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# Fire Protection Industry Scheme, Reference SP203 Part 4

# For the Design, Installation, Commissioning & Maintenance of Emergency Lighting Systems


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## FOREWORD

This version of the BAFE scheme document was published in April 2010 (date yet to be determined) for use by Third Party Certification Bodies (TPCBs) and by those organisations involved in the certification process.

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

a) the TPCB has concluded a formal agreement with BAFE* and then makes formal application to UKAS,
b) the existing SP203 TPCB has received UKAS product certification accreditation to BS EN 45011 with a scope or scopes relevant to this Part of SP203, and
c) the existing SP203 TPCB achieves b) within 6 months from a).

A new TPCB will need to comply with the full requirements of SP203 Part 2 before operating a scheme.

** Note: If the TCPB already runs an SP203 scheme this will be an extension of that scheme agreement.*

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 scheme

## 1. INTRODUCTION

**1.1** This Scheme has been developed to permit companies involved with the design, installation, commissioning, handover and maintenance of emergency lighting systems, to industrial and commercial premises and communal areas and approaches to property where a fire risk assessment has deemed it necessary, to become third party certificated and listed as recognition of their competence to undertake their scope of work. By so doing, the certificates of compliance (C of C's) issued by these certificated companies, on completion of their work, will give the client, insurance companies and regulating authorities e.g. Fire Authority and Building Control, confidence that the work has been correctly undertaken. Relevant matters relating to the safety of occupants of the buildings will have been taken into account.

**1.2** This scheme has four modules in recognition of the fact that each module may be undertaken by a different organisation. The modular approach is believed to be representative of the means by which a significant number of installations are designed, installed, commissioned, handed over and subsequently maintained by organisations.

**1.3** The scheme recognises the importance of providing compliant emergency lighting systems to provide adequate safety to persons in the event of interruption of the normal lighting and having due regard to the hazard level and degree of familiarity of occupants with particular premises.

**1.4** From time to time amendments to this scheme will be published. These will be in the form of Technical Notes that can be downloaded from the website.

## 2. SCOPE

This scheme covers the design, installation, commissioning, handover, verification, modification and ongoing maintenance of emergency lighting systems.

As a minimum the emergency lighting systems should be designed to comply with the Code of Practice BS 5266-1 (which itself refers to other parts such as BS 5266-7 and 8) and, where possible, emergency lighting products should be certified to the relevant product standard, such as BS EN 60598-2-22 and BS EN 62034 and deviations noted on the certificate of conformity.

## 3. OBJECTIVE

**3.1** This 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 emergency lighting systems to become third party certificated as a 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 (Fire Safety) Order, The Fire (Scotland) Act , Fire Safety Regulations (NI) * and give the client and relevant regulating authorities e.g. the Fire & Rescue Service and Building Control that the work has been correctly undertaken.

**Note it is not, at the time of publication, not known when they will come into force*.

**3.2** The evidence of the delivery of the emergency lighting system to the required specification will be;

a) modular certificates of compliance for the relevant work modules
b) providing all work has resulted in the issue of module certificates and the project has been verified, a Full Certificate of Compliance for the overall installed system.

*Note . If one organisation has carried out all the work i.e. design, installation and commissioning then there will be no need to issue modular certificates. It can issue directly the Full BAFE Certificate of Compliance*.

**3.3** The process of the issuing of a Full 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 the design module included within its scope of certification to this scheme.

**3.4** This scheme document details minimum requirements to be met by an organisation applying for third party certification.

## 4. DEFINITIONS

### 4.1 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.

### 4.2 Commissioning

The process by which an installation is tested to confirm that its performance and its functionality meet the particular specification for that installation.

### 4.3 Competence

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

*Note: For emergency lighting systems operating at low voltage the competencies relating to electrical works are defined in the Electricity at Work Regulations.*

### 4.4 Client

The organisation/person specified in the contract as being the recipient of the completed emergency lighting installation and the Certificate of Compliance.

### 4.5 Design

The process of detailed selection, placement and configuration of products and their interconnections to meet the specified requirements of an emergency lighting system, including the production of performance declarations, designs records and testing procedures.

### 4.6 Escape Route

A route designated for escape to a place of safety in the event of an emergency.

### 4.7 Emergency Escape Lighting

That part of emergency lighting that provides illumination for the safety of people leaving a location or attempting to terminate a potentially dangerous process before doing so.

### 4.8 Emergency Lighting System

The generic description of a system installed or planned to be installed in and around buildings for use when the supply to normal lighting fails.

### 4.9 Emergency Exit

A way out used during an emergency.

### 4.10 Handover

The process of transferring on-going responsibility for the installation from the certificated organisation to the client specified in the contract as accepting the completed installation. The handover process should include training of relevant staff responsible for the day to day management of the installation and may be a phased process dependent upon the plans for occupation and/or utilisation.

### 4.11 Maintenance

The process, by which an emergency lighting system is inspected, regularly serviced and tested and, if necessary, repaired in order to keep it in an effective operational state.

### 4.12 Nominated Designer(s)

The named person(s) within the company who has demonstrated to the TPCB competence and authority to undertake the design process relevant to emergency lighting systems. The named person(s) will be assessed by a TCPB, during the application process and thereafter during routine surveillance visits and the named person(s) will be registered with a TPCB.

Nominated designers effectively hold the design qualification. If the designer leaves the employment of one company the design competence, assessed by the TCPB, will leave with that person. It is for the certificated organisation to retain the appropriate number of nominated designers required within its scope of approval and relevant to the amount of work undertaken.

### 4.13 Certificates of Compliance

The certificates issued by the Certificated Organisation on completion of the work which confirms that the work they carry out is compliant with this scheme.

C of C's in Annex 2.1 will be issued in addition to the certificates shown at Annex C and D of BS 5266-1.

*Note: For an example of a BAFE certificate of compliance see Annex 2.1*

### 4.14 Records

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

### 4.15 UKAS Accredited Third Party Certification Body (TPCB)

An organisation that has been accredited by UKAS as competent to assess a firm's competence to undertake work in accordance with this scheme and to subsequently undertake periodic assessments of the ongoing competence of the firm once it has been certificated. The TPCB will seek UKAS accreditation to BS EN45011 for the scope of this scheme. Also see SP203-2.

### 4.16 UKAS

The United Kingdom Accreditation Service.

### 4.17 Verification

The process by which the installed system and the design and commissioning records are inspected to check, as far as is possible, that the installed emergency lighting system meets the requirements of the design specification, This includes confirmation that the use and structure of the building has not been changed in any way that may compromise the design and to document and agree any deviations from relevant installation standards with the client and any other stakeholder such as insurers and regulating authorities.

This does not, however, imply that the designer has freedom to ignore the recommendations of BS 5266-1under circumstances in which a user, purchaser, enforcing authority or insurer seeks compliance with it. Deviations that may compromise the safety of people following the disruption of the normal electricity supply to lighting cannot be accepted and must be resolved by remedial engineering.

## 5 PROCEDURES FOR CERTIFICATION OF MODULES, COMPLIANCE AND MODIFICATIONS

### 5.1 Module Certification

5.1.1 Subject to the special conditions, stated in Clause 5.3.1, relating to the module certification of modifications, SP203-4 certificated organisations, as defined in Clause 4.1 of this scheme, shall issue module certificates for all the work they undertake that falls within the scope of their SP203-4 assessed certification as described in Clause 12.

5.1.2 In signing a module certificate each contractor is formally confirming that their module of the project fully complies with the requirements of this scheme.

5.1.3 Details of the information to be included within module certificates are included in Annex 1. However, it is the responsibility of the TPCB to provide the Certificated Organisation with adequate guidance to effectively complete module certificates.

5.1.4 The details of the procedure for ensuring that module certificates are prepared and handed over to the client or client's representative should be clearly stated in the contract documentation relating to the installed system. This shall also advise that the documentation should be available to those Certificated Organisations responsible for subsequent certification.

5.1.5 Where different contractors complete modules of an installed system, 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 contractor undertaking the next module. While it would be an advantage if the module certificate were provided prior to the following module being started, this will often be impractical and contractors should agree with the

client when it is practically possible to commence work on the succeeding module.

*Note: 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.*

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

5.1.7 Where module 3, commissioning and handover, is split into 3a and 3b with separate contractors for each sub module, there shall be a separate module certificate issued for each sub module.

5.1.8 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 an emergency lighting system is to be issued with a BAFE Certificate of Compliance in accordance with the requirements of this scheme, there are generally three ways in which this can be achieved:

a) Where a single contractor is responsible for all modules of the work.
b) Where different contractors provide one or more modules of the work (e.g. the design module is provided by one contractor and the installation, commissioning and handover modules are provided by a different contractor).
c) There is a thorough survey of the existing installation that results in the retrospective certification of the whole system, including any modification, and a Certificate of Compliance is issued.

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 however 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 contractor is responsible for providing the whole of the work, that contractor may issue a BAFE Certificate of Compliance to the client, provided that the contractor has an SP203-4 certificated scope covering all relevant modules and verification of the work.

5.2.6 Where more than one contractor is involved in providing the modules of the project (Design, Installation, Commissioning and Handover) any one of the contractors involved may issue the BAFE Certificate of Compliance to the client, provided that:

a) all of the work has been carried out by contractors that have been certificated to the requirements of this scheme to carry out those modules of the work for which they have been responsible,

b) the signed module certificates from each of the contractors, declaring that they have fully discharged their responsibilities in accordance with the relevant requirements of this scheme, shall be made available to the contractor 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 the installed system is completed by organisations operating under the requirements of this scheme, there may be instances when certification is required at a later date. Under these 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 completed installation is surveyed and verified as meeting the requirements of this scheme.

5.2.8 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.

## 5.3 **Modification Certification**

5.3.1 For emergency lighting systems where there is no existing SP203-4 BAFE Certificate of Compliance, an SP203-4 certificate for a modification can only be issued if the modification meets one or more of the following criteria:-

i. replacement of a central power supply unit or control equipment with a different type of unit,
ii. the addition to the system of at least 5 emergency luminaires.

5.3.2 Providing the requirements of 5.3.1 i) or ii) are met, a Certificate of Modification of the system shall be issued. The purpose of the Certificate is to formally record modification work as this may be a substantial part of the activities of an SP203-4 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 certificate within clause 12 of BS 5266-1 or with the BAFE Certificate of Compliance. The Certificate shall include the BAFE Logo.

5.3.4 For modification projects of a size that requires the issuing of a Certificate of Modification as specified in clause 5.3.1, all the work shall be undertaken by Certificated Organisations with an SP203-4 scope covering their work. If more than one SP203-4 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.

## 5.4 Maintenance Report and Certification

The Certificated Organisation shall record the details of the work undertaken during service and inspection visits in accordance with Annex D of BS 5266-1 and shall keep

this available for possible surveillance audit checks by the SP203 Third Party Certification Body. In addition, the information should be available in a format suitable for forwarding to the client if this is a requirement of the maintenance contract.

***Guidance Notes for Clauses 5.4.2***

***1.*** *For emergency lighting systems complying with the requirements of BS 5266-7, a maintenance report in general accordance with Annex D of BS 5266-1 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".*

5.4.2 Subject to the agreement of the client, a certificated maintenance organisation may issue an annual Maintenance Certificate to complement the Maintenance Reports issued after each inspection and servicing visit. The certificate shall, as a minimum, include the information specified within Annex A1.1.2. 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.

5.4.3 The Commissioning Certificate, detailed in Annex A1.1.1, will state the date by which system maintenance is to commence. If 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 1 - DESIGN

**6.1** The system design shall be undertaken by an organisation that has been certificated by the TPCB and listed as being competent to design emergency lighting systems in accordance with the requirements of this scheme.

***Guidance Note for Clause 6.1***

***1****. The evidence of compliance with the requirements of Clause 6.1 is likely to be a current certificate issued by a UKAS accredited TPCB and a current SP203-4 listing by BAFE*

**6.2** The designer(s) shall be competent and shall understand the specified requirements. While the person(s) having authority to sign off designs on behalf of the Certificated Organisation shall be 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.

### 6.2.1 Technical Training

The minimum technical training required by a designer is:-

- Attendance and successfully assessed on a recognised Emergency Lighting course provided by a Nationally recognised organisation.

For low voltage systems as defined in BS 7671 the designer(s) will also require the following competency:-

C & G 2382 – (Certificate in the Requirements for Electrical Installations (BS 7671:January 2008)

***Guidance note for 6.2***

***1.*** *The competence of the designer will assessed by a TPCB.*

***2.*** *The person(s) designated as having the authority to 'sign off' will be named, registered with their TPCB and their authority will be clearly defined.*

***3.*** *The design resource(s) available to the Certificated Organisation will be relevant to the size and quantity of projects undertaken.*

***4.*** *Design competence can be assessed by auditing designs undertaken or in progress. This will involve both office and site audits.*

***5.*** *The designer should have received appropriate training on legislation, system selection and design to comply with relevant emergency lighting standards.*

***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 be conversant with the relevant installation requirements through site surveys or through new build drawings and that his/her designs permit the installation organisation to undertake the installation.*

***8.*** *The designer should be able to interpret fire risk assessments and demonstrate the ability to assess risks that influence the design of emergency lighting systems.*

***9.*** *The designer should demonstrate understanding of relevant legislation and national safety requirements.*

**6.3** Each design shall be in accordance with one or more agreed specifications.

***Guidance note for clause 6.3***

***1****. The specification should be based on one or more recognised Standards or Codes of Practice shown at Annex 1.6.2.1.*

***2.*** *As a minimum the design objective should:*

a) *show clearly and unambiguously the escape route,*

b) *provide illumination along such routes to allow safe passage towards and through the exits,*

c) *ensure that fire alarm call points and fire fighting equipment provided along escape routes can be readily locate, and*

d) *allow operations concerned with safety measures to continue.*

***3.*** *The design should include:*

e) *the location of luminaires at points of emphasis,*

f) *the location and illumination of exit signs,*

*g) additional emergency lighting to specific locations e.g. lift cars, escalators etc.*

**6.4** The design organisation shall demonstrate an understanding of the importance of properly interfacing with other building services and systems.

**6.5** The design organisation shall keep comprehensive records of the complete design process for each project undertaken 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 installed system 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 specification requirements.*

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

**6.7** Organisations undertaking such work shall issue design certificates generally in accordance with the relevant part of Annex 'C' of BS 5266-1.

## 7 MODULE 2 - INSTALLATION

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

a) certificated by the TPCB as meeting the requirements of this scheme, or
b) certificated by a UKAS accredited 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 of SP203-4 and that are appropriate to the work being undertaken.

**7.2** The installing organisation shall be competent and understand the specified requirements as they apply to the installation process.

**7.3** The minimum technical training required by an installer is

- attendance and successfully assessed on a recognised Emergency Lighting course provided by a Nationally recognised organisation.

For low voltage systems as defined in BS 7671 the installer(s) will also require the following competency:-

- Installation – C & G 2382 – (Certificate in the Requirements for Electrical Installations (BS 7671:January 2008)

***Guidance notes for clause 7.3***
***1.*** *The TPCB will assess the competence of installation organisations wishing to be certificated to this Scheme. This should include at least the following:*
*An installation organisation should be able to demonstrate its competence and ability to successfully meet the requirements of BS 7671 for the electrical safety of the installation.*
*There should be evidence that the organisation has the ability to successfully interpret system design requirements of BS 7671 for the electrical safety of the installation.*

**7.4** The installation shall be in accordance with the agreed specified design. The installation organisation should issue a modular certificate for each installation unless the installation organisation is the same organisation as that contracted to undertake the initial testing, commissioning and handover, in which case a single modular certificate covering both modules is acceptable.

**7.5** The installation organization 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***
***1****. Records such as 'working drawings' 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***
***1****. 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 3 – COMMISSIONING & HANDOVER

**8.1** The initial testing, commissioning and handover of the system may be undertaken by one or more Certificated Organisations.

***Guidance note for clause 8.1***
*It is recognised that commissioning may be undertaken in two parts.*

**8.2** The organisation shall demonstrate its competence to initially test, commission, and handover the installed emergency lighting system and shall understand the specified design.

The minimum technical training required by a commissioning engineer is attendance and successfully assessed on a recognised Emergency Lighting course provided by a Nationally recognised organisation.

For low voltage systems as defined in BS 7671 for Commissioning and Handover the following minimum training will also apply:

- Commissioning/Verification – C & G 2391 (Inspection, Testing and Certification of Electrical Installations), or

- C & G 2392 (Certificate in Fundamental Inspection, Testing and Initial Verification)

***Guidance Note for Clause 8.2***
***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 in depth understanding of the equipment that it is to be initially tested, commissioned and handed over;*
*c) an ability to successfully interpret system design requirements provided by the system designer;*
*d) a comprehensive understanding of the commissioning process;*
*e) an understanding of the importance of the interfacing of the emergency lighting system with other building services and systems; and*
*f) a comprehensive understanding of electrical and other safety issues relating to the initial testing and commissioning of electrical systems.*

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

**8.3** Dependent upon the contract, the handover may be undertaken by a different organisation to that which undertakes the commissioning. This scheme permits separate module certification of the handover process provided that all the organisations meet the requirements of Clause 8.2. Where

the 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 has been completed satisfactorily and that deviations are clearly identified.

***Guidance Note for Clause 8.3***
*Typically the evidence provided to the handover organisation by the commissioning organisation would include a completed relevant part of Annex C to BS 5266-1. There should be written declarations of the:*

*a) Installation quality. The wiring installation conforms to the wiring regulations BS 7671, as applicable.*
*b) Photometric performance can be checked by measurement or by comparison with authenticated data from luminaire supplier. The latter is the more usual custom & practice.*
*c) Arrangement of a satisfactory test of operation and compliance to BS 5266-1.*
*d) Provision of a log book which should be readily available for inspection.*
*e) There should be clear evidence of handover of instructions and documentation and, if practicable, training of the end user.*

**8.4** The organisation shall keep comprehensive test, commissioning and configuration records for each project and should make available those records required by organisations responsible for other modules in this scheme.

***Guidance note for Clause 8.4***
***1.*** *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.*

**8.5** There shall be clear evidence of the formal completion of the initial testing, commissioning and handover process to the point which the client takes ongoing responsibility for the installation.

***Guidance note for Clause 8.5***
*There should be clear evidence that appropriate documentation, including as fitted drawings, have been handed over to the client.*
*For the purpose of this BAFE scheme the Verification Certificate described in BS 5266-1 Annex C is interpreted to mean Commissioning and Handover.*

## 9 MODULE 4 – MAINTENANCE

**9.1** Maintenance of the emergency lighting system shall be undertaken by an organisation that is certificated by a TPCB and listed by BAFE as meeting the requirements of this scheme.

**9.2** The organisation shall demonstrate its competence to maintain and service the installed equipment and shall understand the specified requirements.

The minimum technical training required is attendance and successfully assessed on a recognised course provided by a nationally recognised organisation.

For low voltage systems as defined in BS 7671 the maintainer will also require the following competency:-

- Installation – C & G 2382 – (Certificate in the Requirements for Electrical Installations (BS 7671:January 2008)
- Commissioning/Verification – C & G 2391 (Inspection, Testing and Certification of Electrical Installations) or
- C & G 2392 (Certificate in Fundamental Inspection, Testing and Initial Verification)

***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 be serviced and maintained. 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 systems ongoing suitability.*

*c) A comprehensive understanding of electrical and other safety issues relating to the maintenance of electrical systems.*

***9.3*** The organisation shall have adequate resources to:

**9.3.1** effectively undertake the maintenance and servicing work to which it is committed.

**9.3.2** investigate and subsequently rectify system related problems which result in partial or full failure.

**9.3.3** permit attendance on site to maintain faulty systems within a time agreed by contract (if applicable).

**9.4** Whilst a single person maintenance organisation may be able to satisfy all the 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 certified organisation that has maintenance of emergency lighting systems as part of its certificated scope.

***Guidance note for clause 9.4***

***1****. 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.*

**9.5** 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 time periods required by each maintenance contract (if applicable).

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 note for clause 9.5***

***1.*** *There should be satisfactory evidence of the arrangements in place to provide the compatible replacement parts required and also evidence that the arrangements work in practice.*

**9.6** The emergency lighting installation shall be serviced and maintained in accordance with BS 5266 and the contract specification.

**9.7** Where structural change to the premises has taken place and additional work is required the emergency lighting system shall be reinstated in compliance with BS 5266-1.

***Guidance note for clause 9.7***

***1****. 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 and servicing for each project.

***Guidance for clause 9.8***

***1.** Records should be available for all maintenance work undertaken. The TPCB should satisfy itself that samples of these, selected at random, are of a satisfactory standard and are a true record of the work undertaken.*

**9.9** The records shall 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 risk assessment of the premises. If the maintenance organisation is not certificated to design, install, commission and handover installations, the work should be passed to another organisation that is suitably certificated.

**9.10** Appropriate information relating to repairs, servicing and changes undertaken at each maintenance visit shall be made available to the client in the form of an appropriate maintenance report.

## 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.

***Guidance Note for Clause 10.1***
***1**. This is the Verification process defined in 4.17.*

**10.2** The objective of the 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 he identifies during his 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 10.10. The satisfactory completion of any verification process should be documented and include the signature of a named designer.*

**10.3** Verification is not an appropriate activity to be classed as a separate module within this BAFE scheme however it is to be undertaken by a competent person and the results of the verification are to be documented and passed on to the client. It does cover the aspects that could conceivably cause problems as a result of the interfaces between the modules.

***Guidance Notes for Clause 10.3***
*Examples of work that are part of the verification process:-*
***1**. the siting of luminaires.*
***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).*

**10.4** Verification is not intended to be a means by which deviations from the design specification or design problems associated with building changes can be readily accepted. If 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 needs to be made known to the client and the solution agreed by the interested parties.

**10.5** All installations require verification prior to the completion of a BAFE Certificate of Compliance.

***Guidance Note for Clause 10.5***

*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, then 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.*

**10.6** 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 5266.
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.
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 10.6***

*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.*

**10.7** TPCBs are required to assess the competence of organisations in relation to verification.

**10.8** Any certificated organisation having a contract involving an emergency lighting 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 accepted as deviations 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 deviations 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 deviations that would normally be corrected as a condition of a contract. If the client agrees to a deviation, it becomes the client's responsibility to formally agree the deviation 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 SP203-4.*

***3.*** *Organisations wishing to undertake Verification must have the 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 5266. Competence in relation to other standards and codes would be assessed at a later date.*

**10.9** It is recognised that emergency lighting systems may be provided by non-certificated organisations. If 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 10.3 and 10.4 above.

## 11 MANAGEMENT SYSTEMS

**11.1** Certificated Organisations shall implement a documented management system covering the requirements of this scheme. As a minimum the management system shall document the following topics:

**11.1.1** Records to provide evidence of routine servicing and corrective actions where maintenance of emergency lighting systems has been carried out.

***Guidance note to clause 11.1.1***
*A typical record would be an engineer's report.*

**11.1.2** A documented process to deal with complaints, deficiencies or defects associated with the provision of an emergency lighting system.

Where sub-contractors are permitted by this scheme i.e. for installation and for certain maintenance activities, and where the sub-contractor is certificated to SP203-4, a register of approved sub-contractors shall be maintained.

**11.1.3** A management structure of the organisation.

**11.1.4** The responsibilities of key personnel who are involved in each certificated module.

**11.1.5** 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.

**11.1.6** A register of all instruments and equipment used for measurement, inspection and testing purposes and, where appropriate, up to date records of calibration.

**11.1.7** A register identifying the Standards and publications (including manufacturers' literature) held and controlled, showing their issue status.

**11.1.8** Competency and training records for all staff.

**11.1.9** Procedures to ensure that all relevant personnel have access to and have knowledge of relevant up to date data, Codes and Standards.

**11.1.10** Evidence that the management system is regularly reviewed and amended, if appropriate, to ensure its continuing effectiveness.

## 12 APPLICATION FOR CERTIFICATION AUDIT

**12.1** An organisation wishing to be assessed to the requirements of this scheme shall make a written application to a UKAS accredited TPCB stating which modules are to be assessed and the

Standards relevant to emergency lighting systems that the organisation requires to be included within their scope of certification. The desired scope of an organisation applying for audit is to be selected from the categories listed in Annex A1.6.1 of this scheme.

**12.2** A separate application shall be made for each operational location involved in certificating 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.

**12.3** 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. It may also be withdrawn if the work of one operational location is seen to consistently sub-standard.

**12.4** 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. The TPCB shall successfully audit the examples of their 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 however under these circumstances the TPCB shall inspect sufficient work as soon as this can be made available.

***Guidance Note for Clause 12.4***
*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. 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 12 months. If 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 if there is no realistic evidence that completed projects will become available within the foreseeable future.*

**12.5** The organisation shall have been actively undertaking the work covered by the scope of its application and for which there is sufficient work to enable a TPCB to determine competence.

**12.6** 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.

**12.7** Any other items that are relevant to the application process and that the TPCB reasonably requires.

## 13 CERTIFICATION AUDIT

The organisation shall make available the following items for audit:

**13.1** Technical reference documents e.g. manufacturer's technical data, product & system standards, and relevant regulations etc.

**13.2** Test instrumentation including relevant calibration records.

**13.3** A list of projects in progress and completed that is representative of the scope of work that has been listed in its application.

**13.4** Specifications, drawings, records, certificates, and reports relating to work in progress and that has been completed over the last 2 years.

**13.5** Organisations with a scope including maintenance shall demonstrate they have a register of those installations where there are ongoing problems 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.

***Guidance Note for Clause 13.5***
*Maintenance tasks may be sub-contracted to other service providers providing those service providers are BAFE certificated companies with the maintenance of emergency lighting systems listed within their scope of certification.*

**13.6** Organisations shall demonstrate to the TPCB that they have in place suitable policies, processes, audits and records etc to ensure that personnel are competent for the work they undertake.

**13.7** Organisations shall provide facilities and shall arrange access for the assessment and provide transport to sites where work is selected for assessment.

**13.8** 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.

**13.9** 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.

**13.10** In addition to the audit of procedures and processes, the TPCB shall review the premises to ascertain whether or not they are adequate for the business being undertaken.

***Guidance Note for Clause 13.10***
*The place of work i.e. the offices and workshops of an organisation certificated to the requirements of SP203-4 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.*

*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 13.11.1.to 13.11.2.*

**13.11** In special circumstances e.g. when organisations are small, the minimum requirements for premises, the following shall apply

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

***Guidance Note for Clause 13.11.1***
*The workplace could 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.*

**13.11.2** The area(s) used as a workplace shall be secured to prevent unauthorised access to important documentation when the area is not occupied 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 AUDIT DECISION

**14.1** On completion of the audit by the representatives of the TPCB, the organisation shall receive an audit report recording any non-compliances and shall agree the time scale for the completion of remedial action.

**14.2** The organisation shall subsequently be advised by the TPCB of its decision as to whether or not certification is to be granted.

**14.3** 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.

## 15 CERTIFICATION OF AN ORGANISATION

**15.1** An organisation may not advertise its services as a Certificated Organisation complying with this scheme until it has been successfully assessed by the TPCB as complying with the requirements of this scheme and is possession of a current assessment certificate and listing by BAFE.

**15.2** The Certificate issued by the TPCB shall specify those modules of work that have been assessed as satisfactory. The Certificate will remain the property of the TPCB and shall be returned, upon request, on cessation of certification for whatever reason. The Certificated Organisation shall, at all reasonable times, make available its TPCB certificate to a representative of the TPCB.

**15.3** On being granted a certificate, the Certificated Organisation undertakes to continue to comply with the requirements of this scheme. The Certificated Organisation shall be eligible to remain certificated provided the company continues to be engaged in the provision of emergency lighting systems.

## 16 SURVEILLANCE AUDITS

The surveillance audits shall comprise of clauses 13.1 to 13.10 together with:-

**16.1** Continued certification is conditional upon the results of surveillance audits. The audits are undertaken to verify that the standard of work carried out together with the implementation of the documented management system by the Certificated Organisation continues to meet the requirements of this scheme. Any non-conformities identified during surveillance activities must be resolved to the TPCB ’s satisfaction within agreed time scales.

**16.2** The frequency of surveillance audits will be:

After approximately 12 months from the certification audit and 12 months thereafter, there shall be surveillance audits that examine, technically, the work from each module covered by the scope of certification.

***Guidance Notes for Clause 16.2***
***a)*** *While the clause implies the minimum surveillance audit requirement is one visit per 12 months, it is recognised that this may have to be split into several shorter visits during the 12 month period 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.*
***b)*** *It is recognised that the stated objectives for surveillance audits can be effectively achieved by means of sampling techniques providing the TPCB effectively manages the sampling frequency.*
*If during a surveillance audit the TPCB discovers adverse trends it may carry out a special 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.*

**16.3** 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-compliances by the agreed date, it shall suspend the organisation's certification 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. If the organisation fails to achieve this, the TPCB shall withdraw certification.

**16.4** 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.

## 17 CHANGES TO REGISTRATION DETAILS

**17.1** 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.

**17.2** 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 quality management system. In addition the TPCB shall be informed of the change within 30 days of it taking place.

**17.3** Where, in the opinion of the TPCB, changes within the organisation are such that the conditions under which certification was granted are significantly affected, the TPCB may decide that a new application for certification is required.

**17.4** The Certificated Organisation shall be advised that at any time the TPCB has the authority to grant, maintain and reduce the categories and, subject to appeal, cancel the certification.

**17.5** 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 1**
**Certificates and other formal documentation relating to the scheme**

Information to be included in certificates and other documentation required by this 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 deviations is attached to the Certificate or an explanation of why such a list is not attached;
e) a statement declaring that the module has been successfully completed in accordance with the relevant requirements of the BAFE Industry Scheme, SP203-4.

**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, eg NM3 against which the commissioning has been undertaken;
c) all agreed deviations 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, dependant 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 Certificate

The report and/or certificate if relevant, issued by the organisation responsible for the maintenance shall include at least the following information:

a) details of the work undertaken;
b) period of maintenance covered by the certificate;
c) a statement of when the next maintenance is due to take place;
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 emergency lighting system is installed;
c) the applicable standard or code and the type of system e.g. BS 5266-1;
d) type of premises e.g. industrial;
e) the date on which the system was handed over;
f) 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 A 2.5 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 758$^{th}$ 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 SP203-4 Certificated Organisation's Letterhead

2 On an SP203-4 Module Certificate

3 On an SP203-4 Certificate of Modification

4 On an SP203-4 Certificate of Compliance

5 On an SP203-4 Commissioning Certificate

6 On an SP203-4 Maintenance Certificate

Use of the BAFE Logo is **not permitted** on the following:

7 On a certificated company’s Maintenance Report.

**A1.6** Information related to the scheme

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

The following titles 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 emergency lighting systems for buildings
A1.6.1.2 The installation of emergency lighting systems for buildings
A1.6.1.3 The commissioning and handover of emergency lighting systems for buildings
A1.6.1.4 The maintenance of emergency lighting systems for buildings

**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 A1.6.1.4

- BS 5266-1: Code of practice for the emergency lighting of premises.
- BS 5266-7 Lighting applications – Emergency lighting.
- BS 5266-8 Emergency escape lighting systems
- BS 5266-10 Guide to the design and provision of emergency lighting to reduce the risks from hazards in the event of the failure of the normal lighting supply
- BS 7671 Requirements for electrical installations – IEE Wiring Regulations
- BS EN 62034 Automatic test systems for battery powered emergency escape systems.
- BS EN 60598-1-22+A2 Luminaires. Particular requirements. Luminaires for emergency lighting
- BS EN 1838 Lighting applications. Emergency lighting
- BS EN 50172, BS 5266-8 Emergency escape lighting systems
- ICEL 1004 Requirements for the Re-engineering of Luminaires for Emergency Lighting Use

## Annex A1.7

## BAFE Scheme Information Statement

To be supplied to the client at the time of issuing a BAFE Certificate of Compliance

**Modular Scheme SP203**

**FIRE PROTECTION INDUSTRY SCHEME FOR EMERGENCY LIGHTING SYSTEMS.**

BAFE, Bridges 2,The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH
Telephone: 0844 335 0897; E-mail: info@bafe.org.uk; Internet: www.bafe.org.uk

This scheme permits companies involved with one or more of the following:

**design, installation, commissioning, handover and maintenance**

of Emergency Lighting to become third party certificated and BAFE listed as a recognition of their competence to undertake their scope of work. By so doing, the certificates issued by these companies on completion of their work will give the client and relevant regulating authorities e.g. Fire Authority and Building Control, confidence that the work has been correctly undertaken. Depending upon the specification for the system, relevant matters relating to the safety of occupants of the buildings and the assets within the buildings will have been taken into account. The indications of the delivery of the work to the required specification will be:

a) certificates or similar documentation for the relevant work modules,
b) a comprehensive System Commissioning Certificate and,
c) providing all work has resulted in the issue of module certificates (retrospectively if necessary), and the project has been finally verified, the BAFE Certificate of Compliance for the overall installation.

BAFE is a non profit making organisation that brings together all major interest groups involved in the testing and certification of products and services associated with active fire protection systems. These organisations include Government, the Fire Service, building control authorities, insurers, users, testing and certification bodies, the fire protection industry, and trading standards.

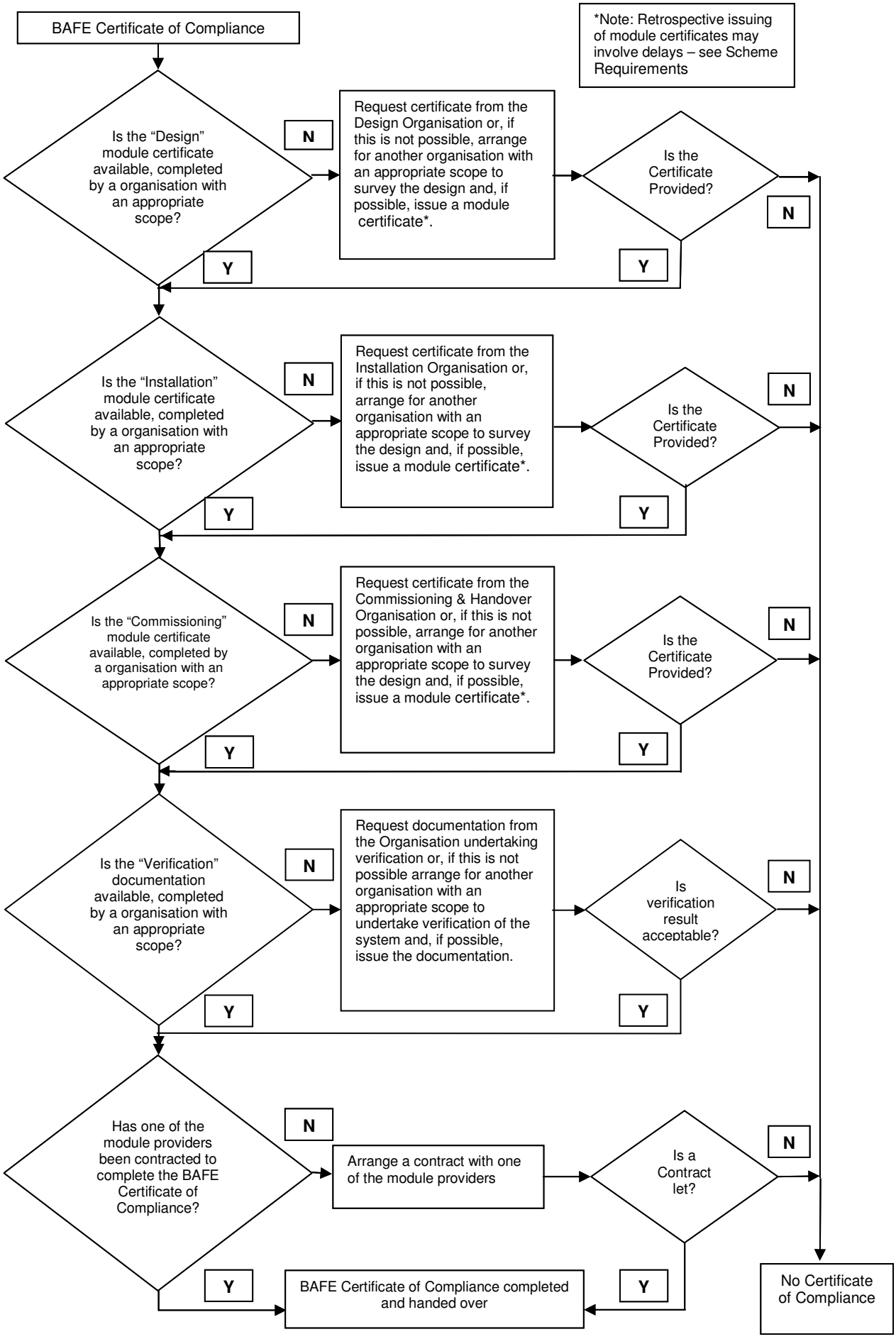
The Third Party Certification Bodies operating this Scheme are accredited by UKAS to BS EN 45011 "General requirements for bodies operating product certification systems." They recognise that the competence of contractors is essential for the reputation of the industry and for ensuring the safety of occupants and the assets within the premises protected by the installation.

Each of the contractors has satisfied their Third Party Certification Body that they have the competence to undertake work within their defined scope and have effective quality management procedures in operation.

The contractors detailed on the BAFE Certificate of Compliance certify that they have discharged their responsibilities in accordance with the relevant conditions of this Industry Scheme.

The BAFE Certificate of Compliance is effective from the date of signature, however subsequent changes to the system may require a new certificate to be issued after completion of alterations. The system will also require ongoing maintenance if the system and the BAFE Certificate of Compliance are to remain effective. It is recommended that the maintenance, and any alterations, are undertaken by contractors certificated to this BAFE Scheme.

## Annex A1.8 PROCESS MAP FOR THE PROVISION OF A BAFE CERTIFICATE OF COMPLIANCE



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

## Annex A 2.1

SP203 Part 4

**TPCB LOGO**

TPCB's Certificate Designation Information

# CERTIFICATE OF COMPLIANCE

# - EMERGENCY LIGHTING SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Emergency Lighting 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 Emergency Lighting 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 Deviations 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 SP203-4 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 Type of Premises** | |
| | | |
| | **4.4 Is this a new system or an extension of an existing system?** | |
| | | |
| | **4.5 Has a list of deviations been agreed ?** | |
| | | |
| **Part 5** | **5.1 Design Organisation** | **5.4 Verifying Organisation** |
| | **5.2 Installation Organisation** | **5.5 Handover Organisation** |
| | **5.3 Commissioning Organisation** | |
| | | |
| **Part 6** | **Date of Handover of the system** | |

We, being currently an XXXX 'Certificated Firm' in respect of Emergency Lighting 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 SP203-4 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
Telephone: 0844 335 0897; E-mail: info@bafe.org.uk; Internet: www.bafe.org.uk

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

SP203 Part 4

**TPCB LOGO**

TPCB's Certificate Designation Information

# MODULE CERTIFICATE – (for design or for installation)

# OF AN EMERGENCY LIGHTING SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Emergency Lighting 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 Emergency Lighting 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 SP203-4 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 Type of Premises** |
| | |
| | **4.4 Is this a new system or an extension of an existing system?** |
| | |
| | **4.5 Has a list of deviations been agreed ?** |
| | |
| **Part 5** | **Date of Module completion** |
| | |
| | |
| | |
| | |

We, being currently an XXXX 'Certificated Firm' in respect of Emergency Lighting 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 SP203-4 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

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

SP203 Part 4

**TPCB LOGO**

TPCB's Certificate Designation Information

# MODULE CERTIFICATE – COMMISSIONING & HANDOVER

# OF AN EMERGENCY LIGHTING SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Emergency Lighting 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 Emergency Lighting System of the type described in Part 4 of the Schedule. This Module Certificate should be read in conjunction with the *Agreed List of Deviations* 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 SP203-4 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 Type of Premises** |
| | |
| | **4.4 Is this a new system or an extension of an existing system?** |
| | |
| | **4.5 Has a list of deviations been agreed ?** |
| | |
| | **4.6 List of non approved products.** |
| | |
| **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 Emergency Lighting 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 SP203-4 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

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**Annex A 2.4**

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

SP203 Part 4

**TPCB LOGO**

TPCB's Certificate Designation Information

# CERTIFICATE of MAINTENANCE

# OF AN EMERGENCY LIGHTING SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Emergency Lighting 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 Emergency Lighting 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** |
| | **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** |
| | |
| | **Period of maintenance covered by this certificate** |
| | |
| | **Any other relevant comments** |

We, being currently an XXXX 'Certificated Firm' in respect of Emergency Lighting 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 SP203-4 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

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**Annex A 2.5**

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

SP203 Part 4

**TPCB LOGO**

TPCB's Certificate Designation Information

# CERTIFICATE of MODIFICATION

# OF AN EMERGENCY LIGHTING SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Fire Emergency Lighting 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 Emergency Lighting 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 SP203-4 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 deviations from the recommendations of BS5266-1 and current amendments** |
| **Part 5** | **Date of completion of the modification** |

We, being currently an XXXX 'Certificated Firm' in respect of Emergency Lighting 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 SP203-4 Certification Scheme in respect of such a system. Note: If more than one SP203-4 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 a BAFE SP203-4 Certificate of Compliance issued on the successful completion of an entire Emergency Lighting 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

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