Please complete and return this Annex with the Application Form

This form is confidential when completed

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| **Annex for Fire Systems SP203-1/SP203-3 approval** | **Annex E** |
| 1 Name of applicant company |       |
| 2 Scheme - Please select the scheme you are applying for |  |
| 3 Management (the responsible management for fire systems) |
| 3.1 Senior Qualifying Manager(s) /Executive Manager(s) |       | Experience (years) |       |
| 3.2 Qualifying Manager(s) |       | Experience (years) |       |
| 3.3 Nominated Designer(s) |       | Experience (years) |       |
| **Qualifying Manager:** You need to have suitably experienced managers, known as "qualifying managers". These are the people within your company who are responsible for the security systems side of the business and for the overall business and financial management of the business. This includes being responsible for all the work and service provided by any sub-contractors The number of qualifying managers you need will depend on the size of your company and on the nature and extent of your company’s security systems operations. A qualifying manager is normally expected to have **at least three years' relevant experience** in a management or supervisory capacity in electronic security systems. *(for more information refer to the NSI Criteria)***Nominated Designer(s):** The person(s) within an organisation that has the competence and authority to sign of the design element.**The people listed here must complete the Fire Industry Competence Form (FSF 452) provided.** |
| 4 Type of SP203 Approval Note: Please indicate the class of standard to be approved for the applicant company completed in the last 12 months (excluding takeovers) |
| Fire Detection and Alarm | [ ]  |
| Standard | Number installed in last 12 months |
| BS 5839 Part 1 |       |
| BS 5839 Part 6 |       |
| HTM05-03 |       |
| List any others |       |       |
| **Total** |       |
| Gaseous Fire Suppression Systems | [ ]  |
| Class of system | Number installed in last 12 months | Class of system | Number installed in last 12 months |
| BS EN 15004-1 |       | BS EN 15004-8 |       |
| BS EN 15004-2 |       | BS EN 15004-9 |       |
| BS EN 15004-3 |       | BS EN 15004-10 |       |
| BS EN 15004-4 |       | BS 5306-4 |       |
| BS EN 15004-5 |       | BS 6266 |       |
| BS EN 15004-6 |       | BS 7273 Part 1 |       |
| BS EN 15004-7 |       | **Total** |       |
| Indicate which module(s) are required to be approved |
| Module 1 - Design | [ ]  | Module 2 - Installation | [ ]  |
| Module 3 – Commissioning & Handover | [ ]  | Module 4 - Maintenance | [ ]  |
| 5 Level of trading |
| 5.1 Total number of Fire Detection & Alarm Systems/Gaseous Fire Suppression Systems installed by the applicant during the last 12 months(Please do not include takeovers) |       |
|  Maintenance agreements | Fire detection | Fire suppression |
| 5.3 Approximate numbers of the total given in 5.1 above covered by current maintenance arrangements |       |       |
| 5.4 Approximate numbers of any other systems under a current maintenance agreement which were taken over from other companies |       |       |
| 5.5 Area of Installations – indicate the radius in miles of the majority of installations located near to your office location. |       |       |
| 5.6 List the test equipment provided for use by engineers (e.g. multi-meter, insulation resistance tester, sound pressure level meter, etc.) |
|       |
| 6 Service support cover |
| 6.1 Describe service support capability for all classes for which approval is being applied - for Fire Alarms & where applicable this should include arrangements for 24-hour cover |
|       |
| 7 Fire system information Fire Detection and Alarm Systems / Gaseous Fire Suppression Systems |
| 7.1 Types of Alarm Systems `Give a breakdown of the systems installed within the last 12 months |
| 7.1.1 Audible only |       | 7.1.2 Remote signalling |       |
| 7.1.3 Non-addressable systems |       | 7.1.4 Addressable systems |       |
| 7.1.5 Gaseous fire suppression |       |  |
| 7.2 Alarm Receiving Centre (ARC) Give names and addresses of ARCs being used for remote signalling systems. Note: NSI approved companies may only contract with NSI approved ARCs. |
|       |
| 7.3 Alarm Equipment |
| 7.3.1 Please confirm that you use 3rd Party Certificated equipment in accordance with BAFE SP203-1 Clause 7.4.1 |  |
| 8 Staff |
| 8.1 Describe the training given to employees |
|       |
| 8.2 List any training courses attended by staff in last 2 years |
|       |
| 8.3 Describe systems used to communicate with your staff when they are working away from the office |
| 8.3.1 Normal working hours |       |
| 8.3.2 Other times |       |
| 9 Documentation |
| 9.1 Confirm that you possess, have read & understood the current NSI Regulations, Criteria for Recognition, Codes of Practice and the relevant BAFE SP203 scheme document applicable to the type of approval being applied for. |  |
| 9.2 Confirm that you possess the current issue of BS 7671 (also known as IET Wiring Regulations). |  |
| 9.3 Do you have access to the current issue of all relevant International, European, British and other Standards relating your approval class and scope of activity? |  |
| 9.4 Indicate whether any/all records are kept on a computer system (indicate the name of the software program – e.g. Cash Alarm Master, Excel spreadsheet) |
|       |
| 9.5 Do you issue system documentation in accordance with the relevant British Standard and/or Code of Practice? |  |
| 9.6 Confirm that a System log book is issued |  |
| 9.7 Other Documentation – Do you issue and maintain the following type of system records? |
| 9.7.1 System Record (as fitted drawing) |  |
| 9.7.2 Record of each preventive maintenance visit |  |
| 9.7.3 Record of each corrective maintenance visit |  |
| 9.7.4 Record of temporary disconnection |  |
| 9.8 Fire Gold applicants only Please confirm that you have a documented Quality Management System that meets the requirements of BS EN ISO 9001, NSI Quality Schedule FSQS121 and the relevant BAFE Scheme document and which includes the following:* Process Descriptions/flowcharts
* Mandatory and any additional procedures
* Other relevant documentation such as working instructions, example forms, quality records, engineer’s worksheets, document control records, etc.

This must be available at the time of the initial audit.*Please note: Prior certification to BS EN ISO 9001 is not required as this will be included as part of your NSI audit.* |  |
| 9.9 Fire Silver applicants only Please confirm that you have documented operating procedures that meet with the requirements of the relevant BAFE scheme document. This must be available at the time of the initial audit. |  |
| DECLARATION |
| We confirm that the information provided in this Annex is accurate. |  |
| To be signed by the proprietor – or all partners in the partnership – or a director authorised to sign on behalf of the limited company. |
| Signature | Print name | Date |
|  |       | Click here to enter a date. |
|  |       | Click here to enter a date. |
|  |       | Click here to enter a date. |

**Thank you for completing this form**

**Please use the checklist on this page**

**Please submit this form by email to:** **applications@nsi.org.uk** **or your NSI Head Office contact**

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| **Fire Systems SP203-1/SP203-3 application checklist****Please submit these documents with your application** |
|  | **Submitted** | ***NSI office use*** |
| Completed Application Form | [ ]  |  |
| Completed Annex Form E | [ ]  |  |
| Application Fee - Please ask NSI for a quotation | [ ]  |  |
| Personal Data Forms For Directors, Partners, and Shareholders (with 10% or more of the shares).Note: If your company is Stock Exchange listed (or is a subsidiary of a Stock Exchange listed company), ask the NSI office for details of which individuals need to fill in these forms. | [ ]  |  |
| Fire Industry Competence FormFor Senior Qualifying Managers, Qualifying Managers and Nominated Designers. | [ ]  |  |
| The following document is required for new applications only, not normally required when extending the scope of an existing approval. However, NSI reserves the right to request additional data at any time. |
| Finance Limited companies and PLCs: NSI reserves the right to request statutory accounts during the application process.If you are a Sole trader or partnership, please submit a full set of properly prepared accounts (to include Profit and Loss and Balance Sheet) for the last 3 years (which would cover a 4 year period by showing comparative figures). If you have traded for less than 4 years, the following should be submitted:* For Gold applications, a minimum of 2 years' accounts.
* For Silver applications, a minimum of 1 year's accounts and 1 year projected figures to include profit & loss and balance sheet.
* Newly incorporated companies, a 2 year business plan to include profit & loss and balance sheet; a letter of comfort is optional.

Note: A model business plan, with notes, is available through NSI Support Services Ltd. upon request | [ ]  |  |