



## **Scheme Requirements for Certification Bodies and National Accreditation Body**

For the assessment of applicant Certification Bodies  
wishing to include BAFE Schemes  
within their Scope of Accreditation

### **BAFE**

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## 1 INTRODUCTION

This document was first published in February 2019 and provides guidance for:

- Third Party Certification Bodies wishing to include the relevant BAFE Scheme 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 Third-Party Certification Body
- Organisations that are applying or already certificated to the relevant BAFE Scheme.

This document should be read in conjunction with the relevant BAFE Fire Protection Industry Scheme document.

This document supersedes and replaces SP101-2, SP203-2 and SP205-2 documents

## 2 APPLICATION PROCESS FOR THIRD PARTY CERTIFICATION BODIES

**2.1** A Third-Party Certification Body (TPCB) wishing to include the relevant BAFE Scheme 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 that Scheme. On receipt of the application, BAFE Council will consider it against the following, which should be suitably addressed within the TPCB's application.

**2.1.1** The TPCB's confirmation to BAFE that, to the best of its knowledge, it is able to meet the requirements set out in the Scheme and that it will also be able to meet the other requirements specified in BS EN ISO/IEC 17021 and/or BS EN ISO/IEC 17065.

**2.1.2** The TPCB's confirmation that it has a good reputation in the fire safety profession or, if not already operational in this area, that it has a good reputation within those related professions, as specified by the TPCB, where life, safety or property protection are important assessment issues.

**2.1.3** Subject to the agreement of BAFE Council, the applicant TPCB will be sent a letter confirming BAFE's agreement to them contacting UKAS to arrange assessment to the requirements of ISO/IEC 17021 or ISO/IEC 17065 and the relevant Scheme.

***Note:** The applicant TPCB should provide UKAS with a copy of the BAFE letter of agreement to proceed.*

**2.1.4** The TPCB's agreement to pay an annual access fee to BAFE.

***Note:** Details of the fee can be obtained from BAFE*

**2.2** On receipt of BAFE's letter of agreement, the applicant certification body should then contact UKAS and provide them with a copy of the BAFE letter of agreement to proceed.

**2.3** On successful achievement of UKAS accreditation to ISO/IEC 17065 and/or ISO/IEC 17021 for the operation of the relevant Scheme, the applicant TPCB should advise BAFE and conclude the formal licence agreement for the operation of the Scheme and for the BAFE Listing of both the TPCB and organizations they certificate to the requirements of the Scheme.

- 2.4 The TPCB will be granted access to BAFF's system which records organisation's details, and those of its technicians. The relevant information will be available for those companies which a TPCB assesses to aid assessment planning.

### 3 REQUIREMENTS FOR TPCBs OPERATING THIS SCHEME

#### INITIAL CERTIFICATION AUDIT

- 3.1 The TPCB shall require an organization applying for a certification audit to state:-
- a) The total number of employees relevant to the scheme being applied
  - b) The names and operational locations, in the case of a corporate organisation this shall include all the trading names
  - c) The names and operational locations of persons within the organization who are responsible for internal quality assessments and assessments of competence of key personnel including validators where applicable
  - d) For SP205 - the address and brief premises description of 3 FRA's carried out by each Validator within the 12 month period preceding the application
- 3.2 The TPCB shall carry out a certification audit to determine the organization's compliance with the Scheme. The audit shall sample sufficient documents and records, and include interviews with all key personnel and, in the case of SP205 Fire Risk Assessors or Validators
- 3.3 The TPCB Assessor shall have access to all the documents and records referred to in the Scheme document, management systems.
- 3.4 The Certification Body shall ensure that the quality management system reflects the requirements of all parts of the scheme, both in theory, i.e. as documented by the organisation, and also as practiced by the organisation.
- 3.5 For Scheme SP205, the assessor shall select for examination at least two fire risk assessments carried out by each proposed Validator within the preceding year. At least one on-site visit to determine the competence of each proposed Validator shall be carried out
- 3.6 The TPCB shall nominate a representative sample of the organization's servicing work and carry out field based assessments of current and/or previous servicing work carried out in the preceding 3 months, see Annex 2 for sampling regime. For SP205, fire risk assessors [other than Validators], carry out a desk-top audit of two FRAs completed by each nominated assessor within the preceding 12 month period.
- Note 1:** If a corporate organisation has various trading names the technician sampling regime should encompass all the technicians employed by the organisation irrespective of trading name.*
- Note 2** Where the result of the TPCB's assessments do not confirm the results of the organization's internal assessment, further TPCB sampling may be required.*
- 3.7 The size of the sample should be as indicated in Annex 1 of this document. This sample should be representative of all operational locations and areas. Of those persons who are not Validators, at least one shall be selected for an on-site audit. If the result of the TPCB's audits do not confirm the results of the organizations internal audit, further TPCB sampling may be required
- 3.8 The TPCB shall provide a written statement (certificate) to the certificated organization clearly indicating the organization's conformity to the relevant Scheme. It shall also include as a minimum:

Numbers of technicians employed using the bands given in section 4 and the geographic areas of operation.<sup>1</sup>

### SURVEILLANCE AUDIT – All Schemes

- 3.9** The TPCB shall carry out a surveillance audit in accordance with the Scheme requirements and shall then carry out further surveillance audits at intervals of not more than twelve months
- 3.10** CBs to advise BAFE of additions and deletions of certificated individuals
- 3.11** The TPCB surveillance audit shall include an assessment of completed servicing visits and include a review of documents, records and where applicable, the result of a BAFE a field-based assessment of the Technician.
- Note: The field-based assessment may comprise a witnessed assessment carried out during the course of a normal site visit by the Technician of the certificated organization. Alternatively, the field based assessment may involve a visit to premises for which a maintenance visit was recently carried out by the certificated organization. The certificated organization must be able to demonstrate that the sample visits are suitable and sufficient for compliance with their client’s specification.*
- 3.12** The interval between subsequent surveillance audits shall be determined by the TPCB based on their assessment of the organization from the previous audit.
- Note: Any degree of non-compliance with the requirement of this scheme that gives rise to a special audit as detailed in the main Scheme document may result in the period between subsequent surveillance audits being less than 12 months*
- 3.13** The TPCB shall perform a surveillance audit on a risk-based approach dependent on the outcome of the initial certification audit detailed in Clauses **3.4 to 3.11** of this Scheme document and shall carry out surveillance audits at intervals of not more than 12 months.
- 3.14** The size of the sample should be as shown in Annex 2, where the number is the total number of technicians or fire risk assessors, who are not Validators, employed by or contracted to the organization. This sample should be representative of all operational locations and areas. Of those persons who are not Validators, at least one shall be selected for an on-site audit. If the result of the TPCBs audits do not confirm the results of the organizations internal audit further TPCB sampling may be required
- 3.15** The TPCB shall nominate a different representative sample of the organisation’s technicians or fire risk assessors, other than Validators and carry out a desk-top assessment of at least two service visits completed by each selected employee within the preceding 12-month period. The sample for each successive surveillance audit should, where practicable, nominate technicians or fire risk assessors who have not previously been assessed. In nominating these samples priority should be given to including those employees who do not demonstrate the evidence of competency; see Annex 2
- 3.16** The TPCB shall audit evidence of the fire risk assessor’s knowledge of any products and systems specified.
- 3.17** The TPCB shall check compliance with the requirements for the use of the BAFE branding and Scheme logo as part of their assessment of the certificated organization.

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<sup>1</sup> Technician numbers only apply to SP101

**Note:** The requirements for the use of the BAFE Scheme Logo in connection with the BAFE Scheme will be notified to the certificated organization upon successful completion of certification

## 4 COMPETENCE OF THE CERTIFICATION BODY'S ASSESSOR

**Note:** The following clause complements the requirements specified within BS EN ISO/IEC 17021 and BS EN ISO/IEC 17065

- 4.1** Personnel involved in the audit/assessment processes required by the Scheme shall be able to demonstrate that, in addition to the requirements specified within BS EN ISO/IEC 17021 & 17065, they have fire safety competence relevant to the Scheme they are registered for, 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 all modules of the relevant Scheme (where applicable).
- 4.2** Specifically, TPCB personnel involved in the audit process shall demonstrate that their competence adequately encompasses all general fire precautions and fire safety measures addressed within the scope of the fire risk assessment required by UK fire safety legislation<sup>2</sup>

Competence A Fire Alarm/Fire Extinguishing/Fire Risk Assessor	Competence B Auditing/Inspection
<p><b>Method 1a</b> Formal theoretical training courses, including examination(s) to assess understanding</p> <p>+ On site visits involving trainer(s) to provide practical training</p> <p>+ Examination(s) to assess overall understanding</p>	<p><b>Method 2a</b> Institute of Quality Assurance (IQA) CQI approved auditor training including the associated 5-day course</p> <p>+ Practical training relevant to the work associated with relevant auditing and inspection and fire risk assessments where applicable</p> <p><b>Note:</b> The person must meet the requirements for IQA Registration for Certified Auditor level although registration is not necessary</p>
<p><b>Method 1b</b> 5 years practical experience of applying Standards and Codes relevant to the specific area of fire protection</p> <p>+ Examination to assess overall understanding</p>	<p><b>Method 2b</b> 3 years practical experience auditing and inspection relevant to the specific area of fire protection and is considered by the Certification Body and by UKAS to meet the requirements ISO 17065</p> <p>+ Successful attendance on an IQA CQI auditor training course</p>
<p><b>Method 1c</b> Attending approved and relevant training schemes</p> <p>Note 1: 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/HND or NVQ's providing the qualification is associated with a relevant subject or listing under a relevant fire risk assessment registration or certification scheme (e.g. the scheme of a professional body or a UKAS accredited TPCB)</p>	

<sup>2</sup> In England and Wales, the Regulatory Reform (Fire Safety) Order 2005;  
In Scotland, the Fire (Scotland) Act 2005 in conjunction with the Fire Safety (Scotland) Regulations 2006;  
In Northern Ireland, the Fire and Rescue Services (Northern Ireland) Order 2006 in conjunction with Fire Safety Regulations (Northern Ireland) 2010

+ 3 years of practical experience in the specific area of fire protection	
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**Figure 1 – Competence requirements of Certification Body personnel**

- 4.3** Where the training of audit personnel has not included, at any stage, formal examination acceptable to UKAS to support Competence A, an interview should form a part of the UKAS audit of named persons specified in **Clause 4.2**
- 4.4** TPCB auditors shall have a broad understanding of all fire safety measures required by UK fire safety legislation
- 4.5** Where it is necessary for examinations to be undertaken to confirm the competence of assessors and other TPCB staff, an interview or written examination should form a part of the UKAS assessment of named persons specified in Clause 5.1 and be undertaken by the Certification Body for other assessment personnel. The Certification Body shall provide evidence that their examination criteria provides confidence that the persons who successfully complete the examination can be considered competent
- 4.6** Where site assessment personnel are required for the assessment of portable fire extinguisher technicians, they shall also have passed the BAFE exam and hold up to date refresher certificates, as required

## 5 IN HOUSE COMPETENCIES OF THIRD-PARTY CERTIFICATION BODIES

***Note:** The following clauses should be read in conjunction with Clause 7.1 of BS EN ISO/IEC 17021 and Clause 6.1 of BS EN ISO/IEC 17065.*

- 5.1** The TPCB shall have at least one named member of staff on their payroll (not necessarily full time) responsible for the technical aspects of the certification service and who meets the requirements of at least one of the categories 1a – 1c of Figure 1
- 5.2** The TPCB’s named person(s) responsible for the technical aspects of the certification service shall neither be subcontracted nor be a sub-contractor, and the TPCB shall provide evidence to UKAS to establish that the person(s) has an ongoing relationship with the TPCB and is sufficiently integrated to be able to act on behalf of the TPCB in matters relating to technical aspects of the relevant Scheme.

***Note 1:** Some examples of these technical aspects are included within Clause 5.9 and Clause 5.10*

***Note 2:** The person undertaking this role may be the same as that undertaking the role described in Clause 5.3*

- 5.3** The TPCB’s named person(s) responsible for the assessment and inspection aspects of the certification service shall neither be subcontracted nor be a sub-contractor and the TPCB shall provide evidence to UKAS to establish that the person(s) has an ongoing relationship with the TPCB and, is sufficiently integrated to be able to act on behalf of the TPCB in matters relating to the quality and consistency of assessments and inspections undertaken in accordance with the requirements of the relevant Scheme. They should also be able to meet the requirements of at least one of the categories 2a–2b of Figure 1.

***Note 1:** The person undertaking this role may be the same as that undertaking the role described in Clause 5.1*

***Note 2:** Some examples of the aspects described in Clause 5.3 are included within Clause 5.7 and Clause 5.8*

- 5.4** The TPCB shall ensure that assessors and assessment teams are competent to carry out the assessment and that the named members(s) of staff ensure and confirm that the results of assessment/inspection are of a similar standard irrespective of who the TPCB has used to undertake the work. This will require competence to be confirmed by the named member of staff.
- 5.5** 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.
- 5.6** Where the TPCB's named member(s) of staff cannot provide evidence of examination acceptable to UKAS to confirm their own competence to carry out the task in **Clause 5.4**, an interview shall form part of the UKAS assessment of the named person(s) specified in **Clauses 5.1** and **5.3**
- 5.7** Where issues are raised during assessments of certificated companies by the TPCB, particularly relating to inspections of installed systems or audits of fire risk assessments, where subjective judgements are necessary to determine whether an issue is serious or only of minor concern the final decision shall be made by the TPCB.
- 5.8** Where there are likely to be complaints received from time to time that will need to be investigated, the TPCB's named member(s) of staff shall make use of their competence to manage the investigation and produce relevant conclusions.
- 5.9** The TPCB shall have in place an effective means for providing back up for the named member(s) of staff specified in **Clauses 5.1** and **5.3** when the member(s) of staff are unavailable e.g. due to holidays or illness
- 5.10** The TPCB shall provide UKAS with the details of their named member(s) of staff, required by **Clauses 5.1** and **5.2** and shall provide written notification to UKAS of changes within 4 weeks of any change.



## ANNEX 1 SP101 SPECIFIC REQUIREMENTS

**A1.1** The TPCB shall have access to BAFE's records and technicians field assessments and shall take these into account during assessment planning.

**A1.2** During the course of the surveillance audit the TPCB assessor may, at their discretion, consider a number of options to evaluate the competence of the organisation's technicians, including, but not limited to:

- field based assessment with the technician present, and
- retrospective assessments of work undertaken by the technician during the previous 3 month period. See Annex 2 for an example retrospective checklist.

**Note 1:** *The sample will be selected by the TPCB assessor and not offered by the Registered Company, following a request to the organisation for a list of completed work and a representative sample taken.*

**Note 2:** *Each successive surveillance assessment shall include an assessment of at least two service visits carried out by the registered BAFE Technician by the methods stated above.*

**A1.3** Persons who are not field technicians but who are office based and wish to maintain their BAFE registration shall be selected for an office based practical demonstration of competence.

**Note:** *Where the result of the TPCB's audit does not confirm the results of the organization's internal assessment, further TPCB sampling may be required and a non-conformance raised against the organisation*

**A1.4** Satisfactory assessment by the TPCB of actual field based visits undertaken by a sample of the organization's technicians should be an acceptable means of demonstrating competence of the named technician(s) involved.

**A1.5** The scope of a Registered Organisation is given in the Scope of Certification issued by the UKAS accredited Certification Body and shall include as a minimum:

- The maintenance of Portable Fire Extinguishers to BAFE Scheme SP 101
- Geographic area of operation
- Number of field technicians employed, to be shown in the following bands:

<b>No. of Technicians Employed</b>
1 – 5
6 – 15
16 – 25
26 – 45
46 – 65
66 – 85
> 85

## ANNEX 2 ASSESSMENT SAMPLING REGIME FOR SP101, SP105, SP205 & SP206

**A2.1** To reflect the size of the organisation and the number of technicians employed the following minimum number of annual field-based assessments shall be carried out:

<u>No. of Technicians* Employed</u>	<u>Minimum Annual Sample size</u>
1 – 5	1
6 – 15	2
16 – 25	3
26 – 45	4
46 – 65	5
66 – 85	6
> 85	8

\*For other non SP101 schemes the term technician can be used to identify the number of key employees operating in a particular area or module of that scheme e.g design, installation, etc.

**A2.2** The minimum number of TPCB assessments shall be determined using the Table above with a bias towards retrospective field-based assessments for extinguisher technicians.

**A2.3** The regime is designed to reflect different sizes of Organisation by using the number of technicians employed to determine the number of field-based assessments carried out. They shall also reflect the operational locations and areas covered by the Organisation.

**A2.4** Where sufficient technicians exist this sample shall cover different technicians in successive years.

ANNEX 3 EXAMPLE RETROSPECTIVE ASSESSMENT CHECKLIST

Portable Fire Extinguisher Site Audit for SP101					Date	
BAFE Company		Site Details			Technician Name and number	
Customer Contact Details						
Service Date, Certificate. (Attach copies if required)						
1 LOCATION & SUITABILITY	1	2	3	4	5	6
Extinguisher type						
Model						
Size						
Correct siting location						
Suitable for fire hazard						
Class A cover sufficient						
Specific risk cover sufficient						
Travel distances appropriate						
Correct and secure mounting						
Visible and correct ID						
Manufacturer recall model?						
Corrective action required?						
2 EXTERNAL INSPECTION						
Tampering or discharge						
Safety clip fitted						
Tamper indicator fitted						
Wiped down						
Corrosion/damage						
Legible labels						
Year of manufacture/supply						
Last extended service						
Weight recorded on label						
Weight recorded at audit						
Gauge test/pressure						
Gauge dot replace						
Hose/horn damage						
Hose/horn threads						
Nozzle						
Bursting disc						
UV ageing						
Service label completed						
3 INTERNAL INSPECTION						
Medium level correct						
Internal corrosion						
Any lining defect						
CARTRIDGE						
Securely fitted						
Year of manufacture						
Corrosion/damage						
Size correct						
Weight correct						
Propellant correct						

HEAD ASSEMBLY						
Cylinder and head threads						
Operating mechanism						
Venting slots clear						
Striking pin sharp & operates						
'O' rings changed						
Syphon tube & strainer						

	1	2	3	4	5	6
Relevant Paperwork Correct						
Recommendation Report Raised						
Individual Extinguisher Result Pass/Fail						

**GENERAL COMMENTS**

**CORRECTIVE ACTION TAKEN**

**FURTHER ACTION REQUIRED**

<b>SIGNED BY AUDITOR</b>	<b>DATE</b>
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<b>SIGNED BY BAFE COMPANY REPRESENTATIVE</b>	<b>DATE</b>
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## ANNEX 4 SP203 SPECIFIC REQUIREMENTS

- A4.1** The Certification Body shall ensure that the quality management system reflects the requirements of all parts of SP203 both in theory, i.e. as documented by the organisation, and also as practiced by the organisation.
- A4.2** The TPCB should assess the competence of Installation Organisations wishing to be certificated to this Scheme. This should include at least the following:
- a) the Installation Organisation should be able to demonstrate its competence and ability to meet the requirements of BS 7671 for the electrical safety of the installation
  - b) there should be evidence that the organisation has the ability to successfully interpret system design requirements provided by the System Designer
  - c) 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
  - d) 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
  - e) 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 service systems and structures that may be necessary as a part of the System Design
  - f) there should be evidence that the organisation has a comprehensive understanding of electrical, mechanical and other safety issues relating to installation of relevant fire protection systems depending upon their scope
  - g) there should be evidence that the supervisory staff has the competence to supervise on site work
  - h) 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
- A4.3** The TPCB should satisfy itself that samples of records, selected at random, meet the specified requirement for all modules in scope
- A4.4** 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
- A4.5** 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.
- A4.6** Sub-contracting of work included within the scope of SP203-1 is permissible under the following conditions:
- 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 or SP203-3 Certificated providing they meet, in full, the requirements of SP203 -1 or SP203-3 Installation Clause
  - c) Maintenance may be sub-contracted to an SP203-1 or SP203-3 certificated organisation providing the special conditions detailed in SP203-1 or SP203-3 Maintenance Clause are met
  - d) With the exception of the special cases describes at b) and c) above, SP203-1 and SP203-3 certificated organisations can only sub-contract modules of work described in relevant Scheme document to other SP203-1 or 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.

**A4.7** When an SP203-1 or 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 the Management System requirements with the objective of assessing whether the requirements of **Clause A4.3** above are effectively met.

**A4.8** Where Organisations are unable to undergo a particular module due to lack of resource or long-term absenteeism it is permissible under this Scheme to contract in labour under the following conditions:

- The contractor/individual must operate under the Certificated Organisation's quality management system
- The Certificated Organisation takes full responsibility for all work undertaken on its' behalf
- The Certificated Organisation shall undertake all competence checks according to its' own processes and procedures
- The Certificated Organisation shall regularly monitor and appraise the contractor for their ongoing suitability
- The demonstration of competency may include the sub-contractor being a member of:
  - a) the NICEIC Approved Contractor Scheme, or
  - b) the ECA Membership Certification Scheme

## ANNEX 5 SP205 SPECIFIC REQUIREMENTS

- A5.1** Each successive surveillance audit shall include examination of at least two fire risk assessments carried out by any Validator newly appointed by the organization since the completion of the preceding surveillance audit. At least one on-site visit to determine the competence of each new Validator shall be carried out.
- A5.2** Where the certificated organization has given notice to the TPCB that it has nominated a new Validator, and where, in the opinion of the certificated organization that nominated person is critical to the organizations work throughput, the TPCB shall carry out a dedicated audit of the nominee's competence. The completion of an on-site TPCB witnessed fire risk assessment undertaken or being undertaken by the nominee [SP205 Part 1 Competencies of Fire Risk Assessors clause] may be deferred until the next scheduled surveillance audit as detailed in A5.1 above.
- A5.3** The TPCB audit shall include an audit of completed fire risk assessments. This shall include a review of documents and records and an on-site audit of the assessed premises. The on-site audit may comprise a witnessed assessment carried out during the course of a fire risk assessment by a fire risk assessor of the certificated organization. Alternatively, the on-site audit may involve a visit to premises for which a fire risk assessment was recently carried out by the certificated organization. The certificated organization must be able to demonstrate that the sample fire risk assessments are suitable and sufficient for compliance with their client's specification and, in particular, for compliance with the requirements of the relevant fire safety legislation.
- A5.4** TPCB should assess the quality of FRAs against Part 1 Annex D and assess against the following descriptors:
- The subject matter is recognised in the report and the level of supporting commentary is provided to allow the auditor to gain a full understanding of the related life safety issue in relation to the provision/s provided in the building
  - The subject matter is recognised in the report and sufficient supporting commentary is provided to allow the auditor to make a reasoned judgment as to the level of life safety provision/s provided in the building
  - The subject matter is recognised in the report but little or no qualifying supporting commentary is given. Typically, a tick in a box with no additional commentary for a question relating to 'fire warning arrangements', for example, would not be considered sufficient information for the auditor to assess whether the assessor has taken all relevant factors into consideration
  - No recognition of the question given to the subject matter given in the report FRAs falling in the descriptors C and D should be deemed non-compliant with this

## ANNEX 6 SP206 SPECIFIC REQUIREMENTS

**A6.1** The TPCB shall undergo suitable training in the general principles of operation of the systems.

*Note: It is NOT a requirement of the Scheme that the full product appreciation is required for all systems, however the TPCB should have at least one of their assessors having completed at least one of the full training programs offered by the OEM prior to delivering the Scheme.*

**A6.2** TPCB assessors shall understand and demonstrate the principles of operation of all systems they will assess. The TPCB assessor shall have undertaken initial training in at least one OEM system prior to auditing against the requirements of this Scheme

**A6.3** TPCB assessors shall undertake ongoing refresher training of the OEM course they originally completed, if applicable.

**A6.4** TPCBs shall assess the Certificated Organisation to the requirements of the Scheme during normal working hours identifying those key elements of the system and their importance to the overall performance of the system

**A6.5** Subcontracting of any part of the service is only permitted to another SP206 Registered Organisation



## Annex 7 GUIDANCE ON MODULE EXPERTISE REQUIREMENTS WITHIN TPCBs

*The Certification Body shall be able to demonstrate it has sufficient expertise to assess design, installation, commissioning and maintenance competence, or those areas for which it is accredited, including but not limited to the following:*

### A7.1 Specialist expertise requirements relating to System Design.

- Sufficient and detailed knowledge of all areas of the fire protection systems included on its' scope of accreditation. 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
- An up to date knowledge of the products and their applications that are used for fire protection systems
- An understanding of the relevant Standards and Codes of practice associated with fire protection systems
- An understanding of fire risks and their associated impact upon the effectiveness and reliability of fire protection system design
- A working knowledge of fire protection systems and the underlying philosophy of high integrity life and property protection systems
- An understanding of the design information provided as a result of the design module
- An understanding of the installation information provided as part of the installation module
- A working knowledge of the requirements of relevant Standards as they relate to the design, installation, initial testing, commissioning and maintenance of fire protection systems
- An understanding of the relevant 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
- A knowledge of the relevant EU Directives and UK Regulations relating to fire protection systems
- A knowledge of maintenance procedures as they relate to fire detection and fire alarm and/or fixed fire suppression systems
- 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
- 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
- A knowledge of health and safety legislation as it applies to installed systems

### A7.2 Specialist expertise requirements relating to System Installation.

- A working knowledge of fire protection systems and the underlying philosophy of high integrity life and property protection systems
- An understanding of the design information to be provided as a result of the design module
- 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
- 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
- A knowledge of health and safety legislation as it applies to installed systems

### A7.3 Specialist expertise requirements relating to commissioning and handover.

- A knowledge of initial testing and commissioning procedures as they relate to fire detection and fire alarm and/or fixed fire suppression systems
- An understanding of the requirements for the training of user's staff

#### A7.4 Specialist expertise requirements relating to System Maintenance.

- 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
- 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
- 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
- A knowledge of maintenance procedures as they relate to fire detection and fire alarm and/or fixed fire suppression systems
- 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
- An understanding of the design information provided as a result of the design module

## ANNEX 8 UKAS ASSESSMENT REQUIREMENTS

**A8.1** All TPCB operating a BAFE Scheme are required to hold UKAS Accreditation with a scope to the relevant Scheme, under either BS EN ISO/IEC 17021 and/or BS EN ISO/IEC 17065.

**A8.2** UKAS shall assess each accredited TPCB annually.

**A8.3** All accreditation assessments, re-assessments and surveillance visits shall either be:

- a) carried out by an assessor, accompanied by a Technical Expert in the relevant discipline; or
- b) carried out by an assessor with equivalent technical knowledge of the relevant technical standards being assessed on site.

***Note:** In the case of 7.3a) above, the Technical Expert should be involved in both the TPCB head office assessment visits and TPCB client visits, including field based witnessed assessments, and cover both Initial Certification Assessment and Surveillance Assessment activities.*

**A8.4** UKAS assessors shall under sufficient product and system training relevant to the specific Scheme they will be assessing on the general operating principles of the system

<b>Amendment Record</b>					
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