include the information specified within Annex A1.1.2. The Maintenance Report shall clearly state whether or not the installation has a current BAFE Certificate of Compliance and if so should state the Certificate Number. Certificates may be issued for installations with a BAFE Certificate of Compliance and for non-certificated installations and shall clearly state whether or not the installation has a current BAFE Certificate of Compliance and if so should state the Certificate Number.

5.4.2 In addition to providing the Client with a Maintenance Report, the Certificated Organisation shall record the details of the work undertaken during service and inspection visits and shall keep this available for possible surveillance audit checks by the Third Party Certification Body.

Note: In addition, the information should be available in a format suitable for forwarding to the Client where this is a requirement of the maintenance contract.

Guidance Notes for Clauses 5.4.1 & 5.4.2

1. For fire detection and fire alarm systems complying with the requirements of BS 5839-1, a Maintenance Report in general accordance with Annex G6 of BS 5839-1 would normally be required. This includes a statement as follows "relevant details of work carried out and faults identified have been entered in the system log book". This implies that a report based upon Clause 45 of BS 5839-1 will be made available to the Client.

2. *Where the System is a fire detection and alarm system to another Standard, either the reporting requirements of that Standard or, if there are no requirements stated, the requirements of BS 5839-1 should be used as guidance.*
3. *Maintenance Reports may take the form of an Engineer's report or docket.*
4. *An alternative model certificate is shown in Annex A.2.4.*

5.4.3 *The Commissioning Certificate, detailed in Annex A1.1.1, will state the date by which system maintenance is to commence. Where for any reason the start of maintenance is delayed or there has been a longer than normal period between planned maintenance visits, an assessment of the implications of the delay shall be made by the Maintenance Organisation and any work necessary to restore the system to its original specification should be undertaken prior to the issue of the Maintenance Report.*

6 MODULE NO.1 - SYSTEM DESIGN

6.1 The System design shall be undertaken by an organisation that has been certificated by a Third Party Certification Body and subsequently listed by BAFE as being competent to design systems in accordance with the requirements of this Scheme.

Note: For the avoidance of doubt, System Design may be sub-contracted only to another Certificated Organisation.

Guidance Note for Clause 6.1

1. The evidence of compliance with the requirements of Clause 6.2 is likely to be a current certificate issued by a UKAS accredited TPCB and a current SP203-1 listing by BAFE.

6.2 The designer shall be competent and shall understand the specified requirements.

Whilst the person(s) having authority to sign off designs on behalf of the Certificated Organisation shall be a named individual(s), the responsibility for the effectiveness of the design rests with the Design Organisation that will have been third party certificated as meeting the requirements of this Scheme.

Guidance Notes for Clause 6.2

1. *The competence of the Designer will be assessed by the TPCB.*
2. *The person(s) designated as having the authority to "sign off" designs on behalf of the organisation will be individually named and their authority will be clearly defined. Their personal competence will be an important part of the organisation's approval.*
3. *An appropriate level of design resource needs to be available to the organisation. In a small organisation, undertaking relatively simple design projects, a single designer may be acceptable however, for organisations undertaking larger projects or even a lot of smaller projects, more than one designer is likely to be necessary to provide back up.*
4. *If the Designer(s) is not available to undertake their work e.g. due to illness or holidays, the organisation is responsible for making satisfactory alternative arrangements or ceasing design work until an appropriate Designer becomes available.*
5. *Satisfactory audit of actual designs undertaken by the named Designer(s) should be an acceptable means of demonstrating design competence. The audit should include both an office based assessment and an on-site assessment of sample completed installations.*

6. *Evidence should exist of the Designer's knowledge of any products and systems specified and a willingness to seek advice and guidance as required from other organisations, such as equipment manufacturers or Installation Organisations and the means of taking this advice and guidance into account during the design process. Satisfactory evidence may be the design notes associated with particular projects.*
7. *The Designer should have an understanding of the requirements of this Scheme in relation to the certification of the design and the subsequent certification of the installation module.*
8. *The Designer should be conversant with the relevant installation requirements such that designs are completed in a manner that provides sufficient information for the Installation Organisation and permits the Installation Organisation to undertake the Installation module in accordance with this Scheme.*
9. *The Designer should be able to interpret fire risk assessments and demonstrate their ability to assess the fire risks influencing the Design of the fire protection system, e.g. the materials likely to burn in a fire, which may affect the choice of type of fire detectors.*
10. *The Designer should be able to demonstrate his understanding of the requirements of relevant EU Directives and their associated national (UK) legislation and relevant national safety requirements.*
11. *The Designer should be able to demonstrate his competence in the Design of fire detection systems that minimise the potential for false fire alarms.*

6.3 *Each Design shall be in accordance with one or more agreed specification(s)*

Guidance Note for Clause 6.3

The specification should be based on one or more recognised Standards or Codes of Practice and any conflict or difference between specified Standards should be properly addressed by the Design Organisation. Examples of this process should be assessed to the satisfaction by the TPCB.

- 6.4** The Design Organisation shall demonstrate an understanding of the importance of properly interfacing with other building services, systems and structures and safely connecting to electricity supplies, where applicable. Evidence shall exist of its ability to effectively liaise with other organisations to achieve the desired functionality of the interfaced systems and to ensure the provision of relevant information.

Guidance Notes for Clause 6.4

1. *If the organisation is involved with the design of fire detection and fire alarm systems to relevant parts of BS 5839 or related Codes of Practice and Standards, evidence should be available to demonstrate knowledge of the requirements in relation to at least the following:*
 - a) *Safe connection to the "mains" power supply,*
 - b) *Connection to Alarm Receiving Centres (ARCs),*
 - c) *Control of fireman's lifts,*
 - d) *Control of smoke ventilation systems,*
 - e) *Control of the release of door retaining devices,*
 - f) *Control of the deactivation of fire exit security systems, and*

g) Control of voice evacuation systems.

2. *If the organisation is involved with the Design of fire detection and fire alarm systems to BS 6266 or related Codes of Practice and Standards, evidence should be available to demonstrate its knowledge of the requirements in relation to at least the following:*

a) The emergency control of air conditioning plant,

b) Determination of the effect of ventilation systems on the fire detection performance,

c) The emergency control of electrical power shut down sequences for IT systems, and

d) The control of fixed fire suppression systems.

6.5 The Design Organisation shall keep comprehensive design records of the complete design process for each project and shall make available those records required by organisations responsible for other modules of systems included within this Scheme. The records shall be maintained and made readily accessible for a minimum of 12 years from the date of handover of the project or until some other organisation, e.g. the owner of the installation formally takes responsibility for their ongoing storage and maintenance.

Guidance Notes for Clause 6.5

1. *Records should be available for inspection for each project undertaken.*

2. *The TPCB should choose samples at random and inspect them as part of its audit of design competence. There should be clear evidence that the designs satisfy the Specified Requirements.*

3. *Evidence should exist that records are maintained and available for all projects the organisation is planning, or undertaking or has undertaken in accordance with this BAFE scheme.*

6.6 There shall be clear evidence of the formal completion of the initial design process to the point at which the installation process can commence. In addition there shall be provision for the design process to continue until the System Installation and Commissioning is completed and the BAFE Certificate of Compliance is to be produced.

Guidance Notes for Clause 6.6

1. *The TPCB should satisfy itself that there is a satisfactory design control and sign off process in place.*

2. *During subsequent modules of the project, there may be Design issues arising that will require the further involvement of the Design organisation prior to the certification of later modules of the project. The contract for the Design should recognise this possibility.*

Note: *In some instances, the Client may not wish to employ the services of the Design organisation during later modules. Under these circumstances, there should be evidence that the organisation offered the service to the Client.*

3. *Design documentation should be prepared and recorded in a manner whereby design changes can be recognised during the course of the project.*

7 MODULE NO. 2 - INSTALLATION

7.1 Installation of systems shall be undertaken by an organisation or organisations that are either:

- a) certificated by a Third Party Certification Body and listed by BAFE as meeting the requirements of this BAFE Scheme, or
- b) are certificated by a UKAS accredited Third Party Certification Body to BS EN 45011 to operate schemes that are within one or more of the scopes listed in Annex A1.6.2.1 and A1.6.2.2 of SP203-1 and that are appropriate to the work being undertaken.

Organisations undertaking such work shall issue installation certificates generally in accordance with that shown in Annex G.2 of BS 5839-1.

Sub-contracting of installation work to a non-Certificated Organisation shall be subject to the demonstration of competency and appropriate qualification.

TPCB Note: The demonstration of competency may include the sub-contractor being a member of:

- a) the NICEIC Approved Contractor Scheme, or
- b) the ECA Membership Certification Scheme.

Note: The organisation remains at all times responsible for the quality and standard of sub-contracted work.

- 7.1.1** Evidence of compliance with the requirements of 7.1a) shall consist of a valid certificate issued by a TPCB and a current BAFE Approval listing.
- 7.1.2** Evidence of compliance with the requirements of 7.1b) shall consist of a valid certificate issued by a UKAS accredited Third Party Certification Body.
- 7.2** The installing organisation shall be competent and understand the Specified Requirements as they apply to the installation process.

Guidance Note for Clause 7.2

The TPCB will assess the competence of Installation Organisations wishing to be certificated to SP203-1. This should include at least the following:

- a) an Installation Organisation should be able to demonstrate its competence and ability to meet the requirements of BS 7671 for the electrical safety of the installation,*
- b) there should be evidence that the organisation has the ability to successfully interpret system design requirements provided by the System Designer,*
- c) the organisation should have an understanding of the requirements of this Scheme in relation to the certification of the design and the certification of the Installation module,*
- d) the organisation should have a comprehensive understanding of the installation requirements as they are specified in relevant Standards and Codes of Practice,*
- e) the organisation should have a comprehensive understanding of the need to effectively work with other organisations to achieve the correct interfaces between other on-site building service systems and structures that may be necessary as a part of the System Design,*
- f) the organisation should have a comprehensive understanding of electrical, mechanical and other safety issues relating to installation of relevant fire protection systems depending upon their scope,*
- g) supervisory staff should have the competence to supervise on site work, and*

h) the organisation should have sufficient supervisory resource with adequate competence to effectively supervise the projects that it is undertaking at any time.

7.3 The installation shall be in accordance with the agreed Specified Requirements.

7.3.1 The following equipment shall be third party certificated to appropriate Standards and, where relevant, meet the requirements of the Construction Products Directive:

Alarm devices,
Cables,
Control panels,
Detectors,
Line modules,
Manual call points,
Panels, and
Power supplies.

7.3.2 Equipment not listed in **7.3.1** need not be third party certificated but shall conform to appropriate Standards.

7.4 The Installation Organisation shall issue a Module Certificate for each installation complying with the Specified Requirements unless the Installation Organisation is the same organisation as that contracted to undertake the Initial Testing, Commissioning and Handover, in which case a single Module Certificate covering both modules is acceptable.

7.5 The Installation Organisation shall keep comprehensive records of the installation process for each project and shall make available, to other organisations and/or the Client, those records required by organisations responsible for other modules of installations included within this Scheme.

Guidance Note for Clause 7.5

Records should be available for inspection for each project undertaken and the TPCB should satisfy itself that samples of these, selected at random, are of a satisfactory standard.

7.6 There shall be clear evidence of the formal completion of the installation process to the point at which the Initial Testing and Commissioning can commence.

Guidance Note for Clause 7.6

Projects with multiple phases may be subject to phase completion documentation to permit the subsequent module of the project to proceed when an installation phase is completed. The documentation may or may not include a phase completion certificate dependent upon the contract requirements. However, there should be clear evidence that all work on phased projects has been completed and certificated.

8 MODULE NO. 3 - COMMISSIONING AND HANDOVER

8.1 Commissioning may involve some Initial Testing of the System. The Installation Organisation may undertake some or all of the Initial Testing. Under these circumstances, the Commissioning Organisation shall assess the results prior to undertaking Commissioning.

8.2 Initial Testing, Commissioning and Handover of the System shall be undertaken by one or more organisations that are certificated by a Third party Certification Body and listed by BAFE as meeting the requirements of this Scheme.

Note: For the avoidance of doubt, Commissioning and Handover may be sub-contracted only to another Certificated Organisation.

- 8.3** Dependent upon the contract, Handover of the System may be undertaken by a different organisation to that which undertakes Commissioning. This Scheme permits separate module certification of the handover process provided that all the organisations meet the requirements of Clause 8.2. Where Commissioning and Handover are the responsibility of two separate organisations, the organisation responsible for Commissioning shall provide the Handover Organisation sufficient evidence to assure them that the final testing and commissioning had been completed satisfactorily and that variations are clearly identified.

Guidance Note for Clause 8.3

Typically the evidence provided to the Handover Organisation by the Commissioning Organisation would include for a BS 5839-1 systems Commissioning Certificate.

- 8.4** The organisation shall demonstrate its competence to initially test, commission and handover the installed equipment and shall understand the Specified Requirements.

Guidance Notes for Clause 8.4

1. *The organisation should be able to demonstrate:*
 - a) *an in-depth understanding of the technical aspects of the equipment that it is to initially test, commission and handover. This should include evidence of technical support from equipment suppliers and availability of adequate test and commissioning equipment together with demonstrable expertise in its use,*
 - b) *an ability to successfully interpret system design requirements provided by the System Designer,*
 - c) *an understanding of the requirements of this Scheme in relation to the certification of the Design module, the Installation module and the Initial Testing ,Commissioning and Handover module,*
 - d) *a comprehensive understanding of the Commissioning process as it relates to projects of varying complexity,*
 - e) *an understanding of the importance of the interfacing of the fire detection and fire alarm system with other building services, systems and structures and the requirement for effective liaison with other organisations to prove that the system interoperability meets the defined Design objectives,*
 - f) *a comprehensive understanding of electrical and other safety issues relating to the Initial Testing and Commissioning of electrical systems,*
 - g) *the competence of supervisory staff to supervise on site work, and*
 - h) *the organisation should have sufficient resource with adequate competence to effectively undertake the projects to which it is committed.*
2. *It is recognised that Commissioning may be undertaken in two parts:*
 - a) *Initial Testing or setting to work, during which the System will be electrically tested and checked to make sure the components work as anticipated, and*
 - b) *commissioned to specification whereby the System is configured and otherwise set up and tested to ensure that it performs to specification.*

Unless the person undertaking Initial Testing has the relevant skills, they will not be competent to undertake either Commissioning or Verification - see also Clause 10.

3. *The organisation should be able to demonstrate a competence to train others in the use of the equipment that it is handing over.*

- 8.5** The installation shall be commissioned and handed over in accordance with the agreed Specified Requirements.

8.6 Fire detection and fire alarm systems shall utilise components and cables that meet the requirements of BS 5839-1 and, where relevant, the requirements of the Construction Products Directive.

Guidance Notes for Clause 8.6

BS 5839-1: 2002 Clause 11.1 provides useful guidance on matters relating to component certification and Clause 26 provides guidance relating to cables.

- 1. When components are identified that are suspected as not being third party certificated, enquiries should be made with the manufacturer or supplier in an attempt to obtain evidence of compliance with the relevant Standard (Note: this may be documented third party certification, documented third party testing or self [first party] certification). When components are identified that are non compliant or their compliance state cannot be ascertained, the BAFE Certificate of Compliance and/or the BS 5839-1 Certificate should be endorsed with wording either to the effect that no information was available regarding compliance with Clause 11.2 or that the components did not comply.*
- 2. Component compatibility. The Designer should have provided a statement to the effect that compatibility between components had been taken into account during the Design process. Where there is no statement from the system Designer regarding compatibility this should also be stated on the BAFE Certificate of Compliance and/or the BS 5839-1 Commissioning Certificate*
- 3. Where innovative components are incorporated, they should be supplied with a Declaration of Conformity to the specification agreed with the Client and recorded as a variation on the BAFE Certificate of Compliance.*

8.7 For installations where there is no specification provided that states the Standard or Code to which the System should comply and where there is no reason to believe that another specification e.g. HTM 05-03 applies, the following procedure shall be followed by the organisation undertaking the Commissioning:

- a) The Certificated Organisation receives an instruction to commission a fire detection and fire alarm system.
- b) If no detailed specification is provided, the organisation shall formally request a specification from their Client.
- c) If no detailed specification is forthcoming after the formal request, the Certificated Organisation shall inform their Client, in writing that they will commission the system to the category of BS 5839-1 that most closely matches the installed equipment and its siting.
- d) Subject to the Client continuing to require the Certificated Organisation to undertake the Commissioning, the category of BS 5839-1 shall be ascertained and the Commissioning undertaken.
- e) On completion of Commissioning, the Certificated Organisation shall issue a Commissioning Certificate, as specified within Annex A 2.3, including a statement of system variations, irrespective of whether they have been agreed by the Client.

8.8 For installations where there is nobody representing the Client on site to liaise with the engineer during the commissioning process and where the Client refuses requests for a liaison person, the following procedure shall be followed by the organisation undertaking the Commissioning:

- a) The Certificated Organisation shall advise the Client of the date that Commissioning will be undertaken.

- b) After the Commissioning is completed, draft commissioning and handover documentation is to be forwarded to the Client with a covering letter advising of:
 - i) the category to which the System has been commissioned,
 - ii) the variations noted against the recommendations of BS 5839-1 or other specification that might apply.

Copies of all relevant correspondence shall be retained by the Certificated Organisation and made available to their TPCB on request during a surveillance audit.

- 8.9** The organisation shall keep comprehensive test, commissioning and configuration records for each project and shall make available those records required by organisations responsible for other modules within this Scheme.

Guidance Note for Clause 8.9

Records should be available for inspection for each project undertaken

TPCB Note: *The TPCB should satisfy itself that samples of these records, selected at random, are of a satisfactory standard.*

- 8.10** There shall be clear evidence of the formal completion of Initial Testing, Commissioning and Handover to the point at which the Client takes ongoing responsibility for the installation.

Guidance Notes for Clause 8.10

1. *Projects with multiple phases may be subject to phase completion documentation. The documentation may or may not include a phase completion certificate dependent upon the contract requirements. However there must be clear evidence that all work on phased projects has been finally completed and certificated.*
2. *There should be clear evidence that appropriate documentation, including as fitted drawings, have been handed over to the Client.*

- 8.11** Evidence shall be available that adequate records of all phases of the project have been passed to the Client prior to completion of Handover and that the Client has been recommended to retain the records for at least the lifetime of the installed system.

Guidance Note for Clause 8.11

Evidence should exist that records are maintained and available for all initial testing and commissioning modules undertaken by the organisation in accordance with this BAFE Scheme. These records should be maintained and made readily accessible for a minimum of 12 years from the date of handover or until some other organisation, e.g. the owner of the installation formally takes responsibility for their ongoing storage and maintenance.

9 MODULE NO. 4 - MAINTENANCE OF THE SYSTEM

- 9.1 Maintenance of the system shall be undertaken by an organisation that is certificated by a Third Party Certification Body.

Note: For the avoidance of doubt, Maintenance may be sub-contracted only to another Certificated Organisation.

Guidance Note for Clause 9.1

Evidence shall consist of a valid certificate issued by a UKAS accredited Certification Body and a current BAFE Approval listing for this BAFE Scheme.

- 9.2 The organisation shall demonstrate its competence to maintain the installed equipment and shall understand the Specified Requirements.

Guidance Notes for Clause 9.2

1. *The organisation should be able to demonstrate:*

- a) *an adequate understanding of the technical aspects of the equipment that it is to maintain. This may include evidence of technical support from equipment suppliers and availability of adequate test equipment together with demonstrable expertise in its use,*
- b) *an ability to successfully interpret system design requirements provided by the System Designer and to be able to apply these when assessing a System's ongoing compatibility with the protected risk,*
- c) *a basic understanding of the requirements of this Scheme in relation to the certification of the Design module, the Installation module, the Initial Testing, and the Commissioning and Handover module,*
- d) *a comprehensive understanding of the maintenance requirements of BS 5839-1, and*
- e) *the competence of supervisory staff to supervise on site work.*

2. *The organisation should have sufficient resource with adequate competence to:*

- a) *effectively undertake the maintenance work to which it is committed, and*
- b) *to investigate and subsequently rectify system related problems, which result in false fire alarms.*

- 9.3 For installations incorporating remote signalling systems the Maintenance Organisation shall have an agreement with an Alarm Receiving Centre (ARC) certificated with a scope of work for monitoring fire detection and fire alarm systems by a Third Party Certification Body accredited by UKAS for this scope of work, and shall receive notification of all fire alarm activations within 24 hours or by the next working day after their occurrence.

- 9.4 The organisation shall have adequate resources to permit attendance on site to maintain faulty systems within the specified time. Unless otherwise stated differently in contracts, the maximum time to attend shall be 8 hours from the receipt of the request.

- 9.5 To attend site within 8 hours as required by Clause 9.4, more than one person needs to be available to cover for holidays and illness etc. While a single person Maintenance Organisation may be able to satisfy all other requirements of Clause 9, the organisation shall provide evidence that it has a current, ongoing contract for the provision of competent back-up support with another SP203 Certificated Organisation that has Maintenance as part of its scope.

Guidance Note for Clause 9.5

There should be satisfactory evidence of the arrangements in place to meet the call out requirements and there should also be evidence that the arrangements work in practice.

9.6 The Maintenance Organisation shall have access to adequate spare parts in order to:

- a) effectively repair Systems for which it is responsible, and
- b) complete the repair in the time periods required by each maintenance contract.

Where spare parts are not available, due for example to the age of the installed equipment, there shall be evidence that the Client has been informed of this situation.

Guidance Notes for Clause 9.6

- 1. There should be satisfactory evidence of the arrangements in place to provide the compatible replacement parts required and evidence that the arrangements work in practice.*
- 2. The access to adequate spare parts is an important requirement as it is not acceptable for modern systems to be maintained by an organisation that does not have access, even if this requires assistance from another organisation. There will be installations where, for example, due to age or the ceasing of trading of the manufacturer, there are no spare parts available but where the Client is unwilling to replace the equipment while it is still working. Under these circumstances, if the maintainer wishes to maintain the installation, there should be clear evidence that they have made the Client aware of the situation regarding lack of availability of spare parts and that the contract has been let on this basis.*

9.7 The installation shall be maintained in accordance with the contract specification.

Guidance Note for Clause 9.7

There should be evidence that any requirements for additional work to restore the system to full fitness for purpose have been clearly specified to the Client such that they are able to place an order for the work to be undertaken.

9.8 The organisation shall keep comprehensive records of maintenance work for each project.

Guidance Notes for Clause 9.8

- 1. Records should be available for all maintenance work undertaken.*

TPCB Note: *The TPCB should satisfy itself that samples of these records, selected at random, are of a satisfactory standard and are a true record of the work undertaken.*

- 2. The records should include details of any work carried out as a result of system design changes that have been undertaken by or on behalf of the maintainer as a result of, for example, changes to the fire risk assessment of the premises. If the maintainer is not certificated to design and/or install and/or commission and handover installations, details of the means by which these phases of the work were undertaken should be included in the records.*

9.9 If a certificated System having become the subject of ongoing maintenance is to be altered in a way that changes specified requirements, for certification to remain, the work shall be undertaken by a Certificated Organisation with an appropriate scope.

9.10 Appropriate information relating to repairs and changes undertaken at each maintenance visit shall be made available to the Client. Annex A1.1.2 specifies the minimum requirements for a Maintenance Report.

9.11 Maintenance shall be undertaken in accordance with the requirements of the relevant Standard or Code of Practice depending upon the type of system installed. When the relevant Standard or Code is revised, the maintenance contract shall be amended at the earliest opportunity to maintain alignment with the requirements of the revised Standard or Code.

10 SYSTEM VERIFICATION

10.1. It is a requirement of this Scheme that a system be verified prior to completion of a BAFE Certificate of Compliance.

10.2. The objective of Verification is to ensure, as far as possible, that the installed System is in accordance with the design specification and that the structure and use of the building has not changed in any way that will require a change of the system design. Verification is therefore to be undertaken in conjunction with a person with design competence.

Guidance Notes for Clause 10.2

- 1 In an ideal situation Verification is carried out at the site, during or after Commissioning, by a person who is assessed by the TPCB as one who is competent to design and has been identified to the TPCB as a 'named Designer'.*
- 2 A practical alternative may be a verification process that has been carried out in conjunction with a person assessed by the TPCB as one who is competent to design and who has been identified to the TPCB as a 'named Designer' but that does not normally attend site.*
- 3 An example of this alternative process may be one that involves both a commissioning engineer, who has been assessed as having an awareness of design, and a named Designer. The commissioning engineer will document any anomalies that are identified during their commissioning process and submit them to the named Designer. The named Designer will assess their impact on the design and determine the necessary actions that may be required in accordance with sub clause 10.11. The satisfactory completion of any verification process should be documented and include the signature of a named Designer.*
- 4 Useful information relating to Verification is included within Annex A1.6.3.*

10.3. Verification is not an appropriate activity to be classed as a separate module within this BAFE Scheme. However, it shall be undertaken by a competent person employed by a Certificated Organisation and the results of the Verification shall be documented and passed on to the Client.

10.4. The Verification does not include checks on the accuracy of the work of the organisations undertaking the various modules; that is covered by their module certificates. It does cover the aspects that could conceivably cause problems as a result of the interfaces between the modules.

Guidance Notes for Clause 10.4

Examples of work that are part of Verification include:

- 1. the siting of fire detectors.*
- 2. the building details in relation to the system design drawing (to establish if the building has changed).*
- 3. the actual cause and effect performance against the design specification cause and effect. (This may only require inspection of the commissioning records and the building plans)*

- 10.5.** Verification is not intended to be a means by which variations from the design specification or design problems associated with building changes can be readily accepted. Where aspects of the installed System are found to be at variance with the design specification, or the design specification has been affected by building changes, the problem shall be made known to the Client and the solution agreed by the interested parties.
- 10.6.** All installations require Verification prior to the completion of a BAFE Certificate of Compliance.

Guidance Note for Clause 10.6

Because of the nature of Verification it is more easily undertaken as a continuing process throughout the lifetime of the project and it is recommended that this option be proposed to the Client. Where the ongoing Verification is not acceptable, Verification after Commissioning is the alternative but it needs to be recognised that this is likely to be less comprehensive, as access to some aspects of the installation may not be possible.

- 10.7.** The organisation taking responsibility for Verification may be any Certificated Organisation with at least the minimum scope detailed below:
- a) They must be certificated for the design of systems to the requirements of the Standard specified for the System e.g. BS 5839-1,
 - b) they must have been assessed as at least having an understanding of installation requirements in so far as they impact upon the siting of system components e.g. fire detectors and the integrity of the interconnection of the components e.g. the fire resistance of the electrical cables, and
 - c) they must have been assessed as at least having an understanding of the commissioning process and an ability to comprehend the records associated with the commissioning of the installed System.

Guidance Note for Clause 10.7

An organisation undertaking Verification will not need to be directly involved in either the Installation or the Commissioning of systems but will have to be able to demonstrate their relevant competence to the TPCB undertaking their audit before having Verification included within their scope.

TPCB Note: The TPCB is required to assess the competence of an organisation in relation to Verification.

- 10.8** Certificated Organisations having a contract involving a fire detection and fire alarm system shall advise their Client, in writing, that all modules have to be completed by a Certificated Organisation and a satisfactory Verification has to be completed before a BAFE Certificate of Compliance can be completed. A satisfactory Verification is one where the organisation undertaking the Verification either:
- a) notes nothing that requires any further action to be taken prior to signing the Verification box on the BAFE Certificate of Compliance, or
 - b) notes issues requiring further action to be taken that are subsequently completed and verified, and/or
 - c) notes issues that when drawn to the attention of the Client are formally presented as variations and are listed as such in the appendix to the Certificate of Compliance.

Guidance Notes for Clause 10.8

- 1 *The effect of Clause 10.8 is to permit variations from the contract specification to be agreed with the Client at any time before the Certificate of Compliance is issued. It therefore becomes possible for the Client, if they so wish, to make the decision to accept some variations that would normally be corrected as a condition of a contract. If the Client agrees to a variation, it becomes the Client's responsibility to formally agree the variation with other organisations that need to be consulted, e.g. insurers and building control.*
- 2 *Ideally an organisation that wishes to undertake Verification should advise their TPCB at the time they apply for certification. Having received this information, the TPCB can assess the organisation's Verification competence at the same time that they assess them against the requirements of all the other relevant clauses of SP203.*
- 3 *Organisations wishing to undertake Verification must have Design included within their scope of certification. If this is not the case, the organisation will be unable to satisfy the requirement within Clause 10.2 for Verification to be undertaken in conjunction with a person having design competence.*
- 4 *The TPCB would normally expect to initially limit their audit of Verification competence to BS 5839-1. Competence in relation to other Standards and Codes would be assessed at a later date.*
- 5 *Requirements for the Verification of systems involving fire suppression systems that are triggered by fire detection systems is explained within SP203-3 – Scheme for the Design, Installation, Commissioning and Maintenance of Gaseous Fire Suppression Systems...*

10.9 *It is recognised that fire detection and fire alarm systems may be provided by non Certificated Organisations. Where the owner/user of such a system subsequently requests a Certificate of Compliance, the system may be retrospectively inspected and verified by a Certificated Organisation providing that the Verification is associated with the letting of a maintenance contract to a Certificated Organisation with Maintenance of the relevant type of system included within their scope of certification.*

10.10 When Verification is undertaken retrospectively and includes Verification of non-certificated modules, the Verification will include an audit of the acceptability of all the work within the non-certificated modules as well as the work identified in Clauses 10.4 and 10.5 above.

11 MANAGEMENT SYSTEMS

Certificated Organisations operating any of the modules of this BAFE Scheme shall operate an effective management system covering these modules. As a minimum, the management system shall document the following:

- a) Records to provide evidence of preventative and corrective actions where process problems have been identified,
- b) A procedure to deal with complaints, deficiencies or defects associated with the modules undertaken,
- c) The maintenance of a register of approved sub-contractors, where sub-contractors are permitted by this Scheme),
- d) The management structure of the organisation,

Guidance Note for Clause 11 d)

This could take the form of an organisation diagram.

- e) The responsibilities of key personnel who are involved in each certificated module,
- f) Procedures to cover the satisfactory initiation, execution, supervision and completion of the processes relevant to the modules of the Scheme and appropriate to the scale and complexity of the works undertaken,
- g) A register of all instruments and equipment used for measurement, inspection and testing purposes and, where appropriate, up to date records of calibration,
- h) A register of Standards and publications (including manufacturers' literature) that is maintained showing their issue status,
- i) Competency records for all technical staff,
- j) Procedures to ensure that all relevant personnel have access to and have knowledge of relevant up to date data, Standards and Codes of Practice,
- k) Evidence that the management system is regularly reviewed, and amended where appropriate, to ensure its continuing effectiveness, and
- l) Key performance indicators with respect to:
 - i) The level of achievement, by month, for the execution of periodic contractual maintenance visits,
 - ii) The level of achievement, by month, in respect to the eight (8) hour response to requests for corrective i.e. emergency, maintenance.
- m) Records of unwanted false alarms and troublesome systems,

Note: Records shall be maintained for remotely connected fire detection and alarm systems that generate false or unwanted alarms. When trends are identified clients should be advised to have an inspection of the system to try and eliminate the cause(s) of the false alarms to prevent further waste of Fire & Rescue resources.

- n) The control of system components, and
- o) Procedures that ensure products, components and parts are supplied as certified under a recognised product conformity certification scheme operated by a Certification Body operating to EN 45011 and accredited by UKAS, or in the absence of such a scheme or where innovative products are incorporated, supplied with a Declaration of Conformity to the specification agreed with the Client and recorded as a variation on the BAFE Certificate of Compliance.
- p) Control of conformity declarations and marking.

Note: BAFE Modular Scheme Logos shall only be used by Certificated Organisations holding relevant BAFE Listing. Where the BAFE Listing for a particular location is limited to Maintenance only, the BAFE Modular Scheme Logo "SP203 – Part 1 Maintenance only" shall only be used in respect of maintenance work carried out from that particular location.

12 CLAIMS OF CONFORMITY

- 12.1** Conformity to this BAFE Scheme document shall be indicated by the following information:
- a) the number and date of this BAFE Scheme document e.g. SP203-1:2011;
 - b) the name or trade mark of the Certificated Company;
 - c) the postal address of the Certificated Company;
 - d) where authorized, the relevant TPCB Logo in association with the relevant BAFE Modular Scheme SP203-Part 1 Logo.
- 12.2** The Certificated Organisation shall not use the BAFE Logo or make any statement with reference to BAFE that, in the opinion of BAFE, is misleading or could bring BAFE into disrepute. To do so can result in cancellation of Certificated Organisation's BAFE Registration.

13 APPLICATION FOR CERTIFICATION AUDIT

- 13.1** An organisation wishing to be assessed to the requirements of this BAFE Scheme shall make a written application to a Third Party Certification Body (TPCB) stating which modules are to be assessed and the Standards relevant to fire detection and fire alarm systems that the organisation requires to be included within their scope of certification. The desired scope of an organisation applying for Certification Audit is to be selected from the categories listed in Annex A1.6.1 of this Scheme.
- 13.2** Organisations offering a scope of products or services covering more than one of the individual modules of the Scheme shall make written application and be assessed for the full scope of their activities which are covered by this Scheme.
- Note:** The Certification Audit covering all of the individual modules should be completed within 12 months of the date of application.
- 13.3** A separate application shall be made for each operational location involved in certifying work. While each operational location shall be separately audited, certification can be at the Organisation Corporate level or at operational location level.

Certification at the Organisation Corporate level is only permitted when all operational locations, where work in relation to modules within the organisation's scope is undertaken, are satisfactorily assessed by the TPCB.

Organisation Corporate level certification will be withdrawn if any of the operational locations subsequently withdraws from the Scheme but continues to undertake work covered by the organisation's scope.

Guidance Note for Clause 13.3

This requirement is necessary to prevent any confusion arising regarding the organisation locations from which certificated work can be obtained.

- 13.4** The applicant organisation shall demonstrate to the TPCB that they have the appropriate competence to undertake the scope of work for which they are applying. An organisation that is currently trading shall, as part of their demonstration of competence, make available for inspection sufficient work, completed and in progress, representative of the categories of work to which the application relates.

TPCB Note 1: The TPCB shall successfully audit the examples of the applicant organisation's work prior to certification.

An organisation that is in the process of establishment may, with the agreement of the TPCB, demonstrate their competence by means other than completed projects.

TPCB Note 2: under these circumstances the TPCB shall inspect sufficient work as soon as this can be made available.

Guidance Notes for Clause 13.4

1 While the preferred method of assessing the competence of an organisation will be to assess key members of staff and projects that the organisation has undertaken, it is recognised that a newly formed organisation may not be able to provide completed projects for assessment. Under these circumstances the organisation may be able to provide other evidence of their competence.

2 In situations where a TPCB issues a qualified certification to an organisation having relied on evidence other than completed projects, the organisation should make example projects available for inspection by the TPCB just as soon as these become available and in any event in not more than 6 months. Where example projects are not available for inspection after a reasonable length of time, to be determined by the TPCB, the TPCB will review the matter with the organisation and withdraw certification where there is no realistic evidence that completed projects will become available within the foreseeable future.

- 13.5** An applicant organisation shall permit representatives of the TPCB to have access to the organisation's contracting offices in order to assess equipment, documentation and business processes.
- 13.6** The extent of the audit shall be prescribed by the TPCB having regard to the range, scale and geographical spread of work for which certification is sought.

14 CERTIFICATION AUDIT

- 14.1** The organisation shall have available the following items for audit by the Third Party Certification Body (TPCB)'s representatives:
- a) technical reference documents, e.g. manufacturers' technical data, product and system Standards, relevant regulations,
 - b) test instrumentation (when relevant) including records of assessment of accuracy,
 - c) configuration tools (when relevant) together with their operational handbooks etc.,
 - d) a list of projects in progress and those completed during the previous 12 months,
 - e) specifications, drawings, records, certificates and reports relating to work in progress and that completed over the previous 12 months,
 - f) any other items that are relevant to the process and that the TPCB reasonably requires,
 - g) evidence that adequate insurance cover is held for the categories of work undertaken, and
 - h) a list of any complaints received on the standard and performance of work relating to fire detection and fire alarm systems together with details of the actions taken to resolve the complaints.
- 14.2** Participating organisations shall be able to demonstrate to TPCB auditors that, overall, they have in place suitable policies, procedures, audits, etc. to ensure that personnel are competent for the work they undertake.

Guidance Note for Clause 14.2

Training records, audit reports, CVs, and personnel files, are examples of records that may be taken into account by a TPCB when auditing an organisation.

- 14.3** Applicants with a scope including maintenance shall demonstrate they have a register of those installations where there are ongoing problems, e.g. false fire alarms, and have evidence of their effective management of these installations.

Note: This reference to "effective management" recognises that the Client may, in some instances, prohibit the organisation from undertaking all the remedial work that they may recommend.

- 14.4** The premises shall provide for the safe storage of important documentation and other data that is necessary for the protection of business continuity. Examples include, but are not limited to, the storage of copies of documents at an alternative, safe, location and the backing up of electronic data to an IT facility at a remote, secure, location.

- 14.5** Premises shall be adequate for the business being undertaken.

Guidance Notes for Clause 14.5

1. The place of work i.e. the offices and workshops of an organisation certificated to the requirements of SP203-1 should, ideally, be separate from other commercial premises that are not under the control of the managers of the certificated organisation. The place of work should also, ideally, be physically separated from domestic premises.

2. It is recognised that in certain circumstances, e.g. when organisations are small, the ideal requirements for a work place may not be fully satisfied. In these circumstances, minimum requirements are likely to be as stated in Clauses 14.6.1, 14.6.2 and 14.6.3.

- 14.6** In special circumstances e.g. where organisations are small, the minimum requirements for premises, specified in Clauses 14.6.1, 14.6.2 and 14.6.3 shall apply.

- 14.6.1** The area(s) used as a workplace shall be segregated from those used for other purposes.

Guidance Note for Clause 14.6.1

The workplace should not be the kitchen or living room of the owner of the organisation but it may be a spare bedroom that is not used for anything other than the organisation's business.

- 14.6.2** The area(s) used as a workplace shall be securely lockable in order that important documentation e.g. records of installed systems, quotations, Clients' drawings, are not vulnerable to abuse when the area(s) is not occupied by a representative of the organisation.

- 14.6.3** The area(s) used as a workplace shall be adequately protected by both an intruder alarm and a fire detection and fire alarm system.

- 14.7** The organisation shall be fully prepared for the audit by the TPCB's representatives and shall have available all the necessary materials and personnel relevant to the audit process.

- 14.8** The organisation shall provide facilities and shall arrange access for the audit and provide transport to sites where work is selected for audit by the TPCB.

15 AUDIT DECISION

- 15.1** On completion of the audit by the representatives of the Third Party Certification Body (TPCB), the organisation will receive an audit report recording any non-compliance and shall agree the time scale for the completion of remedial action.
- 15.2** The organisation will subsequently be advised by the TPCB of its decision as to whether or not certification is to be granted.
- 15.3** Where there is a dispute between the organisation and the TPCB relating to certification, the organisation has the right to invoke the TPCB's appeals procedure established under the requirements of BS EN 45011.

16 CERTIFICATION OF AN ORGANISATION

- 16.1** An organisation shall not advertise its services as a Certificated Organisation complying with the requirements of this BAFE Scheme or make reference to the categories of work for which it may be certificated until it has been successfully assessed by the Third Party Certification Body (TPCB) as complying with the requirements of this Scheme and is in possession of a current TPCB Certificate and listing by BAFE.
- 16.2** The Certificate issued by the TPCB will specify those categories of work that have been assessed as satisfactory. The TPCB Certificate will remain the property of the TPCB and shall be returned, upon request, on cessation of certification for whatever reason.
- 16.3** The Certificated Organisation shall, at all reasonable times, make available its TPCB Certificate to a representative of the Third Party Certification Body.
- 16.4** On being granted a TPCB Certificate, the Certificated Organisation undertakes to continue to comply with the requirements of this Scheme for the period covered by the Certificate. A Certificated Organisation shall be eligible to remain certificated provided the organisation continues to be engaged in fire detection and fire alarm system work and continues to comply with the requirements of this scheme and those of the TPCB.

17 SURVEILLANCE AUDITS

- 17.1** Continued certification is conditional upon the results of Surveillance Audits. These audits are undertaken by the Third Party Certification Body (TPCB) to verify that the standard of work carried out by the organisation continues to meet the requirements set by this Scheme, and that any non-compliances are satisfactorily cleared within the agreed time period.

Guidance Notes for Clause 17.1

- 1. The Surveillance Audit should include sufficient projects to permit the TPCB to audit the range of work covered by the organisation's scope of work.*
- 2. The Surveillance Audit should include sufficient completed projects to demonstrate competence in all aspects covered by the scope of certification.*
- 3. Where the TPCB considers it acceptable, the Surveillance Audit may also involve projects in progress.*

4. The duration of the Surveillance Audit should be sufficient to audit the technical work covered by the organisation's scope of certification and all the management system documentation and records covered within Clause 11 Management Systems.

- 17.2** The frequency and duration of Surveillance Audits will be determined by the Third Party Certification Body and will depend upon the individual organisation's situation and circumstances.
- 17.3** Surveillance Audits shall take place at each certificated location approximately 6 months after the Certification Audit, and subsequently at six monthly intervals, and shall examine technical aspects, management system documentation and records for each module covered by the scope of certification for the location concerned.

Guidance Notes for Clause 17.3

- 1. Surveillance Audits may have to be split into several shorter visits if the range of work covered by the organisation's scope of certification is not all available at the time of the planned Surveillance Audit.*
- 2. It is recognised that the stated objectives for Surveillance Audits can be effectively achieved by means of sampling techniques providing the Third Party Certification Body (TPCB) effectively manages the sampling frequency.*
- 3. Based on the findings of the audit the TPCB may require the period before the next Surveillance Audit to be reduced.*

- 17.4** After 24 months the frequency and duration of Surveillance Audits shall be reviewed and may be reduced to once per annum (minimum) subject to the discretion of the TPCB.
- 17.5** For organisations with a scope limited to Maintenance, only one Surveillance Audit per year is necessary unless there are outstanding matters requiring a further visit or visits.
- 17.6** Where during a Surveillance Audit the TPCB discovers adverse trends a special audit, shall be carried out by the TPCB normally within 30 days from the date of the routine Surveillance Audit, to verify that satisfactory corrective and preventive action has been taken by the organisation to ensure that the standard of work carried out meets the Scheme requirements.
- 17.7** Where, during a Surveillance Audit, the TPCB finds that the overall standard of work falls below the Scheme requirements or where the organisation has not satisfactorily cleared any non-compliance by the agreed date, the organisation's certification shall be suspended for a period of time decided by the TPCB. By the end of this period the organisation must demonstrate that adequate action has been taken to improve the standard of work to an acceptable level or has cleared the outstanding non-compliances. Where the organisation fails to achieve this, the certification shall be withdrawn.
- 17.8** Where an organisation having had its certification withdrawn wishes to rejoin the Scheme it must submit a new application and undergo a complete re-Certification Audit.

18 CHANGE OF REGISTRATION DETAILS

- 18.1** A Certificated Organisation shall give the TPCB notice in writing of any proposed changes to its legal constitution or other changes, which may affect its certification.
- 18.2** Changes of personnel, where their competence formed part of the Certification Audit, shall be recorded in a register of competent personnel and the register shall be included as a recognised

part of the organisation's management system. In addition the TPCB shall be informed of the change within 30 days of it taking place.

- 18.3** Where changes within the organisation are such that in the opinion of the TPCB the conditions under which certification was granted are significantly affected, the Certificated Organisation shall make a new application for certification.
- 18.4** The Certificated Organisation shall accept that at any time the TPCB has the authority to grant, maintain and reduce the categories and, subject to appeal, cancel the certification.
- 18.5** Upon cancellation of certification, however determined, the organisation shall immediately discontinue use of all advertising matter, stationary, etc. containing reference to certification and return any certification documents as required by the TPCB.

Annex A1

Certificates and other Formal Documentation Relating to the Scheme

Information to be included in certificates and other documentation required by this BAFE Scheme is listed within this Annex.

A1.1 Module Certificate

It is recognised that there are various means by which module completion may be signified to the Client e.g. a Module Certificate supplied by the TPCB or a Certificate produced by the Certificated Organisation. Whichever means is used, it is necessary for at least the following information to be included:

- a) the organisation taking responsibility for the module and their BAFE Scheme certification details,
- b) the Module Certificate code issued by the TPCB (see A1.4 below),
- c) the address, physical location and brief description of the system to which the module relates,
- d) a statement that either confirms that a list of agreed variations is attached to the Certificate or an explanation of why such a list is not attached, and
- e) a statement declaring that the module has been successfully completed in accordance with the relevant requirements of the BAFE Scheme, SP203-1.

A1.1.1 Additional requirements for the Commissioning Certificate

In addition to the requirements of A.1.1, at least the following information shall be included on the Commissioning Certificate:

- a) the Standard against which the system has been designed,
- b) the type of system, e.g. L3, against which the commissioning has been undertaken, and
- c) all agreed variations from the requirements of the specification, including a list of non-certified products.

Note: a statement that ongoing maintenance is important and needs to be commenced within "X" months of commissioning, dependent upon the circumstances, shall be included within the contract documentation. Note: "X" is likely to be between one and twelve months from the date when the system was commissioned.

A1.1.2 Additional requirements for the Maintenance Report and Certificate

The Report and Certificate where relevant, issued by the organisation responsible for the maintenance shall include at least the following information:

- a) details of the work undertaken,
- b) the date when the last maintenance was undertaken,
- c) a statement of when the next maintenance is due to take place, and
- d) whether or not the installation has a current BAFE Certificate of Compliance.

A1.2 BAFE Certificate of Compliance

The BAFE Certificate of Compliance shall have a format generally in accordance with the example shown in Annex A2.1 and shall include the BAFE Logo. The Certificate may be supplied by any of the Certificated Organisations involved with a particular project subject to the conditions of the Scheme having been met and the overall installation being satisfactory.

At least the following information shall be included on the Certificate of Compliance:

- a) the name and BAFE Registration details of the organisation issuing the Certificate,
- b) the address and physical location at which the fire detection and fire alarm system is installed,
- c) the applicable Standard or Code and the type of system e.g. BS 5839-1, Type L3,
- d) type of premises e.g. industrial,
- e) the means of informing the fire and rescue service of a fire alarm,
- f) the date on which the system was handed over, and

g) the details of the organisations that have provided Module Certificates and Verification details.

A1.3 Certificate of Modification

The BAFE Certificate of Modification shall have a format generally in accordance with the example shown in Annex A2.5 and shall include the BAFE Logo. The Certificate shall be supplied by the Certificated Organisation that takes overall responsibility for the performance and integrity of the modification.

A1.4 Module Certificate codes

Certificated Organisations will be issued with alphanumeric codes by their TPCB. The codes include a unique TPCB descriptor. These codes will then be used as the identifier on Module Certificates produced by the Certificated Organisation or the documentation used in place of a certificate or on blank Module Certificates supplied by the TPCB. Each of these codes and TPCB descriptors will be accompanied by a reference identifying the nature of the module.

An example of this reference relating to the 758th Module Certificate issued by the XYZ TPCB and relating to a Design module could appear as:

XYZ 758 Des.

A1.5 Use of the BAFE Logo

The use of the BAFE Logo is restricted by the Terms and Conditions of BAFE. Further details of these restrictions, together with details of the logo, can be obtained from BAFE.

General rules relating to the use of the BAFE Logo are detailed below:

Use of the BAFE Logo is permitted, as shown below, subject to the rules of BAFE.

- 1 On an SP203-1 Certificated Organisation's Letterhead
- 2 On an SP203-1 Module Certificate
- 3 On an SP203-1 Certificate of Modification
- 4 On an SP203-1 Certificate of Compliance
- 5 On an SP203-1 Commissioning Certificate
- 6 On an SP203-1 Maintenance Certificate
- 7 On an SP203-1 Maintenance Report

A1.6 Information related to the Scheme

A1.6.1 Titles of Scope of individual modules of the Scheme

The titles given in A1.6.6.1 to A1.6.1.5 shall be used by organisations applying for Certification Audit against the requirements of selected modules of this Scheme. Clause 12 provides more information.

A1.6.1.1 The Design of fire detection and fire alarm systems for buildings

A1.6.1.2 The installation of fire detection and fire alarm systems for buildings

A1.6.1.3 The commissioning and handover of fire detection and fire alarm systems for buildings

A1.6.1.4 The maintenance of fire detection and fire alarm systems for buildings

A1.6.1.5 The Design, installation, commissioning and handover and maintenance of fire detection and alarm systems in dwellings using the requirements of BS 5839 Part 6 Grade B and/or C and/or D and/or E as the specification for the installation.

A1.6.2 Standards against which organisations may be assessed

A1.6.2.1 Standards and Codes relevant to organisations applying for Certification Audit to categories A1.6.1.1 to A1.6.1.5

- a) BS 5839 Part 1 Fire detection and fire alarm systems for buildings - Code of practice for system Design, installation and servicing
- b) HTM 05-03 Operational Provisions - Part B: Fire detection and alarm systems
- c) BS 5839 Part 8 Fire detection and fire alarm systems for buildings - Code of practice for the design, installation and servicing of voice alarm systems
- d) BS 6266 Code of practice for fire protection for electronic equipment installations
- e) FIA Code of Practice for aspirating smoke detection systems

Note: FIA was previously known as BFPSA.

A1.6.2.2 Code relevant to organisations applying for Certification Audit to category A1.6.1.5

BS 5839 Part 6 Code of practice for the design and installation of fire detection and alarm systems in dwellings

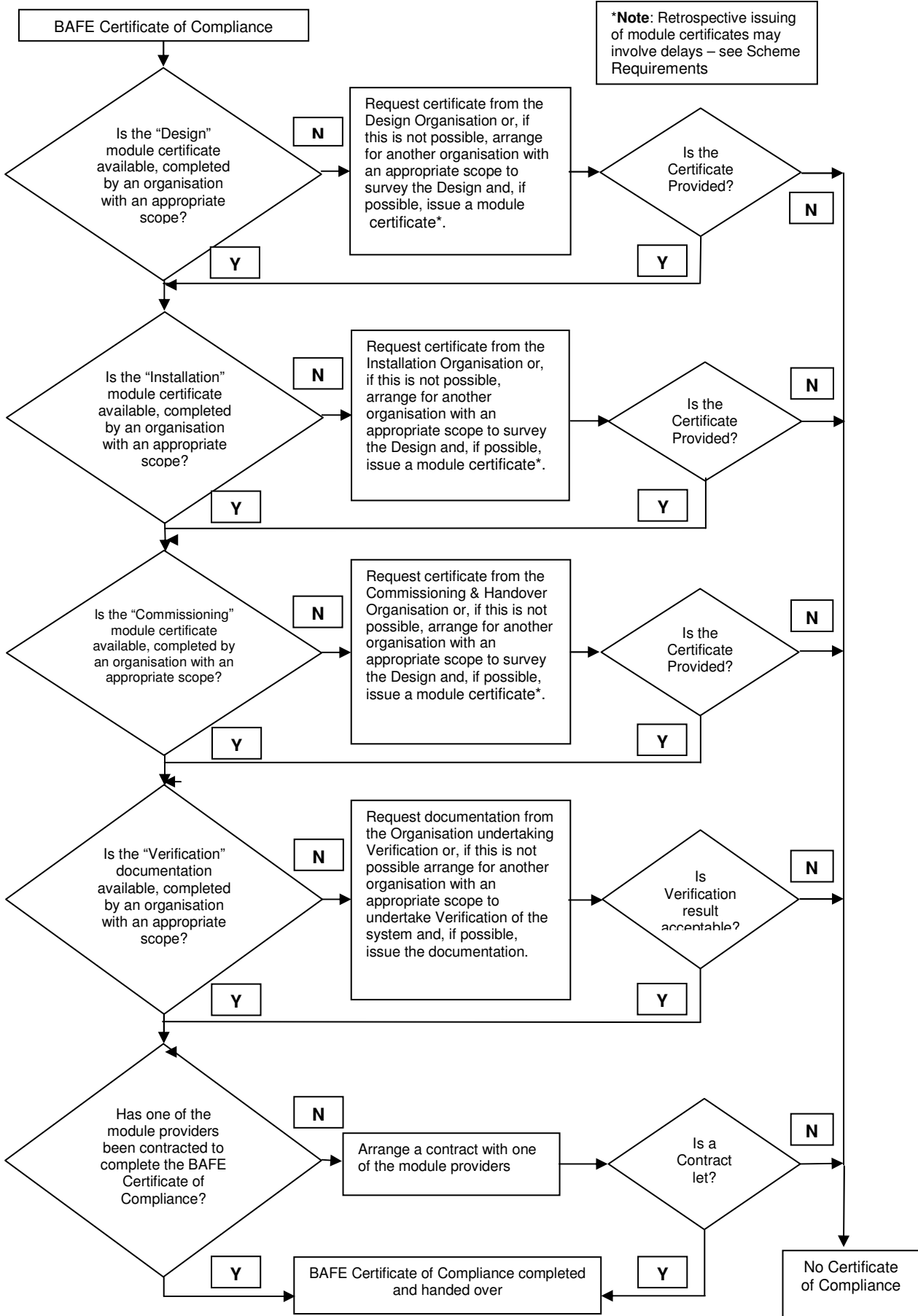
A 1.6.3 Verification

A 1.6.3.1 An organisation that wishes to undertake Verification should advise their Certification Body at the time they apply for certification. Having received this information, the Certification Body can audit the organisation's Verification competence at the same time that they audit them against the requirements of all the other relevant clauses of SP203.

A 1.6.3.2 Organisations wishing to undertake Verification will need to have Design included within their scope of certification. If this is not the case, the organisation will not be able to satisfy the requirement within Clause 10.2 for Verification to be undertaken in conjunction with a person having Design competence.

A 1.6.3.3 The Certification Body will normally expect to initially limit their audit of Verification competence to BS 5839-1. Competence in relation to other relevant Standards would be audited at a later date.

Annex A1.7 PROCESS MAP FOR THE PROVISION OF A BAFE CERTIFICATE OF COMPLIANCE



Annex 1.8 INSTRUCTIONS FOR COMPLETION OF BAFE/TPCB CERTIFICATES OF COMPLIANCE

Certificated Organisations may issue BAFE/TPCB Certificates of Compliance only for Types of Fire detection and Fire Alarm Systems for which they hold TPCB certification. For example, where TPCB certification is held only for the provision of a fire detection and fire alarm system, then you are NOT entitled to issue a BAFE/TPCB certificate for a gaseous fire extinguishing system. **BAFE/TPCB Certificates of Compliance are to be issued by the Certificated Organisation undertaking the verification and only if all modules of work have been undertaken and certificated by an organisation that holds BAFE listing under this Scheme.**

BAFE/TPCB Certificates of Compliance are to be used by Certificated Organisations for those fire systems for which they hold certification.

Note: The 'List of Presented Variations' must be issued as an appendix to the Certificate of Compliance.

Each certificate is made up of three copies. The top copy must be returned to the offices of the TPCB within 30 days. The second copy is for the customer. The third copy is for retention by the issuing Certificated Organisation. The customer must also be issued with a copy of the BAFE Scheme letter.

PLEASE ENSURE THAT THE CERTIFICATE IS NOT HAND WRITTEN.

Complete all sections. The address is that of the premises where the fire system is installed. Please include the post code.

Guidance notes relating to Part 4 of the Schedule:

Complete Part 4 of the Schedule by placing a **single** letter code in each of the boxes in Parts 4.1 to 4.3, and completing Parts 4.4 to 4.5 as appropriate. The codes used in Parts 4.1 to 4.3 should indicate only the **Primary** type of System, Signalling and Premises as appropriate.

4.1 Type of System & Standard / Code of Practice applicable:

- A Fire Detection and Alarm System: BS 5839 Pt 1 (Buildings)
- B Fire Detection and Alarm System: BS 5839 Pt 6 (Dwellings)
- C Gaseous Fire Extinguishing System: BS14520-9 (HFC 227ea extinguishant)
- D Gaseous Fire Extinguishing System: BS14520-15 (IG 541 extinguishant)
- E Fire Extinguishing System: BS 5306-4 (Carbon Monoxide)
- F Fire Protection for Electronic Data Processing Installations: BS 6266
- G Health Technical Memorandum HTM 82

In all cases only ONE code letter should be used to indicate the system type. Where a firm holds certification for providing gaseous fire suppression systems and fire detection systems provides both for the same customer at the same premises, **two** BAFE Certificates of Compliance should be issued.

4.2 Type of Signalling:

- | | |
|--|--|
| A When only a bells or sounders are fitted (i.e. a local audible alarm only) | G Other remote signal (not dual remote signal). |
| B Digital communicator to a remote centre | H Not applicable |
| C Direct or private line to a remote centre | J DualCom to a remote centre |
| D Redabc | K RedCARE plus radio link to a remote centre |
| E RedCARE to a remote centre | L RedCARE plus digital communicator to a remote centre |
| F Radio link to a remote centre | M Other dual remote signal |

Where there are more than two types of signalling, the two main methods of signalling should be identified and the appropriate code (J, K, L or M) entered.

4.3 Type of Premises:

- A Retail (e.g. shop, chain store, department store, etc)
- B Commercial (e.g. office, garage, car hire)
- C Public Sector (e.g. state school, health centre, local government office, etc)
- D Licensed (e.g. hotel, public house, off-licence)
- E Domestic (e.g. house, flat, other residential premises)
- F Industrial (e.g. factory, warehouse)
- G Bank or Financial (e.g. bank, building society, insurance firm, stockbrokers, etc)
- H Institutional (e.g. trade association, trade union office, club, etc)
- J Hospital
- K Sheltered/Warden Controlled Accommodation

4.4 Complete Part 4.4 of the Schedule by placing a single letter 'X' in the box provided, if part or all of the system to be certificated was existing.

4.5 Complete Part 4.5 of the Schedule by placing a single letter 'X' in the box provided, if a 'List of Variations' has been presented and is attached to this certificate.

Guidance notes relating to Part 5 of the Schedule:

Complete Part 5 of the Schedule by entering the BAFE Registration Number of the Certificated Organisation in each of the boxes in Parts 5.1 to 5.5.

In Part 6 please type the date on which the installation was commissioned and the Fire & Rescue Service code (TPCB issues a list of Fire & Rescue Service codes).

At the bottom of the certificate please type the date on which the certificate was prepared. Then sign the certificate, including the job title of the person issuing it; the signature must be that of someone who is authorised to sign on behalf of the issuing Certificated Organisation.

Credit for or exchange of a spoilt certificate may be made, provided that all three copies are received at the offices of TPCB in good condition.

Distribution: The Second copy must be given to the customer when the system is handed over. In the case of remote signalling fire alarms where the alarm system is left on 'audible only' operation for a trial/test period the certificate should be issued at the 'Audible Only' stage, i.e. before the remote signalling equipment is connected. It is of course important in such cases that the customer is informed that remote signalling is not operational and that the Certificated Organisation connects remote signalling without undue delay.

Note: These certificate formats and contents are for guidance only – See Annex A1 for further details

Annex A2.1



SP203 Part 1

**TPCB
LOGO**

TPCB's Certificate
Designation
Information

CERTIFICATE OF COMPLIANCE

OF A FIRE DETECTION & FIRE ALARM SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Fire Detection & Fire Alarm System provided for the person(s) or organisation named in Part 2 of the Schedule at the premises identified in Part 3 of the Schedule, being a Fire Detection and Fire Alarm System of the type described in Part 4 of the Schedule. The Certificate of Compliance should be read in conjunction with the Agreed List of Variations of the System.

IMPORTANT NOTE: Recipients of this BAFE /XXXX Certificate of Compliance are strongly advised to have their System(s) covered by a current maintenance contract with an SP203-1 Certificated Organisation with maintenance included within their scope.

SCHEDULE	
Part 1	Name of Issuing Firm & BAFE Registration Number
Part 2	Name of Customer
Part 3	Address of protected premises
Part 4	4.1 Type of System & Applicable Standard/Code of Practice
	4.2 Means of signalling a Fire Alarm to the Fire & Rescue Service
	4.3 Type of Premises
	4.4 Is this a new system or an extension of an existing system?
	4.5 Has a list of Variations been presented?
Part 5	5.1 Design Organisation
	5.2 Installation Organisation
	5.3 Commissioning Organisation
Part 6	5.4 Verifying Organisation
	5.5 Handover Organisation
Part 6	Date of Handover of the system

We, being currently an XXXX 'Certificated Firm' in respect of Fire Detection & Fire Alarm Systems of the type(s) we have identified in Part 4 of the above Schedule, certify that the system in the above Schedule complies with the Standard or Code of Practice identified in the above Schedule and with all other requirements as currently laid down within the SP203-1 Certification Scheme in respect of such a system.

Date of Issue _____ (DD/MM/YYYY)

Signed for and on behalf of the issuing Firm _____ Job Title _____

Name and address of XXXX Third Party Certification Body

BAFE, Bridges 2, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH
www.bafe.org.uk

Annex A2.1 (Continued) Text on reverse side of BAFE Certificate of Conformity

1. This certificate is issued subject to the Regulations and other Rules of the XXXX Scheme of the TPCB Title relating to XXXX Recognition.

2. The TPCB Title reserves a right to inspect by its duly authorised representative the subject installation and this certificate is conditional on the customer identified in Part 2 of the Schedule allowing from time to time during business hours a duly authorised Inspector of the TPCB Title access to inspect the installation and the issuing firm identified in Part 1 of the Schedule access to the premises and permitting the relevant modular firm to undertake such works as in the opinion of the TPCB Title may be necessary to ensure that the said installation complies with the said Standards and or Codes of Practice and with all other requirements of the TPCB Title.

3. The TPCB Title requires every XXXX Recognised Firm, recognised as a provider of fire protection systems, to issue a certificate for any work it carries out, within a new fire system, and for which the firm holds XXXX Recognition. If it is responsible for just part(s) of the complete system then it will issue a modular XXXX certificate. If it is responsible for all of the work or is contractually responsible for issuing the full certificate then it must issue the final BAFA certificate. Module certificates should be issued at the completion of each module. The final BAFA Certificate of Compliance should be issued upon the successful completion irrespective of whether or not the remote signalling connection has been made. Failure to issue a certificate as required by the XXXX Regulations may result in the firm's XXXX Recognition being cancelled.

4. Should the customer be dissatisfied with the work covered by this certificate, he/she should at first contact the Recognised firm at its local office. If satisfaction is not obtained at this level, the customer should address a written complaint to the customer relations executive of the Recognised firm, at the firm's head office. If the customer remains dissatisfied, he may address a written complaint, outlining the nature of his/her dissatisfaction and the circumstances of the installing firm's response, to the offices of XXXX.

The TPCB Title will not normally consider complaints unless the Recognised firm has been given the opportunity to resolve the dispute as set out above.

The TPCB Title will seek to resolve the dispute between the contracting parties. The TPCB Title will not involve itself in any discussions or negotiations with the customer with regard to loss claims or potential loss claims, outstanding payments or interpretation of Recognised firm's terms and conditions of contract. Consequently the TPCB Title does not accept liability.

5. This Certificate confirms compliance with the standards and/or Codes of Practice stated hereon as applicable at the date of issue of the Certificate. The TPCB Title cannot undertake to investigate any query or complaint in relation to the installation if future changes to Standards, Codes of Practice, policies or other regulations render the installation in need of updating or other modification. In that event, the appropriate update or modification should be carried out by a firm holding XXXX Recognition and a new certificate issued.

6. The TPCB Title cannot undertake to investigate any query or complaint arising in relation to the installation unless the installation is and remains covered by a maintenance agreement between the customer and a firm recognised by the TPCB Title.

7. The TPCB Title does not accept any responsibility or liability for any defect there may be now or hereafter in the installation or for its failure to work at any time and no warranty or condition express or implied and whether statutory or otherwise is given by the TPCB Title in regards to the above installation either to the Recognised Firm or to the customer and whether or not any such defect or failure should be apparent or occur after any inspection carried out by the TPCB Title's representative has been carried out on the installation or any part thereof.

8. Unless the issuing firm's obligation to the TPCB Title in respect of the installation are undertaken by another Recognised Firm, the TPCB Title will not be able to enforce its Rules and Standards on the Recognised Firm or on his successor in business in respect of any installation if the issuing firm ceases to hold XXXX Recognition.

9. This Certificate is issued subject to the terms and conditions of the issuing firm for the supply and maintenance of the said installation to the said firm's customer which should be deemed to be incorporated herein and shall not be deemed to be varied or superseded by any of the provisions hereof.

This Certificate shall at all times remain the property of the TPCB Title who may withdraw it at any time after the issuing firm has ceased to hold XXXX Recognition or at any time after the TPCB Title is of the opinion that the issuing firm has not complied with its obligations under the rules of XXXX.

10. On this Certificate and in these terms and conditions, where the context permits, the reference to the issuing firm shall include any Recognised Firm which shall undertake the issuing firm's obligations to the TPCB Title in respect of the subject installation.

Guidance Notes relating to Part 4 of the Schedule

Part 4.1: In the Schedule Part 4.1 a single letter indicates the Primary Type of System & Standard/Code of Practice Applicable, this is as indicated below:

Type of System & Standard/Code of Practice Applicable

- A Fire Detection and Alarm System: BS5839 Pt 1 (Buildings)
- B Fire Detection and Alarm System: BS5839 Pt 6 (Dwellings)
- C Gaseous Fire Extinguishing System: BS14520-9 (HFC 227ea extinguishant)
- D Gaseous Fire Extinguishing System: BS14520-15 (IG 541 extinguishant)
- E Fire Extinguishing System: BS5306-4 (Carbon Monoxide) F Fire Protection for Electronic Data Processing Installations: BS6266
- G Health Technical Memorandum HTM 8

FOOTNOTE

Standards and Codes of Practice referred to in the notes above: "BS" means British Standard, as published by British Standards Institution.

Part 4.2: In the Schedule Part 4.2 a single letter indicates the Primary Type of Signalling used, this is as indicated below:

Type of Signalling

- A Audible Only. When only bells or sounders are fitted (i.e. a local audible alarm only)
- B Remote; Digital Communicator. Digital communicator to a remote centre.
- C Remote; Direct or Private Line. Direct or private line to a remote centre.
- D Remote; Redabc. Redabc.
- E Remote; RedCARE. RedCARE to a remote centre.
- F Remote; Radio Link. Radio link to a remote centre.
- G Remote; (Other Remote Signal). Other remote signal (not dual remote signal).
- H Not applicable.
- J Remote; DualCom. Digital communicator plus radio link to a remote centre.
- K Remote; RedCARE & Radio Link. RedCARE plus radio link to a remote centre.
- L Remote; RedCare & DigiCom. RedCARE plus digital communicator to a remote centre.
- M Remote; (Other Dual Signal). Other dual remote signal.

Part 4.3: In the Schedule Part 4.3 a single letter indicates the Type of Premises, this is as indicated below:

Type of Premises

- | | |
|-----------------|---|
| A Retail | F Industrial |
| B Commercial | G Bank or Financial |
| C Public Sector | H Institutional |
| D Licensed | J Hospital |
| E Domestic | K Sheltered/Warden Controlled Accommodation |

Part 4.4: A single letter 'X' indicates that part or all of the system to be certificated was existing.

Part 4.5: A single letter 'X' indicates that a schedule of variations has been presented.

Guidance Notes relating to Part 5 of the Schedule

Note 1: Company details relating to a Registration Number can be obtained from the offices of BAFA or from their website.

Note: These certificate formats and contents are for guidance only – See Annex A1 for further details



**TPCB
LOGO**

TPCB's Certificate
Designation
Information

MODULE CERTIFICATE – (for Design or for installation) OF A FIRE DETECTION & FIRE ALARM SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Fire Detection & Fire Alarm System provided for the person(s) or organisation named in Part 2 of the Schedule at the premises identified in Part 3 of the Schedule, being a Fire Detection and Fire Alarm System of the type described in Part 4 of the Schedule.

IMPORTANT NOTE: Recipients of this BAFE /XXXX Certificate are strongly advised to have their System(s) covered by a maintenance contract with an SP203-1 Certificated Organisation with maintenance included within their scope.

SCHEDULE	
Part 1	Name of Issuing Firm & BAFE Registration Number
Part 2	Name of Customer
Part 3	Address of protected premises
Part 4	4.1 Type of System & Applicable Standard/Code of Practice
	4.3 Means of signalling a Fire Alarm to the Fire & Rescue Service
	4.3 Type of Premises
	4.4 Is this a new system or an extension of an existing system?
	4.5 Has a list of Variations been presented?
Part 5	Date of Module completion

We, being currently an XXXX 'Certificated Firm' in respect of Fire Detection & Fire Alarm Systems of the type(s) we have identified in Part 4 of the above Schedule, certify that the system in the above Schedule complies with the Standard or Code of Practice identified in the above Schedule and with all other requirements as currently laid down within the SP203-1 Certification Scheme in respect of such a system.

Date of Issue _____ (DD/MM/YYYY)

Signed for and on behalf of the issuing Firm _____ Job Title _____

Name and address of XXXX Third Party Certification Body

BAFE, Bridges 2, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56
0RH

Note: These certificate formats and contents are for guidance only – See Annex A1 for further details



SP203 Part 1

**TPCB
LOGO**

TPCB's Certificate
Designation
Information

**MODULE CERTIFICATE – COMMISSIONING & HANDOVER
OF A FIRE DETECTION & FIRE ALARM SYSTEM**

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Fire Detection & Fire Alarm System provided for the person(s) or organisation named in Part 2 of the Schedule at the premises identified in Part 3 of the Schedule, being a Fire Detection and Fire Alarm System of the type described in Part 4 of the Schedule. This Module Certificate should be read in conjunction with the *Agreed List of Variations* of the System.

IMPORTANT NOTE: Recipients of this BAFE /XXXX Certificate are strongly advised to have their System(s) covered by a maintenance contract with an SP203-1 Certified Organisation with maintenance included within their scope.

SCHEDULE	
Part 1	Name of Issuing Firm & BAFE Registration Number
Part 2	Name of Customer
Part 3	Address of protected premises
Part 4	4.1 Type of System & Applicable Standard/Code of Practice
	4.4 Means of signalling a Fire Alarm to the Fire & Rescue Service
	4.3 Type of Premises
	4.4 Is this a new system or an extension of an existing system?
	4.5 Has a list of Variations been presented?
Part 5	Date of Handover of the system
Part 6	Latest date by which system maintenance should commence

We, being currently an XXXX 'Certificated Firm' in respect of Fire Detection & Fire Alarm Systems of the type(s) we have identified in Part 4 of the above Schedule, certify that the system in the above Schedule complies with the Standard or Code of Practice identified in the above Schedule and with all other requirements as currently laid down within the SP203-1 Certification Scheme in respect of such a system.

Date of Issue _____ (DD/MM/YYYY)

Signed for and on behalf of the issuing Firm _____ Job Title _____

Name and address of XXXX Third Party Certification Body

BAFE, Bridges 2, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH
www.bafe.org.uk

Note: These certificate formats and contents are for guidance only – See Annex A1 for further details

Annex A 2.4



SP203 Part 1

TPCB
LOGO

TPCB's Certificate
Designation
Information

CERTIFICATE of MAINTENANCE

OF A FIRE DETECTION & FIRE ALARM SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Fire Detection & Fire Alarm System provided for the person(s) or organisation named in Part 2 of the Schedule at the premises identified in Part 3 of the Schedule, being a Fire Detection and Fire Alarm System of the type described in Part 4 of the Schedule.

SCHEDULE	
Part 1	Name of Issuing Firm & BAFE Registration Number
Part 2	Name of Customer
Part 3	Address of protected premises
Part 4	4.1 Type of System & Applicable Standard/Code of Practice
	4.2 Means of signalling a Fire Alarm to the Fire & Rescue Service
	4.3 Details of the Certificate of Conformity if a current Certificate exists
Part 5	5.1 Details of the maintenance work undertaken
Part 6	Date when the maintenance was completed
	Date when the next maintenance is due
	Any other relevant comments

We, being currently an XXXX 'Certificated Firm' in respect of Fire Detection & Fire Alarm Systems of the type(s) we have identified in Part 4 of the above Schedule, certify that the maintenance work identified in Part 5 of the above Schedule complies with the Standard or Code of Practice identified in Part 4 of the above Schedule and with all other requirements as currently laid down within the SP203-1 Certification Scheme in respect of such a system.

Date of Issue _____ (DD/MM/YYYY)

Signed for and on behalf of the issuing Firm _____ Job Title _____

Name and address of XXXX Third Party Certification Body

BAFE, Bridges 2, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56
0RH

www.bafe.org.uk

Note: These certificate formats and contents are for guidance only – See Annex A1 for further details



SP203 Part 1

TPCB
LOGO

TPCB's Certificate
Designation
Information

CERTIFICATE of MODIFICATION

OF A FIRE DETECTION & FIRE ALARM SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Fire Detection & Fire Alarm System provided for the person(s) or organisation named in Part 2 of the Schedule at the premises identified in Part 3 of the Schedule, being a Fire Detection and Fire Alarm System of the type described in Part 4 of the Schedule.

IMPORTANT NOTE: Recipients of this BAFE /XXXX Certificate are strongly advised to have their System(s) covered by a maintenance contract with an SP203-1 Certificated Organisation with maintenance included within their scope.

SCHEDULE	
Part 1	Name of Issuing Firm & BAFE Registration Number
	Name & BAFE Registration Number of Firm undertaking the Design of the system
Part 2	Name of Customer
Part 3	Address of protected premises
Part 4	4.1 Type of System & Applicable Standard/Code of Practice
	4.2 Details of the modifications covered by this Certificate
	4.3 Details of the variations from the recommendations of Clause 46.4 of BS 5839-1 and current amendments
Part 5	Date of completion of the modification

We, being currently an XXXX 'Certificated Firm' in respect of Fire Detection & Fire Alarm Systems of the type(s) we have identified in Part 4 of the above Schedule, certify that the system in the above Schedule complies with the Standard or Code of Practice identified in the above Schedule and with all other requirements as currently laid down within the SP203-1 Certification Scheme in respect of such a system. Note: If more than one SP203-1 Certificated Organisation is involved with the modification work, each will provide an appropriate Module Certificate and one will have responsibility for providing this Certificate of Modification. This Certificate is not a substitute for the Modification Certificate referred to in Clause 46.4.2 g) of BS 5839-1 and is not a substitute for a BAFE SP203-1 Certificate of Compliance issued on the successful completion of an entire fire detection and fire alarm system.

Date of Issue _____ (DD/MM/YYYY)

Signed for and on behalf of the issuing Firm _____ Job Title _____

Name and address of XXXX Third Party Certification Body

BAFE, Bridges 2, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 ORH
www.bafe.org.uk

Annex B SP203-1 Fire Detection and Fire Alarm System Scheme Logos



**Modular Scheme
SP203 – Part 1
Maintenance only**



**Modular Scheme
SP203 – Part 1**