Fire Protection Industry Scheme, Reference SP203 Part 4

For the Design, Installation, Commissioning & Maintenance of Emergency Lighting Systems

British Approvals for Fire Equipment
The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH
☎ 0844 335 0897
info@bafe.org.uk
www.bafe.org.uk

This is a BAFE Controlled Document. Changes are not permitted without authorisation from the BAFE Schemes Manager.
INDEX

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward</td>
</tr>
<tr>
<td>1 Introduction</td>
</tr>
<tr>
<td>2 Scope</td>
</tr>
<tr>
<td>3 Objective</td>
</tr>
<tr>
<td>4 Definitions</td>
</tr>
<tr>
<td>5 Procedures for Certification of Modules, Compliance and Modifications</td>
</tr>
<tr>
<td>6 Module No.1 - System Design</td>
</tr>
<tr>
<td>7 Module No.2 – Installation</td>
</tr>
<tr>
<td>8 Module No.3 - Commissioning and Handover</td>
</tr>
<tr>
<td>9 Module No.4 - Maintenance of the System</td>
</tr>
<tr>
<td>10 System Verification</td>
</tr>
<tr>
<td>11 Management Systems</td>
</tr>
<tr>
<td>12 Claims of Conformity</td>
</tr>
<tr>
<td>13 Application for Certification Audit</td>
</tr>
<tr>
<td>14 Certification Audit</td>
</tr>
<tr>
<td>15 Audit Decision</td>
</tr>
<tr>
<td>16 Certification of an Organisation</td>
</tr>
<tr>
<td>17 Surveillance Audits</td>
</tr>
<tr>
<td>18 Change of Registration Details</td>
</tr>
<tr>
<td>Annex: A1 Certificates and other formal documentation relating to the scheme</td>
</tr>
<tr>
<td>Annex: A1.6 BAFE Scheme Information Statement</td>
</tr>
<tr>
<td>Annex: A2 Module Certificates</td>
</tr>
<tr>
<td>Annex: A3 Special rules for remote UK islands and Crown dependencies</td>
</tr>
<tr>
<td>Annex: A4 SP203-4 Emergency Lighting System Scheme Logos</td>
</tr>
<tr>
<td>Annex: A5 Amendment Record</td>
</tr>
</tbody>
</table>

Notes to all users of this document:

**Note 1:** The copying of this document is not permitted without the express permission of BAFE except as permitted by Copyright law.

**Note 2:** Use of the BAFE Logo in relation to this BAFE scheme is restricted to those organisations certificated to operate SP203-4 and is subject to the rules that from time to time may be issued by BAFE.
FORWARD

This version of the BAFE Scheme document was published in March 2017 for use by Third Party Certification Bodies (TPCBs) and by those organisations involved in the certification process. This version supersedes all previous versions of the Scheme document. Major changes within this version are detailed on the Amendment Record on Page 42.

A Third Party Certification Body (TPCB) will be eligible to operate this BAFE Scheme when:
   a) the TPCB has concluded a formal agreement with BAFE*{1} and then makes formal application to UKAS,
   b) the existing SP203 TPCB has received UKAS product certification accreditation to BS EN ISO/IEC 17065 with a scope or scopes relevant to this Part of SP203, and
c) the existing SP203 TPCB achieves b) within 6 months from a).

A new TPCB will need to comply with the full requirements of SP203 Part 2 before operating a scheme.

Notes:
*{1} Where the TCPB already runs an SP203 scheme this will be an extension of that scheme agreement.

An organisation will be eligible for formal certification by a TPCB and for BAFE Listing when they have been successfully audited by the TPCB as meeting the requirements of this BAFE Scheme.
1 INTRODUCTION

1.1 This BAFE Scheme has been developed to permit organisations involved with the design and/or installation and/or commissioning /handover and/or maintenance of emergency lighting systems to become third party certificated and listed as recognition of their competence to undertake their scope of work. By so doing, the Certificates of Compliance (C of C’s) issued by Certificated Organisations, on completion of their work, will give the Client, insurance companies and enforcing authorities e.g. the Fire Authority and Building Control, confidence that the work has been correctly undertaken. Relevant matters relating to the safety of occupants of the buildings will have been taken into account.

1.2 This Scheme has four modules in recognition of the fact that each module may be undertaken by a different organisation. This modular approach is believed to be representative of the means by which a significant number of installations are designed, installed, commissioned, handed over and subsequently maintained by third party certificated organisations.

1.3 The Scheme recognises the importance of providing compliant emergency lighting systems to provide adequate safety to persons in the event of interruption of the normal lighting and having due regard to the hazard level and degree of familiarity of occupants with particular premises.

1.4 From time to time amendments to this Scheme will be published. These will be in the form of Technical Notes that can be downloaded from the BAFE website.

2 SCOPE

This BAFE Scheme covers the design, installation, commissioning, handover, verification, modification and ongoing maintenance of emergency lighting systems.

As a minimum, the emergency lighting systems should be designed to comply with the Code of Practice BS5266-1 (which itself refers to other parts such as BS EN 1838 and BS EN 50172) and, where possible, emergency lighting products should be certified to the relevant product standard, such as BS EN 60598-2-22 and BS EN 62034, and deviations noted on the Certificate of Conformity.

3 OBJECTIVE

3.1 This BAFE Scheme has been developed to permit organisations involved with one or more of the following:

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

of emergency lighting 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 organisations on completion of their work will provide proof of competence as required by the Regulatory Reform (Fire Safety) Order 2005 for England & Wales, The Fire (Scotland) Act and the Fire Safety Regulations (Northern Ireland) and give the Client and relevant enforcing authorities e.g. the Fire Authority and Building Control, confidence that the work has been correctly undertaken.

3.2 The evidence of the delivery of the emergency lighting system to the required specification will be: a) modular certificates for the relevant work modules, and
b) 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:** Where one organisation has carried out all the work i.e. Design, Installation and Commissioning, there will not be a need to issue modular certificates and it can directly issue the BAFE Certificate of Compliance.

### 3.3 The process of 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 the Design module included within its scope of certification to this Scheme. Details of the process relating to the issue of the Certificate are shown in Annex A1.8 and a sample BAFE Certificate of Compliance is shown in Annex A2.1.

### 3.4 This BAFE 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.

### 4 DEFINITIONS

#### 4.1 Audit
A systematic review.

- **4.1.1 Initial Certification Audit**
  An audit with the objective of determining the suitability of an organisation to become a Certificated Organisation as defined in Clause 4.5.

- **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
The certificate issued on completion of the work. The certificate confirms that the work is compliant with this BAFE Scheme.

**Note:** A BAFE Certificate of Compliance will be issued in addition to the certificates shown at Annex H and I of BS5266-1. For an example of a BAFE Certificate of Compliance see Annex A2.1.

#### 4.4 BAFE Listed Organisation
In the context of this BAFE Scheme, a company or body that has been listed by BAFE as competent to undertake one or more of the modules.

#### 4.5 Certificated Organisation
A Company 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 **Client**
The organisation/person specified in the contract as being the recipient of the completed emergency lighting installation and the BAFE Certificate of Compliance.

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

4.8 **Commissioning Organisation**
The company or body responsible for issuing the Module Certificate to the Client according to the requirements of the Commissioning module of this BAFE Scheme. The same organisation may also undertake the Handover procedure.

4.9 **Competence**
The ability to apply knowledge, understanding and skills in performing to the standards required in relation to this BAFE Scheme. To be competent, persons must have sufficient knowledge, experience and skills needed to meet the requirements of the tasks related to this Scheme. Competent persons must have an awareness of their own limitations.

*Note: For emergency lighting systems operating at low voltage the competencies relating to electrical works are defined in the Electricity at Work Regulations.*

4.10 **Design**
The detailed selection, placement and configuration of products and interconnections to meet the Specified Requirements of an emergency lighting system, including the production of performance declarations, designs records and testing procedures.

4.11 **Escape Route**
A route designated for escape to a place of safety in the event of an emergency.

4.12 **Emergency Escape Lighting**
That part of emergency lighting that provides illumination for the safety of people leaving a location or attempting to terminate a potentially dangerous process before doing so.

4.13 **Emergency Lighting System**
The generic description of a system installed or planned to be installed in and around buildings for use when the supply to normal lighting fails.

4.14 **Emergency Exit**
A way out used during an emergency.

4.15 **Handover**
The process of transferring on-going responsibility for the installation from the Certificated Organisation to the Client 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 installation and may be a phased process dependent upon the plans for occupation and/or utilisation.

4.16 **Handover Organisation**
The Company or body responsible for issuing the Module Certificate, or similar document, to the Client according to the requirements of the Handover module of this BAFE Scheme.

4.17 **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, and earth leakage measurements.
4.18 Installation Organisation
The company or body responsible for issuing the Module Certificate, or similar document, to the Client according to the requirements of the Installation module of this BAFE Scheme.

4.19 Maintenance
The process, by which an emergency lighting system is inspected, regularly serviced as required by the relevant Standard, tested and, if necessary, repaired in order to keep it in an effective operational state.

4.20 Maintenance Organisation
The company or body responsible for the maintenance process and for advising the Client of the work undertaken during maintenance visits.

4.21 Module Certificate
The certificate completed by the organisation responsible for the work associated with particular module of the emergency lighting system that signifies completion of the work in accordance with the requirements of this BAFE Scheme.

*Note:* The basic certificate may be provided by the TPCB or, in certain circumstances, may be produced by the Certificated Organisation. See Annex A2.

4.22 Named Designer(s)
The named person(s) within the organisation who has demonstrated to the TPCB competence and authority to undertake the design process relevant to emergency lighting systems.

*Note:* The named person(s) will be assessed by a TCPB, during the application process and thereafter during routine Surveillance Audits and the named person(s) will be registered with a TPCB.

Named Designers effectively hold the design qualification. Where the Named Designer leaves the employment of one organisation the design competence, assessed by the TCPB, will leave with that person. It is for the Certificated Organisation to retain the appropriate number of Named Designers required within its scope of approval and relevant to the amount of work undertaken.

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

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

4.25 Specified Requirements
The performance and other requirements of the System, and associated matters that are defined within the project Specification.

4.26 Sub Contractor
Individual or company contracted to perform part of the obligations of another’s contract.

4.27 System
The generic description of the emergency lighting system components installed or planned to be installed in and around buildings.

4.28 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 BS EN ISO/IEC 17065 for the scope of this BAFE Scheme and to be licensed by BAFE.

4.29 UKAS
The United Kingdom Accreditation Service.

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

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, SP203-4 Certificated Organisations, as defined in Clause 4.1 of this BAFE Scheme, shall issue Module Certificates for all the work they undertake that falls within the scope of their SP203-4 assessed certification as described in Clause 12.

Note 1: In signing a Module Certificate each Certificated Organisation is formally confirming that their module of the project fully complies with the requirements of this scheme.

Note 2: Details of the information to be included within Module Certificates are included in Annex A1.

Note 3: The details of the procedure for ensuring that Module Certificates are prepared and handed over to the Client or the Client’s representative should be clearly stated in the contract documentation relating to the installation. This should also advise that the documentation should be available to those Certificated Organisations responsible for subsequent certification.

TPCB Note: It is the responsibility of the TPCB to provide the Certificated Organisation with adequate guidance to effectively complete Module Certificates.

5.1.2 Where different Certificated Organisations complete modules of an installation, formal evidence of module completion shall be provided as soon as possible after the completion. This would normally be achieved by the issuing of a Module Certificate.

5.1.3 The Module Certificate shall be made available to the Client and/or the Certificated Organisation undertaking the next module.

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

Note 2: It is often the case that additional work will need to be undertaken, e.g. by the System Designer, as the project progresses and as issues arise that are outside of the scope of succeeding modules. When such additional work is required, the 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.
5.1.4 Where an organisation takes responsibility for more than one module, the evidence can be of formal completion of the combined modules as long as they directly succeed one another.

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

5.1.6 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 a Module Certificate for the work with which they have been involved, a BAFE Certificate of Compliance shall not be issued unless Module Certificates are available for Module No’s 1, 2 and 3 and documented evidence is available to confirm satisfactory System Verification.

**Guidance Note for Clause 5.2.1**
The organisation issuing the Certificate of Compliance need not have issued a Modular certificate for the module it has carried out.

5.2.2 Where an emergency lighting system is to be issued with a BAFE Certificate of Compliance in accordance with the requirements of this Scheme, there are generally three ways in which this can be achieved:

a) Where a single Certificated Organisation is responsible for all modules of the work.

b) Where different Certificated Organisations provide one or more modules of the work e.g. the Design module is provided by one Certificated Organisation and the Installation, Commissioning and Handover modules are provided by a different Certificated Organisation.

c) There is a thorough survey of the existing installation that results in the retrospective certification of the whole system, including any modification, and a BAFE Certificate of Compliance is issued.

5.2.3 The issue of the BAFE Certificate of Compliance is confirmation that the whole system meets the contractual requirements in terms of performance and compliance.

*Note: An example of a BAFE Certificate of Compliance is included in Annex A2.1.*

**TPCB Note:** it is the responsibility of the TPCB to provide the Certificated Organisation with adequate guidance to effectively complete Certificates of Compliance.

5.2.4 Where a single Certificated Organisation is responsible for providing the whole of the work, that Certificated Organisation shall issue a BAFE Certificate of Compliance to the Client, provided that the Certificated Organisation has an SP203-4 certificated scope covering all relevant modules and verification of the work.

5.2.5 Where more than one Certificated Organisation is involved in providing the modules of the project (Design, Installation, Commissioning and Handover) the Certificated Organisations responsible for Commissioning and Handover shall issue the BAFE Certificate of Compliance to the Client, provided that:
a) all of the work has been carried out by Certificated Organisations that have been certificated to the requirements of this Scheme to carry out those modules of the work for which they have had responsibility,

b) the signed Module Certificates from each of the Certificated Organisations, declaring that they have fully discharged their responsibilities in accordance with the relevant requirements of this Scheme, shall be made available to the Certificated Organisation responsible for issuing the BAFE Certificate of Compliance to the Client, and

c) prior to the BAFE Certificate of Compliance being completed, the installed System shall have been verified in relation to the System Design by either the 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.

5.2.6 While it is recognised that systems will normally be issued with a BAFE Certificate of Compliance when first installed by organisations operating under the requirements of this Scheme, there may be instances when certification is required at a later date. Under these exceptional 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 10.9 and Clause 10.10.

5.2.7 On the successful completion of Verification, irrespective of whether one or more organisations were involved, one BAFE Certificate of Compliance shall be issued for the total system. Where two or more organisations are involved, the certificated organisation responsible for the Commissioning and Handover shall issue the BAFE Certificate of Compliance and drawings of the emergency lighting installation. In this instance, the organisation issuing the BAFE Certificate of Compliance shall have, and shall retain, written evidence from the other organisation or organisations involved regarding their completion and successful verification of their part of the System.

5.3 Modification Certification

5.3.1 For emergency lighting systems an SP203-4 certificate for a modification shall be issued the modification meets one or more of the following criteria:-

i. replacement of a central power supply unit or control equipment with a different type of unit,
ii. the addition to the system of at least 5 emergency luminaires.

5.3.2 Providing the requirements of Clause 5.3.1 i.) or ii.) are met, a Certificate of Modification of the system shall be issued.

Note: The purpose of the Certificate of Modification is to formally record modification work as this may be a substantial part of the activities of an SP203-4 Certificated Organisation.

5.3.3 The Certificate of Modification is to be produced in a format that generally accords with that shown in Annex A 2.5 and must not be easily confused with the BAFE Certificate of Compliance.

Note: The Certificate of Modification shall include the BAFE Logo.

5.3.4 For modification projects of a size that requires the issuing of a Certificate of Modification as specified in Clause 5.3.1 all the work shall be undertaken by Certificated Organisations with an SP203-4 scope covering their work and where more than one SP203-4 Certificated Organisation is involved with the modification work, each shall provide an appropriate Module Certificate and one of the organisations shall have responsibility for providing the Certificate of Modification.
5.3.5 For small modification projects of a size that prohibits the issuing of a Certificate of Modification as specified in Clause 5.3.1, all the work may be undertaken by one SP203-4 Certificated Organisation providing that organisation has the appropriate competence and meets relevant legislative requirements e.g. for the installation of low voltage electrical circuits.

5.3.6 Modification projects that naturally fall within the requirements of Clause 5.3.1 shall not be split into two or more projects that fall within the requirements of Clause 5.3.5.

**TPCB Note:** TPCBs shall undertake appropriate checks during surveillance audits to assess compliance with this requirement.

5.4 Maintenance Certification

5.4.1 The Certificated Organisation shall record the details of the work undertaken during maintenance visits in accordance with Annex M of BS5266-1 and shall keep this available for possible Surveillance Audit checks by the Third Party Certification Body.

*Note: The information should be available in a format suitable for forwarding to the customer.*

5.4.2 A Certificated Organisation with Maintenance included within its scope of activities shall issue an annual Maintenance Certificate to complement the Maintenance Reports issued after each maintenance visit. The Maintenance Certificate shall, as a minimum, include the information specified within Annex A1.1.2. Maintenance Certificates may be issued for installations with a BAFE Certificate of Compliance and for non-certificated installations and shall clearly state whether or not the installation has a current BAFE Certificate of Compliance and if so should state the Certificate Number.

**Guidance Note for Clause 5.4.2**

For emergency lighting systems complying with the requirements of BS5266-1, a maintenance report in general accordance with Annex M of BS5266-1 would normally be required. This includes a statement as follows “relevant details of work carried out and faults identified have been entered in the system log book”.

5.4.3 The Commissioning Certificate, detailed in Annex A1.1.1, will state the date by which System maintenance is to commence. Where for any reason the start of maintenance is delayed or there has been a longer than normal period between planned maintenance visits, an assessment of the implications of the delay shall be made by the Maintenance 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 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 emergency lighting systems in accordance with the requirements of this BAFE Scheme.

*Note: For the avoidance of doubt, System Design may be sub-contracted only to another Certificated Organisation.*

**Guidance Note for Clause 6.1**

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 SP203-4 listing by BAFE.

6.2 The Designer(s) shall be competent and shall understand the Specified Requirements.
Note: Whilst the person(s) having authority to sign off designs on behalf of the Certificated Organisation shall be 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.

6.2.1 Competency Requirements

The minimum competency required by a Named Designer is:-

- Attendance and successfully assessed on a recognised emergency lighting course provided by a nationally recognised organisation.

Where the Named Designer(s) is responsible for the design of the electrical installation to the requirements of BS7671 they will also require the following competencies:-

C & G 2382 – Certificate in the Requirements for Electrical Installations
plus
C & G 2396 – Design, erection and verification (or equivalent)

Guidance Notes for Clause 6.2

1. The competence of the Named Designer will assessed by a TPCB.
2. The person(s) designated as having the authority to ‘sign off’ designs on behalf of the organisation will be individually named, registered with their TPCB and their authority will be clearly defined. Their personal competence will be an important part of the organisation’s approval.
3. The design resource(s) available to the Certificated Organisation will be relevant to the size and quantity of projects undertaken. An appropriate level of design resource needs to be available to the organisation. In a small organisation, undertaking relatively simple design projects, a single Designer may be acceptable; however, for 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. Design competence can be assessed by auditing designs undertaken or in progress. This will involve both office and site audits.
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. The Named Designer should have received appropriate training on legislation, system selection and design to comply with relevant emergency lighting standards.
7. Evidence should exist of the Named Designer’s knowledge of any products and systems specified and a willingness to seek advice and guidance as required from other organisations, such as equipment manufacturers or installation organisations and the means of taking this advice and guidance into account during the design process. Satisfactory evidence may be the design notes associated with particular projects.
8. The Named Designer should be conversant with the relevant installation requirements through site surveys or through new build drawings and that his/her designs permit the installation organisation to undertake the installation.
9. The Named Designer should be able to demonstrate the ability to assess risks that influence the design of emergency lighting systems.
10. The Named Designer should be able to demonstrate their understanding of relevant legislation and national safety requirements.

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

Guidance Note for Clause 6.3

The specification should be based on one or more recognised Standards or Codes of Practice shown at Annex A1.6.2.1.
6.4 The Design Organisation shall demonstrate an understanding of the importance of properly safely connecting to electricity supplies. 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.

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 organisations responsible for other modules of systems included within this Scheme.

6.6 The Design records shall be maintained and made readily accessible for a minimum of 12 years from the date of handover of the project or until some other organisation, e.g. the owner of the installation formally takes responsibility for their ongoing storage and maintenance.

**Guidance Notes for Clauses 6.6 and 6.7**

1. Records should be available for inspection for each project undertaken.
2. Evidence should exist that records are maintained and available for all projects the organisation is planning, or undertaking or has undertaken in accordance with this BAFE scheme.

**TPCB Note 1**: The TPCB should choose samples at random and inspect them as part of its audit of design competence.

**TPCB Note 2**: There should be clear evidence that the designs satisfy the Specified Requirements.

**TPCB Note 3**: Evidence should exist that records are maintained and available for all projects the organisation is planning, or undertaking or has undertaken in accordance with this BAFE Scheme.

6.7 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 6.8**

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.
3. Design documentation should be prepared and recorded in a manner whereby design changes can be recognised during the course of the project.

6.8 Design Organisations undertaking design change(s) work shall issue design certificates generally in accordance with the relevant part of Annex H and I of BS5266-1.

**Guidance Notes for Clause 6.8**

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.
3. Design documentation should be prepared and recorded in a manner whereby design changes can be recognised during the course of the project.

6.9 The Design Organisation shall issue a Module Certificate for each designed installation complying with the Specified Requirements.
7.1 Installation of emergency lighting systems shall be undertaken by an organisation or organisations that are either:

a) certificated by a TPCB and listed by BAFE as meeting the requirements of this BAFE Scheme, or
b) are certificated by a UKAS accredited Certification Body to BS EN ISO/IEC 17065 to operate schemes that are within one or more of the scopes listed in Annex A1.6.2.1 of SP203-4 and that are appropriate to the work being undertaken.

**Guidance Notes for Clause 7.1**

1. Evidence of compliance with the requirements of 7.1a) shall consist of a valid certificate issued by a UKAS accredited TPCB and a current BAFE Approval listing.
2. Evidence of compliance with the requirements of 7.1b) shall consist of a valid certificate issued by a UKAS accredited Third Party Certification Body.

7.1.1 In the case of UK remote islands and Crown dependencies and only where there are no Certificated Organisations available to carry out installation, commissioning and maintenance special requirements shall apply. See Annex 3.

7.2 Sub-contracting of installation work to a non-Certificated Organisation shall be subject to the demonstration of competency and appropriate qualification. The Certificated Organisation remains at all times responsible for the quality and standard of sub-contracted work.

**TPCB Note:** The demonstration of competency may include the sub-contractor being a member of:

a) the NICEIC Approved Contractor Scheme, or
b) the ECA Membership Certification Scheme.

7.3 The Installation Organisation shall be competent and understand the Specified Requirements as they apply to the installation process.

7.4 The minimum technical training required by an installer is:-

- attendance and successful assessment on a recognised emergency lighting course provided by a nationally recognised organisation.

For low voltage systems as defined in BS7671 the installer(s) will also require the following competency:-

- Installation - C & G 2382 – Certificate in the Requirements for Electrical Installations.

**TPCB Guidance Notes**

The TPCB should assess the competence of Installation Organisations wishing to be certificated to the Scheme. This should include at least the following:

a) The Installation Organisation should be able to demonstrate its competence and ability to successfully meet the requirements of BS7671 for the electrical safety of the installation, and
b) there should be evidence that the Installation Organisation has the ability to successfully interpret system design requirements of BS7671 for the electrical safety of the installation.

7.5 The installation shall be in accordance with the agreed specified design.

7.6 All equipment covered by a Harmonized European Standard shall be third party certificated to appropriate Standards (e.g. BS EN 60598-2-22, BS EN 50171) and, where relevant, meet the requirements of the Construction Products Regulations (CPR):
Guidance Note for Clause 7.6
It is a legal requirement to supply products that are tested and certificated to comply with the CPR, it is the supplier who is in breach for supplying non-conforming products and it is the supplier’s responsibility to ensure that supplied products meet with the requirements of the Regulations.

7.7 Equipment not covered by 7.6 need not be third party certificated but shall conform to appropriate Standards.

Guidance Note for Clause 7.7
Where innovative components are incorporated, they should be supplied with a Declaration of Conformity to the specification agreed with the Client and recorded as a variation on the BAFE Certificate of Compliance.

7.8 The Installation Organisation shall issue a Module Certificate for each installation complying with the Specified Requirements unless the Installation Organisation 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.

7.9 The Installation Organisation shall keep comprehensive records of the Installation process for each project and shall make available, to other organisations and/or the Client, those records required by organisations responsible for other Modules of installations included within this Scheme.

Guidance Note for Clause 7.9
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.

7.10 The Installation 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 installed System, formally takes responsibility for their ongoing storage and maintenance.

Guidance Notes for Clauses 7.9 and 7.10
1. Records such as ‘working drawings’ should be available for inspection for each project undertaken.
2. Evidence should exist that records are maintained and available for all projects the organisation is planning, or undertaking or has undertaken in accordance with this BAFE Scheme.

TPCB Note 1: The TPCB should choose samples at random and inspect them as part of its audit of installation competence.

TPCB Note 2: There should be clear evidence that the installations satisfy the Specified Requirements.

7.11 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 7.11
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.
8.1 Commissioning may involve some Initial Testing of the System. 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 Commissioning.

8.2 Initial Testing, Commissioning and Handover of the System shall be undertaken by one or more organisations that are certificated by a TPCB and listed by BAFE as meeting the requirements of this BAFE Scheme.

Note: For the avoidance of doubt, Commissioning and Handover may be subcontracted only to another Certificated Organisation.

8.3 Dependent upon the contract, Handover of the System may be undertaken by a different organisation to that which undertakes Commissioning. This BAFE Scheme permits separate module certification of the Handover process provided that all the organisations meet the requirements of Clause 8.2. Where Commissioning and Handover are the responsibility of two separate organisations, the organisation responsible for Commissioning shall provide the Handover Organisation sufficient evidence to assure them that the final testing and commissioning had been completed satisfactorily and that deviations are clearly identified.

Guidance Note for Clause 8.3
Typically the evidence provided to the Handover Organisation by the Commissioning Organisation would include a completed relevant part of Annex H and I to BS5266-1. There should be written declarations of the:
- a) installation quality. The wiring installation conforms to the wiring regulations BS7671, as applicable,
- b) photometric performance checked by measurement or by comparison with authenticated data from luminaire supplier. The latter is the more usual custom & practice.
- c) arrangement of a satisfactory test of operation and compliance to BS5266-1,
- d) provision of a log book which should be readily available for inspection, and
- e) clear evidence of handover of instructions and documentation and, if practicable, training of the end user.

8.4 The Commissioning Organisation shall demonstrate its competence to initially test, commission, and handover the installed emergency lighting system and shall understand the Specified Requirements.

8.4.1 The minimum competency required by a commissioning engineer is attendance and successful assessment on a recognised emergency lighting course provided by a nationally recognised organisation.

8.4.2 Where the Commissioning and Handover Organisation is responsible for the electrical installation to the requirements of BS7671 they will also require the following competencies:

- C & G 2382 – Requirements for electrical installations
- C & G 2394 – Initial & fundamental inspection & testing (or equivalent)

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 in-depth understanding of the equipment that it is to be initially tested, commissioned and handed over,
c) an ability to successfully interpret the Specified Requirements provided by the System Designer,
d) 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,
e) a comprehensive understanding of the Commissioning process,
f) an understanding of the importance of the interfacing of the emergency lighting 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,
g) a comprehensive understanding of electrical and other safety issues relating to the initial testing and commissioning of electrical systems,
h) the competence of supervisory staff to supervise on-site work, and
j) the availability of 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 anticipate, and
   b) Commissioning to specification whereby the System is configured and otherwise set up and tested to ensure that it performs to specification.

3. Unless the person undertaking Initial Testing has the relevant skills, they will not be competent to undertake either the Commissioning or Verification. See Clause 10.

4. The organisation should be able to demonstrate a competence to train others in the use of the equipment that it being handed 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 the following procedure shall be followed by the organisation undertaking the Commissioning:
   a) The Certificated Organisation receives an instruction to commission an emergency lighting system.
   b) If no detailed specification is provided, the Certificated Organisation shall formally request a specification from their Client.
   c) 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 in accordance with BS 5266 and include any deviations.
   d) On completion of Commissioning, the Certificated Organisation shall issue a Commissioning Certificate, as specified within Annex A 2.3, including a statement of system deviations, irrespective of whether they have been agreed by the Client.

8.7 For installations where there is nobody representing the Client on site to liaise with the engineer during the commissioning process and where the Client refuses requests for a liaison person, the following procedure shall 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) After the Commissioning is completed, draft commissioning and handover documentation is to be forwarded to the Client with a covering letter advising of any deviations to BS 5266.
Copies of all relevant correspondence shall be retained by the Certificated Organisation and made available to their TPCB on request during a surveillance audit.

8.8 The Certificated Organisation shall keep comprehensive test, commissioning and configuration records for each project and shall make available those records required by organisations responsible for other Modules within this BAFE Scheme.

**Guidance Note for Clause 8.8**

*Records should be available for inspection for each project undertaken.*

**TPCB Note:** The TPCB should satisfy itself that samples of these records, selected at random, are of a satisfactory standard.

8.9 The Commissioning and Handover 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 installed System, formally takes responsibility for their ongoing storage and maintenance.

**Guidance Notes for Clauses 8.8 and 8.9**

1. Records such as ‘working drawings’ should be available for inspection for each project undertaken.
2. Evidence should exist that records are maintained and available for all projects the organisation is planning, or undertaking or has undertaken in accordance with this BAFE Scheme.

**TPCB Note 1:** The TPCB should choose samples at random and inspect them as part of its audit of Commissioning and Handover competence.

**TPCB Note 2:** There should be clear evidence that Commissioning and Handover satisfies the Specified Requirements.

**TPCB Note 3:** There should be clear evidence that the installations satisfy the Specified Requirements.

8.10 There shall be clear evidence of the formal completion of Initial Testing, Commissioning and Handover to the point at which the Client takes ongoing responsibility for the installation.

**Guidance Notes for Clause 8.10**

1. There should be clear evidence that appropriate documentation, including as fitted drawings, have been handed over to the Client.
2. For the purpose of this BAFE Scheme the Verification Certificate described in BS5266-1 Annexes H and I is interpreted to mean Commissioning and Handover.
3. Projects with multiple phases may be subject to phase completion documentation. The documentation may or may not include an installation certificate for that phase dependent upon the contract requirements. However there must be clear evidence that all work on phased projects has been finally completed and certificated.
4. 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 Handover, 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**

Evidence should exist that records are maintained and available for all Initial Testing and Commissioning modules undertaken by the organisation in accordance with this BAFE Scheme. These records should be maintained and made readily accessible for a minimum of 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 emergency lighting System shall be undertaken by an organisation that is certificated by a TPCB and Listed by BAFE as meeting the requirements of this BAFE Scheme.

*Note: For the avoidance of doubt, Maintenance may be sub-contracted only to another Certificated Organisation.*

9.2 The organisation shall demonstrate its competence to maintain the installed equipment and shall understand the Specified Requirements.

9.2.1 The minimum competency requirement for a maintenance engineer is attendance and successful assessment on a recognised course provided by a nationally recognised organisation.

9.2.2 Any personnel carrying out Maintenance work on those parts of the emergency lighting installation covered by the requirements of BS7671:2008 will also require the following competencies:

- Installation - C & G 2382 – Certificate in the Requirements for Electrical Installations and

- Attendance and successful assessment on a recognised course in safe isolation provided by a nationally recognised organisation.

*Guidance Note 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) a basic understanding of the requirements of this Scheme in relation to the certification of the emergency lighting installation covered by the Design module, the Installation module, the Initial Testing, and the Commissioning and Handover module,
   c) an ability to successfully interpret System design requirements provided by the System Designer and to be able to apply these when assessing a System’s ongoing suitability.
   d) a comprehensive understanding of electrical and other safety issues relating to the maintenance of electrical systems, and
   e) the competence of supervisory staff to supervise on site work.

9.3 Where modification work is carried out to those parts of the emergency lighting installation covered by the requirements of BS7671 personnel shall also have the competencies defined in Clause 8.4.2.

9.4 The organisation shall have sufficient resource with adequate competence to:

- a) effectively undertake the maintenance work to which it is committed,
- b) investigate and subsequently rectify system related problems which result in partial or full failure, and
- c) permit attendance on site to maintain faulty systems within the time specified by the contract.

9.5 The Maintenance Organisation shall have adequate resources to permit attendance on site to maintain faulty systems within the contracted time.

9.6 As required by Clause 9.5, more than one person needs to be available to cover for holidays and illness etc. Whilst a single person Maintenance Organisation may be able to satisfy all other requirements of Clause 9, the Maintenance organisation shall provide evidence that it has a current, ongoing contract for the provision of competent back-up support with another SP 203-4 Certificated Organisation that has Maintenance as part of its scope.
Guidance Note for Clauses 9.5 and 9.6
There should be satisfactory evidence of the arrangements in place to meet the call out requirements and there should also be evidence that the arrangements work in practice.

9.7 The Maintenance Organisation shall have access to adequate spare parts in order to:
   a) effectively repair systems for which it is responsible, and
   b) complete the repair in the time periods required by each maintenance contract.

9.8 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 in writing.

Guidance Notes for Clauses 9.7 and 9.8
1. There should be satisfactory evidence of the arrangements in place to provide the compatible replacement parts required and evidence that the arrangements work in practice.
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.
3. 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.

9.9 The installation shall be serviced and maintained in accordance with BS5266 and the contract specification.

9.10 Where structural change to the premises has taken place and additional work is required to maintain compliance with BS5266-1 the Client shall be advised accordingly in writing.

Guidance Note for Clause 9.10
There should be evidence that any requirements for additional work to restore the System to full fitness for purpose have been clearly specified to the Client such that they are able to place an order for the work to be undertaken.

9.11 The Maintenance Organisation shall keep comprehensive records of maintenance work for each project.

Guidance Note for Clause 9.11
Records should be available for a minimum of 6 years from the date of the maintenance visit for all maintenance work undertaken.

TPCB Note: The TPCB should satisfy itself that samples of these records, selected at random, are of a satisfactory standard and are a true record of the work undertaken.

9.12 The records shall include details of any work carried out as a result of System Design changes that have been undertaken by, or on behalf of, the maintainer as a result of, for example, changes to the risk assessment of the premises.

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

9.13 Appropriate information relating to repairs and changes undertaken at each maintenance visit shall be made available to the Client. Annex A1.1.2 specifies the minimum requirements for a Maintenance certificate.
9.14 Maintenance shall 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 shall be amended at the earliest opportunity to maintain alignment with the requirements of the revised Standard or Code.

9.15 Where a Maintenance Organisation takes responsibility for the maintenance of an emergency lighting system and they have not had responsibility for the design, installation and commissioning of that System, such checks/tests as recommended by Annex K of BS5266. shall be carried out and any deviations identified from the applicable Codes of Practice shall be documented and drawn to the attention of the Client.

10 SYSTEM VERIFICATION

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

Guidance Note for Clause 10.1
This is the Verification process defined in Clause 4.31

10.2 The objective of 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 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 they identify during their commissioning process and submit them to the named Designer. The named Designer will assess their impact on the design and determine the necessary actions that may be required. The satisfactory completion of any verification process should be documented and include the signature of a named Designer.

10.3 Verification is not an appropriate activity to be classed as a separate module within this BAFE Scheme. However, Verification shall be undertaken by a competent person employed by a Certificated Organisation and the results of the Verification shall be documented and passed on to the Client.

Guidance Notes for Clause 10.3
Examples of work that are part of the verification process:-
1. the correct siting of luminaires.
2. the building details in relation to the system design drawing (to establish if the building has changed).
3. provision of accurate drawings highlighting the location of all emergency lighting fittings and test switches as well as reference to any agreed deviation/deviations.
4. 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)

10.4 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. Verification does, however, cover the aspects that could conceivably cause problems as a result of the interfaces between the modules.
10.5 Verification is not intended to be a means by which deviations from the Design Specification or design problems associated with building changes can be readily accepted. Where aspects of the installed System are found to be at variance with the Design Specification, or the Design Specification has been affected by building changes, the problem shall be made known to the 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, 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 Certified 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 5266,

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, and

c) they must have been assessed as at least having an understanding of Commissioning and an ability to comprehend the records associated with the Commissioning of the installed System.

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.

TPCB Note: The TPCB is required to assess the competence of organisations in relation to Verification.

10.8 Certified Organisations having a contract involving an emergency lighting system shall advise their Client, in writing, that all modules have to be completed by a Certified 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 presented as deviations and are listed as such in the appendix to the Certificate of Compliance.

Guidance Notes for Clause 10.8
1. The effect of Clause 10.8 is to permit deviations 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 deviations that would normally be corrected as a condition of a contract. If the Client agrees to a deviation, it becomes the Client’s responsibility to formally agree the deviation 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 SP203-4.
3. Organisations wishing to undertake Verification must have Design included within their scope of certification. Where 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. The TPCB would normally expect to initially limit their audit of Verification competence to BS5266. Competence in relation to other Standards and Codes of Practice would be assessed at a later date.

10.9 It is recognised that emergency lighting systems may be provided by non-Certificated Organisations. Where the owner/user of such a system subsequently requests a Certificate of Compliance, the System may be retrospectively inspected and verified by a Certificated 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.

10.10 Where Verification is undertaken retrospectively and includes Verification of non-certificated modules, the Verification shall include an audit of the acceptability of all the work within the non-certificated modules as well as the work identified in Clauses 10.3 and 10.4.

11 MANAGEMENT SYSTEMS

Certificated Organisations operating any of the modules of this BAFE Scheme shall operate an effective management system covering these modules. As a minimum, the management system shall document the following:

a) Records to provide evidence of preventative and corrective actions where process problems have been identified,

b) A procedure to deal with complaints or defects associated with the modules undertaken,

c) The maintenance of a register of approved sub-contractors, where sub-contractors are permitted by this Scheme,

d) The management structure of the organisation,

Guidance Note for Clause 11 d)
This could take the form of an organisation diagram.

e) The responsibilities of key personnel who are involved in each certificated module,

f) 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,

g) A register of all instruments and equipment used for measurement, inspection and testing purposes and, where appropriate, up to date records of calibration,

h) A register of Standards and publications, including manufacturers’ literature, technical literature from manufacturers and trade organisations, that is maintained showing their issue status,

i) Suitable policies, processes, audits and records etc. to ensure that personnel are competent for the work they undertake.

j) Competency records for all technical staff,

k) Procedures to ensure that all relevant personnel have access to and have knowledge of relevant up to date data, Standards and Codes of Practice,
l) Evidence that the management system and KPIs are regularly reviewed, and amended where appropriate, to ensure its continuing effectiveness, and

m) Key performance indicators with respect to:

i) The level of achievement, by month, for the execution of periodic contractual maintenance visits,

ii) Failure to achieve the contractual time to respond to requests for corrective actions i.e. emergency, maintenance.

n) Control of conformity declarations and marking.

Note: BAFE Modular Scheme Logos shall only be used by Certificated Organisations holding relevant BAFE Listing. Where the BAFE Listing for a particular location is limited to Maintenance only, the BAFE Modular Scheme Logo “SP203 – Part 4 Maintenance only” shall only be used in respect of maintenance work carried out from that particular location.

12 CLAIMS OF CONFORMITY

12.1 Conformity to this BAFE Scheme document shall be indicated by the following information:

a) the number and date of this BAFE Scheme document e.g. SP203-4,

b) the name or trade mark of the Certificated Organisation,

c) the postal address of the Certificated Organisation, and

d) where authorized, the relevant TPCB Logo in association with the relevant BAFE Modular Scheme SP203-Part 4 Logo. See Annex B.

12.2 The Certificated Organisation shall not use the BAFE Logo or make any statement with reference to BAFE that, in the opinion of BAFE, is misleading or could bring BAFE into disrepute. To do so can result in cancellation of Certificated Organisation’s BAFE Listing.

13 APPLICATION FOR CERTIFICATION AUDIT

13.1 An organisation wishing to be assessed to the requirements of this BAFE Scheme shall make a written application to a TPCB stating which modules are to be assessed and the Standards relevant to emergency lighting systems that the organisation requires to be included within their scope of certification. The desired scope of an organisation applying for Certification Audit is to be selected from the categories listed in Annex A1.6.1 of this BAFE Scheme document.

13.2 Organisations offering a scope of products or services covering more than one of the individual modules of the Scheme shall make written application and be assessed for the full scope of their activities which are covered by this Scheme.

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

13.3 A separate application shall be made for each operational location involved in certificating work. While each operational location shall be separately audited, certification can be at the Organisation Corporate level or at operational location level.
Where an organisation applies for certification at Corporate level a single application is permissible but the application must identify which operational locations are covered by the application and what scope of work each location undertakes.

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

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.

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

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

**Guidance Note for Clause 13.3**

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

13.4 Corporate level certification may be withdrawn if the work of one operational location is seen to consistently sub-standard. Where this is the case the organisation shall not advertise its services as a Certificated Organisation complying with the requirements of this BAFE Scheme.

13.5 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.

**TPCB Note 1:** The TPCB shall successfully audit the examples of the applicant organisation’s work prior to certification.

**TPCB Note 2:** 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 Notes for Clause 13.5**

1. 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.

2. In situations where a TPCB issues a qualified certification to an organisation having relied on evidence other than completed projects, the organisation should make example projects available for inspection by the TPCB just as soon as these become available and in any event in not more than 6 months. Where example projects are not available for inspection after a reasonable length of time, to be determined by the TPCB, the TPCB will review the matter with the organisation and withdraw certification if there is no realistic evidence that completed projects will become available within the foreseeable future.
13.6 The organisation shall have been actively undertaking the work covered by the scope of its application and for which there is sufficient work to enable a TPCB to determine competence.

13.7 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.

13.8 The extent of the audit shall be prescribed by the TPCB having regard to the range, scale and geographical spread of work for which certification is sought.

14 CERTIFICATION AUDIT

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

a) a list of projects in progress and completed that is representative of the scope of work that has been listed in its application,

b) specifications, drawings, records, certificates, and reports relating to work in progress and that completed over the previous 12 months,

c) any other items that are relevant to the process and that the TPCB reasonably requires,

d) evidence that adequate insurance cover is held for the categories of work undertaken, and

e) a register of those installations where there are ongoing problems and have evidence of their effective management of these installations, and

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.

Guidance Note for Clause 14.1 g)
Maintenance tasks may be sub-contracted to other service providers providing those service providers are BAFE Certificated Organisations with the Maintenance of emergency lighting systems listed within their scope of certification.

14.2 Premises shall be adequate for the business being undertaken.

Guidance Note for Clause 14.2
The place of work i.e. the offices and workshops of an organisation certificated to the requirements of SP203-4 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.

14.3 In special circumstances e.g. where organisations are small, the minimum requirements for premises, specified in Clauses 14.3.1 and 14.3.2 shall apply:

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

Guidance Note for Clause 14.3.1
The workplace should not be the kitchen or living room of the owner of the organisation but it may be a spare bedroom that is not used for anything other than the organisation's business.
**14.3.2** The area(s) used as a workplace shall be secured to prevent unauthorised access to important documentation when the area is not occupied e.g. records of installed systems, quotations, Client’s drawings, are not vulnerable to abuse when the area(s) is not occupied by a representative of the organisation.

**14.4** The area(s) used as a workplace shall be protected by adequate security measures.

*Examples of adequate security measures would include: an intruder and fire alarm, a 24 hour man guarding patrol, a secure site.*

**14.5** 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.

**14.6** 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.

*TPCB Note: 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.*

**15 AUDIT DECISION**

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

**15.2** The organisation will subsequently be advised by the TPCB of its decision as to whether or not certification is to be granted.

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

**16 CERTIFICATION OF AN ORGANISATION**

**16.1** An organisation shall not advertise its services as a Certificated Organisation complying with the requirements of this BAFE Scheme or make reference to the categories of work for which it may be certificated until it has been successfully assessed by the TPCB as complying with the requirements of this Scheme and is in possession of a current TPCB certificate and listing by BAFE.

**16.2** The Certificate issued by the TPCB will specify those categories of work that have been assessed as satisfactory. The TPCB Certificate will remain the property of the TPCB and shall be returned, upon request, on cessation of certification for whatever reason. The Certificated Organisation shall, at all reasonable times, make available its TPCB Certificate to a representative of the TPCB.

**16.3** On being granted a TPCB Certificate, the Certificated Organisation undertakes to continue to comply with the requirements of this Scheme for the period covered by the Certificate.

**16.4** A Certificated Organisation shall be eligible to remain certificated provided the organisation continues to be engaged in the provision of emergency lighting systems work and continues to comply with the requirements of this Scheme and those of the TPCB.
17 SURVEILLANCE AUDITS

17.1 The Certificated Organisation shall demonstrate conformity with Clause 14.1 to Clause 14.6, together with Clause 17.1 to Clause 17.6 during surveillance audits.

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

17.2 Any non-conformities identified during surveillance activities shall be resolved to the TPCB’s satisfaction within agreed time scales.

17.3 The frequency and duration of Surveillance Audits will be determined by the TPCB and will depend upon the individual organisation’s situation and circumstances. After approximately 12 months from the Certification Audit and every 12 months thereafter, there shall be surveillance audits that examine, technically, the work from each module covered by the scope of certification.

Guidance Notes for Clause 17.3

1. While the clause implies the minimum surveillance audit requirement is one visit per 12 months, it is recognised that this Surveillance Audit 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 Third party Certification Body (TPCB) effectively manages the sampling frequency.

3. Based on the findings of the audit the TPCB may require the period before the next Surveillance Audit to be reduced.

17.4 Where, during a surveillance audit, the TPCB finds that the overall standard of work falls below the Scheme Requirements, or where the Certificated Organisation has not satisfactorily cleared any non-compliances by the agreed date, the organisation’s certification shall be suspended for a period of time decided by the TPCB.

17.5 Where the organisation fails to demonstrate that adequate action has been taken to improve the standard of work to an acceptable level or fails to clear the outstanding non-compliances by the end of the period of suspension, the organisation’s certification shall be withdrawn by the TPCB.

17.6 Where an organisation, having had its certification withdrawn, wishes to re-join the Scheme it must submit a new application and undergo a complete re-Certification Audit.

18 CHANGE OF REGISTRATION DETAILS

18.1 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.

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

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

18.4 The Certificated 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.

18.5 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 A1

Certificates and other formal documentation relating to the scheme

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

A1.1 Module Certificate

It is recognised 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 A1.4,
c) the address, physical location and brief description of the System to which the module relates;
d) a statement that either confirms that a list of agreed deviations is attached to the Certificate or an explanation of why such a list is not attached, and
e) a statement declaring that the module has been successfully completed in accordance with the relevant requirements of the BAFE Scheme, SP203-4.

A1.1.1 Additional requirements for the Commissioning Certificate

In addition to the requirements of A1.1, at least the following information shall be included on the Commissioning Certificate:

a) the Standard against which the System has been designed,
b) the type of System, e.g. NM3 against which the commissioning has been undertaken, and
c) all agreed deviations from the requirements of the specification, including a list of non-certified products.

**Note:** a statement that ongoing maintenance is important and needs to be commenced within "X" months of commissioning, dependent upon the circumstances, shall be included within the contract documentation. Note: "X" is likely to be between one and twelve months from the date when the system was commissioned.

A1.1.2 Additional requirements for the Maintenance Certificate

The report and/or Certificate, where 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, and
c) a statement of when the next maintenance is due to take place.

A1.2 BAFE Certificate of Compliance

The BAFE Certificate of Compliance shall have a format generally in accordance with the example shown in Annex A2.1 and shall include the BAFE Logo. The Certificate may be supplied by any of the Certificated Organisations 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 and physical location at which the emergency lighting system is installed,
c) the applicable Standard or Code and the type of System e.g. BS5266-1,
d) type of premises e.g. industrial,
e) the date on which the System was handed over, and
f) the details of the organisations 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 A2.5 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
Certificated Organisations will be issued with alphanumeric codes by their TPCB. The codes include a unique TPCB descriptor. These codes will then be used as the identifier on Module Certificates produced by the Certificated 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.

A1.5 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 SP203-4 Certificated Organisation’s Letterhead
2. On an SP203-4 Module Certificate
3. On an SP203-4 Certificate of Modification
4. On an SP203-4 Certificate of Compliance
5. On an SP203-4 Commissioning Certificate
6. On an SP203-4 Maintenance Certificate
7. On an SP203-4 Maintenance Report

A1.6 Information related to the Scheme

A1.6.1 Titles of Scope of individual modules of the Scheme

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

A1.6.1.1 The design of emergency lighting systems for buildings
A1.6.1.2 The installation of emergency lighting systems for buildings
A1.6.1.3 The commissioning and handover of emergency lighting systems for buildings
A1.6.1.4 The maintenance of emergency lighting systems for buildings
A1.6.2 Standards against which organisations may be assessed

A1.6.2.1 Standards and Codes relevant to organisations applying for Certification Audit to categories A1.6.1.1 to A1.6.1.4

- BS 5266-1: Code of practice for the emergency lighting of premises
- BS EN 1838 Lighting applications – Emergency lighting
- BS EN 50172 Emergency escape lighting systems
- BS 7671 Requirements for electrical installations – IET Wiring Regulations
Annex A1.6

BAFE Scheme Information Statement

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

Modular Scheme
SP203 Part 4

FIRE PROTECTION INDUSTRY SCHEME
FOR EMERGENCY LIGHTING SYSTEMS.

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

This BAFE Scheme permits companies involved with one or more of the following: design, installation, commissioning, handover and maintenance of Emergency Lighting 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. 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 BS EN ISO/IEC 17065 “Conformity assessment. Requirements for bodies certifying products, processes and services”. They recognise that the competence of contractors is essential for the reputation of the industry and for ensuring the safety of occupants and the assets within the premises protected by the installation.

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

The contractors detailed on the BAFE Certificate of Compliance certify that they have discharged their responsibilities in accordance with the relevant conditions of this BAFE Scheme.

The BAFE Certificate of Compliance is effective from the date of signature; however subsequent changes to the system may require a new certificate to be issued after completion of alterations. The system will also require ongoing maintenance if the system and the BAFE Certificate of Compliance are to remain effective. It is recommended that the maintenance, and any alterations, are undertaken by contractors certificated to this BAFE Scheme.
Annex A1.7
PROCESS MAP FOR THE PROVISION OF A BAFE CERTIFICATE OF COMPLIANCE

[Diagram showing a process map with decision points and flow paths.]

- **BAFE Certificate of Compliance**
- **N**
- **Y**
- **Note**: Retrospective issuing of module certificates may involve delays – see Scheme Requirements

1. **Is the “Design” module certificate available, completed by an organisation with an appropriate scope?**
   - **N**
   - **Y**

2. **Is the “Installation” module certificate available, completed by an organisation with an appropriate scope?**
   - **N**
   - **Y**

3. **Is the “Commissioning” module certificate available, completed by an organisation with an appropriate scope?**
   - **N**
   - **Y**

4. **Request certificate from the Design Organisation or, if this is not possible, arrange for another organisation with an appropriate scope to survey the Design and, if possible, issue a module certificate*.**

5. **Request certificate from the Installation Organisation or, if this is not possible, arrange for another organisation with an appropriate scope to survey the Design and, if possible, issue a module certificate*.**

6. **Request certificate from the Commissioning & Handover Organisation or, if this is not possible, arrange for another organisation with an appropriate scope to survey the Design and, if possible, issue a module certificate*.**

7. **Request documentation from the Organisation undertaking Verification or, if this is not possible arrange for another organisation with an appropriate scope to undertake Verification of the system and, if possible, issue the documentation.**

8. **Has the Commissioning Organisation been contracted to complete the BAFE Certificate of Compliance?**
   - **N**
   - **Y**

9. **Arrange a contract with one of the module providers**

10. **BAFE Certificate of Compliance completed and handed over**

11. **No Certificate of Compliance**
CERTIFICATE OF COMPLIANCE
- EMERGENCY LIGHTING SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Emergency Lighting 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 an Emergency Lighting 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 Deviations 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 SP203-4 Certificated Organisation with maintenance included within their scope.

SCHEDULE

<table>
<thead>
<tr>
<th>Part 1</th>
<th>Name of Issuing Firm &amp; BAFE Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 2</td>
<td>Name of Customer</td>
</tr>
<tr>
<td>Part 3</td>
<td>Address of protected premises</td>
</tr>
<tr>
<td>Part 4</td>
<td>4.1 Type of System &amp; Applicable Standard/Code of Practice</td>
</tr>
<tr>
<td></td>
<td>4.2 Type of Premises</td>
</tr>
<tr>
<td></td>
<td>4.3 Is this a new system or an extension of an existing system?</td>
</tr>
<tr>
<td></td>
<td>4.4 Has a list of Deviations been presented?</td>
</tr>
<tr>
<td>Part 5</td>
<td>5.1 Design Organisation</td>
</tr>
<tr>
<td></td>
<td>5.2 Installation Organisation</td>
</tr>
<tr>
<td></td>
<td>5.3 Commissioning Organisation</td>
</tr>
<tr>
<td></td>
<td>5.4 Verifying Organisation</td>
</tr>
<tr>
<td></td>
<td>5.5 Handover Organisation</td>
</tr>
<tr>
<td>Part 6</td>
<td>Date of Handover of the system</td>
</tr>
</tbody>
</table>

We, being currently an XXXX ‘Certificated Firm’ in respect of Emergency Lighting 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 SP203-4 Certification Scheme in respect of such a system.

Name (in block letters) ________________________ 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, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH
Telephone: 0844 335 0897; E-mail: info@bafe.org.uk; Internet: www.bafe.org.uk
MODULE CERTIFICATE – (for design or for installation)

OF AN EMERGENCY LIGHTING SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Emergency Lighting 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 an Emergency Lighting 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 SP203-4 Certificated Organisation 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 |
| | 4.2 Type of Premises |
| | 4.3 Is this a new system or an extension of an existing system? |
| | 4.4 Has a list of Deviations been presented? |
| Part 5 | Date of Module completion |

We, being currently an XXXX ‘Certificated Firm’ in respect of Emergency Lighting 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 SP203-4 Certification Scheme in respect of such a system.

Name (in block letters) __________________________ 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, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH
Telephone: 0844 335 0897; E-mail: info@bafe.org.uk; Internet: www.bafe.org.uk

Note: These certificate formats and contents are for guidance only – See Annex A1 for further details
MODULE CERTIFICATE – COMMISSIONING & HANDOVER
OF AN EMERGENCY LIGHTING SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Emergency Lighting 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 Emergency Lighting System of the type described in Part 4 of the Schedule. This Module Certificate should be read in conjunction with the Agreed List of Deviations 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 SP203-4 Certificated Organisation with maintenance included within their scope.

SCHEDULE

<table>
<thead>
<tr>
<th>Part</th>
<th>Name of Issuing Firm &amp; BAFE Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 2</td>
<td>Name of Customer</td>
</tr>
<tr>
<td>Part 3</td>
<td>Address of protected premises</td>
</tr>
<tr>
<td>Part 4</td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Type of System &amp; Applicable Standard/Code of Practice</td>
</tr>
<tr>
<td>4.2</td>
<td>Type of Premises</td>
</tr>
<tr>
<td>4.3</td>
<td>Is this a new system or an extension of an existing system?</td>
</tr>
<tr>
<td>4.4</td>
<td>Has a list of deviations been presented?</td>
</tr>
<tr>
<td>4.5</td>
<td>List of non approved products.</td>
</tr>
<tr>
<td>Part 5</td>
<td>Date of Handover of the system</td>
</tr>
<tr>
<td>Part 6</td>
<td>Latest date by which system maintenance should commence</td>
</tr>
</tbody>
</table>

We, being currently an XXXX ‘Certificated Firm’ in respect of Emergency Lighting 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 SP203-4 Certification Scheme in respect of such a system.

Name (in block letters) _______________________ 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, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH
Telephone: 0844 335 0897; E-mail: info@bafe.org.uk; Internet: www.bafe.org.uk
CERTIFICATE of MAINTENANCE
OF AN EMERGENCY LIGHTING SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Emergency Lighting Alarm 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 Emergency Lighting System of the type described in Part 4 of the Schedule.

<table>
<thead>
<tr>
<th>SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1</td>
</tr>
<tr>
<td>Part 2</td>
</tr>
<tr>
<td>Part 3</td>
</tr>
<tr>
<td>Part 4</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Part 5</td>
</tr>
<tr>
<td>Part 6</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

We, being currently an XXXX ‘Certificated Firm’ in respect of Emergency Lighting 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 SP203-4 Certification Scheme in respect of such a system.

Name (in block letters) _______________________ 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, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH
Telephone: 0844 335 0897; E-mail: info@bafe.org.uk; Internet: www.bafe.org.uk
CERTIFICATE of MODIFICATION
OF AN EMERGENCY LIGHTING SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule in respect of the Fire Emergency Lighting 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 Emergency Lighting 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 SP203-4 Certificated Organisation with maintenance included within their scope.

SCHEDULE

<table>
<thead>
<tr>
<th>Part 1</th>
<th>Name of Issuing Firm &amp; BAFE Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name &amp; BAFE Registration Number of Firm undertaking the Design of the system</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 2</th>
<th>Name of Customer</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Part 3</th>
<th>Address of protected premises</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Part 4</th>
<th>4.1 Type of System &amp; Applicable Standard/Code of Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4.2 Details of the modifications covered by this Certificate</td>
</tr>
<tr>
<td></td>
<td>4.3 Details of the Deviations from the recommendations of BS5266-1 and current amendments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 5</th>
<th>Date of completion of the modification</th>
</tr>
</thead>
</table>

We, being currently an XXXX 'Certificated Firm' in respect of Emergency Lighting 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 SP203-4 Certification Scheme in respect of such a system. Note: If more than one SP203-4 Certificated Organisation 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 SP203-4 Certificate of Compliance issued on the successful completion of an entire Emergency Lighting System.

Name (in block letters) _______________________ 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, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH
Telephone: 0844 335 0897; E-mail: info@bafe.org.uk; Internet: www.bafe.org.uk
ANNEX A3
Special rules for remote UK islands and Crown dependencies where no Certificated Organisations exist.

Commentary
The effect of this note is to allow the use of non-registered sub-contractors in specified locations and under controlled conditions, so that Registered Companies remain within the scheme rules. The sub-contractor must be appropriately supervised and a comprehensive system of appraisal and review established that is fully auditable by a Certification Body.

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

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

i. The sub-contractor is under the direct control of the BAFE Registered Company through a formal written agreement.

ii. The sub-contractor complies with the requirements of the scheme.

iii. Before such work can commence, BAFE are notified in writing and served with a copy of the formal written agreement.

Any sub-contractor operating under this dispensation is not permitted to claim they are BAFE Registered nor are they permitted to use the BAFE name or logo. Certification Bodies shall audit this clause and seek evidence of compliance where it applies.
ANNEX A4 SP203-4 Emergency Lighting System Scheme Logos

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

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Issue Date</th>
<th>Reviewed By</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP203-4</td>
<td>March 2017</td>
<td>T Maskens</td>
<td>T Maskens</td>
</tr>
<tr>
<td>Version 2</td>
<td></td>
<td>C Auger</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amendment Number</th>
<th>Description of Amendment</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 2 March 2017</td>
<td>References to BS EN 45011 removed and replaced by BS EN ISO/IEC 17065</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>The word variation has been replaced by deviation in all cases</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>4.1, 4.23, 4.27 Definitions changed/added</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>5.1.6 Certificate issue clarified</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>5.2.1 Guidance added</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>5.2.5/5.2.7 Change to specify which Organisation can issue the Certificate of Compliance</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>5.3.1/5.3.4 Certification issue clarified</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>5.3.5/5.3.6 Clauses added</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>5.4.2 Certification issue clarified</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>6.4 Competency requirements clarified</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>6.5/6.6 Guidance updated</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>6.10 Clause added</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>7.1.1 Annex 3 requirements added for working on UK remote islands and Crown Dependencies</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>7.2 Sub contractor clause added</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>7.6, 7.7 Clauses expanded and reference to Construction Products Regulations updated</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>7.9 Guidance added</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>8.4f) Guidance clarified</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>8.5 – 8.11 Clauses added/clarified</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>9.2.1 Clause amended</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>9.5 Clause added</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>9.8 Guidance amended</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>9.13 Clarified</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>9.14/9.15 Clauses added</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>10.3/10.5 Requirement clarified</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>11 Various changes, deletions and additions</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>13.3/13.4 Corporate level certification added/clarified</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>14 Section clarified with additions, deletions and changes</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>16.1 Clause clarified</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>17.3 Clause expanded</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>A1.7 Process map changed to remove reference to ‘contract let’</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>A2 Print Name line added to Model certificates</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>A3 Annex added</td>
<td>TM</td>
</tr>
<tr>
<td></td>
<td>A4 was Annex B</td>
<td>TM</td>
</tr>
</tbody>
</table>