



**Fire Protection Industry Scheme,
Reference SP206**

**For the Design, Installation, Commissioning,
Recharge & Maintenance of Kitchen Fire
Protection Systems**

British Approvals for Fire Equipment

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Note 2: Use of the BAFE Logo in relation to this BAFE Scheme is restricted to those Organisations certified to operate SP206 and is subject to the rules that from time to time may be issued by BAFE

FOREWORD

This initial version of the BAFE Scheme document was first published in April 2018 for use by Third Party Certificated Companies wishing to gain registration to this BAFE Scheme SP206 major changes to this version are detailed on the Amendment Record at the end of this document.

Requirements for Third Party Certification Bodies are detailed in a separate document "Scheme Guidance for Certification Bodies and National Accreditation Body".

An Organisation will be eligible for formal certification by a Third-Party Certification Body and for BAFE registration when they have been successfully assessed by the Third-Party Certification Body as meeting all the requirements of this BAFE Scheme.

This Scheme alone does not guarantee the overall performance of the system, it is essential that it is allied with an approved duct cleaning regime/scheme, e.g. LPS 2084, LPCB approval and listing of companies carrying out inspection, cleaning and maintenance of ductwork systems.

This scheme does not provide third-party system equipment approval or override any manufacturers' requirements for training, registration or auditing in order to comply with the third-party system equipment approval.

1 INTRODUCTION

- 1.1 This BAFE Scheme has been developed to permit Organisations involved with the design, installation, commissioning/handover, recharge, and maintenance of 3rd party approved kitchen fire extinguishing systems and the associated fire detection, to become Third Party Certificated and listed as recognition of their competence to undertake their scope of work. The Certificates of Compliance issued by Certificated Organisations, on completion of their work, will give the Client, insurance companies and other authorities confidence that the work has been undertaken in a competent manner. Canopy and duct cleaning are relevant to the performance of the system but do not form part of the scope of this Scheme.
- 1.2 Before making an application to join this BAFE Scheme, the Organisation shall have been assessed and Certificated by a UKAS accredited TPCB on BAFE's List, and have the following in their scope of certification:
 - ISO 9001 incorporating BAFE Scheme SP206, or
 - A Management System in accordance with Clause 19 of this Scheme
- 1.3 The TPCB Certification shall meet the requirements of this BAFE Scheme.
- 1.4 On application to join the Scheme, the Organisation is required to appoint a co-ordinator to provide liaison with BAFE and provide details of what they wish to include on their scope of activities.
- 1.5 All key staff within the Organisation shall be listed at application stage
- 1.6 The Certificated Organisation shall have a minimum of one directly employed Technician/engineer at all times for each stage of this scheme; If the Certificated Organisation is unable to comply with this requirement then a fully documented contingency plan will be required or ceasing of all activities under the BAFE name or, at BAFE's discretion, lead to immediate suspension of the Organisation from the BAFE Scheme.
- 1.7 Where Organisations provide a maintenance service they shall require suitable coverage or a backup plan to satisfy the requirements of clause 17.2 – 17.6 of this Scheme

- 1.8 The importance of ensuring that the System that is handed over to the Client meets the specified requirements is also addressed by requiring the Compliance Certificate to list the variations from the original Specification.
- 1.9 This BAFE Scheme document specifies requirements to be met by Certificated Organisations (a term that is defined in section 5 of this document) and also includes guidance notes. These are shown with a grey background to clearly distinguish them from the Scheme requirements. The guidance notes are advisory and are included to assist those persons needing further advice on the application and implementation of the Scheme.
- 1.10 From time to time amendments to this Scheme will be published on the BAFE website.

2 RELEVANT STANDARDS

The following are those Standards, Regulations and guides that are considered to have a significant influence on the successful implementation of this Scheme. Registered Companies should additionally have a working knowledge of a suitable Third-Party Certificated scheme for the cleaning of ducts:

Standard	Title	Notes
ISO/IEC 17065	Conformity Assessment – Requirements for bodies certifying products, processes and services	The Standard to which the TPCB shall be accredited.
ISO/IEC 17021	Conformity Assessment – Requirements for bodies providing audit and certification of management systems	The Standard to which the TPCB shall be accredited.
UL 300	UL Standard for Safety Fire Testing of Fire Extinguishing Systems for Protection of Commercial Cooking Equipment	The Standard to which installation criteria is used as a guide
EN16282-7	Equipment for commercial kitchens. Components for ventilation in commercial kitchens. Installation and use of fixed fire suppression systems	Reference document only
LPS 1223	Requirements and testing procedures for the LPCB certification and listing of fixed fire extinguishing systems for catering equipment	The Standard to which installation criteria is used as a guide
TR19	BESA Guide to Good Practice Internal Cleanliness of Ventilation Systems	Reference document only
Cais10	Catering Information Sheet – Ventilation in Catering Kitchens	Reference document only

3 OBJECTIVE

- 3.1 This BAFE Scheme has been developed to permit Organisations to become Third Party Certificated and BAFE registered as recognition of their competence to undertake the scope of work.
- 3.2 A certificate of compliance will be issued to the Client in accordance with the requirements of this Scheme – see Annex 3.
- 3.3 This BAFE Scheme document details BAFE's minimum requirements to be met by an Organisation applying for Third-Party certification. Third-Party Certification Bodies (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 SCOPE

This BAFE Scheme is designed to cover the competency of Organisations and employees to deliver the design, installation, commissioning, recharge and maintenance of third-party approved kitchen fire protection systems and the associated fire detection.

Organisations will be able to perform all aspects of system from design through to maintenance. Registration to individual components e.g. design only will not be permitted under this Scheme.

5 DEFINITIONS

For the purposes of the BAFE Scheme documents these definitions are in addition to those listed in the relevant Standards shown above.

Assessment

A systematic review:

Certification Assessment

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

Surveillance Assessment

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

Authorised Distributor

A person or company who has undergone specific training in the design, installation, commissioning and maintenance of the OEMs system and is able to demonstrate competence. This does not grant the company rights to make any claims with regard to the supply of third-party approved products or systems unless authorised to do so by the OEM

BAFE

The Scheme owner and is responsible for its maintenance.

Certificate of Compliance

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

Certificated Organisation/BAFE registered Organisation

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

Client

The person or Organisation specified in the contract as being the recipient of the completed fire protection system and the BAFE Certificate of Compliance.

Commissioning

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

Company

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

Competence

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

Competent person

Person with the qualifications, training and experience, with access to the relevant tools, equipment and information, manuals and knowledge of any special procedures recommended by the manufacturer to carry out the relevant maintenance procedures.

Design

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

Designer

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

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 or installation. The handover process should include training of relevant staff responsible for the day-to-day management of the installation and may be a phased process dependent upon the plans for occupation and/or utilisation.

Initial Testing

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

Internal Audit

A process by which the Certificated Organisation monitors and maintains the competence or suitability of its personnel or effectiveness of its processes and procedures in delivering the requirements of the BAFE scheme.

Key personnel

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

Kitchen Fire Protection System

The protection of any cooking appliance, that uses cooking oils or fats, against the consequences of fire on or within that equipment. All appliances utilizing oil/fat are considered to be fire hazards and shall be protected. Ventilated ceilings/hoods and duct entrances shall also be protected and actuated simultaneously if connected to the same common extract duct.

Note: The following appliances are examples of fire hazards: tilting frying pans, frying and grilling appliances, griddle plates, ranges, wok, appliances utilizing solid fuel, etc.

Maintenance

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

Manufacturer

Legal entity that supplies the service company with the equipment and knowledge to install its fire protection systems

Modification

Changes to the layout or type of pipework, nozzles and other parts or equipment that is integral to the effective and safe operation of the system (this would not be work that would ordinarily be carried out on a maintenance visit).

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 the fire safety system.

***Note:** The named person(s) will be assessed by a TPCB, during the application process and thereafter during routine Surveillance Assessments and the named person(s) will be registered with a TPCB. Named designers effectively hold the design qualification. Where the Named Designer leaves the employment of one Organisation the design competence, assessed by the TPCB, 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.*

OEM

Original Equipment Manufacturer supplying the fire protection equipment to the service provider (Organisation)

Organisation

The body responsible for providing the fire protection system and associated works. The term Certificated Organisation can be interchangeable with Organisation.

Recharge

Maintenance procedure carried out after complete or partial discharge of the extinguishing medium, or as part of a scheduled maintenance procedure, to restore the system to its full operational condition.

Records

The means by which a Certificated 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.

Specification

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

Subcontractor

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

Surveillance Assessment

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

System

The generic description of the fire safety works installed or planned to be installed in and around buildings.

Technician

Any person in the Organisation involved with the design, installation, commissioning, maintenance and recharge of the kitchen fire protection system.

Third Party Certification Body (TPCB)

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

UKAS

The United Kingdom Accreditation Service.

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 fire protection 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.

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

6 PROCEDURES FOR CERTIFICATION

6.1 As a pre-requisite for this Scheme the products, supplied by the OEM, or service used must be Third Party Certificated by a recognised body as listed by the International Accreditation Forum Multi-Lateral Agreement (IAF MLA), prior to commencement with their application to this Scheme.

6.2 The Client shall be provided with the scope of protection including:

- The third-party Organisation providing the technical performance standard and approval of the technical product system scheme (not the BAFE installation scheme. see "relevant standards" section)
- The details of the equipment including hoods and ventilation entry points covered by the scope of the technical performance standard being applied to the installation.
- The range of kitchen equipment protected by the installation and notes any exclusions (ties into the final sign off maintenance report)

6.3 Statement of risk:

- Reminding the end user of the need to maintain a clean environment including the need to confirm system performance following cleaning activities,
- Not to relocate appliances within the kitchen
- Not to add or replace kitchen equipment including hoods and ventilation entry points; design layouts shall be provided as part of installation and maintenance reviews.
- Not to move or modify the installed fire protection system.

7 ORGANISATION COMPETENCE REQUIREMENTS

- 7.1 As a pre-requisite, the service provider will be expected to have undergone training in those systems it wishes to include on its' scope of certification and should further identify and demonstrate at least the following:
- Which systems it is Certificated to assess including different manufacturers and subset product range
 - Demonstrable evidence of training to manufacturers requirements and authorisation
 - Ongoing competence
 - Adequate resource with the appropriate competences within Organisation and appropriate levels of support in the event of sickness or holiday. For small Organisations (up to 5 employees) or individuals providing maintenance, evidence of a suitable contingency plan with another BAFE registered Organisation to the scope of this Scheme shall be required
 - Knowledge of interlocking/interfaces systems e.g. gas and other services
 - Those areas/subjects covered during manufacturers training
 - Knowledge of the merits of duct cleaning and where to find information and to what level to be assessed
 - Knowledge of food hygiene requirements and where to find information and to what level to be assessed

8 APPLICATION FOR CERTIFICATION ASSESSMENT

- 8.1 An Organisation wishing to be assessed to the requirements of this BAFE Scheme shall make a written application to a TPCB stating all elements to be assessed and the standards relevant to kitchen fire protection systems that the Organisation requires to be included within their scope of certification.

Note: *The Certification Assessment covering all of the individual elements should be completed within 6 months of the date of application.*

- 8.2 A separate application shall be made for each operational location involved in certificating work. While each operational location shall be separately assessed, 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 part of the scope of work covered by this BAFE scheme.

Certification at the Organisation corporate level is only permitted when all operational locations, where work 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:

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

- 8.3 Corporate level certification may be withdrawn if the work of one operational location is seen to be 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.
- 8.4 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.

Guidance note:

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 where there is no realistic evidence that completed projects will become available within the foreseeable future

- 8.5 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.
- 8.6 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.
- 8.7 The extent of the assessment shall be prescribed by the TPCB having regard to the range, scale and geographical spread of work for which certification is sought.

9 CERTIFICATION ASSESSMENT

- 9.1 The Organisation shall have available all records detailed in Clause 18 together with:
- 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, and
 - d) evidence that adequate insurance cover is held for the categories of work undertaken.
- 9.2 A register of those installations where there are ongoing problems e.g. inadvertent discharges, and have evidence of their effective management of these installations.

Note: This reference to "effective management" recognises that the Client may, in some instances, prohibit the Organisation from undertaking all the remedial work that they may recommend.

- 9.3 Premises shall be adequate for the business being undertaken.

Guidance note:

The place of work i.e. the offices and workshops of an Organisation Certificated to the requirements of SP206 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

9.4 In special circumstances e.g. when Organisations are individuals or operate from a residential premises, the minimum requirements for premises, specified below shall apply:

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

Guidance note:

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

9.4.2 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, Clients' drawings, are not vulnerable to abuse when the area(s) is not occupied by a representative of the Organisation.

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

Guidance note:

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

9.6 The Organisation shall be fully prepared for the assessment by the TPCB's representatives and shall have available all the necessary materials and personnel relevant to the assessment process.

10 ASSESSMENT DECISION

10.1 On completion of the assessment by the representatives of the TPCB, the Organisation will receive an assessment report recording any non-compliance and shall agree the time scale for the completion of remedial action.

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

10.3 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 or BS EN ISO/IEC 17021

11 CERTIFICATION OF AN ORGANISATION

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

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

- 11.3 The Certificated Organisation shall, at all reasonable times, make available its TPCB certificate to a representative of the TPCB.
- 11.4 On being granted a TPCB certificate, the Certificated Organisation undertakes to continue to comply with the requirements of this BAFE Scheme for the period covered by the certificate. A Certificated Organisation shall be eligible to remain Certificated provided the Organisation continues to be engaged in kitchen fire protection system work and continues to comply with the requirements of this BAFE Scheme and those of the TPCB.

12 COMPLIANCE CERTIFICATION

- 12.1 A BAFE Certificate of Compliance shall be issued for each system installed in accordance with the requirements of this Scheme.
- 12.2 The Registered Organisation shall provide a copy of the Certificate of Compliance for each system it installs and maintains which will be recorded by BAFE.
- 12.3 The issue of the BAFE Certificate of Compliance is confirmation that the whole system meets the requirements of the scheme as per:
- The system design proposal
 - The original equipment manufacturers design manual
 - Offers the level of protection required in Clause 4.2.2 of EN 16282-7

Note: An example of a BAFE Certificate of Compliance is included in **Annex 3**

- 12.4 Whilst it is recognised that systems will be issued with a BAFE Certificate of Compliance when first installed by Organisations operating under the requirements of this Scheme and being an authorised distributor of the OEM, there may be instances when certification is required retrospectively. Under these circumstances, only an Organisation that is BAFE registered to this Scheme may issue a BAFE Certificate of Compliance retrospectively, provided that the provenance of the existing equipment is verified (see clause 17.12) work is surveyed and verified as meeting the requirements of this Scheme.
- 12.5 Where a BAFE Certificate of Compliance is to be issued for a kitchen fire protection system that is interfaced to other building systems (e.g. house fire alarm, fuel shut-off valves, kitchen extraction systems etc) the Certificate of Compliance shall not be issued without there being evidence that all the interfacing has been tested jointly by the Organisations responsible to ensure the entire system operates effectively. The Certificated Organisation shall retain, and make available for inspection by interested parties, evidence of satisfactory completion of testing.
- 12.6 In the event of a dispute between the service Organisation and the end user/client, this shall not prevent or delay the issue of the BAFE Certificate of Compliance.
- 12.7 Modification of the Kitchen Fire Protection System is not considered to be a relevant activity as any changes to the protected areas or fire protection system will require a complete design review and the issue of a new Certificate of Compliance.
- 12.8 Following a maintenance or service visit, irrespective of whether the system has a current certificate or not, a new Certificate of Compliance shall be issued to confirm the system is performing to the original design specification or, the system has been modified to suit the operational requirements of the establishment and has been amended to meet those requirements. Maintenance certificates shall not be issued.
- 12.9 The Maintenance/service Report shall clearly state whether or not the installation has a current BAFE Certificate of Compliance and if so should state the Certificate Number.

12.10 Certificates shall clearly state whether or not the installation has a current BAFE Certificate of Compliance and if so should state the Certificate Number.

12.11 In addition to providing the Client with a Maintenance Report, the Certificated Organisation shall record the details of the work undertaken during maintenance visits and shall keep this available for possible Surveillance Assessment checks by the TPCB.

Note: In addition, the information should be available in a format suitable for forwarding to the customer.

12.12 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 Organisation and any work necessary to restore the System to its original specification should be undertaken prior to the issue of the Maintenance Certificate.

13 DESIGN

13.1 System design shall be undertaken by an Organisation that has been Certificated by a TPCB and listed by BAFE as being competent to design kitchen fire protection systems in accordance with the requirements of this Scheme. The Certificated Organisation shall be a current authorised distributor of the system to which it is Certificated.

13.2 The designer(s) shall be competent and shall understand the specified requirements of this Scheme. 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.

13.3 The minimum competency requirement required by a Designer is:-

- Fully conversant with the recommendations of any Standards, Codes of Practice and the relevant OEMs design codes relevant to the Organisation's scope of certification.

Guidance note:

1. 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 Organisations undertaking larger projects or even multiple smaller projects, more than one Designer is likely to be necessary to provide back up
2. If the Designer(s) is not available to undertake their work e.g. due to illness or holidays, the Organisation is responsible for making satisfactory alternative arrangements or ceasing design work until an appropriate Designer becomes available
3. Satisfactory assessment of actual designs undertaken by the Designer(s) should be an acceptable means of demonstrating design competence. The assessment should include both an office based and an on-site assessment of sample completed installations
4. Evidence should exist of the Designer's knowledge of any products and systems specified and a willingness to seek advice and guidance as required from other 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
5. The Designer should have an understanding of the requirements of this Scheme in relation to the design and the subsequent certification of the installation
6. The Designer should be conversant with the relevant installation requirements such that designs are completed in a manner that provides sufficient information for the Organisation and permits the installer to undertake the installation in accordance with this Scheme

7. *The Designer should be able to demonstrate their ability to assess the fire risks influencing the design of the system*
8. *The Designer should be able to demonstrate their understanding of the requirements of relevant EU Directives and their associated national (UK) legislation and relevant national safety requirements*
9. *The Designer should be able to demonstrate their competence in the design of fire protection systems that minimise the potential for inadvertent discharges*

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

Guidance note:

The specification should be based on one or more recognised Standards or Codes of Practice and any conflict or difference between specified Standards should be properly addressed by the Design Organisation. Examples of this process should be assessed to the satisfaction by the TPCB

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

Guidance note:

Where the Organisation is involved with the design of kitchen fire protection systems to relevant Codes of Practice and Standards, evidence should be available to demonstrate its knowledge of the requirements in relation to at least the following:

- a) *determination of the effect of ventilation systems on the fire detection performance*
- b) *the emergency control of electrical power shut down sequences for IT systems, and*
- c) *the control of fixed fire suppression systems*

13.6 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 areas of the system (if applicable) included within this Scheme.

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

Guidance note:

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*

14 INSTALLATION

14.1 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 A4**.

14.2 The installation shall be in accordance with the agreed Specified Requirements.

14.3 The Installation Organisation shall keep comprehensive records of the installation process for each project and shall make available those records required by Organisations responsible for other areas of the system (if applicable) included within this Scheme.

- 14.4 The installation records shall be maintained and made readily accessible for a minimum of 7 years or, the minimum legal requirement, whichever is the greater, from the date of handover of the project unless dictated otherwise by the contract or until some other Organisation, e.g. the owner of the installed System, formally takes responsibility for their ongoing storage and maintenance.
- 14.5 There shall be clear evidence of the formal completion of the installation process to the point at which the Initial Testing and Commissioning can commence.

Guidance note:

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

15 COMMISSIONING AND HANDOVER

- 15.1 Typically the evidence provided by the Commissioning and Handover Organisation would include a Commissioning/compliance Certificate.

Guidance note:

1. *The Commissioning Organisation should be able to demonstrate:*
 - a) *an in-depth understanding of the technical aspects of the equipment that it is to initially test, commission and handover. This should include evidence of technical support from equipment suppliers and availability of adequate test and commissioning equipment together with demonstrable expertise in its use*
 - b) *an ability to successfully interpret the system design requirements provided by the system designer*
 - c) *an understanding of the requirements of this Scheme in relation to the certification of the Design Installation and Initial Testing, Commissioning and Handover*
 - d) *a comprehensive understanding of the Commissioning process*
 - e) *an understanding of the importance of the interfacing of the kitchen fire protection system with other building services, systems and structures and the requirement for effective liaison with other Organisations to prove that the system interoperability meets the defined design objectives*
 - f) *a comprehensive understanding of electrical and other safety issues relating to the initial testing and commissioning of electrical systems*
 - g) *the competence of supervisory staff to supervise on site work, and*
 - h) *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 anticipated, 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 Commissioning or Verification. See also Clause 16*
4. *The Organisation should be able to demonstrate a competence to train others in the use of the equipment that it is handing over*

- 15.2 The installation shall be commissioned and handed over in accordance with the agreed Specified Requirements.

- 15.3 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 note:

There must be clear evidence that all work on phased projects has been finally completed and that there should be clear evidence that appropriate documentation, including as fitted drawings, have been handed over to the Client

- 15.4 The Commissioning Organisation shall keep comprehensive records of the commissioning process for each project and shall make available those records required by Organisations responsible for other areas of the system (if applicable) included within this Scheme.
- 15.5 The commissioning records shall be maintained and made readily accessible for a minimum of 7 years or, the minimum legal requirement, whichever is the greater, from the date of handover of the project unless dictated otherwise by the contract or until some other Organisation, e.g. the owner of the installed System, formally takes responsibility for their ongoing storage and maintenance.

16 SYSTEM VERIFICATION

- 16.1 It is a requirement of this BAFF Scheme that a system be verified prior to completion of a BAFF Certificate of Compliance.
- 16.2 The objective of Verification is to ensure 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 note:

- 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 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 designer. The commissioning engineer will document any anomalies that are identified during their commissioning process and submit them to the designer. The 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 designer.*

- 16.3 The verification process shall ensure that those parts of the system that are critical to the overall and ongoing performance of the system are uniquely identified in a way that can be easily verified and checked during the maintenance visit.

- 16.3.1 The OEM through the service company shall provide a tamper resistant tagging or identification system to those critical parts to provide evidence of completed work. Examples of such tagging/identification are:
- colour coded tamper seals
 - cylinder collars
 - barcodes
 - QR codes
 - before and after photographs as detailed in clause 17.11 time and date
 - geotagging or use of NFC (Near Field Communication) technology

These methods can be used to address the presence of agent, power detection and regular parts detection and to enable checking of functionality. Replacement shall be in accordance with OEM requirement or sooner as justified by the service provider

- 16.4 Verification is not an appropriate activity to be classed separately 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.
- 16.5 Verification does not include detailed checks on the accuracy of the work of the Organisations. Verification does, however, cover the aspects that could conceivably cause problems as a result of the interfaces between the different stages of the contract.

Guidance note:

Examples of work that are part of the Verification include:

- *The correct siting of discharge nozzles in accordance with the design schedule.*
- *The building details in relation to the system design drawing (to establish if the building has changed).*

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).

- 16.6 Verification is not intended to be a means by which variations from the Design Specification or design problems associated with building changes can be readily accepted. Where aspects of the installed System are found to be at variance with the Design Specification, or the Design Specification has been affected by building changes, the problem shall be made known to the Client and the solution agreed by the interested parties.
- 16.7 All installations require Verification prior to the completion of a BAFE Certificate of Compliance.

Guidance note:

Due to 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.

- 16.8 The Organisation taking responsibility for verification may be any Certificated Organisation with at least the minimum scope detailed below:
- a) They must be Certificated for the requirements of the Standard specified within the scope of this Scheme document and, have been assessed as having an understanding of installation requirements in so far as they impact upon the siting of system components, and
 - b) 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:

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 an authorised distributor of the OEM and be able to demonstrate their relevant competence to the TPCB undertaking their assessment.

- 16.9 Certificated Organisations having a contract involving a kitchen fire protection system shall advise their Client, in writing, that all work has to be completed by a Certificated Organisation and a satisfactory verification has to be completed before a BAFE Certificate of Compliance can be issued. 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 modifications from original design and subsequently completed and verified.

Guidance note:

1. *The effect of Clause 16.9 is to record variations from the quoted contract specification and agreed with the Client at any time before the Certificate of Compliance is issued. It therefore becomes possible for the Client, if they so wish, to make the decision to accept some variations that would normally be corrected as a condition of a contract. If the Client agrees to a variation, it becomes the Client's responsibility to formally agree the variation with other Organisations that need to be consulted, e.g. insurers and building control.*
2. *Ideally an Organisation that wishes to undertake verification should advise their TPCB at the time they apply for Certification. Having received this information, the TPCB can assess the Organisation's verification competence at the same time that they assess them against the requirements of all the other relevant Clauses of SP206.*
3. *Organisations wishing to undertake verification must have design included within their scope of Certification. If this is not the case, the Organisation will be unable to satisfy the requirement within Clause 16.2 for verification to be undertaken in conjunction with a person having design competence.*

16.10 It is recognised that kitchen fire protection 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 that is an authorised distributor of the OEM, 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.

16.11 Where verification is undertaken retrospectively the verification shall include an assessment of the acceptability of all the work as well as the work identified in Clauses **16.4** and **16.5**.

16.12 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. 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.

Guidance note:

Where a fire detection system is to be connected to a fire extinguishing system, to trigger the system it is important that the requirements of the two systems are specified in a manner that satisfies the integrity and performance requirements of the two systems. Examples of such requirements are listed below:

- a) *The fire protection system should be designed to minimise the likelihood of the system being triggered due to a false fire alarm.*
- b) *The installation of the systems are undertaken in a manner whereby the triggering of the fire protection system is not prevented by the early effects of a fire disabling either the house fire detection or fire suppression system.*
- c) *The commissioning of the system is undertaken in a manner whereby the whole of the system is adequately tested without inadvertent release of fire suppression agent.*

17 MAINTENANCE & RECHARGE OF THE SYSTEM

- 17.1 Personnel involved in the maintenance of the systems shall have knowledge and experience in the design and installation of the fire protection system and have completed the relevant OEM training.
- 17.2 Maintenance of the kitchen fire protection System shall be undertaken by an Organisation that is Certificated by a TPCB and is listed by BAFE as meeting the requirements of this BAFE Scheme.

Guidance note:

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 design, installation, initial testing, and the Commissioning and Handover.
- c) a comprehensive understanding of the maintenance requirements of applicable Standards and codes and
- d) the competence of supervisory staff to supervise on-site work

2. The Organisation should have sufficient resource with adequate competence to:

- a) effectively undertake the maintenance work to which it is committed, and
- b) to investigate and subsequently rectify system related problems which result in adverse discharge.

Note: For the avoidance of doubt, maintenance may be sub-contracted only to another BAFE registered Certificated Organisation with SP206 in its scope.

- 17.3 The Organisation shall demonstrate its competence to maintain the installed equipment and shall understand the specified requirements.
- 17.3.1 The minimum competency requirement required by a maintenance engineer is trained to the manufacturers minimum requirements i.e. design and installation knowledge.
- 17.4 The Organisation shall have adequate resources to permit attendance on site to maintain faulty systems within the time specified by the applicable Standard or contract.
- 17.5 Unless otherwise stated differently in the contracts, the maximum time to attend site shall be 8 hours from receipt of request. In the event that the issue can be resolved remotely then response times should be stipulated within the contract.
- 17.6 At least one person needs to be available to cover for holidays and illness etc. While a single person maintenance Organisation may be able to satisfy all other requirements of Clause 17, the maintenance Organisation shall provide evidence that it has a current, ongoing contract for the provision of competent back up support with another SP206 Certificated Organisation.

Guidance note:

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.

- 17.7 The maintenance Organisation shall have access to adequate original OEM 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.
 - c) provide evidence that critical uniquely identified components have been checked/replaced

Note: The service provider and the OEM shall provide BAFE with details of how they uniquely identify parts and provide evidence of how the parts identification system/process will work.

- 17.8 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 note:

1. There should be satisfactory evidence of the arrangements in place to provide the original, replacement parts required and evidence that the arrangements work in practice.
2. The access to adequate original OEM spare parts is an important requirement as it is not acceptable for modern systems to be maintained by an Organisation that does not have access, even if this requires assistance from another Organisation.

There will be installations where, for example, due to age or the ceasing of trading of the OEM, 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.

- 17.9 The installation shall be serviced and maintained in accordance with the contract specification.

Guidance note:

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.

- 17.10 The Organisation shall keep comprehensive records of maintenance work for each project. The maintenance records shall be maintained and made readily accessible for a minimum of 7 years or, the minimum legal requirement, whichever is the greater, 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.

- 17.11 The Maintenance Organisation shall issue a maintenance report which includes all the elements specified in the OEM service manual as a minimum. In addition before and after photographs shall form part of the report and shall show all the critical parts that have been changed/cleaned or repaired, as evidence of the work undertaken.

- 17.12 Where an Organisation takes responsibility for the maintenance of a kitchen fire protection system that they have not had responsibility for the design, installation and commissioning of that System, such checks/tests as required to ensure that the System operates in a safe and effective manner and in relation to the manufacturers respective design, installation and maintenance manual, shall be carried out and any variations identified from the applicable Codes of Practice shall be documented and drawn to the attention of the Client.

Guidance note:

1. Where any such change appears to have taken place, the maintenance Organisation should advise the Client of the change and indicate how the change may have an adverse impact on the efficacy of the System.
2. Where satisfactory "as installed" documentation is not available, the system design should be reviewed to ensure that the System meets the requirements of the relevant Standards. The system's review should be completed by a Certificated Organisation having SP206 within their scope of Certification.

- 17.13 Where a Certificated system, having become the subject of ongoing maintenance, is to be altered in a way that changes specified requirements, for certification to remain, the work shall be undertaken by a Certificated Organisation with SP206 scope.
- 17.14 Appropriate information relating to repairs and changes undertaken at each maintenance visit shall be made available to the Client.
- 17.15 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.

18 MANAGEMENT SYSTEMS

- 18.1 Certificated Organisations operating this BAFE Scheme shall operate an effective management system. As a minimum, the management system shall document the following:

18.2 Organisational Resource

- a) The management structure of the Organisation
- b) The roles and responsibilities of key personnel who are involved in each stage of the system process. These roles shall be communicated within the Registered company
- c) The determination and assignment of adequate resources (internal and external) to meet the objectives of this Scheme
- d) The people and infrastructure (buildings, equipment, transportation, information and communication technology, etc.) and environment to meet the objectives in of this Scheme
- e) Suitable policies, processes, assessments and records etc. to ensure that personnel are competent for the work they undertake
- f) Competency and training records for all technical/relevant staff
- g) Records of training or experience for designers and engineers/technicians
- h) Suitable monitoring and measuring resources (including: calibrated equipment appropriate to the task required); together with appropriate maintenance to ensure continuing fitness for their purpose and the basis used for calibration or verification

18.3 Quality Objectives and Planning

- a) Procedures to deal nonconforming products/services and corrective preventative action to control and correct it, and the determination of improvements to products/services to meet customer requirements, enhance customer satisfaction, and address future needs and expectations
- b) Procedures to deal with complaints/customer feedback or defects associated with the work undertake

Guidance note:

A complaint is defined as an expression of dissatisfaction arising from the actions of the Organisation in relation to the service provided by any person or company, where a response is expected

- c) records of false alarms/activations and troublesome systems including activation analysis and feedback to manufacturer
- d) the maintenance of a register of approved sub-contractors, (where sub-contractors are permitted by this Scheme)
- e) Evidence that the management system and key performance indicators (KPIs) are regularly reviewed, and amended where appropriate, to ensure its continuing effectiveness
- f) KPIs with respect to:

- i) the level of achievement, by month, for the execution of periodic contractual maintenance visits, and
- ii) failure to achieve the contractual time or maximum 8 hours to respond to requests for corrective actions i.e. emergency, maintenance.

18.4 Operational Planning & Control

- a) Procedures to cover the satisfactory initiation, execution, supervision and completion of the processes relevant to the elements of the system and Scheme and, appropriate to the scale and complexity of the works undertaken
- b) A register of all instruments and equipment used for measurement, inspection and testing purposes and, where appropriate, up to date records of calibration
- c) A register of Standards and publications, including, technical literature from manufacturers and trade Organisations, that is maintained showing their issue status
- d) Availability of British Standards and publications, including manufacturers' technical literature, trade Organisation safety notices and product recalls issued by regulatory/trade bodies and product manufacturers, etc. relevant to roles and responsibilities of key personnel

Guidance note:

As a minimum, an up-to-date copy of relevant Standards should be available to technicians

- e) Procedures to cover the use of approved suppliers and sub-contractors (where sub-contractors are permitted by this Scheme) and appropriate to meet customer requirements except where the conditions of Annex 4 apply
- f) Procedures to cover a sub-contractor, who is not BAFE registered, operating under this Scheme. The subcontractor shall not be permitted to claim they are BAFE Registered or Listed, nor are they permitted to use the BAFE name, BAFE Mark or BAFE Scheme Logo
- g) procedures to ensure that all relevant personnel have access to and have knowledge of relevant up to date data, Standards and Codes of Practice,

Note: *Third Party Certification Bodies (TPCB) are required to assess this Clause and seek evidence of compliance where it applies.*

18.5 Products and Services

- a) Procedures that ensure products, components and parts are supplied as Certificated under a recognised product conformity certification scheme operated by a Certification Body operating to BS EN ISO/IEC 17065, LPS 1223, UL300, and accredited by UKAS or other National Accreditation Body, or in the absence of such a scheme or where innovative products are incorporated, supplied with a Declaration of Conformity to the specification agreed with the Client and recorded as a variation on the BAFE Certificate of Compliance, and
- b) Control of conformity declarations and marking

18.6 Records and documentation

Documented information should include:

- a) The roles and responsibilities of key personnel
- b) The maintenance of a register of approved suppliers and sub-contractors (where sub-contractors are permitted by this BAFE Scheme)
- c) A register of all instruments and equipment used for measurement, inspection and testing purposes and, where appropriate, up to date records of calibration
- d) Competency records for all key personnel (including training records, qualifications and certificates
- e) A register of relevant Standards and publications, including manufacturers' technical literature, trade Organisation safety notices etc.
- f) Records of complaints and nonconforming products/services

- g) Records to provide evidence of corrective actions for complaints, nonconforming products/services
- h) Records of internal audits
- i) Records of communication of safety/advisory notices and product recalls issued by regulatory/trade bodies and product manufacturers, etc.
- j) Records of original manufacturer media/components used
- k) Records of health & safety and environmental information for substances used (e.g. material safety data sheets/COSHH sheets for media etc.
- l) evidence of adequate insurance cover for the processes relevant to the Scheme

Guidance note:

Employers Liability, and Public and Products liability should be at a level appropriate to the risk given the type and level of business

Note: Records should be retained for a minimum of 7 years or as per minimum legal requirements.

18.7 Internal Audit

19.7.1 An internal audit shall be carried out annually and cover all personnel involved in the work, over the certification cycle, irrespective of whether this is regularly or occasionally.

19.7.2 Where more than 5 personnel are employed for each element of this Scheme, then a minimum of 25% will be audited each year with all personnel being audited within the certification cycle.

Guidance Note:

Auditors should not carry out audits of their own work. Where this is not possible e.g. due to employee numbers, TPCB assessments may, with the approval of the TPCB, substitute for this

19 SURVEILLANCE ASSESSMENTS

19.1 The Certificated Organisation shall demonstrate conformity with Clause 9.1 to Clause 9.6, together with Clause 20.1 to Clause 20.6 during surveillance assessments.

Note: Continued certification is conditional upon the results of surveillance Assessments. These assessments 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.

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

19.3 Surveillance assessments shall take place at each Certificated location approximately 6 months after the initial certification assessment, and subsequently at a minimum 12 monthly intervals, or as determined by the TPCB based on risk, and shall examine technical aspects, management system documentation and records for each element of the scope of certification for the location concerned.

Guidance note:

1. Surveillance Assessments may have to be split into several shorter visits if the range of work covered by the Organisation's scope of certification is not all available at the time of the planned Surveillance Assessment
2. It is recognised that the stated objectives for Surveillance Assessments can be effectively achieved by means of sampling techniques providing the TPCB effectively manages the sampling frequency
3. Based on the findings of the assessment the TPCB may require the period before the next Surveillance Assessment to be reduced

- 19.4 The frequency and duration of surveillance assessments shall be reviewed annually and may be increased subject to the discretion of the TPCB.
- 19.5 Where during a surveillance assessment the TPCB discovers adverse trends a special assessment shall be carried out by the TPCB, normally within 30 days from the date of the routine surveillance assessment, to verify that satisfactory corrective and preventive action has been taken by the Organisation to ensure that the standard of work carried out meets the Scheme requirements.
- 19.6 Where, during a surveillance assessment, 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.
- 19.7 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.
- 19.8 Where an Organisation, having had its certification withdrawn, wishes to re-join the BAFE Scheme it must submit a new application and undergo a complete re-certification assessment.
- 19.9 BAFE reserve the right to carry out unannounced checks on service providers' installations should they have reasonable cause to do so. Reasonable cause may be due to reports of poor workmanship or numerous complaints or concerns over the control of contracts.

20 CLAIMS OF CONFORMITY/USE OF LOGO

- 20.1 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. SP206;
 - b) the name or trade mark of the Certificated Organisation;
 - c) the postal address of the Certificated Organisation;
 - d) where authorised, the relevant TPCB Logo in association with the relevant BAFE Scheme SP206 Logo. See Annex A5
- 20.2 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 suspension and ultimately cancellation of Certificated Organisation's BAFE Listing.
- 20.3 The mark may only be used subject to an approved registration to the BAFE scheme
- 20.4 A BAFE Registered Organisation is entitled to use the logo in relation to this Scheme is shown in Annex A5 of this document. BAFE remains the copyright holder of the logo at all times regardless of which logo is used.
- 20.5 A BAFE Registered Organisation is not permitted to use the mark on its own without the text box immediately below the logo.
- 20.6 Directly below the logo there must be a box defining the BAFE scheme to which the Organisation is registered. Where an Organisation is BAFE Registered to more than one Scheme all BAFE Schemes shall be listed. For further information on the use of the BAFE Logo, follow the link to our website <https://www.bafe.org.uk/the-bafe-logo/>

21 CHANGE OF REGISTRATION DETAILS

- 21.1 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.
- 21.2 Changes of personnel, where their competence formed part of the certification assessment, 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.
- 21.3 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.
- 21.4 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.
- 21.5 Upon cancellation of certification, however determined, the Organisation shall immediately discontinue use of all advertising matter, stationery, 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.

BAFE Certificate of Compliance

The BAFE Certificate of Compliance shall have a format generally in accordance with the example shown in Annex A3 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 BAFE Scheme having been met and the overall installation being satisfactory and in compliance with the contractual agreement.

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

- a) Name and BAFE Registration details of the Organisation issuing the certificate
- b) Address and physical location at which the fixed kitchen fire protection system is installed
- c) The applicable standard or code and the type of system
- d) Type of premises e.g. Hotel; restaurant; fast food outlet; hospital; commercial
- e) Date on which the system was handed over, and
- f) Details of all Organisations having an input into the system

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 SP206 Certificated Organisation's letterhead
- 2 On an SP206 Certificate of Compliance
- 3 On an SP206 Maintenance Report

Standards against which Organisations may be assessed - see section on relevant Standards

ANNEX A2

Instructions for Completion of BAFE/TPCB Certificates of Compliance

Certificated Organisations may issue BAFE/TPCB Certificates of Compliance only for types of fire protection Systems for which they hold TPCB certification. For example, where TPCB certification is held only for the provision of a kitchen fire protection system, then you are NOT entitled to issue a BAFE/TPCB certificate for a fire detection and alarm system. BAFE/TPCB Certificates of Compliance are to be issued by the Certificated Organisation undertaking the verification and only if all elements of work have been undertaken and Certificated by an Organisation that holds BAFE listing under this Scheme.

Each certificate shall be issued to the following interested parties:

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

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

PLEASE ENSURE THAT THE CERTIFICATE IS NOT HAND WRITTEN.

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

Guidance notes relating to Part 4 of the Certificate of Compliance:

Complete Part 4 of the Schedule as detailed on the reverse of the sample certificate of compliance, Annex A3.1, as appropriate.

4.1 Type of System

- Include the manufacturer of the system
- Number of tanks (media)
- The type of media

4.2 Equipment/performance standard

- List all applicable standards

4.3 Location & unique identifier

- Specific area or floor of the premises
- position/area with kitchen that specifically locates system

4.4 Reason for issue of Certificate

- Indicate if the system is new or a modification; corrective maintenance; preventative maintenance – give details

Guidance notes relating to Part 5 of the Schedule:

It is important to state the maintenance frequency of the system and the next planned maintenance visit to assist in the planning of future maintenance schedules.

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

ANNEX A3 Certificate of Compliance



TPCB's Certificate Designation Information

SP206 CERTIFICATE OF COMPLIANCE OF A KITCHEN FIRE PROTECTION SYSTEM

This Certificate is issued by the Firm named in Part 1 of the Schedule below, in respect of the Kitchen Fire Protection 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 Kitchen Fire Protection System of the type described in Part 4 of the Schedule. This Certificate of Compliance should be read in conjunction with the Maintenance/Inspection report if applicable.

IMPORTANT NOTE: Recipients of this BAFE /TPCB Certificate of Compliance are strongly advised to have their System(s) covered by a current maintenance contract with an SP206 Certificated Company.

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 (manufacturer, media used & no. of tanks)		
	4.2 Equipment/performance Standard		
	4.3 Location and unique identifier		
	4.4 Reason for issue of Certificate?		
	4.5 Date of Handover of the system		
Part 5	Next Maintenance due	Month	Year
Other comments			

We, being currently a XXXX 'Certificated Firm' in respect Kitchen Fire Protection Systems of the type we have identified in Part 4 of the above Schedule, certify that the system in the above Schedule complies with the Standard or Code of Practice identified in the above Schedule and with all other requirements as currently laid down within the BAFE SP206 Scheme in respect of such a system.

Signed for and on behalf of the issuing firm _____ Print Name_____

Job Title _____ Date of Issue _____ (DD/MM/YYYY)

Name and address of Third Party Certification Body

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire GL56 0RH www.bafe.org.uk

Annex A3.1 Text on reverse side of BAFF Certificate of Compliance

1. This certificate is issued subject to the Regulations and other Rules of the SP206 Scheme.
2. The TPCB reserves a right to inspect by its duly authorised representative the subject installation and this certificate is conditional on the customer identified in Part 2 of the Schedule allowing from time to time during business hours a duly authorised Inspector of the TPCB access to inspect the installation and the issuing firm identified in Part 1 of the Schedule access to the premises and permitting the relevant firm to undertake such works as in the opinion of the TPCB may be necessary to ensure that the said installation complies with the said Standards and or Codes of Practice and with all other requirements of the TPCB
3. BAFF and the TPCB requires every SP206 registered Firm, recognised as a provider of fire protection systems, to issue a certificate for any work it carries out, to the requirements of this scheme, and for which the firm is SP206 registered. If it is responsible for all of the work or is contractually responsible for issuing the full certificate then it must issue the final BAFF certificate. The final BAFF Certificate of Compliance should be issued upon the successful completion. Failure to issue a certificate as required by this scheme may result in the firm's SP206 registration being cancelled.
4. Should the customer be dissatisfied with the work covered by this certificate, they should at first contact the registered firm at its local office. If satisfaction is not obtained at this level, the customer should address a written complaint to the customer relations executive of the Registered firm, at the firm's head office. If the customer remains dissatisfied, he may address a written complaint, outlining the nature of their dissatisfaction and the circumstances of the installing firm's response, to BAFF and the offices of the Certification Body.
The TPCB will not normally consider complaints unless the registered firm has been given the opportunity to resolve the dispute as set out above. The TPCB will seek to resolve the dispute between the contracting parties. The TPCB will not involve itself in any discussions or negotiations with the customer with regard to loss claims or potential loss claims, outstanding payments or interpretation of the registered firm's terms and conditions of contract. Consequently, the TPCB does not accept liability.
5. This Certificate confirms compliance with the standards and/or Codes of Practice stated hereon as applicable at the date of issue of the Certificate. The TPCB cannot undertake to investigate any query or complaint in relation to the installation if future changes to Standards, Codes of Practice, policies or other regulations render the installation in need of updating or other modification. In that event, the appropriate update or modification should be carried out by an Organization holding SP206 registration and a new certificate issued.
6. The TPCB cannot undertake to investigate any query or complaint arising in relation to the installation unless the installation is and remains covered by a maintenance agreement between the customer and a firm registered by the TPCB.
7. The TPCB does not accept any responsibility or liability for any defect there may be now or hereafter in the installation or for its failure to work at any time and no warranty or condition express or implied and whether statutory or otherwise is given by the TPCB in regards to the above installation either to the Registered Firm or to the customer and whether or not any such defect or failure should be apparent or occur after any inspection carried out by the TPCB's representative has been carried out on the installation or any part thereof.
8. Unless the issuing firm's obligation to the TPCB in respect of the installation are undertaken by another SP206 registered Firm, the TPCB will not be able to enforce its Rules and Standards on the Registered Firm or on their successor in business in respect of any installation if the issuing firm ceases to hold SP206 registration.
9. This Certificate is issued subject to the terms and conditions of the issuing firm for the supply and maintenance of the said installation to the said firm's customer which should be deemed to be incorporated herein and shall not be deemed to be varied or superseded by any of the provisions hereof.
This Certificate shall at all times remain the property of the TPCB who may withdraw it at any time after the issuing firm has ceased to hold SP206 registration or at any time after the TPCB is of the opinion that the issuing firm has not complied with its obligations under the rules of SP206
10. On this Certificate and in these terms and conditions, where the context permits, the reference to the issuing firm shall include any registered Firm which shall undertake the issuing firm's obligations to the TPCB in respect of the subject installation.

Guidance Notes relating to the Schedule

Part 1 - Name of Issuing firm and BAFF registration number

- Company details relating to a Registration Number can be obtained from the offices of BAFF or from their website

Part 2 - Name of Customer

- Who the contract was placed with - this may be different to the address of the installation

Part 3 - Address of protected premises

- The location of the installed system

Part 4.1 - Type of System

- Include the manufacturer of the system
- Number of tanks (media)
- The type of media

Part 4.2 - Equipment/performance standard

- List all applicable standards

Part 4.3 - Location & unique identifier

- Specific area or floor of the premises
- position/area with kitchen that specifically locates system

Part 4.4 - Reason for issue of Certificate

- Indicate if the system is new or extension/amendment to an existing system or a routine maintenance visit

Part 4.5 - Date of Handover of System

- This will be the date of installation or the last maintenance visit, whichever is the later

Part 5 - Next Maintenance due

- It is important to state the date of the next maintenance visit of the system to assist in the planning of future maintenance schedules

Annex A4

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 subcontractors 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 Organisation exists in that location, the use of a non BAFE Registered sub-contractor is permitted providing:

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

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

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

ANNEX A5

SP206 Kitchen Fire Protection Scheme Logos



For vehicle logos and those required for embroidery on work clothing please refer to BAFE Schemes Manager

AMENDMENT RECORD

Document Ref:	First Issue Date	Reviewed By	Approved By	
SP206	September 2018	Scheme Working Group	Schemes Manager	

Amendment Number	Date	Description of Amendment	Approved By
0		First Issue – New Scheme Document	CA