



**Fire Protection Industry Scheme,
Reference SP203 Part 3**

**For the Design, Installation,
Commissioning & Maintenance of
Fixed Gaseous Fire Suppression Systems**

British Approvals for Fire Equipment

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Note 2: Use of the BAFE Logo in relation to this scheme is restricted to those companies certificated to operate SP203-3 and is subject to the rules that from time to time may be issued by BAFE.

FOREWORD

This version of the BAFE scheme document was published in July 2008 for use by Third Party Certification Bodies (TPCBs) and by those companies involved in the certification process.

A Third Party Certification Body (TPCB) will be eligible to operate this scheme when:

- a) the TPCB has received UKAS product certification accreditation to EN45011 with a scope or scopes relevant to this part of SP203.
- b) the TPCB has concluded a formal agreement with BAFE

An organisation will be eligible for formal Certification by a TPCB and for BAFE listing when they have been audited by the TPCB as meeting the requirements of this scheme

1. INTRODUCTION

- 1.1. This BAFE scheme has been developed for the third party certification of those organisations involved with the design and/or installation and/or commissioning/handover and/or maintenance of fixed gaseous fire suppression systems. This scheme has four modules in recognition of the fact that each module may be undertaken by a different organisation. This modular approach is believed to be representative of the means by which the majority of systems are designed, installed, commissioned, handed over and subsequently maintained by third party certificated organisations.
- 1.2. The scheme recognises the importance of providing compliant fixed gaseous fire suppression systems while at the same time minimising inadvertent discharges. There are specific clauses within the scheme that address these issues.
- 1.3. The importance of ensuring that the system that is handed over to the client meets the specified requirements is also addressed by requiring the commissioning certificate to list the variations from the original specification. Means are also included within the scheme for the completion of projects where no specification is available.
- 1.4. This scheme document specifies requirements to be met by certificated companies (a term that is defined in Clause 4) and also includes guidance notes. These are shown with a grey background to clearly distinguish them from the scheme requirements. 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. Additional information relating to the operation of this scheme can be found in BAFE document SP203-2 entitled "Guidance for the assessment of applicant Certification Bodies and for the assistance of organisations seeking certification or already certificated to SP203-1.
- 1.6. From time to time amendments to SP203-2 will be published. These will be in the form of Technical Notes that can be downloaded from the BAFE website.

2. OBJECTIVE

- 2.1. This Scheme has been developed to permit companies involved with one or more of the following:

design
installation
3a commissioning
3b handover
maintenance

of fixed gaseous fire suppression systems to become third party certificated and BAFE listed as recognition of their competence to undertake their scope of work. By so doing, the certificates issued by these companies on completion of their work will give the client and relevant regulating authorities e.g. Fire & Rescue Service and Building Control, confidence that the work has been correctly undertaken.

- 2.2.** The evidence of the delivery of the fixed gaseous fire suppression system to the required specification will be:
- a) certificates for the relevant work modules,
 - b) a comprehensive system commissioning certificate and,
 - 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.

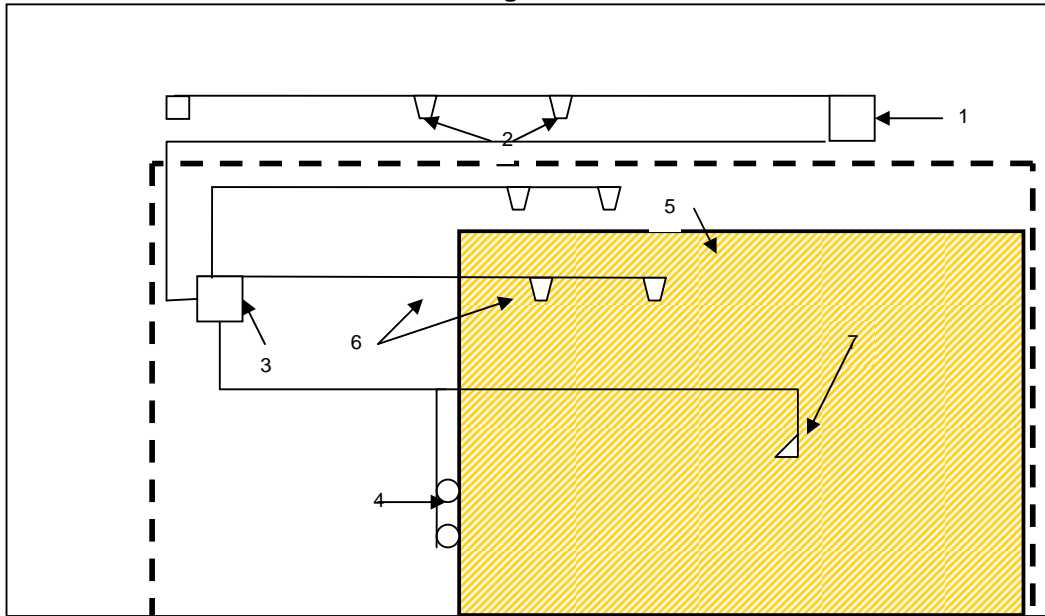
Note: When the work undertaken does not include a complete system, alternative certificates, explained elsewhere within this document, will be issued to the client.

- 2.3.** It is recognised that inadvertent discharges are a major nuisance to both Fire and Rescue Services and to building occupants and this Scheme helps to address this within the modules for Design and for Maintenance of fixed Gaseous Fire Suppression systems. Research has shown that the majority of inadvertent discharges are the result of the actions of people within the affected buildings or uncontrolled processes being undertaken. Providing designers are given sufficient information, they can recommend system designs that include means of minimising inadvertent discharges. Similarly, if inadvertent discharges occur, the maintenance organisation can provide advice on means to overcome the problem. It is, however, recognised that the designer and the maintainer can only assist with the user's co-operation.
- 2.4.** 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 organisation having responsibility for the design module. If, however, this is not possible then the verification may be undertaken by another certificated organisation with at least design of the relevant type of system included within its scope of certification. Details of the process relating to the issue of the certificate and a sample BAFE Certificate of Compliance are shown in Annexes A1.8 and A2.1.
- 2.5.** This scheme document details BAFE's minimum requirements to be met by an organisation applying for third party certification. TPCBs operating this scheme may have additional requirements that have to be met before they certificate an organisation. Details of additional requirements can be obtained from the relevant certification body.

3. SCOPE

- 3.1.** This scheme covers the design, installation, commissioning, handover, verification and ongoing maintenance of systems. If, however, the contractor responsible for the commissioning is different from that responsible for handover then module 3, commissioning and handover, may be divided into two parts; 3a – Commissioning and 3b – Handover.
- 3.2.** The scope of this document excludes the fire detection element of the system which should be in accordance with the requirements of SP203-1 see figure 1 below.

Figure 1



Key

SP203-1

- 1 Fire alarm control panel
- 2 Fire detection and alarm devices

SP203-3

- 3 Extinguishing system control panel
- 4 Extinguishing agent cylinders
- 5 protected space
- 6 Extinguishing system fire detection and alarm devices
- 7 Extinguishing nozzle

4 DEFINITIONS

4.1 Audit

An examination

4.1.1 Certification Audit

An audit with the objective of determining the suitability of an organisation to become a certificated organisation as defined at 4.5 below.

4.1.2 Surveillance Audit

An audit of a certificated organisation with the objective of determining their ongoing adherence to the requirements of this scheme

4.2 BAFE

British Approvals for Fire Equipment

The body that owns the SP203 schemes and is responsible for their maintenance

4.3 BAFE Certificate of Compliance

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The certificate issued on completion of Modules 1, 2 and 3 and successful verification. The certificate confirms that all work is compliant with this scheme. Note: If Module 3 is split into 3a and 3b, there needs to be evidence that both have been completed prior to handing over the BAFE Certificate of Compliance.

4.4 BAFE Listed Organisation

In the context of this scheme, a certificated organisation or body that has been listed by BAFE as competent to undertake one or more of the modules of this Scheme.

4.5 Certificated Organisation

An organisation or body that has been awarded a certificate by a UKAS accredited Third Party Certification Body (TPCB) and that has been listed by BAFE following the successful audit of their scope of work relevant to this BAFE scheme. To remain certificated, the organisation will continue to demonstrate compliance with this BAFE scheme during subsequent surveillance audits by the TPCB and will remain BAFE Listed.

4.6 Commissioning

The process by which a system that has been initially tested is:

- a) configured, if necessary, to meet the particular specification requirements for that system and
- b) tested to check that the performance and functionality are in accordance with the specification.

4.7 Commissioning Organisation

The organisation or body responsible for issuing the module certificate to the client according to the requirements of the commissioning module of this scheme. The same organisation may also undertake the handover procedure.

4.8 Competence

The ability to apply knowledge, understanding and skills in performing to the standards required by 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. Competent persons must have an awareness of their own limitations.

4.9 Client

The organisation specified in the contract as being the recipient of the completed system and/or the module certificate(s) and/or the BAFE Certificate of Compliance for the overall project.

4.10 Design

The detailed selection, placement and configuration of products and interconnections to meet the specified requirements of a particular system.

4.11 Designer

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

4.12 Handover

The process of transferring on-going responsibility for the project from the contractors to the organisation specified in the contract as accepting the completed system. The handover process should include training of relevant staff responsible for the day to day management of the system and may be a phased process dependent upon the plans for occupation and / or utilisation of the protected building(s).

4.13 Initial testing

Testing, that includes inspection, of the system to ascertain its basic fitness for purpose. This may include, but is not limited to; quality of workmanship, insulation resistance testing, earth leakage measurements, pressure and hydrostatic testing of pipework.

4.14 System

The generic description of the fixed gaseous fire suppression components installed or planned to be installed in and around buildings see clause 3.1 and figure 1.

4.15 Installation Organisation

The organisation responsible for issuing the module certificate, or similar document, to the client according to the requirements of the installation module of this scheme.

4.16 Maintenance

The process, by which a system is inspected, tested and, if necessary, repaired in order to keep it in an effective operational state.

4.17 Maintenance Organisation

The organisation responsible for the maintenance process and for advising the client of the work undertaken during maintenance visits.

4.18 Module Certificate

The Certificate completed by the organisation responsible for the work associated with a particular module of the system that signifies completion of the work in accordance with the requirements of this scheme.

Note: The basic certificate may be provided by the TPCB or, in certain circumstances, may be produced by the certificated organisation. See Annex G.A1.1.

4.19 Records

The means by which an organisation is able to maintain its information on projects being planned or 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.

4.20 Specification

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

4.21 Specified requirements

The performance and other requirements of the system and associated matters that are defined within the project specification

4.22 Third Party Certification Body (TPCB)

An organisation that has been accredited by UKAS as competent to assess an organisation's competence to undertake work in accordance with this scheme and to subsequently undertake periodic surveillance audits of the ongoing competence of the organisation once it has been certificated. The TPCB is required to have UKAS accreditation to EN45011 for the scope of this scheme and to be licensed by BAFA.

4.23 UKAS

United Kingdom Accreditation Service

4.24 Verification

The process by which the installed system and the commissioning records are inspected to check, as far as possible, that the installed system meets the specified requirements of the design specification and that the structure of the protected area and/or its use has not been changed in any way that requires the system design to be revised.

5 PROCEDURES FOR CERTIFICATION OF MODULES, COMPLIANCE AND MODIFICATIONS

5.1 Module Certification

- 5.1.1 Subject to the special conditions, stated in Clause 5.3.1, relating to the module certification of modifications, a certificated organisation, as defined in Clause 4.5 of this scheme, shall issue module certificates for all the work they undertake that falls within the scope of their assessed certification as described in Clause 12. The only exception will be if the work is undertaken by the organisation but to the requirements of another BAFE adopted fire protection scheme, i.e. not SP203, involving third party certification.
- 5.1.2 In signing a module certificate each contractor is formally confirming that their module of the project fully complies with the requirements of this scheme.
- 5.1.3 Details of the information to be included within module certificates are included in Annex 1. However it is the responsibility of the TPCB to provide the certificated organisation with adequate guidance to effectively complete module certificates.
- 5.1.4 The details of the procedure for ensuring that module certificates are prepared and handed over to the main contractor or the client should be clearly stated in the contract documentation relating to the installation. This shall also advise that the documentation should be available to those certificated companies responsible for subsequent certification.
- 5.1.5 Where modules of the system are completed by different contractors, formal evidence of module completion shall be provided as soon as possible after the completion, by the issuing of a module certificate. This certificate shall be made available to the client and/or the contractor undertaking the next module.

Note: 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 organisation originally contracted to undertake the module would normally be expected to offer to provide the appropriate input however it is then up to the client to decide whether to accept the offer.

- 5.1.6 Where an organisation takes responsibility for more than one module, then the evidence can be of formal completion of the combined modules as long as they directly succeed one another.
- 5.1.7 Where any module, is split in to sub modules with separate contractors for each sub module, there shall be a separate module certificate issued for each sub module.
- 5.1.8 Where an organisation 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 final BAFE Certificate of Compliance can be issued as this certificate includes the relevant information included within the module certificates.

5.2 Compliance Certification

- 5.2.1 Where separate certificated organisations issue module certificates for the work with which they have been involved, a BAFE Certificate of Compliance shall not be issued unless module certificates are available for Modules 1, 2 and 3 and documented evidence is available to confirm a satisfactory system verification.
- 5.2.2 Where a system is to be issued with a BAFE Certificate of Compliance in accordance with the requirements of this scheme, there are generally two ways in which this can be achieved:

- a) Where a single contractor is responsible for all modules of the work.
 - b) Where different contractors provide one or more modules of the work
- 5.2.3 The issue of the BAFE Certificate of Compliance is confirmation that the whole system mechanically and electrically in the contracted area meets the contractual requirements in terms of performance and compliance
- 5.2.4 An example of a BAFE Certificate of Compliance is included in Annex G.2.1 however it is the responsibility of the TPCB to provide the certificated organisation with adequate guidance to effectively complete Certificates of Compliance.
- 5.2.5 In circumstances where a single contractor is responsible for providing the whole of the work, that contractor may issue a BAFE Certificate of Compliance to the client, provided that the contractor has an SP203-3 certificated scope covering all relevant modules and verification of the work.
- 5.2.6 Where more than one contractor is involved in providing the modules of the project (Design, Installation, Commissioning and Handover) any one of the contractors involved may issue the BAFE Certificate of Compliance to the client provided that:
- a) All of the work has been carried out by contractors 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 contractors, declaring that they have fully discharged their responsibilities in accordance with the relevant requirements of this scheme, shall be made available to the contractor issuing the BAFE Certificate of Compliance to the client.
 - 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 organisation responsible for the original system design module or by another certificated organisation with an appropriate scope in relation to this scheme i.e. a scope that includes design and verification.
- 5.2.7 While it is recognised that systems will normally be issued with a BAFE Certificate of Compliance when first installed by companies operating under the requirements of this scheme, there may be instances when certification is required at a later date. Under these circumstances, an organisation 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 10.13
- 5.2.8 Where a BAFE Certificate of Compliance is to be issued for a system including a fire detection system triggering a fire suppression system, the Certificate of Compliance shall not be issued without there being evidence that the combined system has been tested jointly by the companies responsible for the fire detection and fire suppression commissioning modules to ensure that the entire system operates effectively. Evidence of this joint test shall be included as an annex to the BAFE Certificates of Compliance for the fire detection and fire suppression systems.
- 5.2.9 On the successful completion of verification, irrespective of whether one or more organisations were involved, one Certificate of Compliance shall be issued for the total system. If two organisations are involved, the client shall agree which organisation is to issue the Certificate of Compliance. In this instance, the organisation issuing the Certificate of Compliance shall have, and shall retain, written evidence from the other organisation involved regarding their completion and successful verification of their part of the system.

Guidance Notes for Clauses 5.2.8 and 5.2.9

1. *Where a fire detection system is to be connected to a fire suppression system to trigger the suppression it is important that the requirements of the two systems are specified in a manner that satisfies the integrity and performance requirements of the two systems. Examples of such requirements are listed below.*
 - a) *The design of the system recognises the particular requirements of interconnected fire detection and suppression systems and, where relevant, takes full advantage of recognised codes of practice for such systems.*
 - b) *The fire detection system should be designed to minimise the likelihood of the suppression system being triggered due to a false fire alarm.*
 - c) *The installation of the systems are undertaken in a manner whereby the triggering of the suppression system is not prevented by the early effects of a fire disabling either the fire detection or the fire suppression system.*
 - d) *The commissioning of the systems is undertaken in a manner whereby the whole of the combined system is adequately tested without inadvertent release of fire suppression agent. This commissioning must adequately test the interfaces between the fire detection and the fire suppression systems.*
2. *The Certification should only be completed when there is adequate evidence that the combination of the two systems meets specified requirements.*

5.3 Modification Certification

- 5.3.1 It is unlikely that a Certificate of Modification will be issued for gaseous suppression systems as changes to the system will require a full redesign of the system and the issue of a certificate of compliance or a module certificate.

5.4 Maintenance Report and Certification

- 5.4.1 A certificated organisation with maintenance included within its scope of activities may issue Maintenance Reports for systems irrespective of whether a BAFE Certificate of Conformity has been issued. The report may be issued as frequently as required by the maintenance contract and may be used to advise the client of the maintenance work undertaken. It should, as a minimum, include the information specified within Annex G. A1.1.2. The Maintenance Report shall clearly state whether or not the system has a current BAFE Certificate of Compliance and if so should state the Certificate Number.
- 5.4.2 In addition to providing the customer with a Maintenance Report, the certificated organisation shall record the details of the work undertaken during service and inspection visits and shall keep this available for possible surveillance audit checks by the SP203 Certification Body. In addition, the information should be available in a format suitable for forwarding to the customer.
- 5.4.3 Subject to the agreement of the client, a certificated maintenance organisation may issue an annual Maintenance Certificate to complement the Maintenance Reports issued after each inspection and servicing visit. Both the reports and the certificate should, as a minimum, include the information specified within Annex G.A1.1.2. Certificates may be issued for systems with a BAFE Certificate of Compliance and for non-certificated systems and shall clearly state whether or not the system has a current BAFE Certificate of Compliance and if so should state the Certificate Number.
- 5.4.4 The commissioning certificate, detailed in Annex G.A1.1.1, will state the date by which system maintenance is to commence. If 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 organisation and any work necessary to restore the system to its original specification should be undertaken prior to the issue of the Maintenance Report.

6 MODULE NO.1 - SYSTEM DESIGN

- 6.1 The system design shall be undertaken by an organisation that has been certificated by a TPCB and subsequently listed by BAFE as being competent to design systems in accordance with the requirements of this scheme.

Guidance Note for Clause 6.1

1. *The evidence of compliance with the requirements of Clause 6.1 is likely to be a current certificate issued by a UKAS accredited TPCB and a current SP203-3 listing by BAFE.*

- 6.2 The designer shall be competent and shall understand the specified requirements.

While the person(s) having authority to sign off designs on behalf of the certificated organisation shall be a named individual(s), the responsibility for the effectiveness of the design rests with the design organisation that will have been third party certificated as meeting the requirements of this scheme.

Guidance Notes for Clause 6.2

1. *The competence of the designer will be assessed by the TPCB.*
2. *The person(s) designated as having the authority to "sign off" designs on behalf of the organisation will be individually named and their authority will be clearly defined. Their personal competence will be an important part of the organisation's approval.*
3. *An appropriate level of design resource needs to be available to the organisation. In a small organisation, undertaking relatively simple design projects, a single designer may be acceptable however, for companies undertaking larger projects or even a lot of smaller projects, more than one designer is likely to be necessary to provide back up.*
4. *If the designer(s) is not available to undertake their work e.g. due to illness or holidays, the organisation is responsible for making satisfactory alternative arrangements or ceasing design work until an appropriate designer becomes available.*
5. *Satisfactory audit of actual designs undertaken by the named designer(s) should be an acceptable means of demonstrating design competence. The audit should include both an office based assessment and an on site assessment of sample completed systems.*
6. *Evidence should exist of the designer's knowledge of any products and systems specified and a willingness to seek advice and guidance as required from other companies, such as equipment manufacturers or installers and the means of taking this advice and guidance into account during the design process. Satisfactory evidence may be the design notes associated with particular projects.*
7. *The designer should have an understanding of the requirements of this Scheme in relation to the certification of the design and the subsequent certification of the installation module.*
8. *The designer should be conversant with the specified requirements such that designs are completed in a manner that provides sufficient information for the installer and permits the installer to undertake the installation module in accordance with this Scheme.*
9. *The designer should be able to interpret fire risk assessments and demonstrate their ability to assess the fire risks influencing the design of the system, e.g. the materials likely to burn in a fire which may affect the choice of type of extinguishing agent.*
10. *The designer should be able to demonstrate his understanding of the requirements of relevant EU Directives and their associated national (UK) legislation and relevant national safety requirements.*
11. *The designer should be able to demonstrate his competence in the design of fixed Gaseous Fire Suppression systems that minimise the potential for inadvertent discharges.*

- 6.3 Each design shall be in accordance with one or more agreed specification(s)

Guidance Notes for Clause 6.3

1. *The specification should be based on one or more recognised Standards or Codes of Practice and any conflict or difference between specified Standards should be properly*

addressed by the design organisation. Examples of this process should be assessed to the satisfaction by the TPCB.

- 6.4** The design organisation shall demonstrate an understanding of the importance of properly interfacing with other building services, systems and structures and safely connecting to electricity supplies, where applicable. Evidence shall exist of its ability to effectively liaise with other organisations to achieve the desired functionality of the interfaced systems and to ensure the provision of relevant information.

Guidance Notes for Clause 6.4

1. *If the organisation is involved with the design of fixed Gaseous Fire Suppression systems to BS6266 or related Codes of Practice and Standards, evidence should be available to demonstrate its knowledge of the requirements in relation to at least the following:*
 - a) *The emergency control of air conditioning plant*
 - b) *The effect of ventilation systems on the performance of fire detection systems*
 - c) *The emergency control of electrical power shut down sequences for IT systems*
 - d) *The interface with fire detection and alarm systems*

- 6.5** The design organisation shall keep comprehensive design records of the complete design process for each project and shall make available those records required by companies responsible for other modules of systems included within this scheme. The records shall be maintained and made readily accessible for a minimum of 12 years from the date of handover of the project unless dictated otherwise by the contract or until some other organisation, e.g. the owner of the system, formally takes responsibility for their ongoing storage and maintenance.

Guidance Notes for Clause 6.5

1. *Records should be available for inspection for each project undertaken.*
2. *The TPCB should choose samples at random and inspect them as part of its audit of design competence. There should be clear evidence that the designs satisfy the specification requirements.*
3. *Evidence should exist that records are maintained and available for all projects the organisation are planning, are undertaking or have undertaken in accordance with this BAFE scheme.*

- 6.6** 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.

Guidance Notes for Clause 6.6

1. *The TPCB should satisfy itself that there is a satisfactory design control and sign off process in place.*
2. *During subsequent modules of the project, there may be design issues arising that will require the further involvement of the design organisation prior to the certification of later modules of the project. The contract for the design should recognise this possibility. Note: In some instances, the client may not wish to employ the services of the design organisation during later modules. Under these circumstances, there should be evidence that the organisation offered the service to the client.*
3. *Design documentation should be prepared and recorded in a manner whereby design changes can be recognised during the course of the project.*

7 MODULE NO. 2 – INSTALLATION

- 7.1** Installation of systems shall be undertaken by an organisation or organisations that are certificated by a TPCB and listed by BAFE as meeting the requirements of this scheme.

Guidance Notes for Clause 7.1

1. *Evidence of compliance with the requirements of 7.1 shall consist of a valid certificate issued by a UKAS accredited TPCB and a current BAFE Approval listing.*

- 7.2 The installation organisation shall be competent and understand the specified requirements as they apply to the installation process.

Guidance Notes for Clause 7.2

1 *The TPCB will assess the competence of installers wishing to be certificated to SP203-3. This should include at least the following:*

- a) *There should be evidence that the organisation has the ability to successfully interpret system design requirements provided by the system designer.*
- b) *The organisation should have an understanding of the requirements of this Scheme in relation to the certification of the design and the certification of the installation module.*
- c) *The organisation should have a comprehensive understanding of the specified requirements as they are specified in relevant Standards and Codes of Practice.*
- d) *The organisation should have a comprehensive understanding of the need to effectively work with other organisations to achieve the correct interfaces between other on site building services, systems and structures that may be necessary as a part of the system design.*
- e) *The organisation should have a comprehensive understanding of electrical, mechanical and other safety issues relating to the installation of systems, depending upon their scope.*
- f) *Supervisory staff should have the competence to supervise on site work.*
- g) *The organisation should have sufficient supervisory resource with adequate competence to effectively supervise the projects that it is undertaking at any time.*

- 7.3 The installation shall be in accordance with the agreed specified requirements. The installer should issue a module certificate for each installation complying with the specified requirements unless the installer is the same organisation as that contracted to undertake the initial testing, commissioning and handover in which case a single module certificate covering both modules is acceptable.

- 7.4 The installation organisation shall keep comprehensive records of the installation process for each project and shall make available, to other companies and/or the client, those records required by companies responsible for other modules of installations included within this scheme.

Guidance Note for Clause 7.4

1. *Records should be available for inspection for each project undertaken and the TPCB should satisfy itself that samples of these, selected at random, are of a satisfactory standard.*

- 7.5 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.

Guidance Note for Clause 7.5

1 *Projects with multiple phases may be subject to phase completion documentation to permit the subsequent module of the project to proceed when an installation phase is completed. The documentation may or may not include a phase completion certificate dependent upon the contract requirements. However, there should be clear evidence that all work on phased projects has been completed and certificated.*

8 MODULE NO. 3 - COMMISSIONING AND HANDOVER

- 8.1 The installation organisation may undertake some or all of the initial testing. Under these circumstances, the commissioning organisation shall assess the results prior to undertaking the commissioning.

- 8.2 The initial testing, commissioning and handover of the system shall be undertaken by a organisation that is certificated by a TPCB and listed by BAFE as meeting the requirements of

this scheme.

- 8.3** Dependent upon the contract, the handover may be undertaken by a different organisation to that which undertakes the commissioning. This scheme permits separate module certification of the handover process. However, the organisation taking responsibility for handover must be certificated to the relevant requirements of this scheme.
- 8.4** The organisation shall demonstrate its competence to initially test, commission and handover the installed equipment and shall understand the specified requirements.

Guidance Notes for Clause 8.4

1. *The organisation should be able to demonstrate:*
 - a) *an in depth understanding of the technical aspects of the equipment that it is to initially test, commission and handover. This should include evidence of technical support from equipment suppliers and availability of adequate test and commissioning equipment together with demonstrable expertise in its use.*
 - b) *An ability to successfully interpret the specified requirements provided by the system designer.*
 - c) *An understanding of the requirements of this scheme in relation to the certification of the design module, the installation module and the initial testing, commissioning and handover module.*
 - d) *A comprehensive understanding of the commissioning process as it relates to projects of varying complexity.*
 - e) *An understanding of the importance of the interfacing of the fixed Gaseous Fire Suppression system with other building services, systems and structures and the requirement for effective liaison with other organisations to prove that the system interoperability meets the defined design objectives.*
 - f) *A comprehensive understanding of electrical and other safety issues relating to the initial testing and commissioning of systems.*
 - g) *The competence of supervisory staff to supervise on site work.*
 - h) *The organisation should have sufficient resource with adequate competence to effectively undertake the projects to which it is committed.*
2. *It is recognised that commissioning may be undertaken in two parts;*
 - a) *Initial testing or setting to work, during which the system will be tested and checked to make sure the components work as anticipated.*
 - a) *Commissioning to specification whereby the system is configured and otherwise set up and tested to ensure that it performs to specification.*
 - b) *Unless the person undertaking initial testing has the relevant skills, they will not be competent to undertake either the commissioning or verification - see also Clause 10)*
3. *The organisation should be able to demonstrate a competence to train others in the use of the equipment that it is handing over.*

- 8.5** The installation shall be commissioned and handed over in accordance with the agreed specified requirements.
- 8.6** For installations where there is no specification provided that states the standard or code to which the system should comply and where there is no reason to believe that another specification applies, the following procedure should be followed by the organisation undertaking the commissioning:
- a) If no detailed specification is provided, the organisation shall formally request a specification from their client

- b) If no detailed specification is forthcoming after the formal request, the certificated organisation shall inform their client in writing that they will commission the system to the relevant parts of BS ISO 14520
- c) On completion of the commissioning, the certificated organisation shall issue a commissioning certificate, as specified within Annex A2.3, including a statement of system variations.

8.8 For installations where there is no one representing the client on site to liaise with the engineer during the commissioning process and where requests for a liaison person are refused by the client, the following procedure should be followed by the organisation undertaking the commissioning:

- a) The certificated organisation shall advise the client of the date that commissioning will be undertaken.
- b) Where unlisted variations are found during the commissioning process, they need to be agreed in writing prior to commissioning certification being issued
- c) After the commissioning is completed, commissioning and handover documentation is to be forwarded to the client with a covering letter advising of:
 - i) the standard (or relevant parts) to which the system has been commissioned.
 - ii) the agreed variations noted against the recommendations of BS ISO 14520 or other specification that might apply.
 - iii) Copies of all relevant correspondence are to be retained by the certificated organisation and made available to their TPCB should this be requested during a surveillance audit.

8.9 The organisation shall keep comprehensive test, commissioning and configuration records for each project and shall make available those records required by companies responsible for other modules within this scheme.

Guidance Note for Clause 8.9

- 1. *Records should be available for inspection for each project undertaken and the TPCB should satisfy itself that samples of these, selected at random, are of a satisfactory standard.*

8.10 There shall be clear evidence of the formal completion of the initial testing, commissioning and handover process.

Guidance Notes for Clause 8.10

- 1. *Projects with multiple phases may be subject to phase completion documentation. The documentation may or may not include a phase completion certificate dependent upon the contract requirements. However there must be clear evidence that all work on phased projects has been finally completed and certificated.*
- 2. *There should be clear evidence that appropriate documentation, including as fitted drawings, have been handed over to the client.*

8.11 Evidence shall be available that adequate records of all phases of the project have been passed to the client prior to completion of the handover process, and that the client has been recommended to retain the records for at least the lifetime of the installed system.

Guidance Note for Clause 8.11

1. *These records should be maintained and made readily accessible for a minimum of 12 years from the date of handover or until some other organisation, e.g. the owner of the installation, formally takes responsibility for their ongoing storage and maintenance.*

9 MODULE NO. 4 - MAINTENANCE OF THE SYSTEM

9.1 Maintenance of the system shall be undertaken by an organisation that is certificated by a TPCB and is listed by BAFE as meeting the requirements of this scheme.

Guidance Note for Clause 9.1

1. *Evidence shall consist of a valid certificate issued by a UKAS accredited TPCB and a current BAFE Approval listing.*

9.2 The organisation shall demonstrate its competence to maintain the installed equipment and shall understand the specified requirements.

Guidance Notes for Clause 9.2

1. *The organisation should be able to demonstrate:*
 - a) *an adequate understanding of the technical aspects of the equipment that it is to maintain. This may include evidence of technical support from equipment suppliers and availability of adequate test equipment together with demonstrable expertise in its use.*
 - b) *An ability to successfully interpret system design requirements provided by the system designer and to be able to apply these when assessing a system's ongoing compatibility with the protected risk.*
 - c) *A basic understanding of the requirements of this scheme in relation to the certification of the design module, the installation module, the initial testing, commissioning and handover module*
 - d) *A comprehensive understanding of electrical and other safety issues relating to the maintenance of electrical systems.*
 - e) *The competence of supervisory staff to supervise on site work*
2. *The organisation should have sufficient resource with adequate competence to effectively undertake the maintenance work to which it is committed and to investigate and subsequently rectify system related problems.*

9.3 The organisation shall have adequate resources to permit attendance on site to maintain faulty systems within the time specified by the applicable standard or contract.

9.4 To comply with clause 9.3, more than one person may need to be available to cover for holidays and illness etc. While a single person maintenance organisation may be able to satisfy all other requirements of Clause 9, the organisation shall provide evidence that it has a current, ongoing contract for the provision of competent back up support with another SP203 certificated organisation that has maintenance as part of its scope.

Guidance Note for Clause 9.4

1. *There should be satisfactory evidence of the arrangements in place to meet the call out requirements and there should also be evidence that the arrangements work in practice.*

9.5 The maintenance organisation shall have access to adequate spare parts in order to:

- a) effectively repair systems for which it is responsible.
- b) complete the repair in the time periods required by each maintenance contract.
Where spare parts are not available due, for example, to the age of the installed equipment, there shall be evidence that the client has been informed of this situation.

Guidance Notes for Clause 9.5

1. *There should be satisfactory evidence of the arrangements in place to provide the compatible, replacement parts required and also evidence that the arrangements work in practice.*
2. *The access to adequate spare parts is an important requirement as it is not acceptable for modern systems to be maintained by an organisation that does not have access, even if this requires assistance from another organisation. There will be installations where, for example, due to age or the ceasing of trading of the manufacturer, there are no spare parts available but where the client is unwilling to replace the equipment while it is still working. Under these circumstances, if the maintainer wishes to maintain the installation, there should be clear evidence that they have made the client aware of the situation regarding lack of availability of spare parts and that the contract has been let on this basis.*

9.6 The installation shall be maintained in accordance with the contract specification.

Guidance Note for Clause 9.6

1. *There should be evidence that any requirements for additional work to restore the system to full fitness for purpose have been clearly specified to the client such that they are able to place an order for the work to be undertaken.*

9.7 The organisation shall keep comprehensive records of maintenance work for each project.

9.8 If a certificated system, having become the subject of ongoing maintenance, is to be altered in a way that changes specified requirements then, for certification to remain, the work shall be undertaken by a certificated organisation with an appropriate scope.

9.9 Appropriate information relating to repairs and changes undertaken at each maintenance visit shall be made available to the client.

9.10 Maintenance should be undertaken in accordance with the requirements of the relevant standard or code of practice depending upon the type of system installed. When the relevant standard or code is revised, the maintenance contract should be amended at the earliest opportunity to maintain alignment with the requirements of the revised standard or code.

10 SYSTEM VERIFICATION

10.1. It is a requirement of this scheme that a system be verified prior to completion of a BAFE Certificate of Compliance.

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

Guidance Notes for Clause 10.2

1 *In an ideal situation verification is carried out at the site, during or after commissioning, by a person who is assessed by the TPCB as one who is competent to design and has been identified to the TPCB as a 'named designer'.*

2 *A practical alternative may be a verification process that has been carried out in conjunction with a person assessed by the TPCB as one who is competent to design and who has been identified to the TPCB as a 'named designer' but that does not normally attend site.*

3 *An example of this alternative process may be one that involves both a commissioning engineer, who has been assessed as having an awareness of design, and a named designer. The commissioning engineer will document any anomalies that he identifies during his commissioning process and submit them to the named designer. The named designer will assess their impact on the design and determine the necessary actions that may be required in*

accordance with sub clause 10.11. The satisfactory completion of any verification process should be documented and include the signature of a named designer.

4 Useful information relating to verification is included within Annex G.A1.6.3

10.3. Verification is not an appropriate activity to be classed as a separate module within this BAFE scheme however it is to be undertaken by a competent person and the results of the verification are to be documented and passed on to the client.

10.4. The verification does not include detailed checks on the accuracy of the work of the organisations undertaking the various modules; that is covered by their module certificates. It does cover the aspects that could conceivably cause problems as a result of the interfaces between the modules.

Guidance Notes for Clause 10.4

Examples of work that are part of the verification process:

- 1. the correct siting of discharge nozzles in accordance with the design schedule.*
- 2. the building details in relation to the system design drawing (to establish if the building has changed).*
- 3. the actual cause and effect performance against the design specification cause and effect. (This may only require inspection of the commissioning records and the building plans)*

10.5. 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. If 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 needs to be made known to the client and the solution agreed by the interested parties.

10.6. All installations require verification prior to the completion of a BAFE Certificate of Compliance.

Guidance Note for Clause 10.6

Because of the nature of verification it is more easily undertaken as a continuing process throughout the lifetime of the project and it is recommended that this option be proposed to the client. Where the ongoing verification is not acceptable, then verification after commissioning is the alternative but it needs to be recognised that this is likely to be less comprehensive as access to some aspects of the installation may not be possible.

10.7. The organisation taking responsibility for verification may be any certificated organisation 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 ISO 14520, LPS 1230, BS 7273, etc
- 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
- c) They must have been assessed as at least having an understanding of the commissioning process and an ability to comprehend the records associated with the commissioning of the installed system.

Guidance Note for Clause 10.7

An organisation undertaking verification will not need to be directly involved in either the installation or the commissioning of systems but will have to be able to demonstrate their relevant competence to the TPCB undertaking their audit before having verification included within their scope.

10.8 TPCBs are required to assess the competence of organisations in relation to verification.

10.9 Any certificated organisation having a contract involving a fixed Gaseous Fire Suppression system shall advise their client, in writing, that all modules have to be completed by a certificated organisation and a satisfactory verification has to be completed before a BAFE Certificate of Compliance can be completed. A satisfactory verification is one where the organisation

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 client are formally accepted as variations and are listed as such in the appendix to the Certificate of Compliance.

Guidance Notes for Clause 10.9

- 1 *The effect of Clause 10.9 is to permit variations from the contract specification to be agreed with the client at any time before the Certificate of Compliance is issued. It therefore becomes possible for the client, if they so wish, to make the decision to accept some variations that would normally be corrected as a condition of a contract. If the client agrees to a variation, it becomes the client's responsibility to formally agree the variation with other organisations that need to be consulted, e.g. insurers and building control.*
- 2 *Ideally an organisation that wishes to undertake Verification should advise their TPCB at the time they apply for Certification. Having received this information, the TPCB can assess the organisation's Verification competence at the same time that they assess them against the requirements of all the other relevant clauses of SP203.*
- 3 *Organisations wishing to undertake Verification must have Design included within their scope of Certification. If this is not the case, the organisation will be unable to satisfy the requirement within Clause 10.2 for Verification to be undertaken in conjunction with a person having design competence.*
- 4 *Requirements for the Verification of systems involving fire detection systems that trigger fire suppression systems is explained within SP203-1 – Scheme for the design, installation, commissioning and maintenance of fire detection and fire alarm systems.*

10.12. It is recognised that fixed Gaseous Fire Suppression systems may be provided by non-certificated organisations. If the owner / user of such a system subsequently requests a Certificate of conformity, the system may be retrospectively inspected and verified by a Certificated organisation providing that the verification is associated with the letting of a maintenance contract to a Certificated organisation with maintenance of the relevant type of system included within their scope of certification.

10.13. When verification is undertaken retrospectively and includes verification of non-certificated modules, the verification will include an audit of the acceptability of all the work within the non-certificated modules as well as the work identified in Clauses 10.4 and 10.5 above.

11 MANAGEMENT SYSTEMS

Certificated organisations operating any of the modules of this Scheme shall operate an effective management system covering these modules. The management system shall include:

- 11.1** Relevant procedures for each certificated module.
- 11.2** Records to provide evidence of preventative and corrective actions where process problems have been identified.
- 11.3** A documented procedure to deal with complaints, deficiencies or defects associated with the modules undertaken.

11.4 Where sub-contractors are used, a register of approved sub-contractors shall be maintained.

Guidance Notes for Clause 11

1. *The management system should document the following topics as a minimum:*
 - a) *The management structure of the organisation should be documented, possibly in the form of an organisation diagram.*
 - b) *The responsibilities of key personnel who are involved in each certificated module.*
 - c) *The use and supervision of sub-contractors.*
 - d) *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.*
 - e) *For the maintenance module, procedures to identify:*
 - i) *Where contracted preventative maintenance is offered, a scheduling scheme for site visits.*
 - ii) *The offering of remedies to the user of systems that are prone inadvertent discharges.*
 - iii) *The provision of an engineering response in accordance with any contracted service agreements that may be in operation.*
 - f) *A register of all instruments and equipment used for measurement, inspection and testing purposes and, where appropriate, up to date records of calibration.*
 - g) *A register of Standards and publications (including manufacturers' literature) that are maintained showing their issue status.*
 - h) *Competency records for all technical staff.*
 - i) *Any person involved with any module should have access to and have knowledge of relevant up to date data, codes and standards*
 - j) *Evidence that the management system is regularly reviewed and amended, if appropriate, to ensure its continuing effectiveness.*

12 APPLICATION FOR CERTIFICATION AUDIT

12.1 An organisation wishing to be assessed to the requirements of this scheme shall make a written application to a UKAS accredited TPCB stating which modules are to be assessed and the standards relevant to fixed Gaseous Fire Suppression systems that the organisation requires to be included within their scope of certification. The desired scope of an organisation applying for audit is to be selected from the categories listed in Annex G.A1.6.1 of this scheme.

12.2 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 Organisation Corporate level or at operational location level. Certification at the Organisation Corporate level is only permitted when all operational locations, where work in relation to modules within the Organisation's scope is undertaken, are satisfactorily assessed by the TPCB.

Organisation Corporate level Certification will be withdrawn if any of the operational locations subsequently withdraw from the scheme but continue to undertake work covered by the organisation's scope.

Guidance Note for Clause 12.2

This requirement is necessary to prevent any confusion arising regarding the organisation's locations from which certificated work can be obtained.

12.3 The applicant organisation shall demonstrate to the TPCB that they have the appropriate competence to undertake the scope of work for which they are applying. An organisation 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. The TPCB shall successfully audit the examples of their work prior to certification. An organisation that is in the process of establishment may,

with the agreement of the TPCB, demonstrate their competence by means other than completed projects however under these circumstances the TPCB shall inspect sufficient work as soon as this can be made available.

Guidance Note for Clause 12.3

While the preferred method of assessing the competence of an organisation will be to assess key members of staff and projects that the organisation has undertaken, it is recognised that a newly formed organisation may not be able to provide completed projects for assessment. Under these circumstances the organisation may be able to provide other evidence of their competence. An example of this alternative may be evidence of their experience gained while employed by another organisation. In situations where a TPCB issues a qualified certification to an organisation having relied on evidence other than completed projects, the organisation should make example projects available for inspection by the TPCB just as soon as these become available and in any event in not more than 12 months. If example projects are not available for inspection after a reasonable length of time, to be determined by the TPCB, the TPCB will review the matter with the organisation and withdraw certification if there is no realistic evidence that completed projects will become available within the foreseeable future.

- 12.4 An applicant organisation shall permit representatives of the TPCB to have access to the organisation's contracting offices in order to assess equipment, documentation and business processes.
- 12.5 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.

13 CERTIFICATION AUDIT

The organisation shall have available the following items for audit by the TPCB's representatives.

- 13.1 Technical reference documents, e.g. manufacturers technical data, product and system Standards, compliance with relevant regulations.

Guidance Note for Clause 13.1

1. EC Regulation No 842/2006 on certain fluorinated greenhouse gases ('The F Gas Regulation') implemented in the United Kingdom in the Fluorinated Greenhouse Gases Regulations 2008 is intended to contain, prevent and thereby reduce emissions of F gases covered by the Kyoto Protocol. The regulation imposes obligations on Operators of relevant systems including prompt leakage repair, leakage checking and record keeping and ensuring appropriately qualified personnel are used. TPCB's should ensure that personnel involved in the installation and maintenance of suppression systems containing F-Gases have the appropriate qualifications as listed in the UK Regulations when auditing an organisation. These regulations will be published in February 2009 until that time evidence that the personnel have undergone manufacturers training is sufficient to comply with the regulations.

- 13.2 Test instrumentation (when relevant) including records of assessment of accuracy.
- 13.3 Configuration tools (when relevant) together with their operational handbooks etc.
- 13.4 A list of projects in progress and those completed during the previous 12 months or, if applicable, since the previous certification audit, whichever is the longest.

- 13.5 Specifications, drawings, records, certificates and reports relating to work in progress and that completed over the previous 12 months or since the previous audit, whichever is the longest.
- 13.6 Any other items that are relevant to the process and that the TPCB reasonably requires.
- 13.7 Evidence that adequate insurance cover is held for the categories of work undertaken.
- 13.8 A list of complaints received, where applicable on the standard and performance of work relating to fixed Gaseous Fire Suppression systems together with details of the actions taken to resolve the complaints.
- 13.9 Participating organisations should be able to demonstrate to TPCB auditors that, overall, they have in place suitable policies, procedures, audits, etc. to ensure that personnel are competent for the work they undertake.

Guidance Note for Clause 13.9

1. *Training records, audit reports, CVs, and personnel files, are examples of records that may be taken into account by a TPCB when auditing an organisation*

- 13.10 Applicants with a scope including maintenance shall demonstrate they have a register of those installations where there are ongoing problems e.g. inadvertent discharges, and have evidence of their effective management of these installations. Note: this reference to "effective management" recognises that the client may, in some instances, prohibit the organisation from undertaking all the remedial work that they may recommend.
- 13.11 The premises shall be assessed by the TPCB to ensure that means are provided for the safe storage of important documentation and other data that is necessary for the protection of business continuity. Examples include, but are not limited to the storage of copies of documents at an alternative, safe, location and the backing up of electronic data to an IT facility at a remote, secure, location.
- 13.12 In addition to the audit of procedures and processes, the TPCB shall review the premises to ascertain whether or not they are adequate for the business being undertaken.

Guidance Note for Clause 13.12

1 The place of work i.e. the offices and workshops of an organisation certificated to the requirements of SP203-3 should, ideally, be separate from other commercial premises that are not under the control of the managers of the certificated organisation. The place of work should also, ideally, be physically separated from domestic premises.

It is recognised that in certain circumstances, e.g. when organisations are small, the ideal requirements for a work place may not be fully satisfied.

In these circumstances, minimum requirements are likely to be as stated in Clauses 13.13.1. – 13.13.3

- 13.13 In special circumstances e.g. when organisations are small, the minimum requirements for premises, specified in Clauses 13.13.1-3 shall apply
- 13.13.1 The area(s) used as a workplace shall be segregated from those used for other purposes.

Guidance Note for Clause 13.13.1

The workplace could not be the kitchen or living room of the owner of the organisation but it may be a spare bedroom that is not used for anything other than the organisation's business.

- 13.13.2 The area(s) used as a workplace shall be securely lockable in order that important documentation 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 organisation.
- 13.13.3 The area(s) used as a workplace shall be adequately protected by both an intruder alarm and a fire detection and alarm system.
- 13.13.4 The organisation 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.
- 13.13.5 The organisation shall provide facilities and shall arrange access for the audit and provide transport to sites where work is selected for audit by the TPCB.

14 AUDIT DECISION

- 14.1 On completion of the audit by the representatives of the TPCB, the organisation shall receive an audit report recording any non-compliances and shall agree the time scale for the completion of remedial action.
- 14.2 The organisation shall subsequently be advised by the TPCB of its decision as to whether or not certification is to be granted.
- 14.3 If there is a dispute relating to certification, between the organisation and the TPCB, the organisation has the right to invoke the TPCB's appeals procedure established under the requirements of EN45011.

15 CERTIFICATION OF AN ORGANISATION

- 15.1 An organisation may not advertise its services as a certificated organisation complying with the requirements of this scheme or make reference to the categories of work for which it may be certificated until it has been successfully assessed by a TPCB as complying with the requirements of this scheme and is in possession of a current TPCB certificate and listing by BAFE.
- 15.2 The Certificate issued by the TPCB shall specify those categories of work that have been assessed as satisfactory including the extinguishing agent used. The Certificate will remain the property of the TPCB and shall be returned, upon request, on cessation of certification for whatever reason.
- 15.3 The certificated organisation shall, at all reasonable times, make available its TPCB certificate to a representative of the Certification Body
- 15.4 On being granted a Certificate, the certificated organisation undertakes to continue to comply with the requirements of this scheme for the period covered by the Certificate. A certificated organisation shall be eligible to remain certificated provided the organisation continues to be engaged in fixed Gaseous Fire Suppression system work and continues to comply with the requirements of this scheme and those of the TPCB.

16 SURVEILLANCE AUDITS

- 16.1 Continued certification is conditional upon the results of surveillance audits. These audits are undertaken to verify that the standard of work carried out by the organisation continues to meet the requirements set by the scheme, and that any non-compliances are satisfactorily cleared within the agreed time period. The audit should include sufficient completed projects to

demonstrate competence in all aspects covered by the scope of certification. Where the TPCB considers it acceptable, the audit may also involve projects in progress.

Guidance Notes for Clause 16.1

1. *The surveillance audit should include sufficient projects to permit the TPCB to audit the range of work covered by the organisation's scope of certification.*
2. *The duration of the surveillance audit should be sufficient to audit the work covered by the organisation's scope of certification.*

16.2 The frequency of surveillance audits will depend upon whether the organisation operates as a single or multi-site organisation. Details are shown below:

16.2.1 For single site organisations

- a) Initial audit
- b) After approximately 6 months, and at subsequent six monthly intervals, there shall be surveillance audits that examine, technically, the work from each module covered by the scope of certification.
- c) After 24 months the frequency of surveillance audits shall be reviewed and, unless problems have been identified, the surveillance audit frequency reduced to a minimum of one visit per year.
- d) For companies with a scope limited to Maintenance, only one surveillance audit per year is necessary unless there are outstanding matters requiring a further visit or visits

Guidance Notes for Clause 16.2

1. *While the clause implies the minimum surveillance audit requirement is one visit per 12 months, it is recognised that this may have to be split into several shorter visits during the 12 month period if the range of work covered by the organisation's scope of certification is not all available at the time of the planned surveillance audit.*
2. *It is recognised that the stated objectives for surveillance audits can be effectively achieved by means of sampling techniques providing the sampling frequency is effectively managed by the Certification Body.*

16.2.2 For multi-site organisations

- a) For those organisations without a single management system or business process system, or internal auditing process, each site is to be considered as being autonomous and is to be subjected to surveillance auditing as if each site were a separate organisation.
- b) For those companies with one management system, one business process covering all the sites and one internal auditing system, each site shall be subject to one surveillance audit per year.

16.3 Based on the findings of the audit the TPCB may require the period before the next surveillance audit to be reduced.

16.4 If during a surveillance audit the TPCB discovers adverse trends it shall carry out a special audit, normally within 30 days from the date of the routine surveillance audit, to verify that satisfactory corrective and preventive action has been taken by the organisation to ensure that the standard of work carried out meets the scheme requirements.

16.5 Where, during a surveillance audit, the TPCB finds that the overall standard of work falls below the scheme requirements or where the organisation has not satisfactorily cleared any non-compliances by the agreed date, it shall suspend the organisation's certification for a period of time decided by the TPCB. By the end of this period the organisation must demonstrate that adequate action has been taken to improve the standard of work to an acceptable level or has cleared the outstanding non-compliances. If the organisation fails to achieve this, the TPCB shall withdraw certification

- 16.6** If an organisation, having had its certification withdrawn, wishes to rejoin the scheme it must submit a new application and undergo a complete re-audit.

17 CHANGE OF REGISTRATION DETAILS

- 17.1** A certificated organisation shall give the TPCB notice in writing of any proposed changes to its legal constitution or other changes, which may affect its certification.
- 17.2** Changes of personnel, where their competence formed part of the Certification Audit, shall be recorded in a register of competent personnel that is included as a recognised part of the organisation's quality management system. In addition, the TPCB shall be informed of the change within 30 days of it taking place.
- 17.3** Where, in the opinion of the TPCB, changes within the organisation are such that the conditions +under which certification was granted are significantly affected, the TPCB may decide that a new application for certification is required.
- 17.4** The certificated organisation 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.
- 17.5** Upon cancellation of certification, however determined, the organisation shall immediately discontinue use of all advertising matter, stationary, etc., containing reference to certification and return any certification documents as required by the TPCB.

Annex A.1

Certificates and Other Formal Documentation relating to the Scheme

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

A1.1 Module Certificate

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

- a) the organisation taking responsibility for the module and their BAFE scheme certification details
- b) the module certificate code issued by the TPCB (see G.A1.4 below)
- c) the location and brief description of the system to which the module relates
- d) a statement declaring that the module has been successfully completed in accordance with the relevant requirements of the BAFE Industry Scheme, SP203-3

A1.1.1 Requirements for the Commissioning Certificate

In addition to the requirements of G.A.1.1, at least the following information shall be included on the Commissioning Certificate:

- a) the standard against which the system has been designed
- c) b) all agreed variations from the requirements of the specification

Note: a statement that ongoing maintenance is important and needs to be commenced within X months of commissioning, dependant upon the circumstances, shall be included within the contract documentation.

A1.1.2 Additional requirements for the Maintenance Report and Certificate

The report and certificate if relevant, issued by the organisation responsible for the maintenance shall include at least the following information:

- a) details of the work undertaken
- b) the date when the last maintenance was undertaken
- c) a statement of when the next maintenance is due to take place
- d) whether or not the installation has a current BAFE Certificate of Compliance

A1.2 BAFE Certificate of Compliance

The BAFE Certificate of Compliance shall have a format generally in accordance with the example shown in Annex G.A2.1 and shall include the BAFE Logo. The Certificate may be supplied by any of the certificated companies involved with a particular project subject to the conditions of the scheme having been met and the overall installation being satisfactory.

At least the following information shall be included on the Certificate of Compliance:

- a) the name and BAFE Registration details of the organisation issuing the certificate
- b) the address at which the fixed Gaseous Fire Suppression system is installed
- c) the applicable standard or code and the type of system
- d) type of premises e.g. industrial
- e) the date on which the system was handed over
- f) the details of the companies that have provided module certificates and verification details

A1.3 Certificate of Modification

The BAFE Certificate of Modification shall have a format generally in accordance with the example shown in Annex G.A2.2 and shall include the BAFE Logo. The Certificate shall be supplied by the certificated organisation that takes overall responsibility for the performance and integrity of the modification.

A1.4 Module Certificate codes

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Certificated organisations will be issued with alpha-numeric 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 organisation 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. An example of this reference relating to the 758th module certificate issued by the XYZ TPCB and relating to a design module could appear as:

XYZ 758 Des.

A.1.5 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.

- 1 On an SP203-3 certificated organisation's Letterhead
- 2 On an SP203-3 Module Certificate
- 3 On an SP203-3 Certificate of Modification
- 4 On an SP203-3 Certificate of Compliance
- 5 On an SP203-3 Commissioning Certificate
- 6 On an SP203-3 Maintenance Certificate

Use of the BAFE Logo is **not permitted** on the following:

- 7 On an SP203-3 Maintenance Report

Annex A.1.6 Information related to the scheme

A 1.6.1 Titles of Scope of individual modules of the Scheme

The following titles shall be used by companies applying for Certification Audit against the requirements of selected modules of this scheme. Clause 12 provides more information.

- A1.6.1.1 The design of fixed Gaseous Fire Suppression systems for buildings
- A1.6.1.2 The installation of fixed Gaseous Fire Suppression systems for buildings
- A1.6.1.3 The commissioning and handover of fixed Gaseous Fire Suppression systems for buildings
- A1.6.1.4 The maintenance of fixed Gaseous Fire Suppression systems for buildings

A 1.6.2 Standards against which organisations may be assessed

A1.6.2.1 Standards and Codes relevant to companies applying for certification audit to categories A1.6.1.1 to A1.6.1.4

- a) BS ISO14520 Gaseous fire extinguishing systems - Physical properties and system design (Note: there are 14 separate parts to this standard)

- b) BS EN 15004 Fixed firefighting systems - Gas extinguishing systems (Note: there are 10 separate parts to this standard)
- c) BS 6266 Code of practice for fire protection for electronic equipment installations
- d) BS 5306 Part 4 Fire extinguishing installations and equipment on premises - Specification for carbon dioxide systems
- e) BS7273 Part 1 Electrical actuation of gaseous total flooding fire extinguishing systems
- f) BS 7273 Part 2 Mechanical actuation of gaseous total flooding and local application extinguishing systems

A 1.6.3 Verification

An organisation 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 organisation's Verification competence at the same time that they audit them against the requirements of all the other relevant clauses of SP203. Organisations wishing to undertake verification will need to have Design included within their scope of Certification. If this is not the case, the organisation will not be able to satisfy the requirement within Clause 10.2 for Verification to be undertaken in conjunction with a person having design competence. The Certification Body will normally expect to initially limit their audit of verification competence to BS EN 15004. Competence in relation to other relevant standards would be audited at a later date.

Annex A1.7

BAFE Scheme Information Statement

to be supplied at the time of issuing a BAFE Certificate of Compliance



Modular Scheme SP203

FIRE PROTECTION INDUSTRY SCHEME FOR FIXED GASEOUS FIRE SUPPRESSION SYSTEMS.

BAFE, Thames House, 29 Thames Street, Kingston upon Thames, Surrey, KT1 1PH
Telephone: 020 8541 1950; E-mail: bafe@abft.org.uk; Internet: www.bafe.org.uk

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

design, installation, commissioning, handover and maintenance

of fixed Gaseous Fire Suppression 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 companies on completion of their work will give the client 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 as will means of reducing inadvertent discharges from fixed Gaseous Fire Suppression systems. 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 organisation that brings together all major interest groups involved in the testing and certification of products and services associated with active fire protection systems. These organisations include Government, the Fire Service, building control authorities, insurers, users, testing and certification bodies, the fire protection industry, and trading standards.

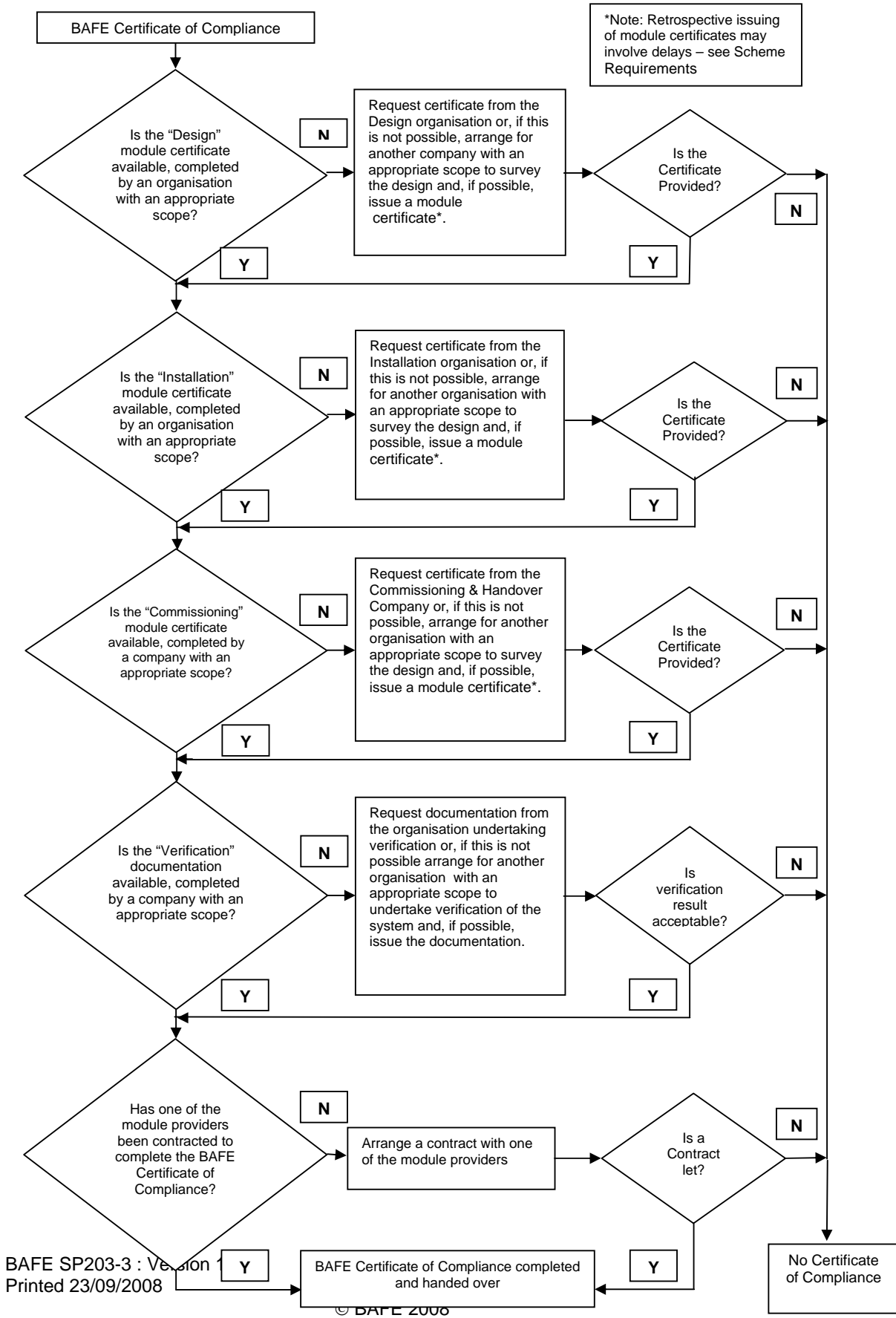
The Third Party Certification Bodies operating this Scheme are accredited by UKAS to EN45011 "General requirements for bodies operating product certification systems." They recognise that the competence of contractors is essential for the reputation of the industry and for ensuring the safety of occupants 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 Industry 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.

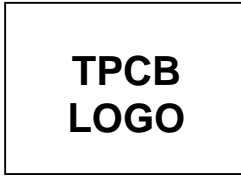
Annex A.1.8 PROCESS MAP FOR THE PROVISION OF A BAFE CERTIFICATE OF COMPLIANCE



Annex A.2.1



SP203 Part 1



TPCB's Certificate Designation Information

CERTIFICATE OF COMPLIANCE

OF A FIXED GASEOUS FIRE SUPPRESSION SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Fixed Gaseous Fire Suppression System provided for the person(s) or organisation named in Part 2 of the Schedule at the premises identified in Part 3 of the Schedule, being a Fixed Gaseous Fire Suppression System of the type described in Part 4 of the Schedule. The Certificate of Compliance should be read in conjunction with the Agreed List of Variations of the System.

IMPORTANT NOTE: Recipients of this BAFE /XXXX Certificate of Compliance are strongly advised to have their System(s) covered by a current maintenance contract with an SP203-1 Certificated Company with maintenance included within their scope.

SCHEDULE		
Part 1	Name of Issuing Firm & BAFE Registration Number	
Part 2	Name of Customer	
Part 3	Address of protected premises	
Part 4	4.1 Type of System & Applicable Standard/Code of Practice	
	4.3 Type of Premises	
	4.4 Is this a new system or an extension of an existing system?	
	4.5 Has a list of Variations been agreed ?	
Part 5	5.1 Design Company	5.4 Verifying Company
	5.2 Installation Company	5.5 Handover Company
	5.3 Commissioning Company	
Part 6	Date of Handover of the system	

We, being currently an XXXX 'Certificated Firm' in respect Fixed Gaseous Fire Suppression Systems of the type 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 SP203-3 Certification Scheme in respect of such a system.

Date of Issue _____ (DD/MM/YYYY)

Signed for and on behalf of the issuing firm _____ Job Title _____

Name and address of XXXX Third Party Certification Body

BAFE Thames House, 31 Thames Street, Kingston Upon Thames, Surrey, KT1 1PH

www.bafe.org.uk



SP203 Part 1

TPCB
LOGO

TPCB's Certificate
Designation
Information

**MODULE CERTIFICATE – (for design or for installation)
OF A FIXED GASEOUS FIRE SUPPRESSION SYSTEM**

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Fixed Gaseous Fire Suppression System provided for the person(s) or organisation named in Part 2 of the Schedule at the premises identified in Part 3 of the Schedule, being a Fixed Gaseous Fire Suppression System of the type described in Part 4 of the Schedule

IMPORTANT NOTE: Recipients of this BAFE /XXXX Certificate are strongly advised to have their System(s) covered by a maintenance contract with an SP203-3 Certificated Company with maintenance included within their scope.

SCHEDULE	
Part 1	Name of Issuing Firm & BAFE Registration Number
Part 2	Name of Customer
Part 3	Address of protected premises
Part 4	4.1 Type of System & Applicable Standard/Code of Practice
	4.3 Type of Premises
	4.4 Is this a new system or an extension of an existing system?
	4.5 Has a list of Variations been agreed ?
Part 5	Date of Module completion

We, being currently an XXXX 'Certificated Firm' in respect of Fixed Gaseous Fire Suppression 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 SP203-3 Certification Scheme in respect of such a system.

Date of Issue _____ (DD/MM/YYYY)

Signed for and on behalf of the issuing firm _____ Job Title _____

Name and address of XXXX Third Party Certification Body

BAFE Thames House, 31 Thames Street, Kingston Upon Thames, Surrey, KT1 1PH

www.bafe.org.uk



SP203 Part 1



TPCB's Certificate Designation Information

MODULE CERTIFICATE – COMMISSIONING & HANDOVER OF A FIXED GASEOUS FIRE SUPPRESSION SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Fixed Gaseous Fire Suppression System provided for the person(s) or organisation named in Part 2 of the Schedule at the premises identified in Part 3 of the Schedule, being a Fixed Gaseous Fire Suppression System of the type described in Part 4 of the Schedule. This Module Certificate should be read in conjunction with the *Agreed List of Variations* of the System.

IMPORTANT NOTE: Recipients of this BAFE /XXXX Certificate are strongly advised to have their System(s) covered by a maintenance contract with an SP203-3 Certificated Company with maintenance included within their scope.

SCHEDULE	
Part 1	Name of Issuing Firm & BAFE Registration Number
Part 2	Name of Customer
Part 3	Address of protected premises
Part 4	4.1 Type of System & Applicable Standard/Code of Practice
	4.3 Type of Premises
	4.4 Is this a new system or an extension of an existing system?
	4.5 Has a list of Variations been agreed ?
Part 5	Date of Handover of the system
Part 6	Latest date by which system maintenance should commence

We, being currently an XXXX 'Certificated Firm' in respect of Fixed Gaseous Fire Suppression 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 SP203-3 Certification Scheme in respect of such a system.

Date of Issue _____ (DD/MM/YYYY)

Signed for and on behalf of the issuing firm _____ Job Title _____

Name and address of XXXX Third Party Certification Body

BAFE Thames House, 31 Thames Street, Kingston Upon Thames, Surrey, KT1 1PH

www.bafe.org.uk



SP203 Part 1



TPCB's Certificate Designation Information

CERTIFICATE of MAINTENANCE

OF A FIXED GASEOUS FIRE SUPPRESSION SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Fixed Gaseous Fire Suppression System provided for the person(s) or organisation named in Part 2 of the Schedule at the premises identified in Part 3 of the Schedule, being a Fixed Gaseous Fire Suppression System of the type described in Part 4 of the Schedule

SCHEDULE	
Part 1	Name of Issuing Firm & BAFE Registration Number
Part 2	Name of Customer
Part 3	Address of protected premises
Part 4	4.1 Type of System & Applicable Standard/Code of Practice
	4.3 Details of the Certificate of Conformity if a current Certificate exists
Part 5	5.1 Details of the maintenance work undertaken
Part 6	Date when the maintenance was completed
	Date when the next maintenance is due
	Any other relevant comments

We, being currently an XXXX 'Certificated Firm' in respect of Fixed Gaseous Fire Suppression Systems of the type(s) we have identified in Part 4 of the above Schedule, certify that the maintenance work identified in Part 5 of the above Schedule complies with the Standard or Code of Practice identified in Part 4 of the above Schedule and with all other requirements as currently laid down within the SP203-3 Certification Scheme in respect of such a system.

Date of Issue _____ (DD/MM/YYYY)

Signed for and on behalf of the issuing firm _____ Job Title _____

Name and address of XXXX Third Party Certification Body

BAFE Thames House, 31 Thames Street, Kingston Upon Thames, Surrey, KT1 1PH



SP203 Part 1



TPCB's Certificate Designation Information

CERTIFICATE of MODIFICATION

OF A FIXED GASEOUS FIRE SUPPRESSION SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Fixed Gaseous Fire Suppression System provided for the person(s) or organisation named in Part 2 of the Schedule at the premises identified in Part 3 of the Schedule, being a Fixed Gaseous Fire Suppression System of the type described in Part 4 of the Schedule

IMPORTANT NOTE: Recipients of this BAFE /XXXX Certificate are strongly advised to have their System(s) covered by a maintenance contract with an SP203-3 Certified Company with maintenance included within their scope.

SCHEDULE	
Part 1	Name of Issuing Firm & BAFE Registration Number
	Name & BAFE Registration Number of Firm undertaking the design of the system
Part 2	Name of Customer
Part 3	Address of protected premises
Part 4	4.1 Type of System & Applicable Standard/Code of Practice
	4.2 Details of the modifications covered by this Certificate
	4.3 Details of the variations from the recommendations of
Part 5	Date of completion of the modification

We, being currently an XXXX 'Certificated Firm' in respect of Fixed Gaseous Fire Suppression 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 SP203-3 Certification Scheme in respect of such a system. Note: If more than one SP203-3 Certified company 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 a BAFE SP203-3 Certificate of Compliance issued on the successful completion of an entire fixed Gaseous Fire Suppression system.

Date of Issue _____ (DD/MM/YYYY)

Signed for and on behalf of the issuing firm _____ Job Title _____

Name and address of XXXX Third Party Certification Body

BAFE Thames House, 31 Thames Street, Kingston Upon Thames, Surrey, KT1 1PH

www.bafe.org.uk