

**BAFE Scheme: SP203-2
Version 2: July 2008
Amendment No: 1**



Fire Protection Industry Scheme Reference SP203 Part 2

Guidance

**For the assessment of applicant Certification
Bodies wishing to include SP203 within their
Scope of UKAS Accreditation**

**And for the assistance of organisations seeking
or that are already certificated to SP203-1 and
SP203-2**

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INDEX

1	Introduction	Page 3
2	Application process for Certification bodies	Page 3
3	Competence of the Certification bodies Assessors	Page 4
4	In House Competence of Applicant Certification Bodies	Page 5
A.1	Guidance on expertise requirements within Third Party Certification Bodies	Page 7
A.2	Additional guidance for Certification Bodies and for organisations that are certificated to SP203-1 and SP203-3 or are seeking Certification	Page 10
	Amendment Record	Page 11

1 INTRODUCTION

This scheme document was published in July 2008 and provides guidance for:
Applicant Third Party Certification Bodies wishing to include SP203 within their scope of UKAS accreditation,
UKAS when requested to undertake accreditation of a Third Party Certification Body
BAFE Council when considering an application from a Certification Body.
Organisations applying for, or that are already certificated to, SP203-1

This version supersedes version 1 of SP203-2. Major changes within this version include:

- Revision of the issues to be taken into account by BAFE Council when considering an application from a Certification Body
- The addition of guidance for organisations wishing to subcontract work included within the scope of SP203-1

This document should be read in conjunction with SP203 Part 1 and also in conjunction with SP203 Part 3 when fixed fire suppression systems are connected to fire detection systems.

2 THE APPLICATION PROCESS FOR CERTIFICATION BODIES

2.1 A Certification Body wishing to include SP203 within their scope of UKAS accreditation should initially apply to BAFE seeking agreement to proceed with an application to UKAS for assessment to the requirements of SP203. On receipt of the application, BAFE Council will consider it against the following criteria which should be suitably addressed within the Certification Body's application.

- 2.1.1 The Certification Body's confirmation to BAFE that, to the best of its knowledge, it is able to meet the requirements set out in SP203 Parts 1, 2 and 3 and that it will also be able to meet the other requirements specified in BS EN 45011:1998.
- 2.1.2 The Certification Body's confirmation that it has a good reputation in the active fire protection industry or, if not already operational in this area, that it has a good reputation within industries, to be specified by the Certification Body, where life safety or property protection are important assessment issues.
- 2.1.3 The Certification Body's agreement to pay an annual licence fee to BAFE.
Note: Details of the fee can be obtained from BAFE.
- 2.1.4 Subject to the agreement of BAFE Council, the applicant Certification Body will be sent a letter confirming BAFE's agreement to them contacting UKAS to arrange assessment to the requirements of BS EN 45011 and SP203.
- 2.1.5 The applicant Certification Body should then contact UKAS and provide them with a copy of the BAFE letter of agreement to proceed.

2.1.6 On successful achievement of UKAS accreditation to BS EN 45011 for the operation of SP203, the applicant Certification Body should advise BAFE and conclude the formal license agreement for the operation of the scheme and for the BAFE listing of both the Certification Body and organisations they certificate to the requirements of SP203.

3 COMPETENCE OF THE CERTIFICATION BODY'S ASSESSORS

3.1 This clause complements the requirements specified within Clause 5.2 of BS EN 45011.

3.2 Personnel involved in the assessment processes required by SP203 shall be able to demonstrate that, in addition to the requirements specified within Clause 5 of BS EN 45011, they have fire alarm and / or fire suppression competence and also auditing / inspection competence in accordance with at least one of the methods specified in Figure 1 for competence A and for Competence B. In addition they should also be able to demonstrate that their competence adequately encompasses the aspects of system design, installation, commissioning, handover and maintenance included within SP203 Part 1, SP203-3 and Annex 1 of SP203 part 2.

Competence A Fire Alarm / Fire Extinguishing	Competence B Auditing / Inspection
Method 1a Formal theoretical training courses, including examination(s) to assess understanding + On site visits involving trainer(s) to provide practical training + Examination(s) to assess overall understanding	Method 2a Institute of Quality Assurance (IQA) approved auditor training including the associated 5-day course + Practical training relevant to the work associated with auditing and inspection of fire alarm and fire extinguishing systems Note: The person must meet the requirements for IQA Registration for Certified Auditor level although registration is not necessary
Method 1b 5 years of practical experience of Applying the Standards and Codes relevant to fire detection and / or fire extinguishing systems + Examination to assess overall understanding	Method 2b 3 years of practical experience of auditing and inspection that is relevant to the work associated with fire alarm and / or fire extinguishing systems and that is considered by the Certification Body and by UKAS to meet the requirements of EN 45011 + Successful attendance on the IQA auditor training course
Method 1c Attending approved and relevant training schemes + 3 years of practical experience	

<p>Note1: approved training courses will include examination(s) to assess understanding</p> <p>Note 2: It may also be possible to take into account other qualifications e.g. relevant HNC / D or NVQ's providing the qualification is associated with a relevant subject</p>	
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Figure 1 – Competence requirements of Certification Body personnel

Guidance Note for Clause 3.2

It is recognised that while there is a lack of formally recognised competence training schemes in place within the fire protection industry, there are organisations undertaking short training courses on subjects such as BS5839-1 requirements and that some of these are recognised within the industry as being of appropriate quality. Examples include those run by FIA (formerly known as BFPSA) and CS Todd & Associates. It is also recognised that some fire protection organisations operate their own in house training schemes to develop the competence of their employees.

It is therefore considered that while the competence requirements specified within Methods 1a - 1c of Table 1 may be somewhat subjective, the evidence of competence is likely to include these types of training.

Examination evidence is important as it is a means of assessing whether the trainee actually benefited from the training courses. If this evidence is not available or it is not evident whether the examination was suitably rigorous, an interview or written examination should form a part of the UKAS assessment of named persons as specified in Clause 4.2 or by the Certification Body for other assessment personnel.

3.3 Examinations

3.3.1 Where it is necessary for examinations to be undertaken to confirm the competence of assessors and other Certification Body staff, an interview or written examination should form a part of the UKAS assessment of named persons specified in Clause 4.2 and be undertaken by the Certification Body for other assessment personnel. The Certification Body shall provide evidence that their examination criteria provide confidence that the persons who successfully complete the examination can be considered competent.

4 IN HOUSE COMPETENCE OF APPLICANT CERTIFICATION BODIES

4.1 This clause should be read in conjunction with Clause 5.2 of EN 45011

4.2 Certification bodies shall have at least one named member of staff on their payroll (not necessarily full time) responsible for the technical aspects of the assessment service and who meets the requirements of at least one of the categories 1a – 1c of Figure 1, competence A of Clause 3. This person(s) shall not be

subcontracted and the Certification Body shall provide evidence to UKAS to establish that the person(s) has an ongoing relationship with the Certification Body and is sufficiently integrated to be able to act on behalf of the Certification Body in matters relating to technical aspects of SP203. Some examples of these aspects are included within Clauses 4.4.1 to 4.4.3.

Note: The person undertaking this role may be the same as that undertaking the role described in Clause 4.3.

4.3 Certification bodies shall have at least one named member of staff on their payroll (not necessarily full time) responsible for the auditing and inspection aspects of the assessment service relating to this scheme and who meets the requirements of at least one of the categories 2a – 2b of Figure 1, competence B of Clause 3. This person(s) shall not be subcontracted and the Certification Body shall provide evidence to UKAS to establish that the person(s) has an ongoing relationship with the Certification Body and is sufficiently integrated to be able to act on behalf of the Certification Body in matters relating to the quality and consistency of audits and inspections undertaken in accordance with the requirements of SP203.

Note: The person undertaking this role may be the same as that undertaking the role described in Clause 4.2.

4.4 Some examples of the aspects described in Clauses 4.2 and 4.3 are explained within Clauses 4.4.1 to 4.4.3

4.4.1 There will be a need to ensure that assessors and assessment teams are competent to carry out the assessment and also to ensure that the results of auditing/inspection are of a similar standard irrespective of who the Certification Body has used to undertake the work. This will require competence to be confirmed by the named member of staff. Where it is necessary for an interview or examination to be undertaken to confirm competence of assessors, the Certification Body shall provide evidence that the examination criteria, scope and results provide confidence that the persons successfully completing the examination can be considered competent.

4.4.2 There will be issues raised during assessments, particularly relating to inspections of installed systems, where subjective judgements are necessary to determine whether an issue is serious or only of minor concern. The final decision needs to be made by the Certification Body.

4.4.3 There are likely to be complaints received from time to time that will need to be investigated. The Certification Body will require the named member of staff to make use of their competence to manage the investigation and produce relevant conclusions.

4.5 The Certification Body shall have in place an effective means for providing back up for the named member(s) of staff specified in Clause 4.2 and 4.3 when the member(s) of staff is unavailable e.g. due to holidays or illness

4.6 The Certification Body shall provide UKAS with the details of their named member(s) of staff, required by Clause 4.2 and 4.3 and shall advise UKAS of changes within 4 weeks of any change.

Annex A.1 Guidance on expertise requirements within Third Party Certification Bodies

A.1.1 Specialist expertise requirements relating to System Design.

The Certification Body shall be able to demonstrate it has sufficient expertise to assess design competence including at least the following:

- 1. Adequate design knowledge of fire detection and fire alarm and/or fixed fire suppression systems depending upon the scope of its work. Where appropriate, the Certification Body shall be able to demonstrate it is able to call on specialist support to complement its in house resources, e.g. in relation to fire engineered designs.*
- 2. An up to date knowledge of the products and their applications that are used for fire detection and fire alarm and/or fixed fire suppression systems.*
- 3. An in depth understanding of the relevant Standards and Codes of practice associated with fire detection and fire alarm and/or fixed fire suppression systems.*
- 4. An understanding of fire risks and their associated impact upon the effectiveness and reliability of fire protection system design.*
- 5. A working knowledge of the requirements of relevant Standards as they relate to the design of fire detection and fire alarm systems and/or fixed fire suppression systems.*
- 6. An appreciation of the Regulations and Legislation relating to the protection of life within buildings and also of the inspection bodies involved with policing adherence to the Regulations and Legislation.*
- 7. An understanding of the causes of and issues relating to the elimination of unwanted fire alarms and/or suppression system discharges triggered by fire detection systems.*
- 8. A knowledge of health and safety legislation as it applies to installed systems.*

A.1.2 Specialist expertise requirements relating to System Installation.

The Certification Body shall be able to demonstrate it has sufficient expertise to assess installation competence including at least the following:

- 1. A working knowledge of fire detection and fire alarm systems and/or fixed fire suppression systems and the underlying philosophy of high integrity life and property protection systems.*
- 2. An understanding of the design information to be provided as a result of the design module*
- 3. A working knowledge of the requirements of BS7671 as they relate to the safe installation of electrically operated fire detection and fire alarm systems and fixed fire suppression systems.*
- 4. A working knowledge of the relevant Standards as they relate to the installation practice requirements of fire detection and fire alarm systems and/or fixed fire suppression systems.*
- 5. A knowledge of health and safety legislation as it applies to installed systems.*

A.1.3 Specialist expertise requirements relating to commissioning and handover.

The Certification Body shall be able to demonstrate it has sufficient experience and expertise to assess initial testing, commissioning and handover competence including at least the following:

- 1. A working knowledge of fire detection and fire alarm systems and/or fixed fire suppression systems and the underlying philosophy of high integrity life and property protection systems.*
- 2. An understanding of the design information provided as a result of the design module.*
- 3. An understanding of the installation information provided as part of the installation module.*
- 4. A working knowledge of the requirements of BS7671 as they relate to the safe installation of fire detection and fire alarm systems and/or fixed fire suppression systems.*
- 5. A knowledge of the relevant EU Directives and UK Regulations relating to fire detection and fire alarm systems and/or fixed fire suppression systems.*
- 6. A working knowledge of the relevant Standards as they relate to the initial testing, commissioning and handover requirements of fire detection and fire alarm systems and/or fixed fire suppression systems.*
- 7. A knowledge of initial testing and commissioning procedures as they relate to fire detection and fire alarm and/or fixed fire suppression systems.*
- 8. An understanding of the requirements for the training of user's staff.*

A.1.4 Specialist expertise requirements relating to System Maintenance.

The Certification Body shall be able to demonstrate it has sufficient experience and expertise to assess maintenance competence including at least the following:

- 1. A working knowledge of fire detection and fire alarm systems and/or fixed fire suppression systems and the underlying philosophy of high integrity life and property protection systems.*
- 2. A working knowledge of the requirements of BS7671 as they relate to the safe installation of fire detection and fire alarm systems and fixed fire suppression systems.*
- 3. A working knowledge of the relevant Standards as they relate to the maintenance requirements of fire detection and fire alarm systems and/or fixed fire suppression systems.*
- 4. A knowledge of maintenance procedures as they relate to fire detection and fire alarm and/or fixed fire suppression systems.*
- 5. A knowledge of the means by which they can assess maintainer's competence in the ongoing surveillance of the effectiveness of fire detection and fire alarm and/or fixed fire suppression systems as building occupation and use changes.*
- 6. An understanding of the design information provided as a result of the design module.*

Annex 2 Additional guidance for Certification Bodies and for organisations that are certificated to SP203-1 and SP203-3 or are seeking Certification.

A.2.1 Requirements of Certification Bodies undertaking audits of Management Systems as stated in Clause 11 of SP203-1

- a) The Certification Body shall ensure that the quality management system reflects the requirements of all parts of SP203-1 and SP203-3 both in theory, i.e. as documented by the organisation, and also as practiced by the organisation.
- b) Any sampling procedure for ongoing auditing that the TPCB may utilise shall be adequate and result in the full management system being audited within a time period that is acceptable to UKAS

A.2.2 Module Certificates associated with SP203-1 and SP203-3

SP203-1 & 3, Annex 1 provides details of the information to be included within Module Certificates and Annex 2 includes model certificates to demonstrate the general format requirements for these certificates. While it is recognised in SP203-1 & 3 Annex A 1.1 that certificated organisations may produce their own Module Certificates, the majority are likely to be produced by the Certification Bodies and then supplied to their certificated organisations. Where the Certification Body produces the certificates, they shall provide sufficient advice and guidance for their certificated organisations to accurately complete the certificates. If a certificated organisation produces their own certificates, the Certification Body shall review samples from time to time to check that they comply with the requirements of Annex 1 of SP203-1 & 3.

A 2.3 Sub-contracting of work included within the scope of SP203-1

A 2.3.1 The following conditions apply regarding the sub contracting of work by an SP203-1 certificated organisation

- a) Any SP203-1 certificated organisation can undertake work that falls within their scope of Certification,
- b) Installation can be undertaken by organisations that are not SP203-1 Certificated providing they meet the requirements of SP203 -1 Version 4, Clause 7,
- c) Maintenance may be sub-contracted to an SP203-1 certificated organisation providing the special conditions detailed in SP203-1 Version 4 Clause 9 are met,
- d) With the exception of the special cases describes at b) and c) above, SP203-1 certificated organisations can only sub-contract modules of work described in SP203-1 to other SP203-1 certificated organisations with an appropriate

scope of certification,

- e) While System Verification is not a Module, the general principles of a) and d) above also apply to verification.

A 2.3.2 When an SP203-1 certificated organisation sub-contracts work, their Certification Body shall from time to time review the register of approved sub-contractors, as specified in Clause 11.1.3 of SP203-1 Version 4, with the objective of assessing whether the requirements of Clause A 2.3.1 above are effectively met.

A 2.4 Sub-contracting of work included within the scope of SP203-3

A 2.4.1 The following conditions apply regarding the sub contracting of work by an SP203-3 certificated organisation

- a) Any SP203-3 certificated organisation can undertake work that falls within their scope of Certification,
- b) Installation can be undertaken by organisations that are not SP203-3 Certificated providing they meet the requirements of SP203 -3 Version 1, Clause 7,
- c) Maintenance may be sub-contracted to an SP203-3 certificated organisation providing the special conditions detailed in SP203-3 Version 1 Clause 9 are met,
- d) With the exception of the special cases describes at b) and c) above, SP203-3 certificated organisations can only sub-contract modules of work described in SP203-3 to other SP203-3 certificated organisations with an appropriate scope of certification,
- e) While System Verification is not a Module, the general principles of a) and d) above also apply to verification.

A 2.4.2 When an SP203-3 certificated organisation sub-contracts work, their Certification Body shall from time to time review the register of approved sub-contractors, as specified in Clause 11.4 of SP203-3 Version 1, with the objective of assessing whether the requirements of Clause A 2.4.1 above are effectively met.

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