



BAFE SP203-1 DESIGN, INSTALLATION, COMMISSIONING/HANDOVER, AND MAINTENANCE OF FIRE DETECTION AND FIRE ALARM SYSTEMS

BAFE SP203-1 SCHEME DOCUMENT Version 8.0.1: 2023

This Scheme Document has been developed by BAFE in conjunction with the BAFE SP203-1 Monitoring Committee (which includes BAFE SP203-1 Licensed Certification Bodies, industry experts, and stakeholders).

This BAFE Scheme Document shall be operated by BAFE SP203-1 Licensed Certification Bodies only. These Certification Bodies are permitted to audit/authorise appropriate BAFE SP203-1 Scheme Third-Party Certification in line with the BAFE SP203-1 Scheme/BAFE requirements.

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FOREWORD

The BAFE SP203-1 Scheme was established to enable Organisations and all relevant employed individuals to achieve objective evidence of their competency (i.e. UKAS Accredited Third-Party Certification) to undertake works for fire detection and fire alarm systems in non-domestic premises conforming to British Standard 5839-1.

This document outlines the Management System and competency criteria required to achieve (and retain) third-party certification and BAFE Registration to the scope of BAFE SP203-1. This includes reviewing the appropriate skills, knowledge, experience, and behaviours of the relevant employed individual(s) working for the Organisation and how this is managed.

The BAFE SP203-1 Scheme is modular, meaning Organisations can achieve third-party certification for one or more of the following areas of work: **Design, Installation, Commissioning/Handover**, and/or **Maintenance** of fire detection and fire alarm systems.

Organisations, and their nominated employees (as part of the Organisation), shall be audited via a UKAS Accredited Certification Body (Licensed by BAFE to deliver BAFE SP203-1 audits). The Certification Body is ultimately responsible for determining if an Organisation is meeting, and continues to meet, BAFE SP203-1 Scheme requirements as outlined in this document. This is demonstrated with ongoing surveillance audits.

Organisations will only be eligible to promote themselves as BAFE SP203-1 Registered when in possession of a current Certification Body certificate and a BAFE issued SP203-1 Scheme registration certificate.

Customers can specify third-party certification/BAFE registration to the BAFE SP203-1 Scheme (holding the relevant modules for works they require) as a condition in their decision-making process in choosing an appropriate Organisation that holds objective evidence of their competency.

An Organisation's third-party certification and BAFE Registration should be verified using the BAFE website www.bafe.org.uk (or by contacting BAFE).

Where Organisations undertake works for Grade A fire detection and fire alarm systems in domestic premises, the Organisation may apply for an optional scope to cover Grade A systems conforming to British Standard 5839-6.

It is important to note this Scheme does not cover Grade C, D, or F fire detection and fire alarm system works undertaken. This does not limit Organisations providing these works, but they shall not be signed off as compliant with the BAFE SP203-1 Scheme. Organisations shall not make any implication or mislead customers that the BAFE SP203-1 Scheme covers these types of system/installation.

For information:

BS 5839-1 covers "Fire detection and fire alarm systems for buildings – Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises"

BS 5839-6 covers "Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises."

For clarity, BS 5839-6 is used for Grade A systems only for this Scheme (where this scope is achieved).

CLAUSE 1: INTRODUCTION

This BAFE Scheme has been developed to permit Organisations involved with the Design, Installation, Commissioning/Handover, and/or Maintenance of fire detection and fire alarm systems to demonstrate competence by becoming third-party certificated.

The Certificate(s) of Compliance/Modular Certificate(s) issued by Third-Party Certificated Organisations (Certificated Organisations) on completion of their work, will give customers confidence that the work has been undertaken by competent persons working under an Organisation's robust Management System.

An Organisation will be eligible for formal certification by a Certification Body and for BAFE SP203-1 Registration when they have been successfully audited by the Certification Body as meeting the requirements of this BAFE Scheme.

This Version of the BAFE SP203-1 Scheme Document shall be in effect as of 01 NOVEMBER 2023.

All new applicant Organisations from 01 NOVEMBER 2023 shall be required to meet all the requirements of Version 8.0.1 (and any future versions) of this Scheme.

For information:

All current BAFE SP203-1 Registered Organisations as of 01 NOVEMBER 2023 (which retain their certification/registration) having previously been audited by a relevant Certification Body, shall have 24 months from the effective date (01 NOVEMBER 2023) to achieve the new regulated qualification requirements being introduced. Primary Contacts/Lead Individuals shall be checked/determined at the next surveillance audit scheduled.

Organisations who have formally applied to a relevant Certification Body to have an initial certification audit for BAFE SP203-1 prior to 01 NOVEMBER 2023 shall also be permitted this allowance (as they have prepared for this initial audit following the previous version of this Scheme document).

Certification Bodies reserve the right to temporarily extend this period for extenuating circumstances (to be agreed with the Certification Body in an acceptable time period prior to deadline).

This Scheme has four modules covering Design, Installation, Commissioning/Handover, and Maintenance. This modular approach reflects how a significant number of fire detection and fire alarm systems are designed, installed, commissioned, and subsequently maintained potentially by different Certificated Organisations.

Where a sub-contractor carries out any work(s) on behalf of the Certificated Organisation, the requirements outlined in Clause 15 shall be followed.

This Scheme document specifies requirements to be met by Certificated Organisations (a term that is defined in Clause 3).

New or revised versions of this document will be published on the BAFE website. A version change (e.g. Version 1.0 to Version 2.0) will occur when major changes are made to a BAFE document which may require Certification Bodies to alter their auditing process. Amendments to the current version of a document (e.g. Version 1.0 to Version 1.1) will occur when changes such as minor errors are corrected, visual appearance/formatting is updated, and any information is added, updated, or removed which does not alter the core requirements of the current version which can still be audited against suitably.

For UKAS/Certification Bodies only: *UKAS/Certification Bodies shall be required to observe appropriate manuals in conjunction with the operation of this Scheme Document (including Scheme Requirements for Certification Bodies and National Accreditation Body (UKAS) – available from BAFE on request).*

CLAUSE 2: SCOPE

This BAFE Scheme covers the Design, Installation, Commissioning/Handover, and Maintenance of fire detection and fire alarm systems of non-domestic premises conforming to BS 5839-1 and requirements outlined in this document.

This BAFE Scheme document details BAFE's essential requirements to be met by an Organisation (and its relevant employed individuals) applying for (and to retain) third-party certification. Certification Bodies operating this Scheme may have additional requirements that shall be met before they can award third-party certification to an Organisation. Details of additional requirements can be obtained from the relevant Certification Body.

Optional Scope: Organisations wishing to carry out Design, Installation, Commissioning/Handover, and/or Maintenance work on Grade A fire detection and fire alarm systems conforming to BS 5839-6 in domestic premises, may apply for this scope under the terms of the BAFE SP203-1 Scheme. Such work may only be performed under the BAFE SP203-1 Scheme where the requirements outlined within this document are met (see Annex 1).

The scope of this Scheme does not include work in relation to systems based upon engineered solutions, such as those conforming to BS 7974 Fire Safety (often referred to as fire safety engineering).

This Scheme does not cover Grade C, D, or F fire detection and fire alarm systems conforming to BS 5839-6. Organisations shall not make any implication or mislead customers that the BAFE SP203-1 Scheme covers these types of system/installation.



CLAUSE 3: TERMS AND DEFINITIONS

Audit

A systematic assessment/review to determine the suitability of an Organisation (and relevant employed individuals) to deliver fire/life safety work(s) to a specific BAFE Scheme scope.

Audits performed by Certification Bodies may also be referred to as “Assessments” in some instances.

Initial Certification Audit

A systematic assessment of an applicant Organisation to determine the suitability of an Organisation to deliver fire/life safety work(s) to a BAFE Scheme specific scope.

Initial Certification Audits performed by Certification Bodies may also be referred to as “Initial Audits” or “Certification Assessments” in some instances.

On-Site Audit

An on-site audit of appropriate work undertaken to determine how the Organisation (and relevant employed individuals) are following the BAFE Scheme requirements.

Surveillance Audit

A systematic assessment to evaluate the ongoing suitability of a Certificated Organisation to deliver fire/life safety work(s) to a specific BAFE Scheme scope.

Surveillance Audits performed by Certification Bodies may also be referred to as “Surveillance Assessments” in some instances.

Auditor

Representatives from either UKAS or a Certification Body to perform the relevant audit.

This definition may also be referred to or known by UKAS and/or Certification Bodies as “Assessor”.

British Approvals for Fire Equipment

British Approvals for Fire Equipment (Company No: 02001503) - the registered name/legal entity of the owner of the BAFE Scheme Documents. British Approvals for Fire Equipment is referred to as BAFE.

BAFE

The acronym ordinarily used for the company name British Approvals for Fire Equipment (BAFE).

BAFE Registered Organisation

A Certificated Organisation that has been listed by BAFE as holding evidence of their competency, i.e. a current Certification Body certificate (to the scope of one or more specific BAFE Schemes) and any additional requirements stipulated by BAFE.

BAFE Registered Organisations may also be referred to as “BAFE Listed Organisations” in some instances.

All instances of the word “Organisation” shall be spelled this way. The spelling “organization” will only be used if directly quoting any relevant Standards/other documentation).

Certificates

BAFE Certificate of Compliance

The certificate issued by the BAFE Registered Organisation to the customer on completion of the work. The BAFE Certificate of Compliance is to confirm the work provided by the BAFE Registered Organisation is compliant with the appropriate BAFE Scheme.

BAFE Certificates of Compliance may also be referred to as “BAFE Certificates of Conformity” in some instances.

BAFE Modular Certificate

The certificate issued by the BAFE Registered Organisation to the customer for work performed relevant to a particular module. The BAFE Modular Certificate is to confirm the work provided by the BAFE Registered Organisation is compliant with the appropriate BAFE Scheme module.

BAFE Scheme Registration Certificate

The certificate issued by BAFE to the fire/life safety Organisation to confirm BAFE Registration to a specific BAFE Scheme. This is only valid in conjunction with an appropriate/current Certification Body Certificate. Fire/life safety Organisations holding one or more valid BAFE Scheme Registration Certificates can promote themselves as BAFE Registered.

Certification Body Certificate

The certificate issued by the Certification Body to the fire/life safety Organisation following successful initial audit (or surveillance audits where applicable).

This definition may have different names from each Certification Body (e.g. Approval Certificate, Certificate of Registration, Certificate of Approval, Certificate of Management System Registration, Kitemark™ Certificate etc.)

Certificated Organisation

An Organisation that has been awarded a certificate by a UKAS Accredited Certification Body and that has been registered by BAFE following the successful audit to the relevant BAFE Scheme. To remain certificated and BAFE Registered, the Organisation shall continue to demonstrate compliance with the relevant BAFE Scheme during subsequent surveillance audits by the Certification Body.

Certification Body

For the purposes of BAFE Scheme Documentation, a Certification Body is a UKAS Accredited Certification Body, also known as a Third-Party Certification Body or a UKAS Accredited Third-Party Certification Body.

Competence

The ability to apply skills, knowledge, experience, and behaviours in performing to the standards required in relation to the relevant BAFE Scheme. To be competent, employed individuals must have sufficient skills, knowledge, and experience needed to meet the requirements of the tasks related to the relevant BAFE Scheme. A key element of competence is that Organisations and any employed competent individuals shall have an awareness of their own limitations (and shall not mislead customers in any way).

Commissioning

The process by which an installation is tested to confirm that its performance and its functionality meet the requirements of the relevant BAFE Scheme.

Commissioning Engineer

An individual employed by the Certificated Organisation to perform commissioning/handover work meeting the requirements of the relevant BAFE Scheme.

Commissioning Organisation

The Organisation who performs the relevant commissioning work.

Customer

The Organisation/person specified in the contract as being the recipient of the work(s) and who shall receive BAFE Modular Certificate(s) and/or the BAFE Certificate of Compliance and/or other documentation (where required by BAFE Schemes).

Customer is an end client/client/purchaser/user (or other equivalent term used by the Certificated Organisation and/or Certification Body).

Defect

A fault, flaw, deficiency, weakness or shortcoming in a product, system, or process.

Design

The detailed plan of the selection, positioning, and configuration of products and/or interconnections to meet the requirements of a BAFE Scheme.

Design Organisation

The Organisation who performs the relevant design work.

Designer

An individual employed by the Certificated Organisation to perform design work meeting the requirements of the relevant BAFE Scheme.

Employed Individual

An individual employed by the Certificated Organisation. All individuals working under any agreed contract (e.g. full time, part time, temporary, zero hours etc) are considered an employee and shall therefore be required to follow the management system/competency requirements of the Certificated Organisation regarding the BAFE SP203-1 Scheme.

Sub-contractors are defined differently as a separate external Organisation which will have to meet sub-contractor requirements.

Handover

The process of transferring on-going responsibility for the installation from the Certificated Organisation to the customer specified in the contract as accepting the completed system. The handover process should include training of relevant staff responsible for the day-to-day management of the installation and may be a phased process depending on the plans for occupation and/or utilisation of the protected building(s).

Handover Organisation

The Organisation who performs the relevant handover work.

Initial Testing

Testing, that includes inspection, of the system to ascertain its basic fitness for purpose. This may include, but is not limited to, quality of workmanship, insulation resistance testing, and earth leakage measurements.

Installation

An assembly of equipment and components to the agreed design having coordinated characteristics to fulfil specific purposes. This would include the electrical installation following the design.

Installation Engineer

An individual employed by the Certificated Organisation to perform installation work meeting the requirements of the relevant BAFE Scheme.

Installation Organisation

The Organisation who performs the relevant installation work.

Key Personnel

Employees that have a significant influence on works undertaken (e.g. Technical Manager/Lead Individual roles).

Primary Contact

The nominated individual employed by the Certificated Organisation to have responsibility for compliance with the BAFE Scheme.

Lead Individual

The nominated individual(s) employed by the Certificated Organisation with heightened responsibilities for work(s) meeting the requirements of the relevant BAFE Scheme and assigned authority to supervise and/or undertake the process relevant to specific work(s).

Lead Designer

The nominated individual(s) employed by the Certificated Organisation with heightened responsibilities for design work meeting the requirements of the relevant BAFE Scheme and assigned authority to supervise and/or undertake the process relevant to design work.

Lead Designers may also be referred to as "Named Designers" in some instances. This is a legacy term that shall be removed in future BAFE Scheme Documents.

Lead Installation Engineer

The nominated individual(s) employed by the Certificated Organisation with heightened responsibilities for installation work meeting the requirements of the relevant BAFE Scheme and assigned authority to supervise and/or undertake the process relevant to installation work.

Lead Commissioning Engineer

The nominated individual(s) employed by the Certificated Organisation with heightened responsibilities for commissioning/handover work meeting the requirements of the relevant BAFE Scheme and assigned authority to supervise and/or undertake the process relevant to commissioning/handover work.

Lead Maintenance Engineer

The nominated individual(s) employed by the Certificated Organisation with heightened responsibilities for maintenance work meeting the requirements of the relevant BAFE Scheme and assigned authority to supervise and/or undertake the process relevant to maintenance work.

Maintenance

The process by which systems and/or provisions are inspected, regularly serviced, tested and, if necessary, repaired to keep them in an effective operational state.

Maintenance Engineer

An individual employed by the Certificated Organisation to perform maintenance work meeting the requirements of the relevant BAFE Scheme.

Maintenance Organisation

The Organisation who performs the relevant maintenance work.

Operational Location

Head Office (Main Operational Location)

The main operational location/office/site from where an Organisation manages its work and where audits will be initially conducted from.

A Head Office shall declare all branches (Additional Operational Locations) that will be providing work under the applicable certification for audit.

A Head Office with branches shall be required to operate under the same company name/legal entity.

Organisations are not permitted to claim BAFE Registration for any other company/trading names, brands, or legal entities operated by their corporate group structure that are not BAFE Registered. If they would like to do so, separate certification/BAFE Registration shall be required.

Branch (Additional Operational Location)

Where an Organisation has multiple locations, such as an additional office/branch/location operating under the same company name/legal entity as the nominated Head Office operational location.

Organisations are not permitted to claim BAFE Registration for any other company/trading names, brands, or legal entities operated by their corporate group structure that are not BAFE Registered.

Organisation

A business/company (with one or more employees), that is either unregistered and/or an applicant which is seeking third-party certification and BAFE Registration to a BAFE Scheme.

Organisations may also be referred to as “companies” in some instances.

Records

The means by which an Organisation maintains all relevant information e.g. on projects, procedures, and personnel.

Records may be kept in various formats, e.g. hard copy documents and/or electronic files.

Regulated Qualification

A qualification that is recognised on the Regulated Qualifications Framework (RQF).

For clarity, Regulated Qualification levels outlined in any BAFE Scheme Document refers to England.

Regulated Qualifications at Level 3 refer to the Regulated Qualifications Framework for England and Northern Ireland. The Qualifications Framework for Wales equivalent is Level 3, and the Qualifications Framework for Scotland equivalent is Level 6. Qualifications can cross boundaries.

Sub-contractor

An Organisation that, by formal agreement, undertakes work on behalf of the Certificated Organisation.

Further details on sub-contractors can be found in Clause 15.

Suspension

The temporary removal of a Certificated Organisation's certification by the Certification Body and/or registration certification by BAFE.

System

The generic description of an installation or planned installation in and around buildings.

UKAS

The United Kingdom Accreditation Service. The body responsible for evaluating the capability of Certification Bodies and their employed assessors/auditors.

Withdrawal

The removal of a Certificated Organisation's certification by the Certification Body and/or registration certification by BAFE.



CLAUSE 4: LEGISLATIONS, STANDARDS, CODES OF PRACTICE, AND TECHNICAL LITERATURE

4.1

As a minimum the current versions of the following legislation, standards, and codes of practice shall be held or be accessible by an Organisation (and its employed individuals) that is operating this BAFE Scheme:

- a. BAFE SP203-1 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)

Optional Scope

Organisations who wish to achieve scope to provide works on domestic fire detection and fire alarm systems (Grade A only) shall require access to BS 5839-6 in addition to the documents listed in Clause 4.

4.2

To comply with the BAFE SP203-1 Scheme, the guidance and recommendations made in BS 5839-1 shall be considered normative requirements.

Where the optional scope is achieved, the guidance and recommendations made in BS 5839-6 shall also be considered normative requirements.



CLAUSE 5: CERTIFICATION APPLICATION

5.1

An Organisation wishing to be audited to the requirements of this Scheme shall make an application to a Certification Body (Licensed by BAFE to deliver BAFE SP203-1 audit).

5.2

Organisations can become third-party certificated and BAFE Registered for one or more modules (i.e. **Design, Installation, Commissioning/Handover**, and/or **Maintenance** of Fire Detection and Fire Alarm Systems).

Upon application, the Organisation shall state which modules are to be audited (Design, Installation, Commissioning/Handover, and/or Maintenance). The desired scope of an Organisation applying for Certification Audit is to be selected from the categories listed in Annex 1 of this Scheme document.

Where the Organisation provides works covering more than one of the modules outlined in this document, the Scheme requires the Organisation to make an application for and be audited towards all appropriate modules.

Promoting, performing and/or signing off work(s) under BAFE SP203-1 for modules not audited is misleading to public/customers and could lead to your application being rejected/certification being suspended or withdrawn (as non-compliance with the BAFE SP203-1 Scheme).

5.3

The Organisation shall nominate a **Primary Contact** between the Certification Body/BAFE and the Organisation.

The Primary Contact should be a senior role within the Organisation, acting as the Organisation's nominated representative who shall be responsible for compliance with the BAFE SP203-1 Scheme. This role will oversee all works performed under this certification and the key personnel required as part of this Scheme (e.g. Lead Individuals).

Primary Contact data shall be provided to BAFE by the Certification Body for the purpose of communicating any BAFE SP203-1 Scheme information.

Where the Primary Contact changes, the Certification Body shall be informed within 30 days (including details of the new nominated Primary Contact).

5.4

The Organisation shall have at minimum one Lead Individual who is competent to supervise the modules the Organisation is applying to be audited for.

Any individual nominated is permitted to hold a Lead role for more than one module.

Lead Individuals shall be employed by the Organisation to sufficiently cover the relevant module work required. Evidence of this shall be required to be presented to the Certification Body on request.

5.5

In order to satisfy core competence criteria, Organisations shall be required to submit evidence of their competence for nominated Lead Individuals.

The Certifying Body shall request required information to review.

The applicant shall provide, as a minimum, the following information:

- a. The name/names of employed/nominated Lead Individuals.
- b. Appropriate evidence (e.g. relevant regulated qualification) as listed in the relevant module clause in this document.

Certification Bodies may request further information prior to booking an initial certification audit.

All information provided shall be subjected to a desk top review by the Certification Body prior to carrying out the certification audit.

5.6

The Organisation shall declare all relevant operational locations for audit. Further information on operational locations can be found in Clause 6.2.

5.7

Any previous registrations/third-party certification to any BAFE Scheme and reasons for withdrawal shall be declared to the Certification Body upon application.



CLAUSE 6: INITIAL CERTIFICATION AUDIT

6.1

The initial certification audit covering the modules applied for shall be completed within 12 months of the date of application.

The initial certification audit shall determine if this confirms the Organisations compliance to Scheme requirements and the information provided to the Certification Body on application/desktop review work performed prior to the audit.

Any non-compliance issues shall be resolved in line with Certification Body requirements/timeframes.

Where the Organisation is unable to undertake and complete the initial certification audit within 12 months, a new application will be required to the Certification Body.

6.2

Where an Organisation only has one main operational location, this shall be referred to as a “Head Office” and will be the sole location audited.

Organisations are not permitted to claim certification/BAFE Registration for any other company/trading names, brands, or legal entities operated by their corporate group structure.

Where an Organisation has a Head Office with additional operational locations (under the same company name/legal entity), these locations shall be referred to as “branches”. An Organisation with multiple operational locations (i.e. a Head Office with branches) can be BAFE Registered, however the Head Office and any additional operational locations (branches) shall be declared to the Certification Body. All declared sites shall be audited.

Alternatively, all operational locations can be audited as “main operational locations” to provide all locations with their own certification/BAFE Registration.

Where an Organisation has a Head Office where no fire detection and fire alarm work is directly undertaken, the branches of this Organisation shall all be audited as “main operational locations”. It will need to be determined that the Head Office, in such instances, is not carrying out any fire detection and fire alarm work.

There shall be consideration for “remote” or “virtual” offices where smaller Organisations (including sole traders) work from a registered address that cannot be used to perform the management system audit. Where multiple offices of this nature are audited, these shall be audited as individual locations (treated as “main operational locations”). Appropriate checks shall be made by the Certification Body to determine this is a viable option to perform this work and related business activity (for instance, how customers can contact the Organisation, how the Certification Body/BAFE can contact the Organisation).

Where the Organisation with multiple operational locations has locations that are not BAFE Registered, these locations are not permitted to claim BAFE Registration or use one of their BAFE Registered locations to sign off work as BAFE Registered. This is necessary to protect the customer regarding Organisation locations from which certificated work can be obtained.

6.2.1

Where an Organisation applies for certification with multiple operational locations, a single application is permissible, but the Organisation shall identify all operational locations (i.e. the Head Office and all relevant additional operational locations/branches) that undertake any modules of work covered by this BAFE Scheme.

6.2.2

Certification of a Head Office and relevant branches is only permitted when all operational locations, where work in relation to modules within the Organisation’s scope is undertaken, are satisfactorily audited by the Certification Body. Only the Head Office/main operational location will be charged a BAFE Registration Fee. Each additional operational location (branch) will be charged a BAFE additional operational location fee. These fees are included in the Certification Body audit fees.

6.2.3

Where an Organisation holds certification for a Head Office with branches, not all the Organisation's operational locations have to undertake the full scope of work for which the Organisation itself is certificated. For example, whilst the Organisation may hold Head Office certification for design, installation, commissioning/handover, and maintenance, some branches may only offer maintenance work and therefore only be certificated to deliver maintenance work.

Organisations shall only be permitted to promote, perform, and sign off fire detection and fire alarm system work as BAFE SP203-1 compliant for relevant locations/modules certificated against.

6.2.4

The Certification Body Certificate issued by the Certification Body to the Organisation shall clearly indicate which operational locations have been audited (and modules achieved). This shall clearly indicate which location is the Head Office (main operational location) and which are associated branches (additional operational locations) and which modules these locations have been audited for.

6.2.5

When certification is held for a Head Office with branches and the Head Office certification is suspended, this directly affects all branches (additional operational locations) attributed to this certification (i.e. all locations are suspended with immediate effect). No locations shall be permitted to sign off works as compliant with the BAFE SP203-1 Scheme until all issues are rectified with the Certification Body and/or BAFE.

6.2.6

When certification is held for a Head Office with branches and the Head Office certification is withdrawn, this directly affects all branches (additional operational locations) attributed to this certification (i.e. all locations are withdrawn). No locations shall be permitted to claim BAFE SP203-1 Registration or sign off works as compliant with the BAFE SP203-1 Scheme.

6.2.7

Where a branch is suspended or withdrawn, this will not affect the Head Office or any other branches' certification/BAFE SP203-1 Registration. This branch would not be permitted to claim BAFE SP203-1 Registration or to sign off works as compliant with the BAFE SP203-1 Scheme.

As a result of this, the Certifying Body may bring forward any upcoming surveillance audits or instigate an additional audit to investigate Head Office practice.

6.2.8

Any Organisations found to be misleading customers about the coverage of their certification shall be considered a non-compliance of the requirements of this Scheme.

6.3

Signing off work as compliant to this Scheme under different legal entities/trading names that are not appropriately BAFE Registered is not permitted. This will be considered to be non-compliant in regard to the requirements of this Scheme.

6.4 On-site audit

Audits shall require an assessment of work(s) undertaken on-site to determine how the Organisation (and relevant employed individuals) are following the BAFE SP203-1 Scheme requirements.

The Organisation shall demonstrate to the Certification Body that they have the appropriate competence to undertake the scope of work for which they are to be audited (i.e. Design, Installation, Commissioning/Handover, and/or Maintenance). An Organisation that is currently trading shall, as part of their demonstration of competence, make available for inspection sufficient work, completed and in progress, representative of the modules/categories of work to which the application relates.

Suitable representative(s) of the Organisation shall accompany the auditor to sites to check works undertaken. The Certification Body shall determine the site(s) to be visited. The Organisation shall provide facilities and arrange access for the audit and provide transport to sites where work is selected for audit by the Certification Body.

Design module audits should generally have an on-site audit of installed system(s). Where this is not possible, the Certification Body shall audit appropriately (e.g. thorough review of design records/work undertaken).

While the method of assessing the competence of an Organisation will be to assess key members of staff and projects that the Organisation has undertaken, it is recognised that a newly formed Organisation may not be able to provide completed projects for assessment. The Certification Body shall request other evidence of competency and may require an additional surveillance audit to review.

6.5

The Organisation shall have sufficient capacity, regarding competent personnel to effectively undertake the scale, scope, and complexity of projects to which it is committed.

6.6

An Organisation shall permit representatives of the Certification Body to have access to the Organisation's contracting offices to assess equipment, documentation, business processes, and all relevant employed individuals where required.

6.7

The extent of the Organisation's audit shall be prescribed by the Certification Body having regard to the range, and geographical spread of work for which certification is sought.

6.8

An Organisation being audited shall be fully prepared for the audit by the Certification Body representatives and, in addition to the list below, shall make available all necessary records, materials, and personnel relevant to this Scheme.

- a. a list of projects in progress and completed that is representative of the scope of work that has been declared in its application.
- b. any relevant documentation e.g. specifications, drawings, records, certificates, and reports relating to work in progress, and that completed, over the previous 12 months.
- c. any other items that are relevant to the audit process and that the Certification Body reasonably requires.

These shall also be observed on every subsequent surveillance audit.

6.9

Suitable and sufficient security/protection measures for all files, whether hard copy or electronic, shall be used to prevent unauthorised access to important documentation e.g. records of installed systems, quotations, drawings.

Examples of due consideration given to security of records could include:

- Lockable cabinets for hard copy files
- Suitable and sufficient cyber security measures (e.g. cyber essentials certification)
- Suitable and sufficient intruder and fire protection systems
- Appropriate backup of files

CLAUSE 7: AUDIT DECISION

7.1

On completion of the audit by the representatives of the Certification Body, the Organisation shall receive an audit report.

7.2

If non-compliance issues are discovered, these shall be documented in the audit report. The Certification Body shall determine the time scale for the completion of remedial action to be performed by the Organisation.

7.3

Following the audit report and any remedial action required, the Organisation will subsequently be advised by the Certification Body of its decision as to whether certification is to be granted.

7.4

Where there is a dispute between the Organisation and the Certification Body relating to certification, the Organisation has the right to invoke the Certification Body's appeals procedure.



CLAUSE 8: CERTIFICATION OF AN ORGANISATION

8.1

An applicant Organisation shall not advertise its services as a Certificated Organisation until it has been successfully audited by the Certification Body as complying with the requirements of this Scheme and is in possession of a current Certification Body certificate **and** a BAFE Scheme Registration Certificate to the scope of BAFE SP203-1.

8.2

The Certificate issued by the Certification Body will specify the module(s) that have been audited as satisfactory. The Certification Body Certificate in any format will remain the property of the Certification Body.

8.3

Based on the findings of the audit, the Certification Body may require the period before the subsequent Surveillance Audit to be reduced.

8.4

On being granted a Certification Body Certificate, the Certificated Organisation shall continue to comply with all requirements of this Scheme for the period covered by the Certificate. Where no date of expiry is documented on the certificate, this shall remain in effect until withdrawal from the Certification Body.

8.5

A Certificated Organisation shall be eligible to remain certificated provided the Organisation has suitable and sufficient fire detection and fire alarm system work (no older than 24 months) to allow adequate audit, demonstrating the Certificated Organisation continues to comply with all the requirements of this Scheme and those of the Certification Body.

8.6

If a Certificated Organisation wishes to add a module of this Scheme that is outside its current scope, it shall make application to the Certification Body for an addition to their current scope.

8.7

Where an Organisation wishes to amend their scope of certification, by adding to (or removing) modules, the Certification Body shall be formally notified.

When modules are to be removed, for example when the related module work can no longer be performed/is no longer performed by the Organisation, the Certification Body shall be notified within 30 days to remove this from their scope of BAFE SP203-1 certification.

Where modules are to be added, the Certification Body shall be informed at the earliest opportunity for them to determine the audit schedule for changes requested.

8.8

Where an Organisation wishes to add or remove a Lead Individual, the Certification Body shall be formally notified in the timeframes set out in the relevant module (design, installation, commissioning/handover, maintenance). The Certification Body will determine the audit schedule for changes requested (if applicable).

CLAUSE 9: SURVEILLANCE AUDIT

9.1

Continued certification is conditional upon the results of Surveillance Audits. These audits are undertaken by the Certification Body to verify that the standard of work carried out, together with the implementation of the documented management system by the Certificated Organisation, continues to meet the requirements of this BAFE Scheme.

9.2

All certification audit criteria outlined in Clause 5, Clause 6, and all relevant module clauses shall remain applicable to any surveillance audit undertaken.

9.3

The Primary Contact shall be checked to ensure that person is still employed by the Certificated Organisation and remains suitable for this role.

Appropriate records shall demonstrate that the Primary Contact is ensuring that the Organisation is compliant to BAFE SP203-1 Scheme requirements and communicating these to all relevant individuals effectively (e.g. Management System).

9.4

Where an Organisation is unable to provide sufficient works for surveillance audit, the Certification Body may grant conditional certification where previous evidence of the Organisation's competence under the requirements of this Scheme is provided. The conditional certification shall only last for up to 6 months, however under exceptional circumstances this may be extended for an additional 6 months subject to Certification Body agreement (where they determine it is safe to do so). Where an Organisation is unable to provide sufficient works for surveillance audit following this, the certification may be withdrawn.

9.5

Any non-compliance identified during surveillance activities shall be resolved to the Certification Body's satisfaction within time scales determined by the Certification Body.

9.6

The duration of Surveillance Audits shall be determined by the Certification Body after consideration of the scale, scope, and complexity of the work carried out.

9.7

The first surveillance audit shall be performed 6 months after the initial certification audit.

Following the first surveillance audit, all other subsequent surveillance audits shall take place at each certificated location at 12 monthly intervals.

For example: Under normal circumstances if the initial certification audit is performed in January, the first surveillance audit shall take place in July, and the following surveillance audit shall take place in July the following year.

Based on the findings of the audit, the Certification Body may require the period before the next Surveillance Audit to be reduced.

9.8

Lead roles shall be checked on surveillance audits via desktop review, remote auditing, and/or on-site checks of work(s). This can include work(s) the individual(s) are responsible for, competency records kept/maintained by the Organisation, and/or management of other relevant employed individuals (i.e. anything to determine the individual(s) ongoing suitability for a nominated Lead role).

9.9

Where during a Surveillance Audit the Certification Body discovers adverse trends, a special audit shall be carried out by the Certification Body, normally within 90 days from the date of the routine Surveillance Audit. This is to verify that satisfactory corrective action has been taken by the Organisation to ensure that the standard of work carried out meets the Scheme requirements.

Where adverse trends are discovered, the Certification Body reserve the right to suspend the Organisation's BAFE SP203-1 certification whilst under investigation and withdraw this certification if the Organisation cannot resolve any issues.

9.10

Where during a Surveillance Audit the Certification Body finds that the overall standard of work falls below the Scheme requirements in one or more of the certificated modules, or where the Certificated Organisation has not satisfactorily cleared any non-compliances by the agreed date, the Organisation's certification shall be suspended for a period determined by the Certification Body.

9.11

Where the Organisation fails to demonstrate that adequate action has been taken to improve the standard of work to an acceptable level or fails to clear the outstanding non-compliances by the end of the period of suspension, the Organisation's SP203-1 certification shall be withdrawn by the Certification Body (and BAFE SP203-1 Registration shall also be withdrawn).

9.12

Having had its certification withdrawn, an Organisation must submit a new application and undergo a Certification Audit should it want to become certificated again.

For clarity, please note Clause 9.12 does not include suspensions. Suspended Organisations can be reinstated once non-compliance issues/other issues have been rectified and confirmed with the Certification Body.



CLAUSE 10: MANAGEMENT SYSTEMS

10.1

All Organisations shall operate an effective management system consisting of appropriate policies and documented procedures to conduct fire detection and fire alarm system work relevant to the applicable modules of the Scheme and appropriate to the scale, scope, and complexity of the work(s) undertaken.

This shall be understood and applied by all relevant employed individuals. Where more than one individual is involved with this work this shall be appropriately communicated.

As a minimum the management system shall contain the following:

10.1.1 Policies and Procedures

- a. Suitable procedures, internal audits (including on-site audits where appropriate), and records to ensure that the Organisation and all relevant personnel are, and remain, competent for the work they undertake.
- b. A procedure to deal with complaints/defects associated with fire detection and fire alarm system work(s) undertaken. Where a Certificated Organisation receives a complaint, it shall investigate and process this in accordance with their policy and procedure.
- c. Procedures to ensure that all relevant personnel have ready access to and knowledge of relevant/current information, such as Standards and Codes of Practice.
- d. Procedures to review and confirm the competence of sub-contractors prior to awarding contracts.
- e. Maintenance/checks of testing equipment at intervals relevant to the amount of work undertaken.

10.1.2 Records

Where relevant, records shall be kept in compliance with GDPR (General Data Protection Regulation).

- a. Procedure/Process and Personnel Records
 1. Evidence that the management system requirements are communicated, regularly reviewed (no longer than 12 months), and amended where appropriate, to ensure the management systems continuing effectiveness.
 2. Evidence that relevant KPIs are communicated, regularly reviewed (usually on a monthly basis), and amended where appropriate. Evidence of meeting KPIs set (e.g. complaints management). Where KPIs are not met, records shall be kept to evidence why.
 3. Organisations shall keep comprehensive records of the process for each project and shall make available those records required by Organisations responsible for other modules of systems included within this Scheme (see module information for further details).
 - Records of work(s) undertaken shall be maintained and made readily accessible for at least 7 years or the legal minimum requirement whichever is the greater, from the date of handover of the project, unless dictated otherwise by the contract or until some other Organisation, e.g. the owner of the installed system, formally takes responsibility of the records for their ongoing storage and maintenance.
 - Documentation should be prepared and recorded in a manner whereby any changes can be recognised during the course of the project (e.g. changes to the design of the system).
 - Records such as 'working drawings' should be available for inspection for each project undertaken (e.g. for installation purposes).
 - Evidence should exist that records are maintained and available for all projects the Organisation is planning, undertaking, or has undertaken in accordance with this BAFF Scheme.
 - Records of all certificates issued to customers in relation to this BAFF Scheme.

4. The management structure of the Organisation.
5. A register of key personnel documenting the responsibilities of these individuals who are involved in each certificated module (e.g. nominated Lead roles). This would consist of the employed individual's person specification and job description (provided by the Organisation) and how they are meeting these responsibilities.
6. Competency and audit records for all technical staff involved in the design, installation, commissioning/handover, and/or maintenance of fire detection and fire alarm systems.

Records for employed individuals shall include evidence of maintaining competence. This could include, but is not exhaustive to, qualifications, certification, training, and Continual Professional Development (CPD).

They shall also include evidence of how appropriate behaviours are encouraged and evidenced.

- b. Records of complaints/defects regarding work and corrective action undertaken to resolve issues (additional work performed/process problems identified).

Defects/Corrective Action Records shall include (but is not limited to):

1. Records of defects of systems where works have been provided and action undertaken to resolve issues (additional work performed/process problems identified).
2. Appropriate records of false alarms and troublesome systems (and corrective action taken).

For both complaints and defects, evidence shall be recorded if a customer has prohibited the Organisation from undertaking all the remedial work that the Organisation recommends.

Complaints/defects/false alarm handling may also be reviewed for KPIs and related targets.

- c. Evidence of how employees can access current versions of standards and technical publications relevant to the scope of work.
- d. The maintenance of a register of approved sub-contractors and appropriate competency checks, where sub-contractors are permitted by this Scheme.
- e. A register of all instruments and equipment used for measurement and testing purposes. Checks on equipment shall take account of manufacturers' guidance and/or relevant industry guidance. All checks should be recorded e.g. a report or spreadsheet.
- f. Evidence that adequate insurance cover is held for the categories of work undertaken.

10.2 Behaviours

All policies, procedures, and related records required shall be reviewed to determine if these demonstrate continuous adherence by the Organisation (and all relevant employed individuals) to the BAFE SP203-1 Scheme. This shall demonstrate that appropriate behaviours are being applied which evidence ethical working providing fire detection and fire alarm system work.

If it is determined that this cannot be evidenced, then this shall be considered a non-compliance of the requirements of this Scheme.

The audit of the Organisation to ensure that the Management System is being followed would include a review of employed individuals' competency records, complaints records and action taken to achieve positive outcomes, reaction to deficiencies discovered and corrective action taken etc. A method for employed individuals to report that they require support to fulfil relevant fire detection and fire alarm system work would be advantageous to clearly demonstrate ethical working practice to protect customers.

Dependent on the Certificated Organisation's actions (Scheme related or otherwise), both the Certification Body and BAFE reserve the right to review certification and BAFE Registration. Where it is decided the Certificated Organisation could bring the Certification Body and/or BAFE into disrepute, certification (and/or BAFE Registration) may be suspended or withdrawn.

10.3 Remotely Connected Systems: Records/Corrective Action

Appropriate records shall be maintained for remotely connected fire detection and fire alarm systems that generate false or unwanted fire alarm signals (UwFS/UFAS). When trends are identified customers should be advised to have an inspection of the system to try and eliminate the cause(s) of the false alarms to prevent waste of Fire and Rescue Service resources. Corrective action/record keeping shall be in line with the Organisation's management system.

Evidence shall be recorded if a customer has prohibited the Organisation from undertaking corrective action.



CLAUSE 11: DESIGN MODULE

11.1

System design shall only be undertaken by an Organisation that has been certificated by a Certification Body and subsequently listed by BAFE as being competent to design fire detection and fire alarm systems in accordance with the requirements of this Scheme.

11.2

The design Organisation shall be competent to undertake the appropriate design work. The Certificated Organisation shall employ competent individuals and demonstrate that all employed Designers are competent and/or adequately supervised. The Organisation shall have an awareness of their employed Designers' competence limitations.

11.3

Sub-contracting of design work is only permitted in line with the requirements of Clause 15.

11.4

The Certificated Organisation shall be required to nominate at least one Lead Designer (or more as appropriate to the scale, scope, and complexity of the design work undertaken by the Certificated Organisation) to meet the requirements of the BAFE SP203-1 Design module.

Any individual nominated is permitted to hold more than one Lead role.

11.5

The Certificated Organisation shall nominate and retain the appropriate number of Lead Designers required, appropriate to the scale, scope, and complexity of design work undertaken.

When a nominated Lead Designer leaves the Organisation, the Certificated Organisation has 30 days to notify the Certification Body. Following this, if the departure of the Lead Designer leaves insufficient resources to cover the scale of work, the Certificated Organisation has 90 days to have a new Lead Designer in place meeting the requirements listed in Clause 11.6. To avoid suspension, the Certificated Organisation shall be responsible for nominating an interim Lead Designer (where required/if possible) during this period with their competency reviewed and deemed appropriate. A record of competency reviews shall be kept evidencing this evaluation to the Certification Body.

11.6 Design Module Individual Competency Requirements

All individuals performing design work shall be competent for the work they undertake that falls within the scope of the Organisation's certification.

At minimum, all individuals performing design work (Designers) shall have:

- Ability to demonstrate core knowledge of fire detection and fire alarm system design work.
- Ability to demonstrate an understanding of fire detection and fire alarm system installation work (including BS 7671 IET Wiring Regulations).
- Sign off (or appropriate supervision provided) by the Organisation/nominated Lead(s) to perform design work.

Nominated Lead Designer(s) in addition to minimum requirements shall:

- Be subject to acceptance and surveillance by the Certification Body.
- Be available and required to have direct responsibility, on a day-to-day basis, for the safety, quality and technical standard of the Fire Detection and Fire Alarm System design work carried out under their management by the Organisation. This includes being responsible for the competence of all designers employed with appropriate support from the Organisation.
- Be required to have adequate knowledge, experience, and understanding of the design of non-domestic Fire Detection and Fire Alarm Systems.
- Have a regulated qualification in BS 5839-1 with design content (Level 3 or higher).
- Have evidence of CPD/ongoing training (and where necessary, subsequently sharing knowledge of appropriate information regarding design work to relevant employed individuals e.g. internal training).

The Lead Designer(s) shall be audited by a Certification Body, during the application process and thereafter during routine surveillance audits. The Lead Designer(s) shall be recorded with a Certification Body under their Organisation's certification.

Lead Designer(s) shall only be considered as Lead Designer(s) for the Certificated Organisation. The individual shall not consider or promote themselves individually third-party certificated and/or BAFE Registered. If the individual leaves the Certificated Organisation, they lose their Lead Designer status with immediate effect.

Where more than one Lead Designer is nominated, records shall be required to evidence who is responsible for which employed Designers.

Regulated Qualifications at Level 3 refer to the Regulated Qualifications Framework for England and Northern Ireland. The Qualifications Framework for Wales equivalent is Level 3, and the Qualifications Framework for Scotland equivalent is Level 6. Qualifications can cross boundaries.

11.7

There shall be clear evidence of the formal completion of the initial design process to the point at which the installation process can commence (e.g. Modular Certificate). There shall be evidence that all designs have been reviewed and signed off by an employed Designer prior to issue to the customer. All employed designers shall be under the direct responsibility of a Lead Designer and follow the Organisation's Management System.

11.8

Each design shall be in accordance with one or more agreed specification(s).

11.8.1

Fire detection and fire alarm systems shall utilise components and cables that meet the requirements of BS 5839-1 and, where relevant, the requirements of the Construction Products Regulations.

11.8.2

The design Organisation shall demonstrate an understanding of the importance of properly interfacing with other building services, systems, and structures, and safely connecting to electricity supplies, where applicable.

Where relevant, evidence shall exist of effective communication with other Organisations to achieve the desired functionality of the interfaced systems and to ensure the provision of relevant information.

11.9

There shall be provision for the design process to continue until the system installation and commissioning is completed (e.g. design changes at installation).

Lead Designers/Designers shall be available to consult while the system installation and commissioning works are being completed.

11.10

The design Organisation shall keep comprehensive design records in line with Management System requirements (Clause 10).

11.11

Where an Organisation completes design work only, they shall issue a Modular Certificate to BAFE SP203-1 for each designed system to the customer.

CLAUSE 12: INSTALLATION MODULE

12.1

System installation shall only be undertaken by an Organisation that has been certificated by a Certification Body and subsequently listed by BAFE as being competent to install fire detection and fire alarm systems in accordance with the requirements of this Scheme.

12.2

The installation Organisation shall be competent to undertake the appropriate installation work. The Organisation shall employ competent individuals and demonstrate that all employed Installation Engineers are competent and/or adequately supervised. The Organisation shall have an awareness of their employed Installation Engineers competence limitations.

12.3

Sub-contracting of installation work is only permitted in line with the requirements of Clause 15.

12.4

The Certificated Organisation shall be required to nominate at least one Lead Installation Engineer (or more as appropriate to the scale, scope, and complexity of the Installation work undertaken by the Certificated Organisation) to meet the requirements of the BAFE SP203-1 Installation module.

Any individual nominated is permitted to hold more than one Lead role.

12.5

The Certificated Organisation shall nominate and retain the appropriate number of Lead Installation Engineers required appropriate to the scale, scope, and complexity of installation work undertaken.

When a nominated Lead Installer leaves the Organisation, the Certificated Organisation has 30 days to notify the Certification Body. Following this, if the departure of the Lead Installation Engineer leaves insufficient resources to cover the scale of work, the Certificated Organisation has 90 days to have a new Lead Installation Engineer in place meeting the requirements listed in Clause 12.6. To avoid suspension, the Certificated Organisation shall be responsible for nominating an interim Lead Installation Engineer (where required/if possible) during this period with their competency reviewed and deemed appropriate. A record of competency reviews shall be kept evidencing this evaluation to the Certification Body.

12.6 Installation Module Individual Competency Requirements

All individuals performing Installation work shall be competent for the work they undertake that falls within the scope of the Organisation's certification.

At minimum, all individuals performing Installation work (Installation Engineers) shall have:

- Ability to demonstrate core knowledge of fire detection and fire alarm system installation work (including BS 7671 IET Wiring Regulations).
- The ability to carry out safe isolation.
- Sign off (or appropriate supervision provided) by the Organisation/nominated Lead(s) to perform installation work.

Nominated Lead Installation Engineer(s) in addition to minimum requirements shall:

- Be subject to acceptance and surveillance by the Certification Body.
- Be available and required to have direct responsibility, on a day-to-day basis, for the safety, quality and technical standard of the Fire Detection and Fire Alarm System Installation work carried out by the Organisation. This includes being responsible for the competence of all installers employed with appropriate support from the Organisation.
- Be required to have adequate knowledge, experience and understanding of the installation of non-domestic Fire Detection and Fire Alarm Systems.
- Have a regulated qualification in BS 5839-1 with Installation content (Level 3 or higher).
- Have evidence of CPD/ongoing training (and where necessary, subsequently sharing knowledge of appropriate information regarding installation work to relevant employed individuals e.g. internal training).

The Lead Installation Engineer(s) shall be audited by a Certification Body, during the application process and thereafter during routine surveillance audits. The Lead Installation Engineer(s) shall be recorded with a Certification Body under their Organisation's certification.

Lead Installation Engineer(s) shall only be considered as Lead Installation Engineer(s) for the Certificated Organisation. The individual shall not consider or promote themselves individually third-party certificated and/or BAFE Registered. If the individual leaves the Certificated Organisation, they lose their Lead Installation Engineer status with immediate effect.

Where more than one Lead Installation Engineer is nominated, records shall be required to evidence who is responsible for which employed Installation Engineers.

Regulated Qualifications at Level 3 refer to the Regulated Qualifications Framework for England and Northern Ireland. The Qualifications Framework for Wales equivalent is Level 3, and the Qualifications Framework for Scotland equivalent is Level 6. Qualifications can cross boundaries.

12.7

There shall be clear evidence of the formal completion of the installation process (e.g. Modular Certificate). There shall be evidence that all installations have been reviewed and signed off by an employed Installer prior to issue to the customer. All employed installers shall be under the direct responsibility of a Lead Installer and follow the Organisation's Management System.

12.8

All equipment covered by a relevant Harmonised Standard shall be third-party certificated to appropriate Standards and, where relevant, meet the requirements of the Construction Products Regulations.

12.8.1

Equipment not covered by 12.8 shall conform to relevant Standards, with appropriate records held to evidence this.

12.9

The installation Organisation shall keep comprehensive installation records in line with Management System requirements (Clause 10).

12.10

Where an Organisation only completes the installation, they shall issue a Modular Certificate to BAFE SP203-1 for each installation to the customer.



CLAUSE 13: COMMISSIONING/HANDOVER MODULE

13.1

Initial Testing, Commissioning and Handover of the System shall only be undertaken by an Organisation that has been certificated by a Certification Body and subsequently listed by BAFE as being competent to commission/handover fire detection and fire alarm systems in accordance with the requirements of this Scheme.

13.1.1

Commissioning may involve some Initial Testing of the System. The Installation Organisation may undertake some or all the Initial Testing. Under these circumstances, the Commissioning Organisation shall assess the results prior to undertaking Commissioning.

13.2

The installation shall be commissioned and handed over in accordance with the agreed specified requirements as they apply to the commissioning/handover process.

The commissioning/handover Organisation shall be competent to undertake the appropriate commissioning/handover work. The Certificated Organisation shall employ competent individuals and demonstrate that all employed Commissioning Engineers are competent and/or adequately supervised. The Organisation shall have an awareness of their employed Commissioning Engineers competence limitations.

13.3

Sub-contracting of commissioning/handover work is only permitted in line with the requirements of Clause 15.

13.4

The Certificated Organisation shall be required to nominate at least one Lead Commissioning Engineer (or more as appropriate to the scale, scope, and complexity of the commissioning/handover work undertaken by the Certificated Organisation) to meet the requirements of the BAFE SP203-1 Commissioning/Handover module.

Any individual nominated is permitted to hold more than one Lead role.

13.5

The Certificated Organisation shall nominate and retain the appropriate number of Lead Commissioning Engineers required appropriate to the scale, scope, and complexity of design work undertaken.

When Organisations have a nominated Lead Commissioning Engineer leave the Organisation, the Certificated Organisation has 30 days to notify the Certification Body. Following this, if the departure of the Lead Commissioning Engineer leaves insufficient resources to cover the scale of work, the Certificated Organisation has 90 days to have a new Lead Commissioning Engineer in place meeting the requirements listed in Clause 13.6. To avoid suspension, the Certificated Organisation shall be responsible for nominating an interim Lead Commissioning Engineer (where required/if possible) during this period with their competency reviewed and deemed appropriate. A record of competency reviews shall be kept evidencing this evaluation to the Certification Body.

13.6 Commissioning/Handover Module Individual Competency Requirements

All individuals performing commissioning and handover work shall be competent for the work they undertake that falls within the scope of the Organisation's certification.

At minimum, all individuals performing commissioning/handover work (Commissioning Engineers) shall have:

- Ability to demonstrate core knowledge of fire detection and fire alarm system commissioning and handover work (including BS 7671 IET Wiring Regulations).
- The ability to carry out safe isolation.
- Suitable product knowledge of installed equipment (e.g. relevant OEM training)
- Sign off (or appropriate supervision provided) by the Organisation/nominated Lead(s) to perform commissioning/handover work.

Nominated Lead Commissioning Engineer(s) in addition to minimum requirements shall:

- Be subject to acceptance and surveillance by the Certification Body.
- Be available and required to have direct responsibility, on a day-to-day basis, for the safety, quality and technical standard of the Fire Detection and Fire Alarm commissioning and handover work carried out by the Organisation. This includes being responsible for the competence of all commissioning engineers employed with appropriate support from the Organisation.
- Be required to have adequate knowledge, experience and understanding of the commissioning and handover of non-domestic Fire Detection and Fire Alarm Systems.
- Have a regulated qualification in BS 5839-1 with commissioning/handover content (Level 3 or higher).
- Have evidence of CPD/ongoing training and subsequently sharing knowledge of appropriate information regarding commissioning and handover work to relevant employed individuals e.g. internal training.

The Lead Commissioning Engineer(s) shall be audited by a Certification Body, during the application process and thereafter during routine surveillance audits. The Lead Commissioning Engineer(s) shall be recorded with a Certification Body under their Organisation's certification.

Lead Commissioning Engineer(s) shall only be considered as Lead Commissioning Engineer(s) for the Certificated Organisation. The individual shall not consider themselves individually third-party certificated and/or BAFE Registered. If the individual leaves the Certificated Organisation, they lose their Lead Commissioning Engineer status with immediate effect.

Where more than one Lead Commissioning Engineer is nominated, records shall be required to evidence who is responsible for which employed Commissioning Engineers.

Regulated Qualifications at Level 3 refer to the Regulated Qualifications Framework for England and Northern Ireland. The Qualifications Framework for Wales equivalent is Level 3, and the Qualifications Framework for Scotland equivalent is Level 6. Qualifications can cross boundaries.

13.7

There shall be clear evidence of the formal completion of the commissioning/handover process (e.g. Modular Certificate). There shall be evidence that all systems have been reviewed and signed off by an employed commissioning engineer prior to issue to the customer. All employed commissioning engineers shall be under the direct responsibility of a Lead Commissioning Engineer and follow the Organisation's Management System.

13.8

The commissioning Organisation shall keep comprehensive commissioning records in line with Management System requirements (Clause 10).

13.9

Evidence shall be available that adequate records of all phases of the project have been passed to the customer prior to completion of Handover and that the customer has been recommended to retain the records for at least the lifetime of the installed system.

13.10

Dependent upon the contract, handover of the system may be undertaken by a different Organisation to that which undertakes commissioning. This BAFE Scheme permits separate module certification of the handover process provided that all the Organisations meet the requirements of Clause 13. Where commissioning and handover are the responsibility of two separate Organisations, the Organisation responsible for commissioning shall provide the handover Organisation sufficient evidence (including a commissioning certificate) to assure them that the final testing and commissioning had been completed satisfactorily and that variations are clearly identified.

13.11

For systems where there is no specification provided that states the Standard or Code to which the system should comply, the following procedure shall be followed by the Organisation undertaking the commissioning:

- a. The Certificated Organisation receives an instruction to commission a fire detection and alarm system.
- b. If no detailed specification is provided, the Certificated Organisation shall formally request a specification from their customer.

- c. If no detailed specification is forthcoming after the formal request, the Certificated Organisation shall inform their customer, in writing that they will commission the system to the category of BS 5839-1 that most closely matches the installed equipment and its siting.
- d. Subject to the customer continuing to require the Certificated Organisation to undertake the commissioning, the category of BS 5839-1 shall be ascertained, and the commissioning undertaken.
- e. On completion of commissioning, the Certificated Organisation shall issue a Modular Certificate to BAFE SP203-1. System variations shall be recorded on the BS 5839-1 Certificate.

13.12

For systems where there is nobody representing the customer on-site to liaise with the engineer during the commissioning process and where the customer refuses requests for a liaison person, the following procedure shall be followed by the Organisation undertaking the commissioning:

- a. The Certificated Organisation shall advise the customer of the date that commissioning will be undertaken.
- b. After the commissioning is completed, draft commissioning and handover documentation is to be forwarded to the customer with a covering letter advising of:
 - the category to which the system has been commissioned.
 - the variations noted against the recommendations of BS 5839-1 or other specification that might apply.
- c. Copies of all relevant correspondence shall be retained by the Certificated Organisation and made available to their Certification Body on request during a surveillance audit.

13.13 Division of Responsibility (Commissioning and Handover)

Where the Certificated Organisation responsible for the commissioning is different from that responsible for handover then the Commissioning module may be sub-divided into two parts:

- a. Commissioning, and
- b. Handover.

However, where there is sub-division of responsibility for commissioning and handover, the Organisation responsible for commissioning must satisfy themselves that the Organisation bearing contractual responsibility to the customer for the system issues a Certificate of Acceptance to be completed by the customer.

Certificate of Acceptance should be in line with the model shown in the appropriate British Standard.

13.13.1

Where an Organisation completes the commissioning only, they shall issue a Commissioning only Modular Certificate for BAFE SP203-1 for each system to the customer.

13.13.2

Where an Organisation completes the handover only, they shall issue a Handover only Modular Certificate for BAFE SP203-1 for each system to the customer.



CLAUSE 14: MAINTENANCE MODULE

14.1

System maintenance shall only be undertaken by an Organisation that has been certificated by a Certification Body and subsequently listed by BAFE as being competent to maintain fire detection and fire alarm systems in accordance with the requirements of this Scheme.

14.2

The maintenance Organisation shall be competent to undertake the appropriate maintenance work. The Certificated Organisation shall employ competent individuals and demonstrate that all employed Maintenance Engineers are competent and/or adequately supervised. The Organisation shall have an awareness of their employed Maintenance Engineers' competence limitations.

14.3

Sub-contracting of maintenance work is only permitted in line with the requirements of Clause 15.

14.4

The Certificated Organisation shall be required to nominate at least one Lead Maintenance Engineer (or more as appropriate to the scale, scope, and complexity of the maintenance work undertaken by the Certificated Organisation) to meet the requirements of the BAFE SP203-1 Maintenance module.

Any individual nominated is permitted to hold more than one Lead role.

14.5

The Certificated Organisation shall nominate and retain the appropriate number of Lead Maintenance Engineers required appropriate to the scale, scope, and complexity of design work undertaken.

When a nominated Lead Maintenance Engineer leaves the Organisation, the Certificated Organisation has 30 days to notify the Certification Body. Following this, if the departure of the Lead Maintenance Engineer leaves insufficient resources to cover the scale of work, the Certificated Organisation has 90 days to have a new Lead Maintenance Engineer in place meeting the requirements listed in Clause 14.6. To avoid suspension, the Certificated Organisation shall be responsible for nominating an interim Lead Maintenance Engineer (where required/if possible) during this period with their competency reviewed and deemed appropriate. A record of competency reviews shall be kept evidencing this evaluation to the Certification Body.

14.6 Maintenance Module Individual Competency Requirements

All individuals performing maintenance work shall be competent for the work they undertake that falls within the scope of the Organisation's certification.

At minimum, all individuals performing maintenance work (Maintenance Engineers) shall have:

- Ability to demonstrate core knowledge of fire detection and fire alarm system maintenance work (including BS 7671 IET Wiring Regulations).
- The ability to carry out safe isolation.
- Sign off (or appropriate supervision provided) by the Organisation/nominated Lead(s) to perform maintenance work.

Nominated Lead Maintenance Engineer(s) in addition to minimum requirements shall:

- Be subject to acceptance and surveillance by the Certification Body.
- Be available and required to have direct responsibility, on a day-to-day basis, for the safety, quality and technical standard of the Fire Detection and Fire Alarm maintenance work carried out by the Organisation. This includes being responsible for the competence of all maintenance engineers employed with appropriate support from the Organisation.
- Be required to have adequate knowledge, experience and understanding of the maintenance of non-domestic Fire Detection and Fire Alarm Systems.
- Have a regulated qualification in BS 5839-1 with maintenance content (Level 3 or higher).
- Have evidence of CPD/ongoing training and subsequently sharing knowledge of appropriate information regarding maintenance work to relevant employed individuals e.g. internal training.

The Lead Maintenance Engineer(s) shall be audited by a Certification Body, during the application process and thereafter during routine surveillance audits. The Lead Maintenance Engineer(s) shall be recorded with a Certification Body under their Organisation's certification.

Lead Maintenance Engineer(s) shall only be considered as Lead Maintenance Engineer(s) for the Certificated Organisation. The individual shall not consider themselves individually third-party certificated and/or BAFE Registered. If the individual leaves the Certificated Organisation, they lose their Lead Maintenance Engineer status with immediate effect.

Where more than one Lead Maintenance Engineer is nominated, records shall be required to evidence who is responsible for which employed Maintenance Engineers.

Regulated Qualifications at Level 3 refer to the Regulated Qualifications Framework for England and Northern Ireland. The Qualifications Framework for Wales equivalent is Level 3, and the Qualifications Framework for Scotland equivalent is Level 6. Qualifications can cross boundaries.

14.7

There shall be clear evidence of the formal completion of the maintenance process (e.g. Modular Certificate). There shall be evidence that all maintenance work has been reviewed and signed off by an employed maintenance engineer prior to issue to the customer. All employed maintenance engineers shall be under the direct responsibility of a Lead Maintenance Engineer and follow the Organisation's Management System.

14.8

The Organisation shall demonstrate its competence to maintain the installed equipment and shall understand the specified requirements.

14.8.1

The maintenance Organisation shall have access to adequate spare parts in order to:

- a. effectively repair Systems for which it is responsible, and
- b. complete the repair in the time periods required by each maintenance contract.

14.8.2

Where spare parts are not available, due for example to the age of the installed equipment, there shall be evidence that the customer has been informed of this situation in writing (letter/email).

14.9

The Organisation shall have sufficient resource with adequate competence to:

- a. effectively undertake the maintenance work to which it is committed, and
- b. to investigate and subsequently rectify system related problems, which may result in false fire alarms.

14.9.1

Where a certificated system having become the subject of ongoing maintenance is to be altered in a way that changes specified requirements, for certification to remain, the work shall be undertaken by a BAFE SP203-1 Certificated Organisation with appropriate modules (e.g. Design).

14.9.2

For systems incorporating remote signalling to an Alarm Receiving Centre (ARC) the maintenance Organisation shall have an agreement with an ARC certificated by a UKAS accredited Certification Body for the monitoring of fire detection and fire alarm systems.

Arrangements shall be in place with the ARC to ensure the maintenance Organisation receives notification of fire alarm activations (for systems the Certificated Organisation are responsible for maintaining) within 24 hours or by the next working day after their occurrence.

14.9.3

The maintenance Organisation shall have adequate resources to permit attendance on site to maintain faulty systems within the specified time. Unless otherwise stated differently in contracts, the maximum time to attend shall be 8 hours from the receipt of the request.

If this is not achieved, then justification shall be recorded to determine why (e.g. customer requested next day). Where the customer requests changes to timeframes in maintaining faulty systems, this

shall be recorded appropriately (which shall include details of the individual representing the customer for traceability of requests).

14.9.4

To attend site within 8 hours as required by Clause 14.9.3, more than one person needs to be available to cover for holidays and illness etc. While a single person maintenance Organisation may be able to satisfy all other requirements of Clause 13, the maintenance Organisation shall provide evidence that it has a current, ongoing contract for the provision of competent back-up support with another BAFE SP203-1 Certificated Organisation that has maintenance as part of its scope.

14.10

The maintenance Organisation shall keep comprehensive maintenance records in line with Management System requirements (Clause 10).

14.10.1

The records shall include details of any work carried out as a result of system design changes that have been undertaken by, or on behalf of, the maintainer as a result of, for example, changes to the fire risk assessment of the premises.

Where the maintenance Organisation is not certificated to design and/or install and/or commission and handover installations, the work should be passed to another Organisation that is suitably certificated.

14.10.2

Appropriate information relating to repairs and changes undertaken at each maintenance visit shall be made available to the customer.

14.11

Maintenance shall be undertaken in accordance with the requirements of the relevant Standard or Code of Practice depending upon the type of system installed. When the relevant Standard or Code is revised, the maintenance contract shall be amended at the earliest opportunity to maintain alignment with the requirements of the revised Standard or Code.

14.12

Where a maintenance Organisation takes responsibility for the maintenance of a fire detection and alarm system and they have not had responsibility for the design, installation and commissioning of that system, such checks/tests as recommended by BS 5839-1, shall be carried out and any variations identified from the applicable Codes of Practice shall be documented and drawn to the attention of the customer.



CLAUSE 15: SUB-CONTRACTOR REQUIREMENTS

15.1

Where a sub-contractor is used, this shall be with the explicit agreement of the customer.

15.2

Where a sub-contractor conducts any fire detection and fire alarm system work, they shall be a current certificated/BAFE registered Organisation to BAFE SP203-1 for the aspect of work they are undertaking (i.e. holding appropriate module certification/registration). This will provide clear evidence of their own ability to perform the work(s) required.

15.3

Where another BAFE SP203-1 Registered Organisation is unavailable (with justified reasons), the sub-contractor shall hold an equivalent/current ISO/IEC 17065 certification (i.e. equivalent to BAFE SP203-1 audited to the appropriate modules). It is the responsibility of the BAFE SP203-1 Registered Organisation to verify claims of competence and to record this.

15.4 Installation Sub-Contracting

The only permissible exception to clauses 15.2 and 15.3 is for the Installation module. For this module, the electrical installation work is permitted to be performed by an electrical contractor holding appropriate certification (e.g. NICEIC Approved Contractor, NAPIT EAS Membership, or equivalent).

The BAFE SP203-1 Registered Organisation performing the commissioning stage must check the installation has followed the design plan/requirements.

15.5

All complaints shall be handled by the original BAFE SP203-1 Certificated Organisation contracted to fulfil the work.

15.6

The BAFE SP203-1 Registered Organisation shall perform appropriate verification of completed fire detection and fire alarm systems by sub-contractors prior to handing over to the customer.

15.7

Documentation shall explicitly state where sub-contractors were used. When the system is handed over to the customer, documentation provided shall clearly state who performed the work and information of their relevant third-party certification.

15.8

Where Organisations/individuals are sub-contracted outside of the requirements of 15.2, 15.3, and 15.4, customers shall be appropriately notified that this work is not compliant with the requirements of BAFE SP203-1. A Certificate of Compliance to BAFE SP203-1 cannot be issued.



CLAUSE 16: BAFE CERTIFICATION REQUIREMENTS

16.1

Certificated Organisations shall issue relevant BAFE Certificates to customers for all the work they undertake that falls within the scope of their BAFE SP203-1 certification/registration.

For the avoidance of doubt, Certificated Organisations shall also issue certificates in line with relevant British Standards and Codes of Practice (e.g. BS 5839-1) in addition to Certificates to BAFE SP203-1.

Please refer to Clause 15 for how using sub-contractors can affect certificate issuing.

16.2

Certificates of Compliance to BAFE SP203-1 shall only be issued as provided by the Certificated Organisation's Certification Body and shall feature a traceable unique certificate number.

For the avoidance of doubt, Certificated Organisations shall not independently produce Certificates of Compliance to BAFE SP203-1.

16.3

Certificated Organisations whilst suspended are not permitted to, and shall not, issue any Certificates of Compliance/Modular Certificates/Certificates of Maintenance/Certificates of Modification to BAFE SP203-1.

The Certification Body shall not produce Certificates of Compliance/Modular Certificates/Certificates of Maintenance/Certificates of Modification to BAFE SP203-1 for a Certificated Organisation while it is suspended.

16.4

Modular Certificates to BAFE SP203-1 shall at minimum feature a unique certificate number (meeting all requirements of this Scheme and the Certification Body).

This should be observing the Model Certificates shown in this document.

16.5

Certificates of Maintenance to BAFE SP203-1 are permitted to be combined with the maintenance certificate requirements of BS 5839-1.

All information outlined in the Maintenance Model Certificate should be observed (see Annex 2.6).

16.6

Where a sole Certificated Organisation is contracted to carry out the whole of the project (Design, Installation, Commissioning/Handover) Modular Certificates for each module are not necessary. On satisfactory Commissioning of the installation, a Certificate of Compliance shall be issued as this certificate includes the relevant information included within the Modular Certificates.

16.6.1

Where Certificates of Compliance are to be issued for a system including a fire detection system triggering another system (e.g. fire suppression system) appropriate SP203-1 certificates can be issued if outputs for other systems are appropriately tested, evidenced, and meets specification.

Where possible, the combined system shall be tested jointly by the appropriate Certificated Organisations responsible for the fire detection and the other system. This is to ensure that the entire system operates effectively, and evidence of this joint test shall be included as an annex to the Certificates of Compliance for the fire detection and the other system.

16.6.2

The 'List of Presented Variations' shall be issued as an appendix to relevant certificates issued.

16.7

The Certificated Organisation shall maintain a register of all BAFE Certificates issued for future reference.

16.8

Specific requirements relating to certification falling within the scope of this BAFE Scheme are:

- a. Certificate of Compliance to BAFE SP203-1
- b. Modular Certificate(s) to BAFE SP203-1
- c. Certificate of Maintenance to BAFE SP203-1
- d. Certificate of Modification to BAFE SP203-1

In signing a Certificate the Certificated Organisation is formally taking full responsibility for the work performed, confirming that their work on the project fully complies with the requirements of this Scheme (i.e. the scope/modules the Certificated Organisation is Third-Party Certificated/BAFE Registered for).

The Certification Body and/or BAFE may request copies of certificate records at any time (within reason). Appropriate British Standard certificates shall also be provided to the customer, as required dependent on the work provided e.g. Design Certificate, Installation Certificate, Commissioning Certificate, Acceptance Certificate, Verification Certificate, Inspection and Servicing Certificate, Modification Certificate.

16.9

Modification Certificates to BAFE SP203-1 shall be issued where the modification meets one or both of the following criteria:

- a. replacement of the original control and indicating equipment (CIE) or a power supply or repeat indicator panel is added to the system,
- b. the addition to the System of at least 10 devices e.g. detectors, manual call points, alarm devices, end of line devices, short circuit isolators,

For the avoidance of doubt the change from a non-addressable to addressable CIE is not classed as a modification and should therefore be subject to the design, installation, and commissioning clauses of BAFE SP203-1.

The Certificate of Modification to BAFE SP203-1 is to be produced in a format that generally accords with that shown in Annex 2.8 and must not be easily confused with the model Modification Certificate within BS 5839-1 or with the Certificate of Compliance to BAFE SP203-1/Modular Certificate to BAFE SP203-1.

16.10

Customers shall receive the appropriate BAFE Certificate within 30 days of completion of relevant work activities. Certificate issuing should not be withheld for any reason. Failure to issue a certificate shall be considered a non-compliance of this Scheme.

A copy shall be retained for the Certificated Organisation's records in line with Management System requirements.

16.11

A copy of the certificate shall be given to the customer when the system is handed over. In the case of remote signalling fire alarms, where the alarm system is left on 'audible only' operation for a trial/test period, the certificate should be issued at the 'Audible Only' stage, i.e. before the remote signalling equipment is connected. It is of course important in such cases that the customer is informed that the remote signalling is not operational and that the Certificated Organisation connects remote signalling without undue delay.

Please refer to Annex 2 for Model Certificates.

CLAUSE 17: CLAIMS OF CONFORMITY

17.1

The Certificated Organisation shall not use the BAFE name/trademarks or make any reference to BAFE that, in the opinion of BAFE, is misleading or could bring BAFE into disrepute. To do so can result in suspension or withdrawal (dependent on the severity of the issue) of the Certificated Organisation's BAFE Registration.

17.2

BAFE Registered Organisations shall clearly display their Registered Organisation ID as part of their Registered Organisation logo (as provided by BAFE) and responsibly promote their BAFE Scheme Registration(s) where relevant.

17.3

BAFE Registered Organisations shall not mislead public/customers.

An example of misleading includes claiming registration covers more than the certificated/registered scope of work or operational locations. If this is discovered, this shall be declared in writing (letter/email) to all misled customers. A record of this action shall be required to evidence this to both BAFE and the Certification Body.

17.4

Should it be identified that there is an incorrect use of the BAFE logos, then the Certificated Organisation shall, on request of the Certification Body, destroy and/or cease to use the incorrect logo immediately where possible and, in instances where matters of practicality dictate, within a maximum of 90 days from request to do so.

17.5

Where a Certificated Organisation has had its registration suspended (by either the Certification Body and/or BAFE) this is no longer considered valid (until the issue is resolved) and works provided shall not be signed off as compliant to BAFE SP203-1 during this time. The Certificated Organisation shall also cease promotion of Certification/Registration to this Scheme until reinstated.

An administration fee may be applied by BAFE and/or the Certification Body to reinstate the Certificated Organisation's BAFE Registration/Third-Party Certification.



CLAUSE 18: CHANGE OF REGISTRATION DETAILS

18.1

A Certificated Organisation shall give the Certification Body notice in writing or email of any proposed changes to its legal constitution or other changes, which may affect its certification (e.g. change of trading name/operational location address).

BAFE are not permitted to modify an Organisation's name or address until an updated certificate has been provided by the Certification Body.

18.2

Changes of personnel, where their competence formed part of the Certification Audit (e.g. Lead individual roles), shall be recorded in a register of competent personnel and the register shall be included as a recognised part of the Organisation's management system. Additionally, the Certification Body shall be informed of the change within 30 days of it taking place.

18.3

Where, in the opinion of the Certification Body, changes within the Organisation are such the conditions under which the current certification granted is affected, the Certification Body may require additional surveillance audit(s) or decide that a new application for certification is required.

18.4

The Certificated Organisation shall be advised that at any time the Certification Body has the authority to grant, maintain and reduce the modules/categories and, subject to appeal, withdraw certification.

18.5

Upon withdrawal of certification, however determined, the Organisation shall immediately discontinue use of all working and marketing materials in reference to certification implying the Organisation continues to be certificated/BAFE Registered to the BAFE SP203-1 Scheme. Organisations shall return or destroy any certification documents as required by the Certification Body.



ANNEX 1: TITLES OF SCOPE/INFORMATION (NORMATIVE)

A1.1 Organisations shall be audited to the following British Standard:

- **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

The scope of this Scheme is focussed on the requirements of BS 5839-1 (and BS 5839-6 for Grade A systems only where optional scope is achieved). Normative references are not directly audited against.

Certification Bodies may audit against additional related British Standards, but this will not be under the scope of BAFE SP203-1.

A1.2 Titles of Scope of individual modules of the Scheme

The titles given in A1.2.1 to A1.2.4 shall be used by Organisations applying for Certification Audit against the requirements of selected modules in non-domestic dwellings under this Scheme.

A1.2.1

The design of fire detection and fire alarm systems for non-domestic premises to BS 5839-1

A1.2.2

The installation of fire detection and fire alarm systems for non-domestic premises to BS 5839-1

A1.2.3

The commissioning (and/or handover) of fire detection and fire alarm systems for non-domestic premises to BS 5839-1

A1.2.4

The maintenance of fire detection and fire alarm systems for non-domestic premises to BS 5839-1

A1.3 Optional Scope (BS 5839-6 Grade A Systems)

If the Grade A systems optional scope is audited against, Organisations shall be audited to the following British Standards:

- **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
- **BS 5839-6** Fire detection and fire alarm systems for buildings – Code of practice for design, installation, commissioning, and maintenance of systems in domestic premises.

A1.4 BS 5839-6 Grade A Systems Scope: Titles of Scope of individual modules of the Scheme

The titles given in A1.4.1 to A1.4.4 shall be used by Organisations applying for Certification Audit against the requirements of selected modules in domestic dwellings under this Scheme (Grade A systems only).

A1.4.1

The design of Grade A fire detection and fire alarm systems for domestic premises to BS 5839-6

A1.4.2

The installation of Grade A fire detection and fire alarm systems for domestic premises to BS 5839-6

A1.4.3

The commissioning (and/or handover) of Grade A fire detection and fire alarm systems for domestic premises to BS 5839-6

A1.4.4

The maintenance of Grade A fire detection and fire alarm systems for domestic premises to BS 5839-6

This Scheme **does not** cover Grade C, D, or F fire detection and fire alarm systems to BS 5839-6. Organisations shall not make any implication or mislead customers (purchasers/users) that the BAFE SP203-1 Competency covers these types of system/installation.

If previous certification has been awarded (prior to the publication of this version) by the Certification Body includes BS 5839-6, this shall remain valid (observing BAFE SP203-1 Version 7.2) until the Organisation's next surveillance audit (which should then be following the requirements of Version 8.0.1).

A1.5 BS 5839-6 Grade A Systems Scope: Competency Criteria

All competency criteria outlined in this document shall be applicable for both BS 5839-1 and BS 5839-6.

A1.6 BS 5839-6 Grade A Systems Scope: Legislation, Standards, Codes of Practice and Technical Literature

All legislation, standards, and codes of practice outlined in this document (Clause 4) shall be applicable with the addition of:

- a. BS 5839-6 Fire detection and fire alarm systems for buildings – Code of practice for design, installation, commissioning, and maintenance of systems in domestic premises.



ANNEX 2: MODEL CERTIFICATES AND INFORMATION (NORMATIVE)

Certificates of Compliance can be in the Certification Body's set format providing all relevant information is contained within the certificate.

A2.1 Model Certificate of Compliance to BAFE SP203-1



Certification Body Logo	Certification Body Unique Certificate Number

CERTIFICATE OF COMPLIANCE TO BAFE SP203-1

Customer	Installation/System Location (address)

Type of premises	✓	
Non-Domestic		<i>Working to BS 5839-1 and the BAFE SP203-1 Scheme</i>
Domestic (Grade A systems only)		<i>Working to BS 5839-1, BS 5839-6 and the BAFE SP203-1 Scheme (with Grade A scope achieved)</i>

BAFE Registered Organisation	BAFE Registered Organisation ID
Address	Phone No.
Certification Body	

Module	✓	Organisation/BAFE Registered Organisation ID Number
Design		
Installation		
Commissioning		
Handover		

Date of Handover of the System (DD/MM/YYYY)	

Recipients of this Certificate are strongly advised to have their System(s) covered by a current maintenance contract with a BAFE SP203-1 Registered Organisation with maintenance included within their scope.

This Certificate is issued pursuant to, and should be read in conjunction with, the terms and conditions that apply to supply of the work covered by this Certificate, the terms and conditions attached to this Certificate, and the rules, regulations, standards, policies, codes of practice and documents that apply to the BAFE Competency Scheme to which this Certificate relates ("Scheme").

We, being currently a BAFE Registered Organisation who is registered by BAFE as complying with the requirements of the Scheme, certify that the work covered by this Certificate complies with all requirements as currently laid down within the Scheme in respect of such work.

Signed for and on behalf of the issuing BAFE Registered Organisation	
Print Name	
Title	
Date of Issue (DD/MM/YYYY)	

A2.2 Reverse of BAFE Certificates Issued

The following information shall be required to be provided on the reverse of any BAFE certificate issued as per the requirements of this Scheme:

Terms and Conditions

1. *This Certificate is issued subject to the applicable rules, regulations, standards, policies, codes of practice and documents for the Scheme.*
2. *You acknowledge and agree that the Third-Party Certification Body who is licensed by BAFE and accredited by UKAS to operate the Scheme ("Certification Body") reserves the right for it and its duly authorised representatives to inspect the work covered by this Certificate. This Certificate is conditional on the customer identified on this Certificate ("you", "your") allowing from time to time during business hours:*
 - a. *the Certification Body and its duly authorised representatives' access to the premises at which such work was undertaken to carry out such inspection; and*
 - b. *if the Certification Body identifies that further work is, in its sole opinion, necessary to ensure that the work covered by this Certificate complies with all requirements of the Certification Body and the Scheme, the BAFE Registered Organisation access to the relevant premises to carry out such additional work.*
3. *If you are dissatisfied with the work covered by this Certificate, you should in the first instance contact the BAFE Registered Organisation at its local office. If satisfaction is not obtained at this level, you should address a written complaint to the customer relations executive of the BAFE Registered Organisation at its Head Office. If after taking these steps you remain dissatisfied with the work covered by this Certificate, you may complain in writing, outlining the nature of your dissatisfaction, the steps taken by you to resolve your dissatisfaction with the BAFE Registered Organisation and the BAFE Registered Organisations response to your complaint, to the offices of the Certification Body.*
4. *The Certification Body will not normally consider complaints unless the BAFE Registered Organisation has been given the opportunity to resolve the dispute as set out above.*
5. *Following receipt of your written complaint and the Certification Body satisfying itself that the BAFE Registered Organisation has been given an opportunity to resolve the dispute, the Certification Body will, if it considers it appropriate (in its sole discretion), take such steps as it deems appropriate to facilitate a resolution of the dispute between the you and the BAFE Registered Organisation. The Certification Body will not involve itself in any discussions or negotiations with you regarding claims or potential claims against the BAFE Registered Organisation, outstanding payments under your agreement with the BAFE Registered Organisation or otherwise, or interpretation of the BAFE Registered Organisation's terms and conditions of supply.*
6. *If complaints are escalated to BAFE, BAFE may (in its sole discretion) decide to review the complaint and take any action it considers appropriate in relation to the complaint but shall be under no obligation to do so.*
7. *Neither the Certification Body nor BAFE accepts any responsibility or liability for any act or omission of the BAFE Registered Organisation or for defective work undertaken by the BAFE Registered Organisation. Neither the Certification Body nor BAFE gives any warranty or guarantee (whether express or implied) in relation to the work undertaken by the BAFE Registered Organisation or the experience, expertise, knowledge, or skill of the BAFE Registered Organisation. To the maximum extent permitted by law, neither the Certification Body nor BAFE shall be liable for any loss or damage arising out of or in connection with the work undertaken by the BAFE Registered Organisation or any compliant concerning such work.*
8. *This Certificate confirms compliance with the requirements of the Scheme as at the date of issue of this Certificate. The Certification Body cannot undertake to investigate any query or complaint in relation to the compliance of the work covered by this Certificate with any future changes to applicable laws, rules, standards, codes of practice, policies, and/or regulations ("Applicable Laws"). In the event of a change in any Applicable Laws, you should contact the BAFE Registered Organisation to arrange for an appropriate update to the work and the issue of a new Certificate.*
9. *If it at any time after issue the BAFE Registered Organisation ceases to hold a valid registration with BAFE and/or appropriate and valid Third-Party Certification:*
 - a. *this Certificate may cease to be valid and/or may be withdrawn; and*
 - b. *the Certification Body will not be able to enforce the applicable rules, regulations, standards, policies, codes of practice and documents for the Scheme on the BAFE Registered Organisation or on their successor in business in respect of any work covered by this Certificate.*
10. *This Certificate may be withdrawn at any time by the Certification Body or the BAFE Registered Organisation.*
11. *The work covered by this Certificate has been provided to you on the date of issue and any actions required to be carried out by you should be appropriately performed, evidenced, and documented by your responsible person/duty holder. Failure to carry out such actions to the satisfaction of the BAFE Registered Organisation or the Certification Body may result in the withdrawal of this Certificate.*

A2.3 Modular Certificates to BAFE SP203-1

Modular Certificates can be in the Certification Body or Certificated Organisation's set format providing all relevant information is contained within the certificate.

A2.4 Model Modular Certificate to BAFE SP203-1

Organisation Logo	BAFE Registered Organisation Logo (with Organisation ID)	Unique Certificate Number
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MODULAR CERTIFICATE TO BAFE SP203-1

Customer	Installation/System Location (address)

Type of premises	✓	
Non-Domestic		<i>Working to BS 5839-1 and the BAFE SP203-1 Scheme</i>
Domestic (Grade A systems only)		<i>Working to BS 5839-1, BS 5839-6 and the BAFE SP203-1 Scheme (with Grade A scope achieved)</i>

BAFE Registered Organisation	BAFE Registered Organisation ID
Address	Phone No.
Certification Body	

Module	✓	Description of work	Completion date
Design			
Installation			
Commissioning			
Handover			

Recipients of this Certificate are strongly advised to have their System(s) covered by a current maintenance contract with a BAFE SP203-1 Registered Organisation with maintenance included within their scope.

This Certificate is issued pursuant to, and should be read in conjunction with, the terms and conditions that apply to supply of the work covered by this Certificate, the terms and conditions attached to this Certificate, and the rules, regulations, standards, policies, codes of practice and documents that apply to the BAFE Competency Scheme to which this Certificate relates ("Scheme").

We, being currently a BAFE Registered Organisation who is registered by BAFE as complying with the requirements of the Scheme, certify that the work covered by this Certificate complies with all requirements as currently laid down within the Scheme in respect of such work.

Signed for and on behalf of the issuing BAFE Registered Organisation	
Print Name	
Title	
Date of Issue (DD/MM/YYYY)	

A2.5 Certificate of Maintenance to BAFE SP203-1

Certificates of Maintenance to BAFE SP203-1 can be in the Certification Body or Certificated Organisation's set format providing all relevant information is contained within the certificate. It can be combined with the requirements of BS 5839-1.

A2.6 Model Certificate of Maintenance to BAFE SP203-1

Organisation Logo	BAFE Registered Organisation Logo (with Organisation ID)	Unique Certificate Number
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CERTIFICATE OF MAINTENANCE TO BAFE SP203-1

Customer	Installation/System Location (address)

Type of premises	✓	
Non-Domestic		<i>Working to BS 5839-1 and the BAFE SP203-1 Scheme</i>
Domestic (Grade A systems only)		<i>Working to BS 5839-1, BS 5839-6 and the BAFE SP203-1 Scheme (with Grade A scope achieved)</i>

BAFE Registered Organisation	BAFE Registered Organisation ID
Address	Phone No.
Certification Body	

Maintenance Completion Date (DD/MM/YYYY)

Recipients of this Certificate are strongly advised to have their System(s) covered by a current maintenance contract with a BAFE SP203-1 Registered Organisation with maintenance included within their scope.

This Certificate is issued pursuant to, and should be read in conjunction with, the terms and conditions that apply to supply of the work covered by this Certificate, the terms and conditions attached to this Certificate, and the rules, regulations, standards, policies, codes of practice and documents that apply to the BAFE Competency Scheme to which this Certificate relates ("Scheme").

We, being currently a BAFE Registered Organisation who is registered by BAFE as complying with the requirements of the Scheme, certify that the work covered by this Certificate complies with all requirements as currently laid down within the Scheme in respect of such work.

Signed for and on behalf of the issuing BAFE Registered Organisation	
Print Name	
Title	
Date of Issue (DD/MM/YYYY)	

A2.7 Certificate of Modification to BAFE SP203-1

Certificates of Modification to BAFE SP203-1 can be in the Certification Body or Certificated Organisation's set format providing all relevant information is contained within the certificate.

A2.8 Model Certificate of Modification to BAFE SP203-1

Organisation Logo	BAFE Registered Organisation Logo (with Organisation ID)	Unique Certificate Number
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CERTIFICATE OF MODIFICATION TO BAFE SP203-1

Customer	Installation/System Location (address)

Type of premises	✓	
Non-Domestic		<i>Working to BS 5839-1 and the BAFE SP203-1 Scheme</i>
Domestic (Grade A systems only)		<i>Working to BS 5839-1, BS 5839-6 and the BAFE SP203-1 Scheme (with Grade A scope achieved)</i>

BAFE Registered Organisation	BAFE Registered Organisation ID
Address	Phone No.
Certification Body	

Details of the modifications covered by this Certificate

Details of the variations (from the recommendations of BS 5839-1/BS 5839-6)

Date of Completion

Recipients of this Certificate are strongly advised to have their System(s) covered by a current maintenance contract with a BAFE SP203-1 Registered Organisation with maintenance included within their scope.

If more than one BAFE SP203-1 Certificated Organisation is involved with the modification work, each will provide an appropriate Module Certificate and one will have responsibility for providing this Certificate of Modification. This Certificate is not a substitute for the Modification Certificate referred to BS 5839-1 and is not a substitute for a Certificate of Compliance to BAFE SP203-1 issued on the successful completion of an entire fire detection and fire alarm system.

This Certificate is issued pursuant to, and should be read in conjunction with, the terms and conditions that apply to supply of the work covered by this Certificate, the terms and conditions attached to this Certificate, and the rules, regulations, standards, policies, codes of practice and documents that apply to the BAFE Competency Scheme to which this Certificate relates ("Scheme").

We, being currently a BAFE Registered Organisation who is registered by BAFE as complying with the requirements of the Scheme, certify that the work covered by this Certificate complies with all requirements as currently laid down within the Scheme in respect of such work.

Signed for and on behalf of the issuing BAFE Registered Organisation	
Print Name	
Title	
Date of Issue (DD/MM/YYYY)	

ANNEX 3: BAFE BRAND/LOGO USE (NORMATIVE)

BAFE Registered Organisation Logo

All BAFE registered Organisations shall use the appropriate BAFE Organisation logo (as provided by BAFE) to comply with Scheme requirements and responsibly promote their BAFE Scheme registration(s).

Example:



Organisations shall not mislead public/consumers (e.g. implying their BAFE Registration covers all works offered if this is not the case). Any instances of this behaviour should be reported to the Certificated Organisation's Certifying Body as non-compliance to the requirements of this Scheme (in line with the BAFE Complaints Information available).

Suspended Organisations shall not mislead customers as to their current BAFE Registered status or sign off any works as BAFE SP203-1 compliant until reinstated.

Withdrawn Organisations shall remove any reference to BAFE SP203-1 Registration with immediate effect.

Brand/Logo Guidelines

All information regarding the use of BAFE Intellectual Property (brand name/logo etc) can be found in the appropriate BAFE Brand Guidelines document. The latest version of this, available via BAFE (which will be supplied upon achieving BAFE Registered status), shall be followed to adhere to BAFE Scheme/registration requirements.

Legal

The BAFE logo and the BAFE Fire Safety Register logo are registered trademarks of British Approvals for Fire Equipment (BAFE), and unauthorised use of the marks may constitute trademark infringement.

The tagline/slogan *BAFE – British Approvals for Fire Excellence* is also a registered trademark and is used by BAFE for marketing purposes. Unauthorised use of this may also constitute trademark infringement.

The misuse of BAFE owned trademarks is covered by UK/EU Law and Trading Standards. Any infringement will be escalated suitably when deemed necessary.

BAFE registered trademarks can only be used by external parties under written agreement from BAFE (for BAFE Registered Organisations, this will be noted in appropriate documentation or any updates provided that may supersede this).

VERSION HISTORY

Version/Date	Summary	Amended by/Date	Approved By/Date
Version 6.0 November 2015	Issue of new version (see Version 6.0 for details).	Tony Maskens November 2015	Tony Maskens November 2015
Version 7.0 August 2016	Issue of new version (see Version 7.0 for details).	Tony Makens August 2016	Tony Makens August 2016
Version 7.1 May 2019	Issue of revised version (see Version 7.1 for details).	Chris Auger May 2019	Chris Auger May 2019
Version 7.2 August 2022 12/08/2022	Issue of revised version (see Version 7.2 for details).	Frazer Wisniewski 09/08/2022	Chris Auger 10/08/2022
Version 8.0 August 2023 21/08/2023	Issue of new version (see <i>BAFE SP203-1 Version 8.0 Summary of Key Changes</i> published 21/08/2023 for details). Effective date 01/11/2023.	Justin Maltby-Smith Matt Darville Frazer Wisniewski 18/08/2023	Justin Maltby-Smith 18/08/2023
Version 8.0.1 October 2023 20/10/2023	Minor update to Version 8.0 document prior to effective date 01/11/2023 (see <i>Update to BAFE SP203-1 Scheme Document Version 8.0.1</i> published 20/10/2023 for details). Effective date 01/11/2023.	Justin Maltby-Smith Ken Bullock Matt Darville Frazer Wisniewski 20/10/2023	Justin Maltby-Smith 20/10/2023

