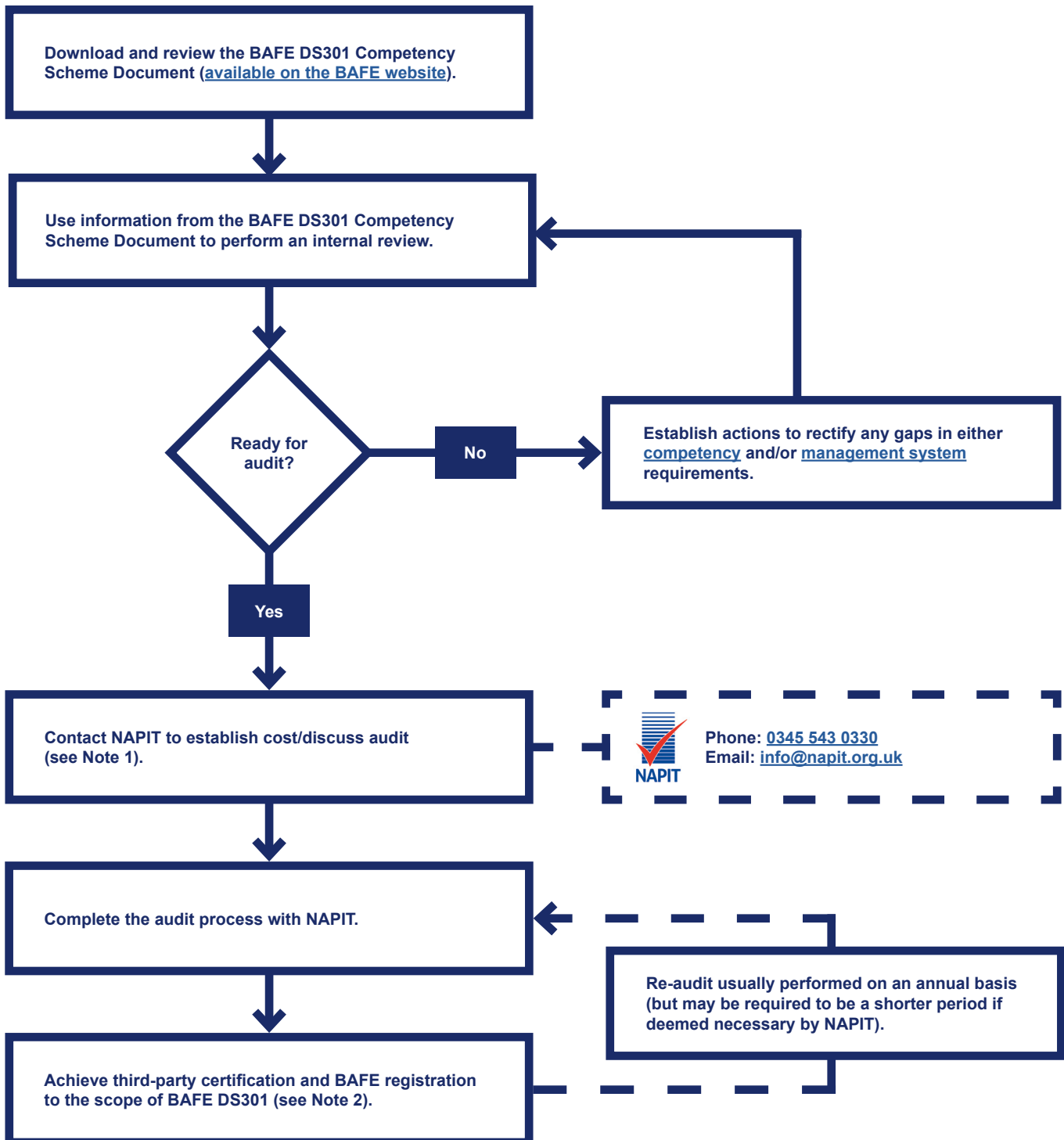


# BAFE DS301: Achieving registration



To determine if you are ready for BAFE DS301 audit via NAPIT, please use the checklists provided in this document to help perform an initial internal review. An outline of the process can be found below:



**Note 1:** NAPIT are currently the sole UKAS accredited certification body licensed by BAFE to deliver assessment to the scope of BAFE DS301 Design, Installation, Commissioning, and Maintenance of Grade D Fire Detection and Fire Alarm Systems in Domestic Premises.

**Note 2:** Following successful third-party certification via NAPIT, BAFE will be informed of the certification awarded and, following an internal review of information by BAFE, BAFE DS301 registration will only then be achieved (confirmed by receipt of a BAFE Scheme Registration Certificate).

## Management System requirements checklist

Organisations must demonstrate they operate an effective management system behind the work provided on Grade D fire detection and fire alarm systems. **Please use the checklist below to perform an initial review.** In most cases, these actions will already be in place, but documenting this is important for quality evidence of working to best practice. If you are unable to confidently check off an item, this will need to be addressed prior to requesting audit via NAPIT.

- A procedure to identify any operational problems and evidence the corrective action taken, and keeping appropriate records of this (Clauses 8.1 a / 8.1 f).
- A quality complaints procedure to deal with these appropriately (Clause 8.1 b).
- Suitable policies, processes, internal audits, and records etc. to ensure that nominated individuals (responsible for specific modules)/employees are (and continue to be) competent for the work they undertake for the organisation (Clauses 8.1 c / 8.1 r / 8.1 o).
- Suitable checks to ensure sub-contractors are appropriate to work on Grade D systems and a record of this is kept e.g. hold relevant qualifications/third-party certification etc (Clauses 8.1 d / 8.1 m).
- Nominated individuals/employees have access to relevant information such as current British Standards and Codes of Practice, and keep a record of documentation available (Clauses 8.1 e / 8.1 q).
- A procedure for the control of documented information e.g. appropriate access and safe storage (Clause 8.1 f).
- A procedure for the management of measurement, inspection, and testing equipment e.g. smoke detector testers etc. and keeping a record of this (Clauses 8.1 g / 8.1 p).
- Appropriate checks to ensure that products, components, and parts that are incorporated within any Grade D system are certificated under a recognised product conformity certification scheme e.g. appropriate kite mark/UKCA marking (Clause 8.1 h).
- Procedures to cover the satisfactory initiation, execution, supervision, and completion of the processes relevant (and continue to remain relevant) for the modules of the BAFE DS301 competency scheme/BS 5839-6 (and recording this) i.e. design, installation, commissioning, and/or maintenance of Grade D systems (Clauses 8.1 i / 8.1 k / 8.1 s / 8.1 t).
- A procedure for the periodic review of the management system in place to ensure that it remains effective and the management system has been communicated to all relevant employees (Clauses 8.1 j / 8.3 / 8.4).
- Other appropriate records are kept such as false alarms/issues with Grade D systems provided (Clause 8.1 u) and the management structure of the organisation (Clause 8.1 n).
- Hold adequate insurance cover for providing Grade D fire detection and fire alarm work i.e. Public and Products Liability insurance, Professional Indemnity insurance, and Employers Liability insurance dependent on organisation size (Clause 8.2).

## Employed individual/s competency criteria checklist

Organisations must ensure that their employed individuals are capable of performing appropriate Grade D fire detection and alarm system work. The checklist below outlines the core criteria required. Please note these points list information regarding different roles which must be appointed to fulfil BAFE DS301 competency scheme requirements. **For sole traders or smaller organisations, specific roles outlined can be performed by the same person, but that person must demonstrate competency to fulfil all requirements.**

- All individuals employed by the organisation must be competent to deliver work on Grade D systems. Competency checking procedures must be in place to review all relevant staff (including Qualified Supervisor/s, and other relevant individuals employed such as installation engineers) and perform this internally at least once every 12 months (Clauses 10.4 / 10.5).
- An organisation must nominate a Principal Duty Holder (PDH). This nominated individual will be responsible for all Grade D system work performed by the organisation. This includes ensuring work is compliant with relevant statutory and DS301 scheme requirements and assigning this to the nominated Qualified Supervisor/s (Clause 10.6).

An organisation must also nominate a Qualified Supervisor (QS) for each module (where relevant) who will be responsible for the day-to-day work carried out i.e. safety, quality, and technical standard (Clause 10.7). This can be the same person.

- Design module:** A Qualified Supervisor for Design of Grade D systems must have passed a training course covering the current version of BS 5839-6 (or hold a regulated qualification in relation to BS 5839-6), a Level 3 Award working in accordance with BS 7671, and demonstrate relevant practical experience of designing Grade D systems (Clause 10.8).
- Installation module:** A Qualified Supervisor for Installation of Grade D systems must have passed a training course covering the current version of BS 5839-6 (or hold a regulated qualification/endorsed program in relation to BS 5839-6), a Level 3 Award working in accordance with BS 7671, and demonstrate relevant practical experience of installing Grade D systems.  
Note: The organisation must also hold valid status of a Competent Person Scheme (CPS) for electrical installation in dwellings or equivalent (Clause 10.9).
- Commissioning module:** A Qualified Supervisor for Commissioning of Grade D systems must have passed a training course covering the current version of BS 5839-6 (or hold a regulated qualification in relation to BS 5839-6), a Level 3 Award working in accordance with BS 7671, and demonstrate relevant practical experience of commissioning Grade D systems (Clause 10.10).
- Maintenance module:** A Qualified Supervisor for Maintenance of Grade D systems must have passed a training course covering the current version of BS 5839-6 (or hold a regulated qualification in relation to BS 5839-6), a Level 3 Award working in accordance with BS 7671, and demonstrate relevant practical experience of maintaining Grade D systems (Clause 10.11).

*Please note that the lists provided in this informative document are not exhaustive.  
The BAFE DS301 competency scheme document should be reviewed to check all criteria is met.*



### Ready for audit?

Contact NAPIT for further information.

Phone: [0345 543 0330](tel:03455430330)

Email: [info@napit.org.uk](mailto:info@napit.org.uk)

Web: [www.napit.org.uk/schemes/BAFE-DS301-Domestic-Fire-Alarm-Scheme.aspx](http://www.napit.org.uk/schemes/BAFE-DS301-Domestic-Fire-Alarm-Scheme.aspx)