



Guidance Document for Schemes

SP203-1

SP203-3

SP203-4

BAFE

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Introduction

This document has been developed to permit organisations involved with any of the SP 203 family of Schemes to provide guidance on specific clauses contained with the main Scheme document. It should be stressed that this is guidance only and is not a Scheme requirement. The guidance notes are advisory and are included to assist those persons needing further advice on the application and implementation of the Scheme. Reference to these guides in the Scheme document are shown with a blue/grey background to clearly distinguish them from the scheme requirements and will also contain a hyperlink to this document.

This guide has sample Certificates which may or may not be used by the Registered Companies and are there as an example only. Registered Companies wishing to create their own certificates are free to do so, however the Certification Body may have their own requirements regarding the issue of certificates.

Guidance for Certification Bodies and National Accreditation Body can be found in a separate document “Scheme requirements for UKAS and CBs

From time to time amendments to this document will be published and a notification will be posted on the BAFE website www.bafe.org.uk

Clause			Guidance Note
SP203-1	SP203-3	SP203-4	
5.3	5.3	5.3	This requirement is necessary to prevent any confusion arising regarding the organisation locations from which certificated work can be obtained
5.5	5.5	5.5	<p>While the preferred 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. Under these circumstances the organisation may be able to provide other evidence of their competence. An example of this alternative may be evidence of their experience gained while employed by another organisation</p> <p>In situations where a TPCB issues a qualified certification to an organisation having relied on evidence other than completed projects, the organisation should make example projects available for inspection by the TPCB just as soon as these become available and in any event in not more than 6 months. Where example projects are not available for inspection after a reasonable length of time, to be determined by the TPCB, the TPCB will review the matter with the organisation and withdraw certification where there is no realistic evidence that completed projects will become available within the foreseeable future</p>
6.1 e)	6.1 e)	6.1 e)	Maintenance tasks may be sub-contracted to other service providers providing those service providers are BAFE Certificated Organisations with the Maintenance fire detection and alarm systems listed within their scope of certification
-	6.1	-	<p>The Fluorinated Greenhouse Gases Regulations 2015 require that, where the organisation carries out work¹ on F-gas systems, the organisation must hold a current full certificate issued by a certification and evaluation body². The Greenhouse Gases Regulations require the organisation’s employees doing the work to hold a current certificate issued by a certification and evaluation body. Where the organisation, to any degree, subcontracts the work to another organisation, that organisation should be, likewise certificated. Where an organisation subcontracts all of the work, the organisation is not required to hold a certificate. The currency of any certificate can be verified by contacting the certification and evaluation body.</p> <p>1. In this context work includes any installation activity making any connection to the valve, commissioning (mechanical or electrical) and maintenance (mechanical or electrical).</p> <p>2. The certification and evaluation body named in The Greenhouse Gases Regulations is The Fire Industry Association</p>

6.2	6.3	6.2	The place of work i.e. the offices and workshops of an organisation certificated to the requirements of this scheme should, ideally, be separate from other commercial premises that are not under the control of the managers of the certificated organisation. The place of work should also, ideally, be physically separated from domestic premises
6.3.1	6.3.1	6.3.1	The workplace should not be the kitchen or living room of the owner of the organisation but it may be a spare bedroom that is not used for anything other than the organisation's business
9.4	9.4	9.3	<p>1. Surveillance Audits may have to be split into several shorter visits if the range of work covered by the organisation's scope of certification is not all available at the time of the planned Surveillance Audit.</p> <p>2. It is recognised that the stated objectives for Surveillance Audits can be effectively achieved by means of sampling techniques providing the Third Party Certification Body (TPCB) effectively manages the sampling frequency.</p> <p>3. Based on the findings of the audit the TPCB may require the period before the next Surveillance Audit to be reduced</p>
11.2.5 & 11.2.7	11.2.7 & 11.2.8	-	<p>Where a fire detection system is to be connected to a fire extinguishing system to trigger the extinguishing media it is important that the requirements of the two systems are specified in a manner that satisfies the integrity and performance requirements of the two systems. Examples of such requirements are listed below</p> <ul style="list-style-type: none"> - The design of the system recognises the particular requirements of interconnected fire detection and extinguishing systems and, where relevant, takes full advantage of recognised codes of practice for such systems - The fire detection system should be designed to minimise the likelihood of the extinguishing system being triggered due to a false fire alarm - The installation of the systems are undertaken in a manner whereby the triggering of the extinguishing system is not prevented by the early effects of a fire disabling either the fire detection or the fire extinguishing system - The commissioning of the systems is undertaken in a manner whereby the whole of the combined system is adequately tested without inadvertent release of fire extinguishing agent. This commissioning must adequately test the interfaces between the fire detection and the fire extinguishing systems <p>The certification should only be completed when there is adequate evidence that the combination of the two systems performs to specification</p>
11.3.1	-	-	For installations where a SP203-1 Modification certificate is not permitted, it is recommended that for fire detection and fire alarm systems a "modification certificate" generally in accordance with that shown within Annex G.7 of BS 5839-1: is offered to the Customer. The certificate must not include a BAFE Logo
11.4.1	-	-	For the maintenance certificate only, it is permissible to issue a combined certificate covering both the requirements of this scheme and those contained in BS 5839 for the Inspection and Servicing certificate shown within Annex G.6 of BS 5839-1
-	-	11.4.2	For emergency lighting systems complying with the requirements of BS 5266-1, a maintenance report in general accordance with Annex M of BS 5266-1 would normally be required. This includes a statement as follows "relevant details of work carried out and faults identified have been entered in the system log book"
-	-	12.1	The evidence of compliance with the requirements of Clause 11.1 is likely to be a current certificate issued by a UKAS accredited TPCB and a current SP203-4 listing by BAFE
12.3	12.3	12.3	<p>The competence of the Named Designer will be assessed by the TPCB</p> <p>The person(s) designated as having the authority to "sign off" designs on behalf of the organisation will be individually named, registered with their TPCB and their authority will be clearly defined. Their personal competence will be an important part of the organisation's approval</p> <p>The design resource(s) available to the Certificated Organisation will be relevant to the size and quantity of projects undertaken. An appropriate level of design resource needs to be available to the organisation. In a small organisation, undertaking relatively simple design projects, a single Designer may be acceptable; however, for organisations undertaking larger projects or multiple smaller projects, more than one Designer is likely to be necessary to provide back up</p>

			<p>If the Designer(s) is not available to undertake their work e.g. due to illness or holidays, the organisation is responsible for making satisfactory alternative arrangements or ceasing design work until an appropriate Named Designer becomes available</p> <p>Satisfactory audit of actual designs undertaken by the named Designer(s) should be an acceptable means of demonstrating design competence. The audit should include both an office based assessment and an on-site assessment of sample completed installations</p> <p>Evidence should exist of the Named Designer’s knowledge of any products and systems specified and a willingness to seek advice and guidance as required from other organisations, such as equipment manufacturers or Installation Organisations and the means of taking this advice and guidance into account during the design process. Satisfactory evidence may be the design notes associated with particular projects</p> <p>The Named Designer should have an understanding of the requirements of this Scheme in relation to the certification of the design and the subsequent certification of the installation module</p> <p>The Named Designer should be conversant with the relevant installation requirements such that designs are completed in a manner that provides sufficient information for the Installation Organisation and permits the Installation Organisation to undertake the Installation module in accordance with this Scheme</p> <p>The Named Designer should be able to demonstrate their ability to assess the fire risks influencing the Design of the emergency lighting systems; fire protection systems, e.g. the materials likely to burn in a fire, which may affect the choice of type of fire detectors or extinguishing agent or,</p> <p>The Named Designer should be able to demonstrate their understanding of the requirements of relevant EU Directives and their associated national (UK) legislation and relevant national safety requirements</p> <p>The Named Designer should be able to demonstrate their competence in the Design of fire detection systems that minimise the potential for false fire alarms or inadvertent discharge</p>
12.3	12.3	-	The specification should be based on one or more recognised Standards or Codes of Practice and any conflict or difference between specified Standards should be properly addressed by the Design Organisation. Examples of this process should be assessed to the satisfaction by the TPCB
-	-	12.3	This specification should be based on one or more recognised Standards or Codes of Practice shown in Annex A1.6.2
-	12.4	-	Where the organisation is involved with the design of fixed gaseous fire extinguishing systems to BS 6266 or related Codes of Practice and Standards, evidence should be available to demonstrate its knowledge of the requirements in relation to at least the following: a) the emergency control of air conditioning plant, b) determination of the effect of ventilation systems on the fire detection performance, c) the emergency control of electrical power shut down sequences for IT systems, and d) the control of fixed fire extinguishing systems
12.5			<p>Where the organisation is involved with the design of fire detection and fire alarm systems to relevant parts of BS 5839 or related Codes of Practice and Standards, evidence should be available to demonstrate knowledge of the requirements in relation to at least the following:</p> <ul style="list-style-type: none"> a) Safe connection to the “mains” power supply b) Connection to Alarm Receiving Centres (ARCs) c) Control of fire fighting lifts d) Control of smoke ventilation systems e) Control of the release of door retaining devices f) Control of the deactivation of fire exit security systems g) Control of voice evacuation systems

			<p>Where the organisation is involved with the Design of fire detection and fire alarm systems to BS 6266 or related Codes of Practice and Standards, evidence should be available to demonstrate its knowledge of the requirements in relation to at least the following:</p> <ul style="list-style-type: none"> a) The emergency control of air conditioning plant b) Determination of the effect of ventilation systems on the fire detection performance c) The emergency control of electrical power shut down sequences for IT systems d) The control of fixed fire extinguishing systems
12.6 & 12.7	12.5 & 12.6	12.6 & 12.7	<p>Records should be available for inspection for each project undertaken</p> <p>Evidence should exist that records are maintained and available for all projects the organisation is planning, or undertaking or has undertaken in accordance with this BAFE Scheme</p>
12.8	12.7	12.7 & 12.8	<p>The TPCB should satisfy itself that there is a satisfactory design control and sign off process in place</p> <p>During subsequent modules of the project, there may be Design issues arising that will require the further involvement of the Design Organisation prior to the certification of later modules of the project. The contract for the Design should recognise this possibility</p> <p>Design documentation should be prepared and recorded in a manner whereby design changes can be recognised during the course of the project</p>
13.1	13.1	13.1	<p>Evidence of compliance with the requirements of 13.1a) shall consist of a valid certificate issued by a TPCB and a current BAFE Approval listing</p> <p>Evidence of compliance with the requirements of 13.1b) shall consist of a valid certificate issued by a UKAS accredited TPCB</p>
	13.4		<p>The TPCB should assess the competence of Installation Organisations wishing to be certificated to this Scheme. This should include at least the following:</p> <ul style="list-style-type: none"> a) there should be evidence that the Organisation has the ability to successfully interpret system design requirements provided by the System Designer, b) there should be evidence that the organisation has an understanding of the requirements of this Scheme in relation to the certification of the Design and the certification of the Installation module, c) there should be evidence that the organisation has a comprehensive understanding of the installation Requirements as they are specified in relevant Standards and Codes of Practice, d) there should be evidence that the organisation has a comprehensive understanding of the need to effectively work with other organisations to achieve the correct interfaces between other on-site building services, systems and structures that may be necessary as a part of the System Design, e) there should be evidence that the organisation has a comprehensive understanding of electrical, mechanical and other safety issues relating to installation of relevant fire extinguishing systems, depending upon their scope, f) there should be evidence that the supervisory staff has the competence to supervise on-site work, and g) there should be evidence that the organisation has sufficient supervisory resource with adequate competence to effectively supervise the projects that it is undertaking at any time
13.4.1	13.5.1	13.6	<p>It is a legal requirement to supply products that are tested and certificated to comply with the CPR, it is the supplier who is in breach for supplying non-conforming products and it is the supplier's responsibility to ensure that supplied products meet with the requirements of the Regulations http://ec.europa.eu/growth/single-market/european-standards/harmonised-standards/construction-products/index_en.htm</p>
13.4.2	13.5.2	13.7	<p>Where innovative components are incorporated, they should be supplied with a Declaration of Conformity to the specification agreed with the Customer and recorded as a variation on the BAFE Certificate of Compliance</p>
13.6	13.8	13.9	<p>Records should be available for inspection for each project undertaken and the TPCB should satisfy itself that samples of these, selected at random, are of a satisfactory standard</p>

13.7	-	13.10	<p>Records such as ‘working drawings’ should be available for inspection for each project undertaken</p> <p>Evidence should exist that records are maintained and available for all projects the organisation is planning, or undertaking or has undertaken in accordance with this BAFE Scheme</p>
13.8	13.10	13.11	<p>Projects with multiple phases may be subject to phase completion documentation to permit the subsequent module of the project to proceed when an installation phase is completed. The documentation may or may not include an installation certificate for that phase dependent upon the contract requirements. However, there should be clear evidence that all work on phased projects has been completed and certificated</p>
14.3	14.3	-	<p>Typically the evidence provided to the Handover Organisation by the Commissioning Organisation would include for a BS 5839-1 systems Commissioning Certificate</p>
-	-	14.3	<p>Typically the evidence provided to the Handover Organisation by the Commissioning Organisation would include a completed relevant part of Annex H and I to BS 5266-1. There should be written declarations of the:</p> <ol style="list-style-type: none"> installation quality. The wiring installation conforms to the current version of the wiring regulations BS 7671, as applicable, photometric performance checked by measurement or by comparison with authenticated data from luminaire supplier. The latter is the more usual custom & practice. arrangement of a satisfactory test of operation and compliance to BS 5266-1, provision of a log book which should be readily available for inspection, and clear evidence of handover of instructions and documentation and, if practicable, training of the end user
14.4	14.4	14.4	<p>The Commissioning Organisation should be able to demonstrate:</p> <ol style="list-style-type: none"> an in-depth understanding of the technical aspects of the equipment that it is to initially test, commission and handover. This should include evidence of technical support from equipment suppliers and availability of adequate test and commissioning equipment together with demonstrable expertise in its use an ability to successfully interpret system design requirements provided by the System Designer an understanding of the requirements of this Scheme in relation to the certification of the Design module, the Installation module and the Initial Testing, Commissioning and Handover modules a comprehensive understanding of the Commissioning process an understanding of the importance of the interfacing the scope of the relevant Scheme document with other building services, systems and structures and the requirement for effective liaison with other organisations to prove that the system interoperability meets the defined design objectives a comprehensive understanding of electrical and other safety issues relating to the Initial Testing and Commissioning of electrical systems the competence of supervisory staff to supervise on site work the availability of sufficient resource with adequate competence to effectively undertake the projects to which it is committed <p>It is recognised that Commissioning may be undertaken in two parts</p> <ol style="list-style-type: none"> Initial Testing or setting to work, during which the System will be electrically tested and checked to make sure the components work as anticipated commissioning to specification whereby the system is configured and otherwise set up and tested to ensure that it performs to specification <p>Unless the person undertaking Initial Testing has the relevant skills, they will not be competent to undertake either Commissioning or Verification – see also Clause 16</p> <p>The organisation should be able to demonstrate a competence to train others in the use of the equipment that it is handing over</p> <p><u>Additional guide for SP203-4</u></p>

			The Commissioning Organisation should be able to demonstrate an in-depth understanding of the equipment that is to be initially tested, commissioned and handed over.
14.8 & 14.9	14.8 & 14.9	14.8 & 14.9	Records such as 'working drawings' should be available for inspection for each project undertaken Evidence should exist that records are maintained and available for all projects the organisation is planning, or undertaking or has undertaken in accordance with this BAFE Scheme
14.10	14.10	14.10	Projects with multiple phases may be subject to phase completion documentation. The documentation may or may not include an installation certificate for that phase dependent upon the contract requirements. However there must be clear evidence that all work on phased projects has been finally completed and certificated There should be clear evidence that appropriate documentation, including as fitted drawings, have been handed over to the Customer
-	-	14.10	For the purpose of this BAFE Scheme the verification certificate described in the relevant Annex of BS 5266-1 is interpreted to mean Commissioning and handover
14.11	14.11	14.11	Records should be available for inspection for each project undertaken and the TPCB should satisfy itself that samples of these, selected at random, are of a satisfactory standard Evidence should exist that records are maintained and available for all Initial Testing and Commissioning modules undertaken by the organisation in accordance with this BAFE Scheme. These records should be maintained and made readily accessible for a minimum of 7 years or the minimum legal requirement from the date of handover or until some other organisation, e.g. the owner of the installation formally takes responsibility for their ongoing storage and maintenance
15.2	15.2	15.2	The organisation should be able to demonstrate: An adequate understanding of the technical aspects of the equipment that it is to maintain. This may include evidence of technical support from equipment suppliers and availability of adequate test equipment together with demonstrable expertise in its use A basic understanding of the requirements of this Scheme in relation to the certification of the Design module, the Installation module, the Initial Testing, and the Commissioning and Handover module A comprehensive understanding of the maintenance requirements of applicable Standards and Code The competence of supervisory staff to supervise on site work
-	15.2	-	<u>Additional guide for SP203-3</u> The organisation should 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 result in adverse discharges
-	-	15.2	<u>Additional guide for SP203-4</u> The organisation should be able to demonstrate: A comprehensive understanding of electrical and other safety issues relating to the maintenance of electrical systems An ability to successfully interpret system design requirements provided by the System Designer and to be able to apply these when assessing a system's ongoing suitability
15.5 & 15.6	15.5	15.5 & 15.6	There should be satisfactory evidence of the arrangements in place to meet the call out requirements and there should also be evidence that the arrangements work in practice
15.7 & 15.8	15.6 & 15.7	15.7 & 15.8	There should be satisfactory evidence of the arrangements in place to provide the compatible replacement parts required and evidence that the arrangements work in practice

			<p>The access to adequate spare parts is an important requirement as it is not acceptable for modern systems to be maintained by an organisation that does not have access, even if this requires assistance from another organisation</p> <p>There will be installations where, for example, due to age or the ceasing of trading of the manufacturer, there are no spare parts available but where the Customer is unwilling to replace the equipment while it is still working. Under these circumstances, if the maintainer wishes to maintain the installation, there should be clear evidence that they have made the Customer aware of the situation regarding lack of availability of spare parts and that the contract has been let on this basis</p>
15.9	15.8	15.10	There should be evidence that any requirements for additional work to restore the system to full fitness for purpose have been clearly specified to the Customer such that they are able to place an order for the work to be undertaken
-	15.10	-	<p>Where “as installed” documentation that meets the requirements of BS EN 15004-1, Clause 8.3 and Annex A is available, the System shall be checked against this documentation to ensure that no changes that may affect the efficacy of the System.</p> <p>Where any such change appears to have taken place, the Maintenance Organisation should advise the Client of the change and indicate how the change may have an adverse impact on the efficacy of the System.</p> <p>Where satisfactory “as installed” documentation is not available, the System Design should be reviewed to ensure that the System meets the requirements of the relevant national Standards. The System’s review should be completed by a Certified Organisation having Design included within their scope of Certification.</p> <p>The adequacy of over-pressurisation should be verified.</p> <p>The adequacy of post-discharge ventilation should be verified.</p> <p>Where evidence is not available that an enclosure integrity test has been carried out within the last twelve months it should be recommended to the Client that such a test is carried out</p>
16.1	16.1	16.1	This is the Verification process defined in Clause 4
16.2	16.2	16.2	<p>In an ideal situation Verification is carried out at the site, during or after Commissioning, by a person who is assessed by the TPCB as one who is competent to design and has been identified to the TPCB as a ‘named Designer’</p> <p>A practical alternative may be a verification process that has been carried out in conjunction with a person assessed by the TPCB as one who is competent to design and who has been identified to the TPCB as a ‘named Designer’ but that does not normally attend site</p> <p>An example of this alternative process may be one that involves both a commissioning engineer, who has been assessed as having an awareness of design, and a named Designer. The commissioning engineer will document any anomalies that are identified during their commissioning process and submit them to the named Designer. The named Designer will assess their impact on the design and determine the necessary actions that may be required. The satisfactory completion of any verification process should be documented and include the signature of a named Designer</p>
-	16.2	-	<p><u>Additional guide for SP203-3</u> Useful information relating to Verification is included within Annex A1.5.3</p>
16.4	16.4	16.3	<p>Examples of work that are part of Verification include:</p> <ul style="list-style-type: none"> - The correct siting of fire detectors; discharge nozzles; luminaires - The building details in relation to the system design drawing (to establish if the building has changed) - The actual cause and effect performance against the design specification cause and effect. (This may only require inspection of the commissioning records and the building plans)
-	-	16.3	<p><u>Additional guide for SP203-4</u> Examples of work that are part of Verification include:</p>

			The provision of accurate drawings highlighting the location of all emergency lighting fittings and test switches as well as reference to any agreed deviations
16.6	16.6	16.6	Because of the nature of Verification it is more easily undertaken as a continuing process throughout the lifetime of the project and it is recommended that this option be proposed to the Customer. Where the ongoing Verification is not acceptable, Verification after Commissioning is the alternative but it needs to be recognised that this is likely to be less comprehensive, as access to some aspects of the installation may not be possible
16.7	16.7	16.7	An organisation undertaking Verification will not need to be directly involved in either the Installation or the Commissioning of systems but will have to be able to demonstrate their relevant competence to the TPCB undertaking their audit before having Verification included within their scope
16.8	16.8	16.8	<p>The effect of Clause 16.8 is to permit variations from the contract specification to be agreed with the Customer at any time before the Certificate of Compliance is issued. It therefore becomes possible for the Customer, if they so wish, to make the decision to accept some variations that would normally be corrected as a condition of a contract. If the Customer agrees to a variation, it becomes the Customer's responsibility to formally agree the variation with other organisations that need to be consulted, e.g. insurers and building control</p> <p>Ideally an organisation that wishes to undertake Verification should advise their TPCB at the time they apply for certification. Having received this information, the TPCB can assess the organisation's Verification competence at the same time that they assess them against the requirements of all the other relevant clauses of the Scheme</p> <p>Organisations wishing to undertake Verification must have Design included within their scope of certification. If this is not the case, the organisation will be unable to satisfy the requirement within Clause 16.2 for Verification to be undertaken in conjunction with a person having design competence</p>
16.8	-	-	<p><u>Additional guide for SP203-1</u></p> <p>The TPCB would normally expect to initially limit their audit of Verification competence to BS 5839-1. Competence in relation to other Standards and Codes would be assessed at a later date</p> <p>Requirements for the Verification of systems involving fire extinguishing systems that are triggered by fire detection systems is explained within SP203-3 – Scheme for the Design, Installation, Commissioning and Maintenance of Gaseous Fire Extinguishing System</p>
-	-	16.8	<p><u>Additional guide for SP203-4</u></p> <p>The TPCB would normally expect to initially limit their audit of Verification competence to BS 5266. Competence in relation to other Standards and Codes would be assessed at a later date</p>