

Kitemark™ Scheme for Fire Alarm Systems

The Kitemark™ for Fire Alarm Systems is your opportunity to show how serious you are about getting fire alarm installation and maintenance processes right. Based on the BAFF SP203 scheme, the Kitemark Scheme covers the design, installation, commissioning, handover, verification and ongoing maintenance of fire detection and alarm systems in a 'modular' format.



The Scheme can also provide accreditation for gaseous suppression systems and their associated actuation systems.

Gaseous suppression systems: BSI was the first certification body to cover gaseous suppression systems

Companies may apply for all or any of the 'modules' involved, as well as for a range of applicable 'Standards', such as BS 5839 parts 1,6, and 8 (Voice Alarms), HTM 05 B, and the relevant Gaseous Suppression Standards.

Modular Scheme: SP203 is a modular scheme which means that a business which only specializes in a specific area, e.g. installation, can still gain Kitemark certification specifically for that category

Full UKAS accreditation: the BSI Kitemark™ scheme is completely independent and impartial and has full UKAS accreditation

Prestigious Kitemark™: With the Kitemark recognised by 82% of the UK adult population*, obtaining a Kitemark™ licence for fire alarm installations will have a positive impact on the future of your business and your reputation in the market place.

Of those that recognise the Kitemark:

TRUSTED: 88% of the UK adult population believe the Kitemark shows a reputable company*

QUALITY: 91% of UK adults who recognise the Kitemark believe it gives them a reassurance of quality.

SAFETY: 93% value the safety of a Kitemark product/service*

EASIER CHOICE: 75% find the Kitemark helps them choose products/services.*

Legislation and Guidelines

In England and Wales the new Fire Safety Order (FSO) and in Scotland, the Fire (Scotland) Bill became law in October 2006. These documents pull together all existing regulations and ultimately move the responsibility for fire safety away from the local fire authorities and onto the building owner/occupier. All building owner/occupiers will need to carry out fire risk assessments of their premises and carry out any remedial actions which these highlight. Furthermore, the Chief Fire Officers Association (CFOA) has recommended to its members new guidelines from September 1st 2008 which urge them

to require that all those involved in the Design, Installation, Commissioning, and Maintenance of Fire Detection and Alarm Systems are members of Third party Certification Bodies who are in turn UKAS accredited for Fire Alarm Systems. Thus for a business operating in the fire alarm industry, third party certification (e.g. Kitemark) is set to become an essential factor.

- **The SP203 scheme document and technical notes** can be downloaded from the BAFF website at: www.baff.org.uk/fire_company/index.htm
- **The relevant British Standards** can be purchased from BSI at discounted prices, please call +44 20 8996 7002.

* GFK NOP Survey

If you're serious about safety, gaining a real competitive edge and managing your risks, then the Kitemark™ for Fire Alarm Systems is right for you.



Scheme Guidance Notes

This information is intended to help you understand what will be required for to proceed with your application for a Kitemark Licence and BAFF SP203.

The points below cover the principal issues which a company can expect to deal with during assessment, it is however essential that the applicants are fully conversant with the BAFF SP203 scheme document.

Optional Pre-Assessment Visit

Where companies consider, after reading BAFF SP203 scheme document, they may not be ready yet to undergo assessment, there is the option for a pre-assessment visit. This is where one of our assessors will visit the company premises and perform an overview of their procedures highlighting any areas which will require improvement before the assessment takes place. The pre-assessment will not look at examples of the company work on site.

Management Systems

It is not a requirement of this Kitemark Scheme for the company to have an ISO 9001 registration. However the company will be required to have the following management processes in place, please refer to Section 11 of the SP203 document for the full list of requirements:

- Relevant procedures for each module applied for: (e.g. Design)
- Register of sub contractors and their satisfactory performance
- Public Liability Insurance for a minimum of £2 millions and other insurances as applicable. (e.g. suitable professional indemnity insurance when undertaking design work)
- Calibration records for test equipment
- Complaints procedure
- Competency/training records for all staff.

System Design

Please refer to Section 6 of the SP203 document for the full list of requirements:

- Designers to be named and the authority to design clearly defined in company procedures

- Knowledge of fire risks relevant to the correct choice of type and category of system.
- Ability to minimise false alarms
- Design records for each project, including drawings.
- Correct certification to the relevant standard
- Good design knowledge of the relevant standards (e.g. BS 5839 – 1).

Installation

Please refer to Section 7 of the SP203 scheme document for a full list of the requirements:

- Knowledge of the standards in the installation, including the requirements of BS 7671 – Electrical Installations
- Installation records for each project
- Correct certification to the relevant standards
- Installation complies with specification.

Commissioning

Please refer to Section 8 of the SP203 document for the full list of requirements:

- Comprehensive test, commissioning and configuration records for each project
- Commissioning procedure completed to the specification requirements.
- Correct certification to the relevant standard
- All records for the project have been handed over to the client.

Scheme Guidance notes – continued

Maintenance

Please refer to Section 9 of the SP203 document for the full list of requirements

- Maintenance work carried to agreed specification/contract.
- Records for all maintenance projects
- Appropriate reports provided to clients detailing work completed and any remedial action required.
- Correct certification to the relevant standard.

Verification

Verification is not one of the modules in the scheme, but must be completed before a BAFE certificate of compliance can be issued. Companies wishing to carry out verification must also apply for/have the design module. Please refer to Section 10 of the SP203 document for the full list of requirements

- Checks on interfaces between the different modules
- Variations to specification noted, discussed with all relevant parties and agreed
- Correct certification to the relevant standard.
- Results of the verification documented and passed to the customer.

Notes:

- BSI will ask for on-site spot checks of the fire alarm system, including some functional checks on the system.
- Normally a minimum of two completed projects/sites will be required for the initial assessment

If you have any questions, PLEASE contact us. Our team will be happy to talk you through the whole process. Call us: **+31 (0)20 346 0780**

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