

BAFE SP203-1 CERTIFICATION SCHEME

ASSESSMENT CHECKLIST

This pre-assessment checklist has been designed to help applicants to interpret and be fully prepared for the assessment visit. Please take time to review each of the BAFE SP203-1 scheme clauses and requirements and make sure that you are satisfied that you have answers and where necessary, documentary evidence to show to the Assessor. In working through the document you might find it useful to use the 'Evidence Available' column to indicate how you have met the requirements.

To access the latest version of the BAFE SP203-1 scheme document and the guidance for schemes (SG1) document please visit www.bafe.org.uk

	General	Evidence Available
NICEIC Scheme Rule 4, 5 & 6	A minimum of 2 projects, with all relevant documentation and certification are available for review. The projects include work carried out by the organisation covering the scope of certification applied for i.e. design, installation, commissioning and maintenance. Access to the project sites has been confirmed with the customer and they understand the depth of testing and inspection required by the assessment. Sites are within 30 minutes travelling time of the office.	<input type="checkbox"/>
NICEIC Scheme Rule 4, 5 & 6	A Principal Duty Holder, Sufficient Designer(s) and Key Responsible Person(s) are in place and will be available as required throughout the assessment.	<input type="checkbox"/>
BAFE Scheme Clause 12 (12.1-12.10) & SG1	Module 1 - System Design This section is only applicable to businesses who are wanting design to be within the scope of their certification.	<input type="checkbox"/>
BAFE Scheme Clause 13 (13.1-13.8) & SG1	Module 2 - Installation This section is only applicable to businesses who are wanting installation to be within the scope of their certification.	<input type="checkbox"/>
BAFE Scheme Clause 14 (14.1-14.11) & SG1	Module 3 - Commissioning and Handover This section is only applicable to businesses who are wanting commissioning and handover to be within the scope of their certification.	<input type="checkbox"/>
BAFE Scheme Clause 15 (15.1-15.15) & SG1	Module 4 - Maintenance This section is only applicable to businesses who are wanting maintenance to be within the scope of their certification.	<input type="checkbox"/>
BAFE Scheme Clause 16 (16.1-16.11) & SG1	System Verification Organisations wishing to undertake Verification will need to have Design included within their scope of certification.	<input type="checkbox"/>

<p>Clauses 10 & 18 (10a-10n & 18.2)</p>	<p>Management Systems It is a scheme requirement that businesses have a documented management system (Business Operation Manual). The management system shall include the items details within the section as a minimum.</p>	<input type="checkbox"/>
<p>Clause 6 (6.1-6.6) & SG1</p>	<p>Certification Audit All applicants shall have available for assessment the items listed in this section.</p>	<input type="checkbox"/>