

Power your business with the Kitemark®



The Kitemark for Fire Alarm Installations is your opportunity to show how serious you are about getting fire alarm installation and maintenance processes right. Based on the BAFE 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.

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
- **Gaseous suppression systems:** BSI Product Services was the first certification body to cover gaseous suppression systems
- **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.

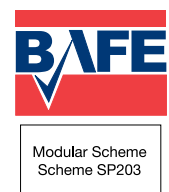
Thus for a business operating in the fire alarm industry, third party certification (e.g. Kitemark) is set to become an essential factor.

- **The SP203 scheme document and technical notes** can be downloaded from the BAFE website at: www.bafe.org.uk/fire_company/index.htm
- **The relevant British Standards** can be purchased from BSI at discounted prices, please call 08450 765 610.

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.



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* GFK NOP Survey

Price Schedule

Kitemark application fee <i>(one-off first year only)</i>	£104
Assessment fee <i>(includes travel, subsistence and hotels where necessary)</i>	£468 per day
Kitemark licence and BAFE certification fee	£697 per annum
Certification fees £20 for BAFE certificate of compliance and/ or £5 per modular certificate (Issued by Internet only)	
Optional Pre-Assessment Visit Where companies consider, after reading SP203 that they may not be ready yet to undergo assessment, there is an 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. This pre-assessment will not look at samples of the company's work on site.	£312

Notes:

- All of the above fees exclude VAT
- BSI can assessment a maximum of one designer per day. Companies involved installing suppression systems should note that any assessment will be a minimum of 2 days due to the extra complexity
- A reduced first year licence fee is available to those companies who already possess Kitemark certification for Electrical Installation to BS 7671
- We do not charge for maintenance modular certificates.

Scheme Guidance Notes

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

The points below cover the principal issues which a company can expect to deal with during assessment; it is however essential that applicants are fully conversant with SP203, the related Technical Notes and the relevant standards for the work category they will be applying for.

The SP203 scheme documents (SP203-1 and SP203-3) can be downloaded from the BAFE website at: www.bafe.org.uk/fire_company/index.htm

The relevant British Standards can be purchased from BSI at discounted prices, please call 08450 765 610.

System Design SP203 Section 6

1. Designer(s) to be named and authority to design clearly defined in company procedures.
2. Checks for compliance to relevant standards on systems designed.
3. Knowledge of the BAFE Scheme, especially for Certification.
4. Knowledge of fire risks relevant to correct choice of type and category of protection system and components.
5. Ability to minimise false alarms.
6. Records of design for each project.
7. Evidence of completion of the design process where modular project.
8. Correct certification for both BAFE and relevant BS standard requirements.
9. Evidence that the designer has informed the client of necessity to have the system verified before a BAFE Certificate of Conformity can be issued.
10. Where design is to BS 5839:- All points in relevant section of SP203-1.
11. Where design is to BS 6266:- All points in relevant section of SP203-1.
12. Where fire suppression systems are being assessed:- All points listed in relevant section of SP203-3.

Scheme Guidance notes – *continued*

System Installation SP203 Section 7

1. Knowledge of the Standards involved in the installation of each specific system (Including BS 7671)
2. Installation complies with specification.
3. Records of each project worked on.
4. Evidence that the installation is completed where modular project
5. Correct certification for both BAFE and relevant British Standard requirements.
6. All points listed in the Guidance Notes in SP203-1 and/or SP203-3

Commissioning and Handover SP203 Section 8

1. Evidence of commissioning/handover to specification requirements.
2. Comprehensive test, commissioning, and configuration records for each project
3. Evidence of completion of the commissioning/handover for modular project
4. Evidence that all required records of all phases of the project have been handed over to client with recommendation to hold these for the lifetime of the system.
5. Correct certification for both BAFE and relevant BS standard requirements.
6. Evidence that the designer has informed the client of necessity to have the system verified before a BAFE Certificate of Conformity can be issued.
7. All points listed in the Guidance Notes in SP203-1 and/or SP203-3

Maintenance of Installation SP203 Section 9

1. Access to adequate spare parts.
2. Maintenance carried out to agreed specification/contract.

3. Records of all maintenance projects.
4. Appropriate reports to clients, detailing work done and any changes to system
5. Correct certification for both BAFE and relevant BS standard requirements
6. All points listed in Guidance Notes in SP203-1 and/or SP203-3

Verification SP203 Section 10

1. Results of verification documented and passed to client.
2. Evidence of checks on interfaces between different modules.
3. Variations to specification noted, discussed between relevant parties, and agreed.
4. Must have been assessed against standard to which the system has been designed, installed and commissioned.
5. Correct certification for both BAFE and relevant BS standard requirements
6. Results notified to client in writing.
7. All other points required in SP203-1 and/or SP203-3

Management Systems SP203 Section 11

1. Relevant procedures for each module applied for.
2. Evidence of register of sub contractors and of their satisfactory performance.
3. The Company must have public liability insurance for a minimum of £2 million; and other insurances applicable to the work modules applied for (e.g. suitable professional indemnity insurance when undertaking design)
4. All points listed in Guidance Notes in relevant section of SP203-1 and/or SP203-3

Scheme Guidance notes – *continued*

Notes:

1. For both the installation and commission/ handover modules, BSI will ask for on-site spot checks on various aspects of the functionality of the system.
2. The company under assessment shall make available all required items for inspection by BSI, including suitable site visits to look at examples of work. (A minimum of 2 projects/ jobs/ site visits will normally be required for assessment).
3. The company under assessment will provide all hand tools, access ladders etc needed, and ensure personnel are available to answer technical queries on design/installation/ commissioning dependant upon the modules applied for.
4. More than one named designer will require additional assessment days depending on total number of designers listed.
5. The actual number of days required for the assessment will vary depending on several factors. To assist us in giving an accurate quotation please ensure that all relevant information is correctly completed on the Quotation Request form.
6. Where companies consider after reading SP203, that they may not be ready yet to undergo assessment, there is an 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 assessment takes place. This pre-assessment will not look at samples of the company's work on site. A charge £300 + VAT will be made for this visit. If you require a pre-assessment please select this option on the Quotation Request form provided.

PLEASE NOTE THAT:- Where the word "should" or equivalent is used in the relevant Standard, (e.g. BS 5839-1), this will be taken to mean "shall" in the majority of cases for the purposes of the assessment process. This does not preclude properly agreed and document 'variations' as allowed in the Standard.

If you have any questions, PLEASE contact us. Our team will be happy to talk you through the whole process.

Call us: 08450 765 610

Fax us: 08450 765 611

Email: ps.kmservices@bsigroup.com

Online: www.kitemark.com



Quotation Request – SP203 Scheme Fire Detection/Alarm/Suppression Systems

Please complete all sections of this form and send to Kitemark Services, BSI Product Services, Kitemark House, Maylands Avenue, Hemel Hempstead, HP2 4SQ or fax back on 08450 765 611.

Name of Organization:

Primary Address (to appear on Licence):

..... Postcode:

Telephone: Fax:

Email: Website:

Do you trade under any other names: Yes No

If yes give further details (on a separate sheet if necessary):

.....

Is your organization part of a larger organization: Yes No

If yes give further details (on a separate sheet if necessary):

.....

Details of any other address you may trade from in this connection:

..... Postcode:

Legal Status of Company (e.g. Limited; Sole Trader etc):

Are you VAT registered? Yes/No. If YES please state VAT registration Number:

Name of all designer(s)* (see notes on page 7):

.....

Total Number of employees in your organization: Total number of employees at the primary address:

Do you agree to undergo a Technical Assessment and Provide information needed to carry out evaluation of your application: Yes No

Email address for company correspondence:

Please note: It is a condition of acceptance to this scheme that you have access to the internet and an email address. BAFF Certificates can only be issued via our website. There will be no acceptable alternative methods available.

Work Categories applied for: *Please tick the relevant box(s)*

Fire Detection/Alarm Systems (Buildings BS5839-1)

- Design of fire detection/alarm systems to SP203/BS5839-1
- Installation of fire detection/alarm systems to SP203/BS5839-1
- Commissioning/Handover of fire detection/alarm systems to SP203/BS5839-1
- Maintenance of fire detection/alarm systems to SP203/BS5839-1
- Verification of fire detection/alarm systems to SP203/BS5839-1

Fire Detection/Alarm Systems (Dwellings BS5839-6)

- Design of fire/alarm systems to SP203/BS5839-6 Grades B or C or D or E
- Installation of fire/alarm systems to SP203/BS5839-6 Grades B or C or D or E
- Commissioning/Handover of fire/alarm systems to SP203/ BS5839-6 Grades B or C
- Maintenance of fire/alarm systems to SP203/BS5839-6 Grades B or C or D or E
- Verification of fire/alarm systems to SP203/BS5839-6 Grades B or C or D or E

Fire Suppression Systems (Buildings)

- Design of fire suppression systems to SP203-3 and relevant British Standards
- Installation of fire suppression systems to SP203-3 and relevant British Standards
- Commissioning/Handover of fire suppression systems to SP203-3 and relevant British Standards
- Maintenance of fire suppression systems to SP203-3 and relevant British Standards
- Verification of fire suppression systems to SP203-3 and relevant British Standards

Voice Alarms (BS5839-8)

- Design of voice alarm systems to SP203-1/BS 5839-8
- Installation of voice alarm systems to SP203-1/BS 5839-8
- Commissioning/Handover of voice alarm systems to SP203-1/BS 5839-8
- Maintenance of voice alarm systems to SP203-1/BS 5839-8
- Verification of voice alarm systems to SP203-1/BS 5839-8

Additional Standards to which you require Certification at initial visit. (E.g. HTM 05 B; BS 6266 etc)

Note: - a complete list of standards available can be found in the 'Annex' section of SP203-1 and/or SP203-3

Please specify:-

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Please note should you require an assessment to additional standards at the initial visit we will be pleased to issue a quotation to cover these; however, additional standards may also be added at subsequent surveillance visits.

Other information

Please give details of any certification in this connection granted by other certifying bodies:

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.....

Please advise if you have had any certification application refused or existing certification revoked:

.....
.....

How long have you been trading in each of the work categories applied for:

Alarm/Detection Systemsyearsmonths

Suppression Systemsyearsmonths

Approximately what percentage of your work is carried out in each work category:

Alarm/Detection Systems%

Suppression Systems%

Please give details of any Trade Associations or affiliated professional bodies of which your organization is a member:

.....
.....

*A designer(s) is a competent, named person within the applicant company with specific responsibility and clearly defined authority to sign off designs of fire detection/alarm/suppression systems (as applicable). Where 'the design module is applied for, the competence of the designer(s) shall be the basis on which Kitemark and BAFE certification is awarded. SP203 requires that each designer is assessed for competence, and therefore the number of designers may affect how many days are required for the assessment.

Please indicate how you would like to proceed:- *(Please thoroughly read the 'information which accompanies this Quotation Request form)*

I have read and understood SP203-1 and/or SP203-3 and the relevant standards to which I will be assessed and the information sheets referred to above, and would like to proceed immediately to full assessment stage.

I have read and understood SP203-1 and/or SP203-3 and the relevant standards to which I will be assessed and the information sheets referred to above, and would like to apply for a pre-assessment visit to review my procedures before progressing to full assessment stage. *(I understand this 'pre-assessment' will not require a site visit to look at samples of the companies work).*

Name *Please print:*

Signature:

Position within the company:

Date:

Please detach and fax back to 08450 765611 or email ps.kmservices@bsigroup.com alternatively post back to: Kitemark Services, Kitemark House, Maylands Avenue, Hemel Hempstead HP2 4SQ

BSI Product Services

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