



# **REGISTERED SCHEME FOR HALON DECOMMISSIONING**

## **SCHEME DESCRIPTION AND GUIDANCE NOTES**

**British Approvals for Fire Equipment  
Thames House  
29 Thames Street  
Kingston upon Thames  
Surrey KT1 1PH**

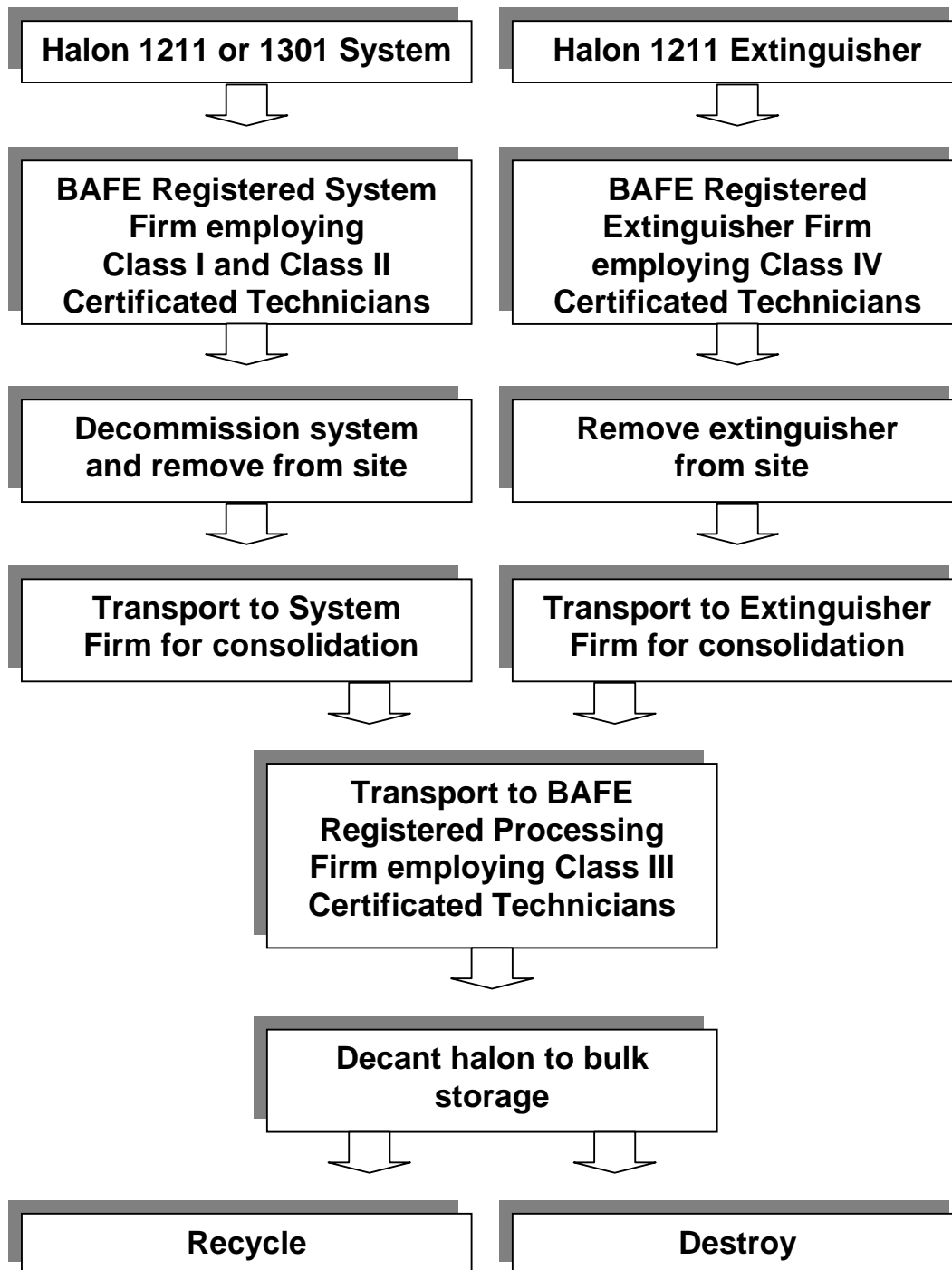
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**HALON DECOMMISSIONING PROCESS**



# **BAFE REGISTERED SCHEME** **FOR** **HALON DECOMMISSIONING**

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## **SCHEME OBJECTIVES**

The BAFE Registered Scheme for Halon Decommissioning is intended to provide an industry approval scheme to verify compliance with the requirements of EC2037/2000. The primary objectives are;

- To protect the environment from the long-term effects of the unregulated discharge of halon.
- To ensure that no threat is posed to life, safety or property during the decommissioning process.

To this end, the Scheme will ensure the competence of technicians involved in the halon decommissioning process, thus providing the highest possible protection to the environment, life and property. Benefits include:

- Fully competent Service Technicians and their Employers.
- Quality management monitoring processes.
- Attention to the specific Health & Safety needs of halon decommissioning.
- A responsible level of accountability by record keeping appropriate to the task and duration of the scheme.
- A recognised industry approved benchmark achievable at low cost to Industry with minimum administration.

The Scheme is based on technicians proving their competence through written examinations in order to gain registered status and be awarded a certificate and identification badge.

Note: Enforcement of the EC2037/2000 regulations relating to decommissioning of halon-containing equipment will be made mandatory via a statutory instrument, in which case;

- Using a non-certificated person to handle or work upon halon-containing equipment will be an offence.
- Handling or working upon halon-containing equipment whilst not certificated will be an offence.
- Penalties for non-compliance will be levied.

## **MEMBERSHIP**

A prerequisite for membership is that the employer will be a BAFE Registered Firm under this Scheme, which will form part of its Quality Management System.

To register for membership to the Scheme, the Application Form will need to be completed and returned with the appropriate fee to the Scheme Administrator. Applications cannot be processed without payment of the application fee.

## **REQUIREMENTS FOR REGISTERED FIRMS**

The Firm shall be competent and understand the Scheme Objectives as they apply to the decommissioning of halon systems, equipment and portable extinguishers relevant to the Firm's scope of activity.

Where applicable, decommissioning shall be carried out in accordance with agreed specified requirements. The Firm shall maintain a fully compliant and current Health & Safety Policy and at least the minimum level of Public Liability Insurance required by Law.

The Firm shall keep comprehensive records of the decommissioning process for each project and shall make available those records to BAFE with the object of recording the weight of fluorocarbons recovered or accidentally released.

There shall be clear evidence of the formal completion of the decommissioning process.

### **Quality Management System**

Registered Firms shall operate an effective management system, which shall include;

- Relevant procedures for compliance with Scheme Objectives.
- Records to provide evidence of preventative and corrective actions where process problems have been identified.
- A documented procedure to deal with complaints, deficiencies or defects associated with decommissioning projects undertaken.
- A register of BAFE Registered Technicians employed.

The management system shall document the following topics as a minimum;

- The management structure of the Firm.
- The responsibilities of key personnel involved in the decommissioning process.
- The use and supervision of sub-contractors.
- Procedures to cover the satisfactory initiation, execution, supervision, and completion of the decommissioning process relevant to the scale and complexity of work undertaken.
- A register of Standards and publications (including manufacturers' literature) that are maintained showing their issue status.
- Competency records for all technical staff involved in decommissioning.

- Evidence that the management system is regularly reviewed and amended, where appropriate, to ensure its continuing effectiveness.
- A list of complaints received on the standard and performance of halon-related work together with details of actions taken to resolve the complaints.

A Firm operating the BAFE Modular Installer Scheme or the BAFE adopted LPS 1204 or a Quality Management System complying with the requirements of BS EN ISO 9000, having a scope of work aligned with the requirements of this Scheme and certificated by a UKAS accredited certification body, shall be taken as meeting the requirements of this clause.

At the time of the assessment, the BAFE Verifier shall review the complaints register to ascertain whether there have been any performance failures relating to systems decommissioned.

### **Technical Assessment**

The Firm shall have available the following documentary evidence for assessment by the BAFE Verifiers;

- Technical reference documents, e.g. manufacturers technical data, product and system Standards, relevant regulations.
- Test and measuring instrumentation (where relevant), including records of assessment of accuracy.
- Special decommissioning tools (where relevant) together with their operational handbooks, etc.
- A list of projects in progress and/or completed during the previous 2 years together with specifications, drawings, records, certificates and reports relating to the work, sufficient to demonstrate the Firm's competence to deal with decommissioning processes.
- Any other items that are relevant to the process and that the BAFE Verifier reasonably requires.

A Firm operating the BAFE Modular Installer Scheme or LPS 1204, having a scope of work aligned with the requirements of this Scheme and certificated by a UKAS accredited certification body, shall be taken as meeting the requirements of this clause.

### **Health & Safety/Contractual Assessment**

The Firm shall have available the following items for assessment by the BAFE Verifiers;

- A Health & Safety Policy, fully compliant with current Government Legislation, and an Accident Book.
- Evidence that adequate liability insurance cover is held for the category of work undertaken.

At the time of the assessment, the BAFE Verifier shall review the Firm's safety record.

The Firm shall be fully prepared for the assessment by the BAFE Verifier and shall have available all necessary documents and personnel relevant to the assessment process. The Firm shall provide facilities and arrange access for the assessment and provide transport to sites where, if required, work is selected for assessment by the BAFE Verifier.

## **BAFE VERIFICATION OF REGISTERED FIRMS**

Inspections by BAFE verifiers will be undertaken at one or two levels;

- For all Firms, a review of the documentation, evidencing the requirements of the Scheme for the Registered Firm's office and field operations, initial and ongoing.

This is needed to ensure that

- The Firm complies with and has the necessary Scheme in place.
- To ensure compliance with the Scheme's rules, documentation, recording of technicians training, etc.

- For Firm's involved with the decanting of halon, on-site visits to the Registered Firm's office and field operations – ongoing.

This is needed to ensure compliance with the Scheme's rules in relation to the reprocessing or destruction of halon.

Where applicable, the Scheme Administrator will arrange for ongoing verification visits to take place. These will be random in nature at intervals not exceeding 12 months to ensure that the requirements of the scheme are being met. More frequent verification visits may be required in the event of procedural non-compliances. Participating Firms will grant access to verifiers, at all times, during normal working hours.

## **DECOMMISSIONING CERTIFICATE**

A Decommissioning Certificate shall be provided to the customer by the Registered Firm for every project, one copy of which shall be submitted to BAFE and another copy kept by the removing Firm. Blocks of numbered Certificates shall be obtained from BAFE and, amongst other information; the following details shall be incorporated in the Certificate;

- Contact details of the Registered Firm with responsibility for decommissioning.
- Details of the site on which the decommissioning process has been carried out.
- The type and weight of halon that has been decommissioned and, where relevant, the quantity and size of portable extinguishers removed.
- Full contact details of the next destination of halon for onward transmission for reprocessing or destruction

In the event of an inadvertent discharge, the type and weight of halon that has been discharged shall be recorded.

## **TECHNICIAN'S REGISTRATION**

An individual registration form is to be completed for each Technician applying for registration.

Each application form is to be submitted to the Scheme Administrator together with two colour passport type photographs and two examples of the applicant's signature. The application should be accompanied by the registration fee.

### **Training of Candidates as Systems Technicians**

The BFPSA Competence Certificate Course, which comprises lectures with supporting material, is divided into sections and candidates are given a set of multiple-choice questions at the end of each section. The pass mark is 75% and successful candidates will be certificated at one of four levels i.e.

- Class I certification denotes an experienced decommissioning technician with at least two years practical site experience in gaseous fire suppression systems.
- Class II certification denotes a new entrant to the industry whose work must be supervised by a Class One engineer.
- Class III is the Processing Competence Certificate and is available to those whose work involves the processing, recycling and/or destruction of halon.
- Class IV certification denotes competence in the removal and safe handling of halon extinguishers.

The essential areas of knowledge for Classes I and II are as follows:

- Typical applications for gaseous fire suppression systems
- The Montreal Protocol
- The legislative background behind decommissioning
- A summary of the 'Critical Uses' criteria for halon after 31st December, 2003
- Safe working practices
- Disabling, disconnecting, moving and transporting of halon cylinders
- Requisite documentation

Note: The essential areas of knowledge for Class IV are similar to the above but restricted to portable extinguisher applications.

For Class III, the additional areas of knowledge are as follows;

- Safety issues relating to system hardware and pressures.
- Legal regulations surrounding the transportation of waste and hazardous goods.
- Protection against leakage during processing.
- Preparation of recovered halon for processing.
- Disposal of redundant hardware.

- Further requirements for safe working practices.
- Further documentation required.

### **Training of Candidates as Portables Technicians**

Technicians who wish only to gain Class IV certification may, in place of the BFPSA competence certificate, hold a valid competence certificate from one of the recognised providers of portable extinguisher service training, e.g. FETA, IFEDA or the BFC.

### **CERTIFICATION**

Once the Technician's training is successfully complete, an individual certificate and identity card may be issued.

The certificate is the personal record of achievement of the Registered Technician and should be kept by him/her. The Scheme Administrator will manage the issuing and control the provision of identity cards. The card will carry the following information.

- BAFE Logo and information.
- Technician's name, photograph and signature.
- Technician's qualifications.
- Employing Firm's name, trading title, if different, and address.
- Identification number – BAFE Registered Firm.

Note: An individual identity card may be issued by each Registered Firm employing, either directly or indirectly, a Registered Technician.

- Expiry date – renewable every five years.

Ownership of the Technician's identity card remains the property of BAFE and is not transferable. A card may be issued to each sponsoring Firm and is only valid whilst the Registered Technician is employed by the Firm whose name appears on the card. An identity card must be worn by the Technician at all times whilst working.

Technicians terminating employment with a registered Firm will forfeit Registered Technicians status with that Firm but Technicians may re-apply if future employment is with an alternative registered Firm. Firms shall notify BAFE in the event of a Technician ceasing to be employed.

### **PORTABLE FIRE EXTINGUISHERS**

Portable fire extinguishers containing halon 1211 are also covered by EU Regulation EC2037/2000, which requires all halon extinguishers to be decommissioned by the end of 2003, unless needed for use in applications specified in EC2037/2000 as "Essential Use". This means that virtually all uses of halon fire extinguishing will cease by the end of 2003.

This procedure is designed to ensure that such extinguishers are correctly identified, safely removed from premises and transported to a recognised disposal company that will recycle or destroy the halon concerned.

Fulfilment of this Scheme requires Firms to be registered with BAFE, to employ certificated Technicians and to have signed an undertaking, to be held by BAFE, to follow this procedure for the safe decommissioning of portable halon-containing equipment.

### **Procedure for the Safe Removal of Portable Halon Fire Extinguishers**

On discovering a portable halon extinguisher on a customer's premises, the Technician will advise the responsible person in the customer's organisation that, under EU Regulation EC2037/2000, the extinguisher must be taken out of service, removed from the premises and the halon contained in the extinguisher destroyed or recycled by a Registered Processing Firm.

The Technician will provide evidence to the customer of his Firm's competence to remove halon extinguishers by showing a copy of his Firm's undertaking to follow this procedure for the safe decommissioning of portable halon-containing equipment.

The Technician will advise the customer of the cost of removal of the halon extinguisher and obtain his agreement to this cost. In the event that the customer refuses to accept the charge for the removal of the extinguisher involved, the Technician will provide the customer with a Removal Refusal Note detailing the quantity and sizes of extinguishers involved. A copy of the Note will be kept by the issuing Firm so that a record of such refusals of removal can be maintained and audited.

The Technician will assess the impact of the removal of the halon extinguisher on the fire protection of the premises concerned and, if necessary, make recommendations for the substitution of other types of extinguisher in accordance with the recommendations of relevant British Standards.

On removing the halon extinguisher from the premises, the Technician will provide the customer with a Decommissioning Certificate. A copy of the Certificate will be left with the customer and a second copy kept by the removing Firm for verification and auditing purposes.

The Technician will label the removed halon extinguisher, detailing the name and address of the customer and the date of removal so that an audit trail can be maintained.

The removed extinguisher will be transported to a central location where such extinguishers will be securely stored by the Registered Firm until sent onward to a Registered Processing Firm.

When sent to a Registered Processing Firm, documentation in the form of a Despatch Note will detail the quantity and size of extinguishers in each consignment.

### **DISPUTES**

Any disputes arising from either a Registered Firm or individual technician will, in the first instance, be referred to the BAFE Scheme Administrator. In the case of the matter not being resolved, it will be referred to the BAFE Council whose decision will be final.