



**Fire Protection Industry Scheme,  
Reference SP207**

**For the Design, Installation, Commissioning &  
Maintenance of  
Evacuation Alert Systems**

**BAFE**

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## FOREWORD

This version of the BAFE scheme document was published in July 2020 for use by Third Party Certification Bodies (TPCBs) and by those organizations involved in the certification process.

An organization will be eligible for formal certification by a TPCB and for BAFE registration when they have been successfully audited by the TPCB as meeting the requirements of this BAFE scheme.

## 1 INTRODUCTION

- 1.1** This BAFE scheme has been developed to permit organizations involved with the design and/or installation and/or commissioning/handover and/or maintenance of evacuation alert systems for use by the fire & rescue service to become third party certificated and listed as recognition of their competence to undertake their scope of work. By so doing, the certificates of compliance (C of C's) issued by Certificated Organizations, on completion of their work, will give the Customer, insurance companies and enforcing authorities e.g. the Fire Authority and Building Control, confidence that the work has been undertaken by competent persons or organizations. Relevant matters relating to the safety of occupants of the buildings will have been taken into account.
- 1.2** This scheme has four modules in recognition of the fact that each module may be undertaken by different organizations. This modular approach is believed to be representative of the means by which a significant number of installations are designed, installed, commissioned, handed over and subsequently maintained by third party Certificated Organizations.
- 1.3** The scheme recognises the importance of providing compliant evacuation alert systems. The importance of ensuring the system that is handed over to the Customer meets the specified requirements is also addressed by requiring the commissioning certificate to list the variations from the original specification.
- 1.4** This scheme document specifies requirements to be met by Certificated Organizations (a term that is defined in Clause 4) and also includes guidance notes. These are detailed in document SG1, Guidance for Modular schemes. The guidance notes are advisory and are included to assist those persons needing further advice on the application and implementation of the scheme.
- 1.5** Certificated Organizations must follow the requirements of the latest scheme document available. From time to time amendments to this scheme will be published and will be shown on the BAFE website.

## 2 SCOPE

- 2.1** This BAFE scheme covers the Design, Installation, Commissioning, Handover, Verification (see clause 3.4 & 16 for further details) and Maintenance of all parts of Evacuation Alert Systems in accordance with the recommendations of BS 8629. If, however, the Certificated Organization responsible for the commissioning is different from that responsible for handover then module 3, commissioning and handover, may be sub-divided into two parts:
  - 3a – Commissioning, and
  - 3b – Handover.

## 3 OBJECTIVE

**3.1** This BAFE scheme has been developed to permit organizations involved with one or more of the following:

1. Design
2. Installation
- 3a. Commissioning
- 3b. Handover
- 4 Maintenance

of Evacuation Alert Systems to become third party certificated and BAFE registered as recognition of their competence to undertake their scope of work. By so doing, the certificates issued by these organizations on completion of their work will provide evidence of competence as required by the Regulatory Reform (Fire Safety) Order 2005 for England & Wales, the Fire (Scotland) Act and the Fire Safety Regulations (Northern Ireland) and give the Customer and relevant enforcing authorities e.g. the Fire Authority and Building Control, confidence that the work has been undertaken by competent organizations.

**3.2** The evidence of the delivery of the Evacuation Alert System to the required specification will be:

- a) modular certificates for the relevant work modules,
- b) a comprehensive system commissioning certificate,
- c) providing all work has resulted in the issue of module certificates and the project has been successfully verified, a BAFE certificate of compliance for the overall installed system, and
- d) A certificate of compliance following each routine maintenance visit.

***Note:** Where one organization has carried out all the work i.e. Design, Installation and Commissioning, it can directly issue the BAFE certificate of compliance.*

**3.3** The process for the issuing of a BAFE certificate of compliance involves the final "Verification" of the installed system. This should preferably be undertaken by the organization having responsibility for the Design module. If, however, this is not possible then the Verification may be undertaken by another Certificated Organization with at least the Design module included within its scope of certification to this scheme. A sample BAFE certificate of compliance is shown in **Annex 4**

**3.4** This BAFE scheme document details BAFE's minimum requirements to be met by an organization applying for third party certification. TPCBs operating this scheme may have additional requirements that have to be met before they certificate an organization. Details of additional requirements can be obtained from the relevant Certification Body.

## 4 DEFINITIONS

The definition listed in this section are in addition to those given in BS 8629 and whilst due care has been taken some duplication may exist

### 4.1 Assessment

A systematic review:

#### 4.1.1 Certification Assessment

An assessment with the objective of determining the suitability of an organization to become a Certificated Organization as defined below.

#### 4.1.2 Surveillance Assessment

An assessment of a Certificated Organization with the objective of determining their ongoing adherence to the requirements of this scheme.

## **4.2 BAFE**

The scheme owner and is responsible for its maintenance.

## **4.3 Certificate of Compliance**

The certificate issued on completion of the installed system or following the scheduled maintenance of an installed system. The certificate confirms that the work is compliant with this BAFE scheme, however it does not convey any third-party approval of the system or equipment used.

## **4.4 Certificated Organization/BAFE registered organization**

A company or body that has been awarded a certificate by a UKAS accredited Third-Party Certification Body (TPCB) and that has been registered by BAFE following the successful assessment of their scope of work relevant to this BAFE scheme and the ongoing demonstration of compliance.

## **4.5 Customer**

The person or organization specified in the contract as being the recipient of the completed evacuation alert system and the BAFE certificate of compliance.

## **4.6 Commissioning**

The process by which an installation is tested to confirm that its design and its functionality meet the particular specification for that installation.

## **4.7 Company**

An individual, body corporate, or body incorporation which is seeking registration under the BAFE scheme.

## **4.8 Competence**

The ability to apply knowledge, understanding and skills in performing to the standards required in relation to this BAFE scheme. To be competent, persons must have sufficient knowledge, experience and skills needed to meet the requirements of the tasks related to the scheme.

## **4.9 Competent person**

Person with the qualifications, training and experience, with access to the relevant tools, equipment and information, manuals and knowledge of any special procedures recommended by the manufacturer to carry out the relevant maintenance procedures. Competent persons shall have an awareness of their own limitations.

## **4.10 Defects**

A fault, flaw, deficiency, weakness or shortcoming in a product, system or process relating to the design, installation, commissioning or maintenance of the certificated system

## **4.11 Design**

The detailed selection, placement and configuration of products and interconnections to meet the specified requirements of an evacuation alert system including the production of performance declarations, designs records and testing procedures.

## **4.12 Designer**

The person(s) within an organization that has the competence and authority to undertake design.

## **4.13 Evacuation alert system for use by the fire and rescue service**

A system intended for installation in a building containing flats or maisonettes to enable the fire and rescue service to initiate an evacuation alert signal by means of evacuation alert devices within the flats or

maisonettes, using manual controls incorporated within the evacuation alert control and indicating equipment (EACIE)

#### **4.14 Handover**

The process of transferring on-going responsibility for the installation from the Certificated Organization to the Customer specified in the contract as accepting the completed system or installation. 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 dependent upon the plans for occupation and/or utilisation.

#### **4.15 Initial Testing**

Testing, that includes inspection, of the system to ascertain its basic fitness for purpose.

#### **4.16 Key personnel**

Any person employed by a Certificated Organization whose actions may have a direct impact on the delivery of this BAFE scheme.

#### **4.17 Maintenance**

The process, by which an evacuation alert system is inspected, regularly serviced as required by the relevant Standard or as specified in the manufacturers service manual, tested and, if necessary, repaired in order to keep it in an effective operational state. This term may vary for individual organizations.

#### **4.18 Maintenance Organization**

The body responsible for the maintenance process and for advising the customer of the work undertaken during maintenance visits.

#### **4.19 Module Certificate**

The certificate completed by the organization responsible for the work associated with a particular module of the evacuation alert system that signifies completion of the work in accordance with the requirements of this BAFE scheme.

#### **4.20 Named Designer(s)**

The named person(s) within the organization who has demonstrated to the TPCB competence and authority to undertake the design process relevant to the evacuation alert system.

***Note:** The named person(s) will be assessed by a TPCB, during the application process and thereafter during routine surveillance assessments and the named person(s) will be registered with a TPCB. named designers effectively hold the design qualification. Where the named designer leaves the employment of one organization the design competence, assessed by the TPCB, will leave with that person. It is for the Certificated Organization to retain the appropriate number of named designers required within its scope of approval and relevant to the amount of work undertaken.*

#### **4.21 Organization**

The body responsible for providing the evacuation alert system and associated works. The term Certificated Organization can be interchangeable with organization.

#### **4.22 Records**

The means by which a Certificated Organization is able to maintain its information on projects being planned, being undertaken or which have already been undertaken. Such records may be kept in a number of different formats, e.g. hard copy documents or electronic files.

#### **4.23 Specification**

A document specifying requirements, and which usually forms a part of a legally binding contract.

#### **4.24 Subcontractor**

Individual or company contracted to perform all or part of the work on behalf of the Certificated Organization.

#### 4.25 Third Party Certification Body (TPCB)

A Certification Body that has been accredited by UKAS as competent to assess an organization's competence to undertake work in accordance with the requirements of the scheme and to subsequently undertake periodic surveillance assessments of the ongoing competence of the organization once it has been certificated. The TPCB is required to have UKAS accreditation to BS EN ISO/IEC 17021 and/or BS EN ISO/IEC 17065 for the scope of this BAFF scheme and to be licensed by BAFF.

#### 4.26 UKAS

The United Kingdom Accreditation Service.

#### 4.27 Verification

The process by which the installed system and the design and commissioning records are inspected to check, as far as possible, that the installed Evacuation Alert System meets the requirements of the design specification and the use and structure of the building has not been changed in any way that may compromise the design and to document and agree any deviations from relevant installation standards with the Customer and any other stakeholder such as insurers and regulating authorities.

*Note: This does not imply that the Nominated Designer has freedom to ignore the recommendations of relevant Standards under circumstances in which a user, purchaser, enforcing authority or insurer seeks compliance with it.*

## 5 APPLICATION FOR CERTIFICATION AUDIT

**5.1** An organization wishing to be assessed to the requirements of this BAFF scheme shall make a written application to a TPCB stating which modules are to be assessed.

**5.2** Organizations offering a scope of services covering more than one of the individual modules of the scheme shall make written application and be assessed for the full scope of their activities which are covered by this scheme.

*Note: The Certification Audit covering all of the individual modules should be completed within 12 months of the date of application.*

**5.3** A separate application shall be made for each operational location involved in certificating work. While each operational location shall be separately audited, certification can be at the Organization Corporate level or at operational location level.

**5.3.1** Where an organization applies for certification at Corporate level a single application is permissible but the application must identify which operational locations are covered by the application and what scope of work each location undertakes.

**5.3.2** An application for certification at Corporate level must include ALL locations that undertake any modules of work covered by this BAFF scheme.

**5.3.3** Certification at the Organization Corporate level is only permitted when all operational locations, where work in relation to modules within the organization's scope is undertaken, are satisfactorily assessed by the TPCB.

**5.3.4** Where an organization holds certification at Corporate level, not all the organization's operational locations have to undertake the full scope of work for which the organization itself is certificated. For example, whilst the organization may hold Corporate level certification for design, installation, commissioning & maintenance, some operational locations may only undertake maintenance work.

**5.3.5** The certificate of approval issued by the TPCB shall clearly indicate which operational locations are covered by the Corporate level certification.

**See Guidance Document SG1 for further information on Clause 5.3**

- 5.4** Corporate level certification may be withdrawn if the work of one operational location is seen to consistently sub-standard. Where this is the case the organization shall not advertise its services as a certificated Organization complying with the requirements of this BAFE scheme.
- 5.5** The applicant organization shall demonstrate to the TPCB that they have the appropriate competence to undertake the scope of work for which they are applying. An organization 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 categories of work to which the application relates.

**See Guidance Document SG1 for further information on Clause 5.5**

- 5.6** The organization shall have been actively undertaking the work covered by the scope of its application and for which there is sufficient work to enable a TPCB to determine competence.
- 5.7** An applicant organization shall permit representatives of the TPCB to have access to the organization's contracting offices to assess equipment, documentation and business processes.
- 5.8** The extent of the audit shall be prescribed by the TPCB having regard to the range, scale and geographical spread of work for which certification is sought.

## **6 CERTIFICATION AUDIT**

- 6.1** The organization shall have available the following items for audit by the TPCB's representatives:
- a) a list of projects in progress and completed that is representative of the scope of work that has been listed in its application,
  - b) 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 process and that the TPCB reasonably requires,
  - d) evidence that adequate insurance cover is held for the categories of work undertaken,
  - e) a register of those installations where there are ongoing problems and have evidence of their effective management of these installations.

*Note: this reference to "effective management" recognises that the Customer may, in some instances, prohibit the organization from undertaking all the remedial work that they may recommend.*

**See Guidance Document SG1 for further information on Clause 6.1 e)**

- 6.2** Premises shall be adequate for the business being undertaken.

**See Guidance Document SG1 for further information on Clause 6.2**

- 6.3** In special circumstances e.g. where organizations are small, the minimum requirements for premises, specified in Clauses **6.3.1** and **6.3.2** shall apply.

**6.3.1** The area(s) used as a workplace shall be segregated from those used for other purposes.

**See Guidance Document SG1 for further information on Clause 6.3.1**



**6.3.2** The area(s) used as a workplace shall be secured to prevent unauthorised access to important documentation when the area is not occupied e.g. records of installed systems, quotations, Customers' drawings, are not vulnerable to abuse when the area(s) is not occupied by a representative of the organization.

**6.4** The area(s) used as a workplace shall be protected by adequate security measures. Adequate security measures may include:

- an intruder and fire alarm
- access control system
- a 24-hour guarding patrol
- a secure site

**6.5** The organization shall be fully prepared for the audit by the TPCB's representatives and shall have available all the necessary materials and personnel relevant to the audit process.

**6.6** The organization shall provide facilities and shall arrange access for the audit and provide transport to sites where work is selected for audit by the TPCB.

## 7 AUDIT DECISION

**7.1** On completion of the audit by the representatives of the TPCB, the organization will receive an audit report recording any non-compliance and shall agree the time scale for the completion of remedial action.

**7.2** The organization will subsequently be advised by the TPCB of its decision as to whether certification is to be granted.

**7.3** Where there is a dispute between the organization and the TPCB relating to certification, the organization has the right to invoke the TPCB's appeals procedure established under the requirements of BS EN ISO/IEC 17065.

## 8 CERTIFICATION OF AN ORGANIZATION

**8.1** An organization shall not advertise its services as a Certificated Organization complying with the requirements of this BAFF scheme or make reference to the categories of work for which it may be certificated until it has been successfully assessed by the TPCB as complying with the requirements of this scheme and is in possession of a current TPCB certificate and registration by BAFF.

**8.2** The certificate issued by the TPCB will specify those categories of work that have been assessed as satisfactory. The TPCB certificate will remain the property of the TPCB and shall be returned, upon request, on cessation of certification for whatever reason.

**8.3** The Certificated Organization shall, at all reasonable times, make available its TPCB certificate to a representative of the TPCB.

**8.4** A Certificated Organization shall be eligible to remain certificated provided the organization continues to be engaged in Evacuation Alert System work and continues to comply with the requirements of this scheme and those of the TPCB.

## 9 SURVEILLANCE AUDITS

- 9.1 The Certificated Organization shall demonstrate conformity with Clause 6.1 to Clause 6.6, together with Clause 9.1 to Clause 9.6 during surveillance audits.

*Note: Continued certification is conditional upon the results of Surveillance Audits. These audits are undertaken by the TPCB to verify that the standard of work carried out together with the implementation of the documented management system by the Certificated Organization continues to meet the requirements of this BAFE scheme.*

- 9.2 Any non-conformities identified during surveillance activities shall be resolved to the TPCB's satisfaction within agreed time scales.
- 9.3 The frequency and duration of surveillance audits will be determined by the TPCB and will depend upon the individual organization's situation and circumstances.
- 9.4 Surveillance audits shall take place at each certificated location approximately 6 months after the certification audit, and subsequently at six monthly intervals, and shall examine technical aspects, management system documentation and records for each module covered by the scope of certification for the location concerned.

**See Guidance Document SG1 for further information on Clause 9.4**

- 9.5 After 24 months the frequency and duration of Surveillance Audits shall be reviewed and may be reduced to once per annum (minimum) subject to the discretion of the TPCB.
- 9.6 For organizations with a scope limited to Installation or Maintenance, only one Surveillance Audit per year is necessary unless there are outstanding matters requiring a further visit or visits.
- 9.7 Where during a Surveillance Audit the TPCB discovers adverse trends a special audit, shall be carried out by the TPCB normally within 30 days from the date of the routine Surveillance Audit, to verify that satisfactory corrective action has been taken by the organization to ensure that the standard of work carried out meets the scheme requirements.
- 9.8 Where, during a surveillance audit, the TPCB finds the overall standard of work falls below the scheme requirements or where the Certificated Organization has not satisfactorily cleared any non-compliances by the agreed date, the organization's certification shall be suspended for a period determined by the TPCB.
- 9.9 Where the organization 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 organization's certification shall be withdrawn by the TPCB.
- 9.10 Where an organization having had its certification withdrawn wishes to re-join the scheme it must submit a new application and undergo a complete re-certification audit.

## 10 MANAGEMENT SYSTEMS

Certificated Organizations operating any of the modules of this scheme shall operate an effective management system covering these modules. As a minimum the management system shall document the following:

## Procedures

- a) A procedure to deal with complaints or defects associated with the modules undertaken.
- b) Procedures to cover the satisfactory initiation, execution, supervision and completion of the processes relevant to the modules of the scheme and appropriate to the scale and complexity of the works undertaken.
- c) Suitable policies and processes to ensure that personnel are competent for the work they undertake.
- d) Procedures to ensure that all relevant personnel have access to and have knowledge of relevant up to date data, Standards and Codes of Practice.

## Records

- e) Records to provide evidence of corrective actions where process problems have been identified
- f) The maintenance of a register of approved subcontractors, where subcontractors are permitted by this scheme.
- g) The management structure of the organization.
- h) The responsibilities of key personnel who are involved in each certificated module.
- i) Competency and audit records for all technical staff including maintaining competence and CPD.
- j) A register of all instruments and equipment used for measurement, inspection and testing purposes. Equipment shall be calibrated or tested as per manufacturers recommendations or verified, at specified intervals, for their ongoing accuracy. Calibration/test certificates should have result measurements traceable to national standards. New equipment shall be accompanied by a calibration certificate.
- k) A register of Standards and publications, including manufacturers' literature technical literature from manufacturers and trade organizations, that is maintained showing their issue status. Relevant staff shall have access to these documents.
- l) Evidence that the management system (processes and procedures) and KPIs are regularly reviewed, but no longer than annually, and amended where appropriate, to ensure its continuing effectiveness
- m) Key performance indicators with respect to:
  - i) The level of achievement, by month, for the execution of periodic contractual maintenance visits
  - ii) Failure to achieve the contractual time, or a maximum of 8 hours, to respond to requests for corrective actions i.e. emergency, maintenance

**Note:** BAFE Modular scheme Logos shall only be used by Certificated Organizations holding relevant BAFE registration. Where the BAFE registration for a particular location is limited to Maintenance only, the BAFE modular scheme logo "SP207 Maintenance only" shall only be used in respect of maintenance work carried out from that particular location.

## 11 PROCEDURES FOR CERTIFICATION OF MODULES, COMPLIANCE AND MODIFICATIONS

### 11.1 Module Certification

**11.1.1** Subject to the special conditions, stated in Clause **11.3**, relating to the module certification of modifications, SP207 Certificated Organizations, as defined in Clause **4** of this BAFE scheme, shall issue module certificates for all the work they undertake that falls within the scope of their SP207 assessed certification as described in Clause **17**.

**11.1.2** In signing a Module certificate each Certificated Organization is formally confirming that their module of the project fully complies with the requirements of this scheme.

**Note 1:** Details of the information to be included within module certificates are included in **Annex 1**.

**Note 2:** The details of the procedure for ensuring that module certificates are prepared and handed over to the Customer or the Customer's representative should be clearly stated in the contract documentation relating to the installation. This should also advise that the documentation should be available to those Certificated Organizations responsible for subsequent certification.

**11.1.3** Where different Certificated Organizations complete modules of an installation, formal evidence of module completion shall be provided as soon as possible after the completion. This would normally be achieved by the issuing of a module certificate.

**11.1.4** The module certificate shall be made available to the Customer and/or the Certificated Organization undertaking the next module.

**Note 1:** While it would be an advantage if the module certificate was provided prior to the following module being started, this will often be impractical and Certificated Organizations should agree with the Customer when it is practically possible to commence work on the succeeding module.

**Note 2:** It is often the case that additional work will need to be undertaken, e.g. by the system Designer, as the project progresses and as issues arise that are outside of the scope of succeeding modules. When such additional work is required, the organization originally contracted to undertake the module would normally be expected to offer to provide the appropriate input. However, it is then up to the Customer to decide whether to accept the offer.

**11.1.5** Where an organization takes responsibility for more than one module, the evidence can be of formal completion of the combined modules as long as they directly succeed one another.

**11.1.6** Where Module No.3, Commissioning and Handover, is sub-divided into two parts; 3a and 3b with separate Certificated Organizations for each sub-module, there shall be a separate module certificate issued for each sub-module.

**11.1.7** Where an organization is contracted to carry out the whole of the project (Design, Installation, Commissioning and Handover) module certificates for each module are not necessary. On satisfactory commissioning and verification, a BAFE certificate of compliance shall be issued as this certificate includes the relevant information included within the module certificates.

## 11.2 Compliance Certification

**11.2.1** Where an Evacuation Alert System is to be issued with a BAFE certificate of compliance in accordance with the requirements of this scheme, there are generally three ways in which this can be achieved:

- a) Where a single Certificated Organization is responsible for all modules of the work.
- b) Where different Certificated Organizations provide one or more modules of the work e.g. the Design module is provided by one Certificated Organization and the Installation, Commissioning and Handover modules are provided by a different Certificated Organization.
- c) There is a thorough survey of the existing installation that results in the retrospective certification of the whole system, including any modification, and a BAFE certificate of compliance is issued.

**11.2.2** The issue of the BAFE certificate of compliance is confirmation that the whole system meets the contractual requirements in terms of performance and compliance.

*Note: An example of a BAFE Certificate of Compliance is included in **Annex 4***

- 11.2.3** Where a single Certificated Organization is responsible for providing the whole of the work, that Certificated Organization shall issue a BAFE certificate of compliance to the Customer, provided that the Certificated Organization has an SP207 certificated scope covering all relevant modules and verification of the work.
- 11.2.4** Where more than one Certificated Organization is involved in providing the modules of the project (Design, Installation, Commissioning and Handover) the Certificated Organization responsible for the Commissioning and Handover shall issue the BAFE certificate of compliance to the Customer provided that:
- a) all the work has been carried out by Certificated Organizations that have been certificated to the requirements of this scheme to carry out those modules of the work, for which they have had responsibility,
  - b) the signed module certificates from each of the Certificated Organizations, declaring they have fully discharged their responsibilities in accordance with the relevant requirements of this scheme, shall be made available to the Certificated Organization responsible for issuing the BAFE certificate of compliance to the Customer, and
  - c) prior to the BAFE certificate of compliance being completed, the installed System shall have been verified in relation to the system design by either the organization responsible for the original system design module or by another Certificated Organization with an appropriate scope in relation to this scheme i.e. a scope that includes Design and Verification.
- 11.2.5** While it is recognised that systems will normally be issued with a BAFE certificate of compliance when first installed by organizations operating under the requirements of this scheme, there may be instances when certification is required at a later date. Under these exceptional circumstances, an organization that has been third party certificated to undertake Design and Verification may issue a BAFE certificate of compliance retrospectively, provided that the work is surveyed and verified as meeting the requirements of this scheme. See also Clause 16
- 11.2.6** On the successful completion of Verification, irrespective of whether one or more organizations were involved, one BAFE certificate of compliance shall be issued for the total System. Where two or more organizations are involved, the Certificated Organization responsible for the Commissioning and Handover module of this scheme shall issue the BAFE certificate of compliance. In this instance, the organization issuing the BAFE certificate of compliance shall have, and shall retain, written evidence from the other organization or organizations involved regarding their completion and successful Verification of their part of the System.

### 11.3 Modification Certification

- 11.3.1** For evacuation alert systems, an SP207 certificate for a modification shall be issued where the modification meets one or both of the following criteria:
- i) replacement of the original control and indicating equipment (EACIE) or a power supply or repeat indicator panel is added to the system.
  - ii) the addition to the System of at least 10 devices e.g. evacuation alert devices, interfaces and short circuit isolators.

- 11.3.2** Providing the requirements of **11.3.1 i)** or **ii)** are met, a certificate of modification of the System shall be issued.

***Note:** The purpose of the certificate is to formally record modification work as this may be a substantial part of the activities of a Certificated Organization.*

- 11.3.3** The certificate of modification is to be produced in a format that generally accords with that shown in **Annex 4.5** and must not be easily confused with the model Modification certificate

within BS 8629 or with the BAFE certificate of compliance. The certificate of modification shall include the BAFE Logo.

**11.3.4** For modification projects of a size that requires the issuing of a certificate of modification as specified in Clause **11.3.2**, all the work shall be undertaken by Certificated Organizations with an SP207 scope covering their work and where more than one SP207 Certificated Organization is involved with the modification work, each shall provide an appropriate Module certificate and one of the organizations shall have responsibility for providing the certificate of modification.

**11.3.5** For small modification projects of a size that prohibits the issuing of a certificate of modification as specified in Clause **11.3.1**, all the work may be undertaken by one SP207 Certificated Organization providing that organization has the appropriate competence and meets relevant legislative requirements e.g. for the installation of low voltage electrical circuits.

## 11.4 Maintenance Certification

**11.4.1** A Certificated Organization with maintenance included within its scope of activities shall issue certificates of maintenance for evacuation alert systems irrespective of whether a BAFE certificate of compliance has been issued. See **Annex1**, for the BAFE certificate requirements which shall be regarded as minimum requirements.

Following a maintenance or service visit, irrespective of whether the system has a current certificate or not, a new certificate of compliance shall be issued to confirm the system is performing to the original design specification or, the system has been modified to suit the operational requirements of the establishment and has been amended to meet those requirements. Maintenance certificates shall not be issued.

**11.4.2** Where for any reason the start of maintenance is delayed or there has been a longer than normal period between planned maintenance visits, an assessment of the implications of the delay shall be made by the Maintenance Organization and any work necessary to restore the system to its original specification should be undertaken prior to the issue of the maintenance certificate.

## 12 MODULE NO.1- SYSTEM DESIGN

**12.1** System design shall be undertaken by an organization that has been certificated by a TPCB and subsequently listed by BAFE as being competent to design evacuation alert systems in accordance with the requirements of this scheme.

**12.2** The Certificated Organization shall retain the appropriate number of Named Designers required within its scope of approval and relevant to the amount of work undertaken and shall notify the TPCB should there be a change in the number of designers that will affect the Certificated Organization's ability to fulfil its design obligations

**12.3** The Designer(s) shall be competent and shall understand the Specified Requirements.

***Note:** Whilst the person(s) having authority to sign off designs on behalf of the Certificated Organization shall be named individual(s), the responsibility for the effectiveness of the design rests with the Design Organization that will have been third party certificated as meeting the requirements of this scheme.*

### 12.3.1 Competency Requirements

The minimum competency requirement required by a named designer is:



- fully conversant with the recommendations of BS 8629, clause 5 to 18 inclusive and any other Standards relevant to the Company's scope of certification

***See Guidance Document SG1 for further information on Clause 12.3***

**12.4** Each Design shall be in accordance with one or more agreed specification(s)

***See Guidance Document SG1 for further information on Clause 12.4***

**12.5** Where practicable evacuation alert systems shall utilise components and cables that meet the requirements of BS 8629 and, where relevant, the requirements of the Construction Products Regulations.

**12.6** The Design Organization shall demonstrate an understanding of the interfacing between the Evacuation Alert Control and Indicating Equipment and radio transmission equipment to operate devices to provide an evacuation alert signal for deaf or hard of hearing people, social alarm systems and equipment for transmission of fault signals to a remote location where applicable. Evidence shall exist of its ability to effectively liaise with other organizations to achieve the desired functionality of the interfaced systems and to ensure the provision of relevant information.

**12.7** The Design Organization shall keep comprehensive design records of the complete design process for each project and shall make available those records required by organizations responsible for other modules of systems included within this scheme.

***See Guidance Document SG1 for further information on Clause 12.7***

**12.8** The Design records shall be maintained and made readily accessible for a minimum of 7 years, or the minimum legal requirement whichever is the greater, from the date of handover of the project or until some other organization, e.g. the owner of the installation formally takes responsibility for their ongoing storage and maintenance.

**12.9** There shall be clear evidence of the formal completion of the initial design process to the point at which the installation process can commence. In addition, there shall be provision for the design process to continue until the system installation and commissioning is completed and the BAFE certificate of compliance is to be produced.

***See Guidance Document SG1 for further information on Clause 12.9***

**12.10** The Design Organization shall issue a module certificate for each designed installation complying with the Specified Requirements.

## **13 MODULE NO. 2- INSTALLATION**

**13.1** Installation of evacuation alert systems shall be undertaken by an organization or organizations that are either:

- a) certificated by a TPCB and Listed by BAFE as meeting the requirements of this BAFE scheme, or
- b) are certificated by a UKAS accredited Certification Body to BS EN ISO/IEC 17065 to operate schemes that are within one or more of the scopes listed in **Annex 1** of SP207 and that are appropriate to the work being undertaken.

***See Guidance Document SG1 for further information on Clause 13.1***

**13.2** Subcontracting of installation work to a non-Certificated Organization shall be subject to the demonstration of competency and appropriate qualification. *The Certificated Organization remains at all times responsible for the quality and standard of subcontracted work.*

Where the installation work is carried out by a subcontractor, the system shall be commissioned in accordance with clause 8 of this scheme document.

**13.3** The installation organization shall be competent and understand the specified requirements as they apply to the installation process. Installation engineers shall be fully conversant with the recommendations of BS 8629, clause 19.

**13.4** The installation shall be in accordance with the agreed specified requirements.

**13.4.1** All equipment covered by a Harmonized European Standard shall be third party certificated to appropriate Standards and, where relevant, meet the requirements of the Construction Products Regulations (CPR):

***See Guidance Document SG1 for further information on 13.4.1***

**13.4.2** Equipment not covered by **13.4.1** need not be third party certificated but shall conform to appropriate Standards.

***See Guidance Document SG1 for further information on Clause 13.4.2***

**13.5** The installation organization shall issue a module certificate for each installation complying with the specified requirements unless the installation organization is the same organization as that contracted to undertake the Initial testing, commissioning and handover, in which case a single module certificate covering both modules is acceptable.

**13.6** The installation organization shall keep comprehensive records of the installation process for each project and shall make available, to other organizations and/or the Customer, those records required by organizations responsible for other modules of installations included within this scheme.

***See Guidance Document SG1 for further information on Clause 13.6***

**13.7** The Installation records shall be maintained and made readily accessible for a minimum of 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 organization, e.g. the owner of the installed System, formally takes responsibility for their ongoing storage and maintenance.

***See Guidance Document SG1 for further information on Clause 13.7***

**13.8** There shall be clear evidence of the formal completion of the installation process to the point at which the Initial Testing and Commissioning can commence.

***See Guidance Document SG1 for further information on Clause 13.8***

## **14 MODULE NO. 3- COMMISSIONING AND HANDOVER**

**14.1** Commissioning may involve some initial testing of the system. The installation organization may undertake some or all the initial testing. Under these circumstances, the commissioning organization shall assess the results prior to undertaking commissioning.



**14.2** Initial testing, commissioning and handover of the system shall be undertaken by one or more organizations that are certificated by a TPCB and listed by BAFE as meeting the requirements of this scheme. Commissioning and handover may be subcontracted only to another Certificated Organization.

**14.3** Dependent upon the contract, handover of the system may be undertaken by a different organization to that which undertakes commissioning. This BAFE scheme permits separate module certification of the handover process provided that all the organizations meet the requirements of **clause 14.2**. Where commissioning and handover are the responsibility of two separate organizations, the organization responsible for commissioning shall provide the handover organization sufficient evidence to assure them that the final testing and commissioning had been completed satisfactorily and that variations are clearly identified.

***See Guidance Document SG1 for further information on Clause 14.3***

**14.4** The commissioning organization shall demonstrate its competence to initially test, commission and handover the installed equipment and shall understand the specified requirements.

**14.4.1** The minimum competency requirement required by a commissioning engineer is:  
- Fully conversant with the recommendations of BS 8629, clauses 19 & 20 plus any other Standards relevant to the Company's scope of certification

***See Guidance Document SG1 for further information on Clause 14.4***

**14.5** The installation shall be commissioned and handed over in accordance with the agreed specified requirements.

**14.6** For installations 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 organization undertaking the commissioning:

- a) The Certificated Organization shall advise the customer of the date that commissioning will be undertaken
- b) After the commissioning is completed, commissioning and handover documentation is to be forwarded to the Customer with a covering letter advising of the variations noted against the recommendations of BS 8629 or other specification that might apply.
- c) Copies of all relevant correspondence shall be retained by the Certificated Organization and made available to their TPCB on request during a surveillance audit.

**14.7** The Certificated Organization shall keep comprehensive test, commissioning and configuration records for each project and shall make available those records required by organizations responsible for other modules within this BAFE scheme.

**14.8** The Commissioning and Handover records shall be maintained and made readily accessible for a minimum of 7 years or the minimum legal requirement whichever is the greater, from the date of handover of the project unless dictated otherwise by the contract or until some other organization, e.g. the owner of the installed System, formally takes responsibility for their ongoing storage and maintenance.

***See Guidance Document SG1 for further information on Clause 14.7 and 14.8***

**14.9** There shall be clear evidence of the formal completion of initial testing, commissioning and handover to the point at which the customer takes ongoing responsibility for the installation.

***See Guidance Document SG1 for further information on Clause 14.9***

**14.10** 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.

*See Guidance Document SG1 for further information on Clause 14.10*

## 15 MODULE NO. 4- MAINTENANCE OF THE SYSTEM

**15.1** Maintenance of the evacuation alert system shall be undertaken by an organization that is certificated by a TPCB and registered by BAFE as meeting the requirements of this BAFE scheme.

*Note: For the avoidance of doubt, Maintenance may be subcontracted only to another Certificated Organization.*

**15.2** The organization shall demonstrate its competence to maintain the installed equipment and shall understand the Specified Requirements.

**15.2.1** The minimum competency requirement required by a maintenance engineer is fully conversant with the recommendations of BS 8629 clause 21.

**15.2.2** Any personnel carrying out maintenance work on those parts of the evacuation alert system installation other than the extra low voltage will also require the following competencies:

- Knowledge of the requirements of BS 7671 and
- Attendance and successful assessment on a recognised course in safe isolation provided by a nationally recognised organization

*See Guidance Document SG1 for further information on Clause 15.2*

**15.3** The organization 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.

**15.4** The maintenance organization shall have adequate resources to permit attendance on site to maintain faulty systems within the specified time recommended in BS 8629.

**15.5** To attend site within the time recommended in BS 8629, more than one person needs to be available to cover for holidays and illness etc. While a single person maintenance organization may be able to satisfy all other requirements of **clause 15**, the maintenance organization shall provide evidence that it has a current, ongoing contract for the provision of competent back-up support with another SP207 Certificated Organization that has maintenance as part of its scope.

*See Guidance Document SG1 for further information on Clause 15.4 and 15.5*

**15.6** The maintenance organization 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.

**15.7** Where spare parts are not available, due for example to the age of the installed equipment, there shall be evidence the Customer has been informed of this situation in writing.

*See Guidance Document SG1 for further information on Clause 15.6 and 15.7*

- 15.8 The installation shall be serviced and maintained in accordance the recommendations of BS 8629 and any contract specifications.

**See Guidance Document SG1 for further information on Clause 15.8**

- 15.9 The maintenance organization shall keep comprehensive records of maintenance work for each project for a minimum of 7 years or the legal minimum requirement whichever is the greater, from the date of completion of the work.

- 15.10 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 evacuation strategy of the premises.

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

- 15.11 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 Certificated Organization with an appropriate scope.

- 15.12 Appropriate information relating to repairs and changes undertaken at each maintenance visit shall be made available to the Customer. **Annex A1** specifies the minimum requirements for a maintenance certificate.

- 15.13 Where a maintenance organization takes responsibility for the maintenance of an evacuation alert system that they have not had responsibility for the design, installation and commissioning of that system, such checks/tests as required to ensure that the system operates in a safe and effective manner shall be carried out and any variations identified from the recommendations of BS 8629 shall be documented and drawn to the attention of the Customer.

## 16 SYSTEM VERIFICATION

- 16.1 It is a requirement of this BAFE scheme that a system be verified prior to completion of a BAFE certificate of compliance.

**See Guidance Document SG1 for further information on Clause 16.1**

16.1.1 Organizations wishing to undertake Verification will need to have design included within their scope of certification. If this is not the case, the organization will not be able to satisfy the requirement within **clause 16.2** for Verification to be undertaken in conjunction with a person having design competence.

- 16.2 An organization that wishes to undertake verification should advise their Certification Body at the time they apply for certification. Having received this information, the Certification Body can audit the organization's verification competence at the same time that they audit them against the requirements of all the other relevant clauses of SP207.

- 16.3 The objective of Verification is to ensure, as far as possible, the installed system is in accordance with the design specification and the structure and use of the building has not changed in any way that will require a change of the system design. Verification is therefore to be undertaken in conjunction with a person with design competence.

**See Guidance Document SG1 for further information on Clause 16.3**

**16.4** Verification is not an appropriate activity to be classed as a separate module within this BAFE scheme. However, verification shall be undertaken by a competent person employed by a Certificated Organization.

**16.5** Verification does not include detailed checks on the accuracy of the work of the organizations undertaking the various modules; that is covered by their module certificates. Verification does cover the aspects that could conceivably cause problems as a result of the interfaces between the modules.

**See Guidance Document SG1 for further information on Clause 16.5**

**16.6** Verification is not intended to be a means by which variations from the design specification or design problems associated with building changes can be readily accepted. Where aspects of the installed system are found to be at variance with the design specification, or the design specification has been affected by building changes, the problem shall be made known to the Customer and the solution agreed by the interested parties.

**16.7** All installations require verification prior to the completion of a BAFE certificate of compliance.

**See Guidance Document SG1 for further information on Clause 16.7**

**16.8** The organization taking responsibility for verification may be any Certificated Organization with at least the minimum scope detailed below:

- a) They must be certificated for the design of systems to the requirements of the standard specified for the system e.g. BS 8629,
- b) they must have been assessed as at least having an understanding of installation requirements in so far as they impact upon the siting of system components e.g. evacuation alert sounders and the integrity of the interconnection of the components e.g. the fire resistance of the electrical cables
- c) they must have been assessed as at least having an understanding of commissioning and an ability to comprehend the records associated with the commissioning of the installed System.

**See Guidance Document SG1 for further information on Clause 16.8**

**16.9** Certificated Organizations having a contract involving an evacuation alert system shall advise their Customer, in writing, that all modules have to be completed by a Certificated Organization and that satisfactory verification has to be completed before a BAFE certificate of compliance can be completed.

Satisfactory Verification is where the organization undertaking the verification either:

- a) notes nothing that requires any further action to be taken prior to signing the Verification box on the BAFE certificate of compliance, or
- b) notes issues requiring further action to be taken that are subsequently completed and verified, and/or
- c) notes issues that when drawn to the attention of the Customer are formally presented as variations and are listed as such in the appendix to the certificate of compliance.

**See Guidance Document SG1 for further information on Clause 16.8**

**16.10** It is recognised that evacuation alert systems may be provided by non-Certificated Organizations. Where the owner/user of such a system subsequently requests a certificate of compliance, the system may be retrospectively inspected and verified by a Certificated Organization providing the verification is associated with the letting of a maintenance contract to a Certificated Organization with maintenance included within their scope of certification.

**16.11** Where verification is undertaken retrospectively and includes verification of non-certificated modules, the verification shall include an audit of the acceptability of all the work within the non-certificated modules as well as the work identified in Clauses **16.5** and **16.6**

## **17 CLAIMS OF CONFORMITY**

**17.1** Conformity to this BAFE scheme document shall be indicated by the following information:

- a) the number and date of this BAFE scheme document
- b) the name or trademark of the Certificated Organization
- c) the postal address of the Certificated Organization
- d) where authorized, the relevant TPCB logo in association with the relevant BAFE modular scheme SP207 logo. See **Annex 6**

**17.2** The Certificated Organization shall not use the BAFE logo or make any statement with reference to BAFE that, in the opinion of BAFE, is misleading or could bring BAFE into disrepute. To do so can result in cancellation of Certificated Organization's BAFE registration.

## **18 CHANGE OF REGISTRATION DETAILS**

**18.1** A Certificated Organization shall give the TPCB notice in writing of any proposed changes to its legal constitution or other changes, which may affect its certification.

**18.2** Changes of personnel, where their competence formed part of the certification audit, shall be recorded in a register of competent personnel and the register shall be included as a recognised part of the organization's management system. In addition, the TPCB shall be informed of the change within 30 days of it taking place

**18.3** Where, in the opinion of the TPCB, changes within the organization are such that in the opinion of the TPCB the conditions under which certification was granted are significantly affected, the TPCB may decide that a new application for certification is required

**18.4** The Certificated Organization shall be advised that at any time the TPCB has the authority to grant, maintain and reduce the categories and, subject to appeal, cancel the certification

**18.5** Upon cancellation of certification and subsequently BAFE registration, however determined, the organization shall immediately discontinue use of all advertising matter, stationary, etc. containing reference to certification and BAFE and return any certification documents as required by the TPCB

## Annex 1 Information required on certificates and other formal documentation Relating to the scheme

Information to be included in certificates and other documentation required by this BAFE scheme is listed within this Annex.

### **A1.1** Module Certificate

It is recognised there are various means by which module completion may be signified to the Customer e.g. a module certificate supplied by the TPCB or a certificate produced by the Certificated Organization. Whichever means is used, it is necessary for at least the following information to be included:

- a) BAFE logo, as appropriate to Certificated Organizations scope of registration
- b) the organization taking responsibility for the module and their BAFE scheme certification details,
- c) the module certificate code issued by the TPCB, which shall be uniquely identified, see **A1.4**
- d) the address, physical location and brief description of the system to which the module relates,
- e) a statement that either confirms that a list of agreed variations is attached to the certificate or an explanation of why such a list is not attached, and
- f) a statement declaring that the module has been successfully completed in accordance with the relevant requirements of the BAFE scheme, SP207.

### **A1.2** Additional requirements for the Certificate of Compliance following a Maintenance Certificate

The certificate, where relevant, issued by the organization responsible for the maintenance shall include at least the following information which may be merged with that required by BS 8629, annex D5:

- a) protected premises address
- b) details of the work undertaken,
- c) the date maintenance was undertaken,
- d) the date when the next maintenance is due to take place
- e) certifying statement. e.g.- We, being currently an XXXX 'Certificated Organization' in respect of evacuation alert systems identified in b) above, certify that the maintenance work identified in c) above complies with the Standard or Code of Practice and with all other requirements as currently laid down within this scheme in respect of such a system.

### **A1.3** BAFE Certificate of Compliance

The BAFE certificate of compliance shall have a format generally in accordance with the example shown in **Annex 4** and shall include the BAFE logo. The Certificate may be supplied subject to the conditions of the scheme having been met and the overall installation being satisfactory.

As a minimum the following information shall be included on the certificate of compliance:

- a) the name and BAFE Registration details of the organization issuing the certificate
- b) the address and physical location at which the evacuation alert system is installed,
- c) the applicable Code of Practice (i.e. BS 8629),
- d) the date on which the system was handed over, and
- e) the details of the organizations that have provided Module certificates and verification details

### **A1.4** Certificate of Modification

The BAFE certificate of modification shall have a format generally in accordance with the example shown in **Annex A4.5** and shall include as a minimum those details shown in **Annex 4.5**. The certificate shall be supplied by the Certificated Organization that takes overall responsibility for the performance and integrity of the modification.

### **A1.5** Module Certificate codes

Certificated Organizations will be issued with alphanumeric codes by their TPCB. The codes include a unique TPCB descriptor. These codes will then be used as the identifier on module certificates

produced by the Certificated Organization or the documentation used in place of a certificate or on blank module certificates supplied by the TPCB. Each of these codes and TPCB descriptors will be accompanied by a reference identifying the nature of the module. The numbers/codes shall be uniquely identified

An example of this reference relating to the 758<sup>th</sup> module certificate issued by the XYZ TPCB and relating to a design module could appear as:

**XYZ 758 Des.**

## **A1.6** Information related to the scheme

### **A1.6.1** Titles of Scope of individual modules of the scheme

The titles given in **A1.6.1.1** to **A1.6.1.4** shall be used by organizations applying for certification audit against the requirements of selected modules of this scheme. **clause 17** provides more information.

**A1.6.1.1** The design of evacuation alert systems for buildings containing flats

**A1.6.1.2** The installation of evacuation alert systems for buildings containing flats

**A1.6.1.3** The commissioning and handover of evacuation alert systems for buildings containing flats

**A1.6.1.4** The maintenance of evacuation alert systems for buildings containing flats

### **A1.6.2** Standards against which organizations may be assessed

**A1.6.2.1** Standards and codes relevant to organizations applying for certification audit to categories **A1.6.1.1** to **A1.6.1.4**

- BS 8629 - Code of practice for the design, installation, commissioning and maintenance of evacuation alert systems for use by fire and rescue services in buildings containing flats

**Note:** *This document assumes the latest version of the above Standard or Code of Practice is being used unless a specific date is quoted in the text.*



To be supplied to the Customer at the time of issuing a BAFE certificate of compliance



**FIRE PROTECTION INDUSTRY SCHEME FOR  
EVACUATION ALERT SYSTEMS**

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH  
Telephone: 0844 335 0897; E-mail: [info@bafe.org.uk](mailto:info@bafe.org.uk); Internet: [www.bafe.org.uk](http://www.bafe.org.uk)

This BAFE scheme permits organizations involved with one or more of the following:

**design, installation, commissioning, handover and maintenance**

of evacuation alert systems to become third party certificated and BAFE Listed as a recognition of their competence to undertake their scope of work. By so doing, the certificates issued by these organizations on completion of their work will give the Customer and relevant regulating authorities e.g. Fire Authority and Building Control, confidence that the work has been correctly undertaken. Depending upon the specification for the system, relevant matters relating to the safety of occupants of the buildings and the assets within the buildings will have been taken into account. The indications of the delivery of the work to the required specification will be:

- a) certificates or similar documentation for the relevant work modules,
- b) a comprehensive system commissioning certificate, and
- c) providing all work has resulted in the issue of module certificates (retrospectively if necessary), and the project has been finally verified, the BAFE certificate of compliance for the overall installation.

BAFE is a non-profit making organization that brings together all major interest groups involved in the testing and certification of products and services associated with fire protection systems. These organizations include Government, the Fire Service, building control authorities, insurers, users, testing and certification bodies, the fire protection industry, and trading standards.

Third Party Certification Bodies operating this scheme are accredited by UKAS to BS EN ISO/IEC 17065 "General requirements for bodies operating product certification systems." They recognise that the competence of contractors is essential for the reputation of the industry and for ensuring the safety of occupants and the assets within the premises protected by the installation.

Each of the contractors has satisfied their Third-Party Certification Body that they have the competence to undertake work within their defined scope and have effective quality management procedures in operation.

The contractors detailed on the BAFE certificate of compliance certify that they have discharged their responsibilities in accordance with the relevant conditions of this BAFE scheme.

The BAFE certificate of compliance is effective from the date of signature; however subsequent changes to the system may require a new certificate to be issued after completion of alterations. The system will also require ongoing maintenance if the system and the BAFE certificate of compliance are to remain effective. It is recommended that the maintenance, and any alterations, are undertaken by contractors certificated to this BAFE scheme.



## Annex 3 Instructions For Completion Of BAFE/TPCB Certificates Of Compliance And Module Certificates

Certificated Organizations may issue BAFE/TPCB certificates of compliance only for types of evacuation alert systems for which they hold TPCB certification. For example, where TPCB certification is held only for the provision of an evacuation alert system, then you are NOT entitled to issue a BAFE/TPCB certificate for a fire detection and alarm system. **BAFE/TPCB certificates of compliance are to be issued by the Certificated Organization undertaking the verification and only if all modules of work have been undertaken and certificated by an organization that holds BAFE registration under this scheme.**

BAFE/TPCB certificates of compliance are to be used by Certificated Organizations for those evacuation alert systems for which they hold certification.

**Note:** The 'List of Presented Variations' must be issued as an appendix to the certificate of compliance.

**A copy of the certificate must be returned to the offices of the TPCB within 30 days. The second copy is for the customer. The third copy is for retention by the issuing Certificated Organization. The customer must also be issued with a copy of the BAFE scheme letter.**

Each certificate shall be issued to the following interested parties:

- Customer – e-copy or hard copy on completion of commissioning or hand over
- TPCB – e-copy or hard copy within 30 days
- Issuing Certificated/ BAFE registered Organization.

The customer must also be issued with a copy of the BAFE scheme letter.

**PLEASE ENSURE THAT THE CERTIFICATE IS NOT HANDWRITTEN.**

Complete all sections. The address is that of the premises where the evacuation alert system is installed. Please include the post code.

Guidance notes relating to Part 4 of the Schedule:

Complete Part 4 of the Schedule by placing a **single** letter code in Part 4.1 and completing Parts 4.2 as appropriate.

**Part 4.1** Type of Premises:

- A Purpose-built blocks
- B Sheltered/Warden Controlled Accommodation
- C Other

**Part 4.2** Variations

Variations from the original specification

**Part 5.0** Is the certificate being issued for commissioning of a new system or recently taken over

Guidance notes relating to Part 5 of the Schedule:

Complete part 5 of the schedule by entering the BAFE registration number and name of the Certificated Organization in each of the boxes in Parts 5.1 to 5.5.

Guidance notes relating to Part 6 of the Schedule:

In Part 6 please type the date on which the installation was commissioned and the Fire & Rescue Service code (TPCB issues a list of Fire & Rescue Service codes).

At the bottom of the certificate please type the date on which the certificate was prepared. Then sign the certificate, including the job title of the person issuing it; the signature must be that of someone who is authorised to sign on behalf of the issuing Certificated Organization.

**Distribution:** The second copy must be given to the customer when the system is handed over.

*Note: These certificate formats and contents are for guidance only – See Annex A1 for further details*



TPCB's Certificate Designation Information

**CERTIFICATE OF COMPLIANCE OF AN  
 EVACUATION ALERT SYSTEM to BS 8629**

**IMPORTANT NOTE:** Recipients of this BAFE Certificate of Compliance are strongly advised to have their System(s) covered by a maintenance contract with an SP207 Certificated Organization with maintenance included within their scope.

SCHEDULE	
<u>Part 1</u>	Name of Issuing Organization & BAFE Registration Number
Part 2	Name of Customer
Part 3	Address of protected premises
Part 4	4.1 Type of premises and unique identifier
	4.2 Has a list of variations been presented?
Part 5	5.1 Design Organization
	5.2 Installation organization
	5.3 Commissioning organization
	5.4 Verifying organization
	5.5 Handover organization
Part 6	Date of handover of system

This certificate should be read in conjunction with the agreed list of variations of the system and/or the applicable maintenance/inspection report (if any). See over for guidance notes relating to the schedule

We, being currently an XXXX 'Certificated Organization' in respect of evacuation alert systems of the type(s) identified in Part 4 of the above schedule, certify that the system in the above Schedule complies with the Standard or code of practice identified in the above schedule and with all other requirements as currently laid down within the SP207 certification Scheme in respect of such a system.

Signed for and on behalf of the issuing organization \_\_\_\_\_ Print Name \_\_\_\_\_

Job Title \_\_\_\_\_ Date of Issue \_\_\_\_\_ (DD/MM/YYYY)

Name and address of XXXX Third Party Certification Body

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH  
 Telephone: 0844 335 0897; E-mail: [info@bafereg.org.uk](mailto:info@bafereg.org.uk); web: [www.bafereg.org.uk](http://www.bafereg.org.uk)

## Annex 4.1 (Continued) Text on reverse side of BAFE Certificate of Compliance

1. This certificate is issued subject to the Regulations and other rules of the SP207 scheme.

2. The TPCB reserves a right to inspect by its duly authorized representative the subject installation and this certificate is conditional on the customer identified in part 2 of the Schedule allowing from time to time during business hours a duly authorized Inspector of the TPCB access to inspect the installation and the issuing organization identified in part 1 of the schedule access to the premises and permitting the relevant modular organization to undertake such works as in the opinion of the TPCB may be necessary to ensure that the said installation complies with the said Standards and or Codes of Practice and with all other requirements of the TPCB.

3. The TPCB requires every SP207 registered organization, recognised as a provider of evacuation alert systems, to issue a certificate for any work it carries out, within a new fire system, and for which the organization holds Registration. If it is responsible for just part(s) of the complete system, then it will issue a modular SP207 certificate. If it is responsible for all the work or is contractually responsible for issuing the full certificate, then it must issue the final BAFE certificate. Module certificates should be issued at the completion of each module. The final BAFE certificate of compliance should be issued upon the successful completion irrespective of whether or not the remote signaling connection has been made. Failure to issue a certificate as required by this scheme may result in the organization's SP207 registration being cancelled.

4. Should the customer be dissatisfied with the work covered by this certificate, he/she should at first contact the registered organization at its local office. If satisfaction is not obtained at this level, the customer should address a written complaint to the customer relations executive of the registered organization at the organization's head office. If the customer remains dissatisfied, he may address a written complaint, outlining the nature of their dissatisfaction and the circumstances of the installing organization's response, to the offices of the TPCB.

The TPCB will not normally consider complaints unless the registered organization has been given the opportunity to resolve the dispute as set out above.

The TPCB will seek to resolve the dispute between the contracting parties. The TPCB will not involve itself in any discussions or negotiations with the customer with regard to loss claims or potential loss claims, outstanding payments or interpretation of registered organization's terms and conditions of contract. Consequently, the TPCB does not accept liability.

5. This certificate confirms compliance with the requirements of this scheme as applicable at the date of issue of the certificate. The TPCB cannot undertake to investigate any query or complaint in relation to the installation if future changes to Standards, Codes of Practice, policies or other regulations render the installation in need of updating or other modification. In that event, the appropriate update or modification should be carried out by an organization holding SP207 registration and a new certificate issued.

6. The TPCB cannot undertake to investigate any query or complaint arising in relation to the installation unless the installation is and remains covered by a maintenance agreement between the customer and an organization recognised by the TPCB.

7. The TPCB does not accept any responsibility or liability for any defect there may be now or hereafter in the installation or for its failure to work at any time and no warranty or condition express or implied and whether statutory or otherwise is given by the TPCB in regards to the above installation either to the registered organization or to the customer and whether or not any such defect or failure should be apparent or occur after any inspection carried out by the TPCB's representative has been carried out on the installation or any part thereof.

8. Unless the issuing organization's obligation to the TPCB in respect of the installation are undertaken by another registered organization, the TPCB will not be able to enforce its rules and Standards on the registered organization or on their successor in business in respect of any installation if the issuing organization ceases to hold SP207 registration.

9. This certificate is issued subject to the terms and conditions of the issuing organization for the supply and maintenance of the said installation to the said organization's customer which should be deemed to be incorporated herein and shall not be deemed to be varied or superseded by any of the provisions hereof.

This certificate shall, at all times, remain the property of the TPCB who may withdraw it at any time after the issuing organization has ceased to hold SP207 registration or at any time after the TPCB is of the opinion that the issuing organization has not complied with its obligations under the rules of SP207.

10. On this certificate and in these terms and conditions, where the context permits, the reference to the issuing organization shall include any registered organization which shall undertake the issuing organization's obligations to the TPCB in respect of the subject installation.

### Guidance Notes relating to Part 4 of the Schedule

#### **FOOTNOTE**

Standards and Codes of Practice referred to in the notes above: "BS" means British Standard, as published by British Standards Institution.

**Part 4.1:** In the Schedule Part 4.1 a single letter indicates the Type of Premises, this is as indicated below:

#### **Type of Premises**

- A Purpose built blocks
- B Sheltered/Warden Controlled Accommodation
- C Other

### Guidance Notes relating to Part 5 of the Schedule

**Note 1:** Company details relating to a Registration Number can be obtained from the offices of BAFE or from their website.

**Note:** These certificate formats and contents are for guidance only – See Annex A1 for further details



TPCB's Certificate Designation Information

**MODULE CERTIFICATE – *insert module(s)*  
OF AN EVACUATION ALERT SYSTEM to BS 8629**

**IMPORTANT NOTE:** Recipients of this BAFE /XXXX Certificate are strongly advised to have their System(s) covered by a maintenance contract with an SP207 Certificated Organization with maintenance included within their scope.

SCHEDULE	
Part 1	Name of Issuing Organization & BAFE Registration Number
Part 2	Name of Customer
Part 3	Address of protected premises
Part 4	4.1 Type of Premises & unique identifier
	4.2 Has a list of Variations been presented?
Part 5	Date of Module completion

This certificate should be read in conjunction with the agreed list of variations of the system and/or the applicable maintenance/inspection report (if any). See over for guidance notes relating to the schedule

We, being currently an XXXX 'Certificated Organization' in respect of evacuation alert systems of the type(s) we have identified in Part 4 of the above schedule, certify that the system in the above schedule complies with the Standard or code of practice identified in the above schedule and with all other requirements as currently laid down within the SP207 certification scheme in respect of such a system.

Signed for and on behalf of the issuing organization \_\_\_\_\_ Print Name \_\_\_\_\_

Job Title \_\_\_\_\_ Date of Issue \_\_\_\_\_ (DD/MM/YYYY)

Name and address of XXXX Third Party Certification Body

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH  
Telephone: 0844 335 0897; E-mail: [info@bafe.org.uk](mailto:info@bafe.org.uk); web: [www.bafe.org.uk](http://www.bafe.org.uk)

Annex 4.3 Certificate of Compliance following Maintenance



TPCB's Certificate Designation Information

**CERTIFICATE OF COMPLIANCE FOLLOWING THE MAINTENANCE OF AN EVACUATION ALERT SYSTEM to BS 8629**

**IMPORTANT NOTE:** Recipients of this BAFE /XXXX Certificate are strongly advised to have their System(s) covered by a maintenance contract with an SP207 Certificated Organization with maintenance included within their scope.

SCHEDULE			
Part 1	Name of Issuing Organization & BAFE Registration Number		
Part 2	Name of Customer		
Part 3	Address of protected premises		
Part 4	Details of maintenance work undertaken		
Part 5	Date of Maintenance completed		
	Next Maintenance due	Month	Year
	Other comments		

This certificate should be read in conjunction with the agreed list of variations of the system and/or the applicable maintenance/inspection report (if any). See over for guidance notes relating to the schedule

We, being currently an XXXX 'Certificated Organization' in respect of evacuation alert systems of the type(s) we have identified in Part 4 of the above schedule, certify that the system in the above schedule complies with the Standard or code of practice identified in the above schedule and with all other requirements as currently laid down within the SP207 certification scheme in respect of such a system.

Signed for and on behalf of the issuing organization \_\_\_\_\_ Print Name \_\_\_\_\_

Job Title \_\_\_\_\_ Date of Issue \_\_\_\_\_ (DD/MM/YYYY)

Name and address of XXXX Third Party Certification Body

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH  
Telephone: 0844 335 0897; E-mail: [info@bafc.org.uk](mailto:info@bafc.org.uk); web: [www.bafc.org.uk](http://www.bafc.org.uk)

Note: These certificate formats and contents are for guidance only – See Annex A1 for further details



TPCB's Certificate Designation Information

### CERTIFICATE OF MODIFICATION OF AN EVACUATION ALERT SYSTEM to BS 8629

**IMPORTANT NOTE:** Recipients of this BAFE /XXXX Certificate are strongly advised to have their System(s) covered by a maintenance contract with an SP207 Certificated Organization with maintenance included within their scope.

SCHEDULE	
<b>Part 1</b>	<b>Name of Issuing Organization &amp; BAFE Registration Number</b>
	<b>Name &amp; BAFE Registration Number of Organization undertaking the Design of the system</b>
<b>Part 2</b>	<b>Name of Customer</b>
<b>Part 3</b>	<b>Address of protected premises</b>
<b>Part 4</b>	<b>4.1 Details of the modifications covered by this Certificate</b>
	<b>4.2 Details of the variations from the recommendations of Clause 21.3 of BS 8629 and current amendments</b>
<b>Part 5</b>	<b>Date of completion of the modification</b>

This certificate should be read in conjunction with the agreed list of variations of the system and/or the applicable maintenance/inspection report (if any). See over for guidance notes relating to the schedule

We, being currently an XXXX 'Certificated Organization' in respect of evacuation alert systems of the type(s) identified in Part 4 of the above schedule, certify that the system in the above Schedule complies with the Standard or code of practice identified in the above schedule and with all other requirements as currently laid down within the SP207 certification Scheme in respect of such a system.

**Note:** If more than one SP207 Certificated Organization 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 in clause 21.3 g) of BS 8629 and is not a substitute for a BAFE SP207 certificate of compliance issued on the successful completion of an entire evacuation alert system.

Signed for and on behalf of the issuing organization \_\_\_\_\_ Print Name \_\_\_\_\_

Job Title \_\_\_\_\_ Date of Issue \_\_\_\_\_ (DD/MM/YYYY)

Name and address of XXXX Third Party Certification Body

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH  
Telephone: 0844 335 0897; E-mail: [info@bafe.org.uk](mailto:info@bafe.org.uk); web: [www.bafe.org.uk](http://www.bafe.org.uk)

## Annex 5 Rules for Remote UK Islands and Crown Dependencies Where no Certificated Organizations Exist

### Commentary

The effect of this note is to allow the use of non-registered subcontractors in specified locations and under controlled conditions, so that Registered Companies remain within the scheme rules.

The subcontractor must be appropriately supervised, and a comprehensive system of appraisal and review established, that is fully auditable by a Certification Body.

In areas prescribed above where no BAFE Registered Companies exist the following rules shall apply.

In any given specified location, where local regulations regarding the use of non-residents apply and/or where no BAFE Registered company exists in that location, the use of a non BAFE Registered subcontractor is permitted providing:

- i The subcontractor is under the direct control of the BAFE Registered Company through a formal written agreement.
- ii The subcontractor complies with the requirements of the scheme.
- iii Before such work can commence, BAFE are notified in writing and served with a copy of the formal written agreement.

Any subcontractor operating under this dispensation is not permitted to claim they are BAFE Registered nor are they permitted to use the BAFE name or logo.

Certification Bodies shall audit this clause and seek evidence of compliance where it applies.



## Annex 6 SP207 Scheme Logos

### Use of the BAFE Logo

The use of the BAFE Logo is restricted by the Terms and Conditions of BAFE. Further details of these restrictions, together with details of the logo, can be obtained from BAFE.

General rules relating to the use of the BAFE logo are detailed below:

Use of the BAFE Logo is permitted, as shown below, subject to the rules of BAFE.

- On an SP207 Certificated Organization's letterhead
- On an SP207 module certificate
- On an SP207 certificate of modification
- On an SP207 certificate of compliance
- On an SP207/BS8629 certificate of compliance following maintenance, certificate



For large scale logos and vehicle logos different graphics can be used – apply to BAFE.

Please note: The BAFE and BAFE Fire Safety Register logos are registered trademarks owned by BAFE. Only BAFE and BAFE licensed Certification Bodies are permitted to use the logo without the scheme description box underneath without prior permission.

BAFE SP207 scheme logos can only be used once you have been issued with your BAFE SP207 scheme registration certificate. BAFE SP207 logo guidelines are available from BAFE.



<b>Amendment Record</b>					
<b>Document Title</b>		<b>Issue Date</b>	<b>Reviewed By</b>	<b>Approved By</b>	
SP207 Version 1		31/07/2020	Schemes Manager	Scheme Monitoring Group	
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