



BAFE SP203-1 Scheme Assessment Guidance

The purpose of this guidance is to assist you in preparing for your assessment

1. Preparation for the Assessment

The Assessor may attend your contracting office, alternatively the management system audit may be completed remotely: through submission of evidence, conversation via voice / video calls and document reviews. The Assessor will review your office systems, plant and equipment to ensure it is appropriate to the range and scale of work that your business carries out. The Primary Contact will need to be present for the opening and closing meetings of the Assessment.

The qualified Lead Individual(s) and/or Designer will be required to be present throughout the assessment and accompany the Assessor to the site(s) selected for assessment.

The Assessor will select sufficient (usually 1 to 3) samples of work reflective of the range, scale and scope of work undertaken by your business to assess.

The Assessor will select sites that are ideally within 30 minutes travelling distance from your contracting office address and accompany the Lead Individual(s) and/or Designer to each of the sites selected. The following arrangements will need to be made.

- A representative sample of works that the business has completed since the last assessment. The Assessor may look at one job in progress
- Access to the fire detection and/or fire alarm systems, with all applicable certification and/or site records for each site/premises
- Suitable transport to each site/premises
- Suitable equipment (hand tools, step ladder, PPE etc.) to access the installation

Where it is not possible to complete the assessment in the allocated time, a further assessment will be required to demonstrate your businesses compliance with the scheme. A fee may be payable for any such additional assessments. To enable your business to gain the most benefit from the assessment, and for the assessment process to be successfully completed as quickly as reasonably possible, it is important that you are fully prepared and have the following available:

2. Technical Reference Documents

Your Assessor will review the technical reference documents that your own business utilises, to ensure that they are appropriate to the range and scale of work you undertake. You may need access to the latest edition of the following reference documents:

- a. BAFE SP203-1 Competency Scheme Document
- b. BS 5839-1 Fire detection and fire alarm systems for buildings – Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises
- c. The Electricity at Work Regulations 1989 - Guidance on Regulations (HSR25)

- d. Building Regulations, Approved Document B Volume 2: Buildings other than dwellings (if performing works in England)
 - e. Building Regulations, Approved Document B Volume 2: Buildings other than dwellings (if performing works in Wales)
 - f. Building Standards, Technical Handbook (Non-Domestic) (if performing works in Scotland)
 - g. Building Regulations, Technical Booklet E (Fire Safety) (if performing works in Northern Ireland)
 - h. Any other legislation, code of practice and publication that is deemed necessary by the Certification Body
 - i. Scheme Document BAFE SP203-1
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3. Test Instruments & Leads

Your business must have an adequate number of serviceable test instruments and test leads appropriate to the range and scale of work you undertake.

A sample of this equipment must be available to the Assessor during your assessment. They will then need to be taken and used during the on-site assessment by the Lead Individual to demonstrate testing and safe isolation procedures.

As a minimum, the business will need to have one or more instruments that can test the following:

- Voltage Indication
- Continuity
- Residual Current Devices (RCDs)
- Insulation Resistance
- Earth Fault Loop Impedance

The Assessor will also need to ensure that you are maintaining the accuracy and consistency of test instruments used for certification and reporting.

A 'Test Instrument Accuracy Record' template example and guidance can be downloaded [here](#).

4. Insurance

The Assessor will need to see evidence your business has maintained and has current Public Liability Insurance at your assessment, which must be a minimum of £2 million cover - appropriate to the risk, nature, scope and scale of work undertaken.

Please note: it is Public Liability Insurance, not Employer's Liability Insurance, the Assessor will check – this does not mean that you may not require Employer's Liability Insurance, where appropriate.

Insufficient Public Liability Insurance will prevent a site assessment being carried out. This could be insufficient financial cover, business name(s), address etc.

Where you undertake Fire Alarm and Detection System design activities Professional Indemnity to a minimum of £250k will be required.

NICEIC Insurance Services offer NICEIC certified business's 10% discount on contractor insurance, a free, no obligation business insurance Health Check and highly competitive rates - Visit our [insurance website](#).

5. Records of Complaints

Every business is required to maintain a log of any complaints made about the technical standard of work they have undertaken, along with the remedial action taken. This log will need to be made available to the Assessor during your assessment.

An example complaints record can be downloaded [here](#).

6. Health & Safety

Evidence that your business has Health and Safety policies and procedures and safe isolation procedures, including risk assessments where applicable, to ensure all activities are conducted safely, must be demonstrated to the Assessor.

We are committed to safety. It is paramount that Health and Safety procedures are observed at all times during the assessment.

7. List of Work

A detailed list of all work completed under the business's trading title since the last assessment, and all work in progress, will need to be made available to the Assessor.

8. Process System Evidence

In order to demonstrate how you have complied with the requirements of BAFE SP203-1 and the associated scheme standards the Assessor will need to review the following certificates and reports during your assessment:

- A sample of Modular and Compliance certificates issued since your last assessment
- Internal audits
- Competence records
- Complaints/defects investigation
- Technical documentation (register and communicated access)
- Sub-contractors management
- Test Instrument accuracy / calibration system

- Requirements of the current edition of the Regulations with regards to work undertaken

The business's policies and procedures will be assessed against the requirements of the management systems section of the BAFE scheme document. This will include a review of your procedures, management structure, relevant procedures and competency records.

9. The Assessment

Programme time	Assessment activity	Specific items
At agreed start time	Introductions/Opening meeting	Present for the meeting will be the Assessor, Lead Individual(s) and Primary Contact and where applicable Designer.
Office Assessment	Complete review of scheme criteria	Assessment of: <ul style="list-style-type: none"> • Qualifications • Insurance • Technical Reference Documents • Complaints Log • Health & Safety Policy Statement • Risk Assessments (as appropriate) • Safe Isolation and Re-energisation of Installation Procedures • Test Equipment • Modular and Compliance Certificates & Reports • Test Instrument Accuracy System • Systems for notifying work • Qualifications, training, experience & CPD of competent person(s) • Employed person competence and supervision
Site Assessment	Assessment of sample sites selected by Assessor	Site assessments of representative examples of work undertaken by your business, to see how you have been interpreting and applying the requirements of BAFE SP203-1 and other related Codes of Practice and British Standards. You will need to demonstrate safe isolation and re-energisation, competence in inspection and testing, including use of instruments, interpretation of results and completion of certification and adequacy of supervision.
Final Undertaking	Close out meeting	Closing meeting with Lead Individual(s) and Primary Contact

10. Assessment Outcomes

The assessment report will indicate the outcome of the assessment and make one of the following recommendations to our Head Office for validation:

- **Compliant** – Certification will be recommended if the business is compliant with the scheme requirements
- **Evidence required** – Evidence must be provided to confirm that all non-compliances, as recorded on the report, have been remedied
- **Reassessment required** – One or more major noncompliances were recorded at the assessment. A reassessment is necessary to confirm that adequate procedures have been put in place to prevent non-compliances occurring and to check all non-compliances noted at the original assessment have been remedied
- **Additional assessment required** – Further assessment time required possibly due to range, scale and scope of works carried out or additional competence assessment time

11. Assessment Checklist

As part of the assessment process NICEIC will assess a number of areas to ensure the business is managing work effectively, these areas are detailed as follows:






- BS 5839 - Fire detection and fire alarm systems for buildings. Code of Practice for design, installation, commissioning and maintenance of systems in non-domestic premises
- Additional technical documents (as required)
- Suitable Test Instruments (where required)
- £2 million public liability insurance
- Professional Indemnity Insurance (if applicable)
- Complaint log and associated evidence
- Health & Safety Policy & Procedures and Risk assessment(s) as appropriate
- Safe isolation re-energisation of installation procedures
- List of all work completed since last Assessment
- List of all work in progress
- Compliance and/or Modular certificates issued since last assessment
- Fire Alarm Design, Installation and Commissioning Certificates issued since last assessment (if applicable)
- Evidence of design records for each project
- Test Instrument Accuracy System
- Systems for notifying work
- Qualifications, training, experience & CPD of competent person(s)
- Competence and supervision records

For more information or to access any of our services contact us now:

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