



Security.Improved

Regulations for NSI Approved Companies Annex 1: Definitions

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Annex 1

Regulation A.1

A.1 Definitions

A.1.1 'Adjudicator' means the person appointed by the chairman of the Certification body to make decisions or recommendations on appeals made under regulation 5.9 or on matters the Certification body refers to them under regulation 5.6.1j. The term 'adjudicator' includes any deputy adjudicators the chairman appoints. The adjudicator will not have any significant financial interest or other interest in the fire, security and related facilities management sectors. The chairman will have the power to appoint the adjudicator for as long as he considers appropriate and can remove any adjudicator from the role at any time.

A.1.2 Appeal Deposit means the sum of money you will send us when you appeal to the adjudicator.

A.1.3 'Cancelling NSI approval' means ending NSI approval for a minimum period of time set by the Certification body.

A.1.4 'Certification body' means Insight Certification Limited.

A.1.5 'Company' means a sole trader, partnership, limited liability partnership, incorporated company, corporation, public authority, local authority or any other organisation.

A.1.6 'Customer' means any person, people or organisation for which a service provider provides fire and/or security and/or related facilities management services.

If a service provider and another company are members of a group and the service provider provides fire, and /or security and/or related facilities management services to the other company, we consider the other company to be a customer of the service provider.

If a service provider provides fire and/or security and/or related facilities management services in connection with its own business activities (sometimes known as 'in-house' services), we consider the service provider to be its own customer.

A.1.7 'Directive' means a notice the Certification body issues (in any form such as hard copy or electronic) to NSI-approved companies generally or to NSI-approved companies of a particular scope or level.

A.1.8 'Facilities management services' means the management of services that relate to the function and / or operation of a building and/ or its estate; related facilities management services means facilities management services of which at least one or part is fire and/ or security related.

A.1.9 'Fire detection and alarm system' means an electrical or electronic system used to detect fires and to raise an alarm once it has detected a fire.

- A.1.10 'Fire, security and related facilities management sector' means the ¹fire-safety industry and the security industry or either one of them. The term 'fire-safety industry' includes the fire-safety systems sector of the fire-safety industry; the term 'security industry' includes the security systems sector and the services sector of the security industry. The term related facilities management means the management of services that relate to the function and/or operation of a building of which at least one is security and/ or fire related.
- A.1.11 'Fire, security and related facilities management services' means fire-safety services, fire-safety system services, fire risk assessment services, security services, security system services, related facilities management services or any one or more of these services.
- A.1.12 'Fire Risk Assessment' means providing Life Safety Fire Risk Assessments for others.
- A.1.13 'Fire-safety system installation' means a fire detection and alarm system or a fixed fire-suppression system.
- A.1.14 'Fixed gaseous fire-suppression system' means a fixed (non-portable) engineering system used to put out fires or prevent them from spreading.
- A.1.15 'Gate and barrier system' means a powered gate or traffic barrier primarily intended for use by vehicles but which may be accessed by pedestrians.
- A.1.16 'Group' – see 'Member (or members) of a group' below (regulation A.1.19 in this Annex).
- A.1.17 'Key managers' means the members of the board of directors, the senior managers and the managers responsible for screening employees, together with the qualifying managers, the senior qualifying managers, the executive managers and the nominated designers. The terms 'qualifying manager', 'senior qualifying manager', 'executive manager', 'nominated designer' and 'validator' are defined in the relevant NSI approval criteria or scheme requirements.
- A.1.18 'Limited NSI approval' means any limited, restricted, conditional, provisional, probationary or temporary form of NSI approval. The limits, restrictions and other conditions are set by the certification body, which may, from time to time, change how these are described.
- A.1.19 'Member (or members) of a group' means a company which is:
- a) an incorporated body that is the holding company or subsidiary company (as defined in section 1159 of the Companies Act 2006) of any other company;
 - b) an incorporated body of which the people entitled to exercise 50% or more of the voting rights (whether in their own right or through nominees) for that body are also entitled to exercise 50% or more of the voting rights of another incorporated body;
 - c) an incorporated body entitled to exercise 50% or more of the voting rights for another incorporated body (whether in its own right or through nominees), or a person or an incorporated body that owns 50% or more of the shares in another

¹ All reference to fire-safety in this document includes emergency lighting.

- incorporated body or who is entitled to appoint or remove the majority of the directors of another incorporated body;
- d) an incorporated body of which 50% or more of the board of directors (or other governing body) is made up of the same person or people (who together are defined as a 'person' within the meaning given below) or are 50% or more of the board of directors (or other governing body) of another incorporated body;
 - e) a firm (whether this is an individual person doing business as a sole trader or two or more people or incorporated bodies working in partnership) which works in association or partnership with one or more incorporated bodies or with another firm (or both); or
 - f) an incorporated body doing business in association or partnership with one or more individual people, with one or more individual people and another incorporated body, or with one or more other incorporated bodies.

We will consider any company in any association of businesses involving any one or more of the above as a member of the same group. Any variation not covered above will be reviewed on its own merits.

When used in the regulation above, 'person' or 'people' also means the husbands, wives, civil partners, partners, parents, grandparents, step-parents, brothers, sisters, nieces, nephews, children, stepchildren, adopted children, uncles, aunts, cousins, or any of their husbands, wives, civil partners or partners, of that person or those people.

- A.1.20 'NSI approval' means approval we grant (using the name NSI) for companies that provide fire, security and related facilities management services.
- A.1.21 'NSI approved company' means a service provider holding NSI approval granted under the NSI rules.
- A.1.22 'NSI medal' means a flat piece of metal with the NSI name, the NSI logo or part of the NSI logo stamped on it. NSI approved companies can buy an NSI medal from us.
- A.1.23 'NSI rules' means the regulations that apply to NSI approval (also known as the 'NSI regulations'), NSI approval criteria, NSI codes of practice, NSI quality schedules, NSI technical bulletins, NSI special bulletins, technical requirements, directives about NSI approval we publish from time to time, and the British, European, or International Standards that apply.
- A.1.24 'Security system installation' means a fixed (non-portable) electrical or electronic system used as a CCTV system, a system to control access to a building, or a system to raise the alarm against intruders and hold-ups. This term also refers to temporary electrical or electronic systems used in the provision of scaffolding security.
- A.1.25 'Service provider' means a company involved (or previously involved) in the fire, security and related facilities management sector as a provider of fire, security and related facilities management services, either as a contractor or only in connection with the service provider's own business activities.
- A.1.26 'Suspending NSI approval' means ending NSI approval:

- a) for a fixed period of 12 months or less set by NSI. Notice will be given of how long this period will last; or
- b) until NSI is satisfied the service provider whose NSI approval has been suspended has put right its organisation and has taken effective action to make sure it does not and will not break the NSI rules again in the future.

Should NSI suspend an approved company NSI reserves the right to instruct the relevant service provider to remove any logos, references or any other claims of NSI approval. NSI reserves the right to inform relevant stakeholders and/or interested parties such as police forces issuing Unique Reference Numbers (URNs).

A.1.27 'We', 'our' and 'us' mean Insight Certification Limited, the certification body.

A.1.28 'You' means a service provider who is applying, or has already applied for NSI approval under the NSI rules.

A.1.29 The headings in the Regulations are inserted for convenience only and shall not affect their construction.

A.1.30 Unless the context otherwise requires, a reference to one gender shall include a reference to the other gender and words in the singular include the plural and in the plural include the singular.