

# **BAFE SP203-1 SCHEME**

## **SUPPLEMENTARY CRITERIA**

### **INTRODUCTION**

This document details NICEIC's supplementary requirements that NICEIC utilises in the management and execution of the BAFE SP203-1 Fire Detection and Fire Alarm Systems Scheme. This document should be read in conjunction with the latest version of the BAFE SP203-1 scheme document which forms the majority of the assessment requirements of the scheme. The criteria detailed within this document must be met by any organisation certified by NICEIC.

### **WORK ACTIVITIES**

You must only undertake work activities for which you are certified, for example, organisations certified for installation only, are not permitted to undertake design, commissioning, and maintenance work activities. Should it come to the attention of NICEIC that your organisation is undertaking work activities that are outside the scope of your certification then we will request that you schedule an audit to extend the scope of your certification to align with the activities being undertaken within 90 days. Failure to schedule an extension to scope audit may result in your certification being suspended until such a time that you are certified for all modules that align to the work activities being offered by your organisation.

### **PAYMENT**

In order for us to schedule your surveillance audits we must be in receipt of cleared funds 2 months prior to your assessment due date or have a direct debit in place for us to take payment on a monthly basis. Should you not make payment within this timescale and your surveillance assessment becomes more than 30 days overdue then your certification may be suspended and your organisation removed from the BAFE register.

### **KEY PERSONNEL**

NICEIC recognise a position being held as Principal Duty Holder. This person can be a non-technical individual but is the person who holds overall responsibility for the organisation and as such this position is normally held by the Managing Director of the organisation. In addition to the Registered Designer as detailed within the BAFE Scheme, NICEIC also recognises the following positions. Persons holding these positions must be named individuals and listed within your register of competent persons in accordance with BAFE SP203-1, 18.2:

- Qualified Supervisor - Installation
- Qualified Supervisor - Commissioning
- Qualified Supervisor - Maintenance

Should your organisation wish to utilise a person other than the Registered Designer for system verification in accordance with BAFE SP203-1, 16.3 then this person must be assessed for design competence by means of a separate chargeable assessment. Any such individual must be listed as System Verifier within your register of competent persons. For the avoidance of doubt a single individual may hold more than one or all of the positions detailed above. It is essential that all relevant key personnel are available throughout any certification and/or surveillance audit, which will include any site based assessment of work.

### **NOTIFICATION OF CHANGES TO KEY PERSONNEL**

Should there be any changes to key personnel then you must notify NICEIC in writing or email within 30 days of the change taking place. Should you have a surveillance audit that is due within 90 days of the change of personnel then we may assess new personnel as part of the forthcoming surveillance audit. If the change of personnel is made at such a time when a surveillance audit is not due within 90 days then, a separate audit will be required which will be subject to an additional charge.

Should we find that any replacement personnel are not suitable to hold position then certification may be suspended or withdrawn until such a time that a suitable replacement is deemed competent by means of assessment.

### **REGISTERED DESIGNERS**

In instances where an organisation has more than one Registered Designer each additional Registered Designer will incur a further day surveillance audit per year which will be subject to an additional charge. This is to cover the annual assessment of each Registered Designer so that they can be continually assessed for competence.

## ***BAFE CERTIFICATES***

You must issue BAFE certificates for all work that you undertake in accordance with the BAFE Scheme requirements. The format of both modular and compliance certificates is supplied by NICEIC. For the avoidance of doubt you are not permitted to raise and issue certificates in your own format. NICEIC operate a unique numbering system for each certificate which is allocated to each certificate that is supplied to a certified organisation for subsequent issue to the user.

Should our Assessor identify that you are not purchasing and issuing BAFE modular and/or compliance certificates for all elements of work that you are undertaking then a non-conformance will be raised. In order to close out the non-conformance you will be required to retrospectively purchase and issue certificates for all work you have undertaken since your organisation was certificated or the date of the publication of the latest version of the BAFE SP203-1 Scheme document, whichever is the most recent.

## ***ELECTRICAL SAFETY***

For any organisation certified by NICEIC for any module other than design only, you must operate a documented safe isolation of electrical supplies procedure which forms part of your management system. You must also hold a current and valid copy of both the Electricity at Work Regulations (HSR 25) and BS 7671.

## ***STANDARDS AND PUBLICATIONS***

As a **minimum** you are required to have a hard copy or electronic access to the current version of the following standards and publications as detailed below:

- BAFE SP203-1 Scheme Document
- CFOA Policy for reduction of false alarms and unwanted fire signals
- Regulatory Reform (Fire Safety) Order
- BS 7671 (except for the Design Only Module)
- HSR 25 (except for the Design Only Module)

In addition to the documents detailed above you must hold, as a minimum, the current version of the following standards and publications for the following work activities:

### **Fire detection & fire alarms in non-domestic premises**

- BS 5839-1
- BS 7273-4
- Building Regulations Part B Volume 2
- FIA Code of Practice for the design, installation, commissioning and maintenance of aspirating smoke detection
- FIA Code of Practice for the design, installation, commissioning and maintenance of duct detectors
- FIA Code of Practice for Visual Alarm Devices

### **Fire detection & fire alarms in domestic premises**

- BS 5839-1 (For Grade A Systems)
- BS 5839-6
- BS 7273-4
- FIA Code of Practice for Flats Converted from Houses
- Fire Safety in Purpose Built Blocks of Flats
- Building Regulations Part B Volume 1

### **Voice alarms**

- BS 5839-8

### **Fire detection and fire alarms in healthcare premises**

- HTM 05-03 Part B

### **Protection of electronic equipment**

- BS 6266
- BS 7273-1

## ***TECHNICAL REPORTING***

Your organisation must maintain records to demonstrate that all the necessary inspections and tests have been carried out for commissioning and maintenance strictly in accordance with BS 5839 by means of checklists which have the facility to make record of all prescribed tests and inspections, including the facility to record any value and/or reading and associated calculation that is required as part of the inspection and/or testing.

## ***SAFETY THROUGH ACCURACY OF TEST INSTRUMENTS***

Your organisation has a responsibility to ensure the accuracy and consistency of its test instruments used to carry out the range of measurements required for certification purposes. You should therefore already have in place an effective system, which enables you to confirm the accuracy and consistency of all your test instruments used for certification and reporting purposes. This can be from calibration and/or on-going accuracy.