



BAFE SP203-1 SCHEME

YOUR GUIDE TO REGISTRATION

WELCOME

THANK YOU FOR APPLYING TO BECOME PART OF NICEIC

NICEIC is the UK's leading voluntary regulatory body for the electrical contracting industry. We have been assessing the competence of electrical contractors for over 65 years and currently maintain a register of over 38,000 contractors.

Choosing to become NICEIC registered sets your business apart. Our contractors are assessed on a regular basis to ensure high standards.

There are many benefits to becoming an NICEIC registered contractor, more of which can be found inside, and in addition to the services we provide, we promise to work hard at promoting you.

We look forward to working with you and your business.

Purpose of this Guide

This guide is designed to help you through the registration process for the NICEIC SP203-1 BAFE scheme. It covers the process step by step, including sections on how to complete your application for registration, how to prepare for your assessment, and what happens once you are registered. Also included in this guide are the requirements for your business and the added value services that NICEIC can offer you.

Registration is straightforward but if at any point you need some advice or assistance just contact our friendly team on 0333 015 6625 who will be happy to help.

What is the BAFE SP203-1 Scheme?

This scheme has been developed to allow businesses involved with the design and/or installation and/or commissioning/handover and/or maintenance of fire detection and fire alarm systems to become third party certified and listed as recognition of their competence to undertake their scope of work. By doing so, the Certificates of Compliance issued will give customers, insurance companies and enforcing authorities, confidence that the work has been correctly undertaken.

The scheme has four modules; Design, Installation, Commissioning and Maintenance. The scheme recognises the importance of providing compliant fire detection and fire alarm systems while at the same time minimising false alarms.

Platinum Promise

All work covered by the scheme is covered by our Platinum Promise. This provides assurance to your customers that work that has not been carried out in compliance to the relevant standards may be rectified. It lasts for 6 years, up to a limit of £25,000. It provides consumers with an extra peace of mind and NICEIC contractors with a competitive advantage over others. (T&C's apply).



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TOOLS TO BUILD YOUR BUSINESS

A LISTING ON
NICEIC.COM

NICEIC AND SCHEME
LOGOS

for your business vehicles,
stationery and website



OPPORTUNITY

to become registered
with TrustMark -

TRUSTMARK.ORG.UK

NICEIC personalised business
stationery and photo
ID cards

AVAILABLE
TO ORDER



**NICEIC
CONTRACTORS**

promoted to
consumers and
specifiers

TECHNICAL SUPPORT



**PRIORITY
ACCESS**
to the
technical
helpline

FREE
downloadable
pocket
guides



Access to
free
CPD
accredited
Webinars

Technical seminar
EVENTS



FREE
quarterly
CONNECTIONS
magazine

EACH YEAR WE:

**SUPPORT OVER
480,000**

consumers find
a contractor

**TRAIN
OVER 6,500**
INDIVIDUALS



**COVER OVER
11,000**

businesses with tailored
insurance policies

WELCOME OVER

9,000

individuals to events & webinars



ASSIST WITH OVER

60,000

technical
queries through
our helpline



TOOLS FOR YOUR TRADE

ACCESS
to Online
Certification
to certify
and notify
your work -

NICEICONLINE.COM

**CLASSROOM,
VIRTUAL
CLASSROOM
AND IN-HOUSE
TRAINING
COURSES
AVAILABLE**

**NICEIC
INSURANCE SERVICES**
able to offer registered contractors

10% DISCOUNT

on contractor insurance,
a free insurance Health Check
and highly competitive rates -
NICEIC-AND-ELECSA-INSURANCE.COM

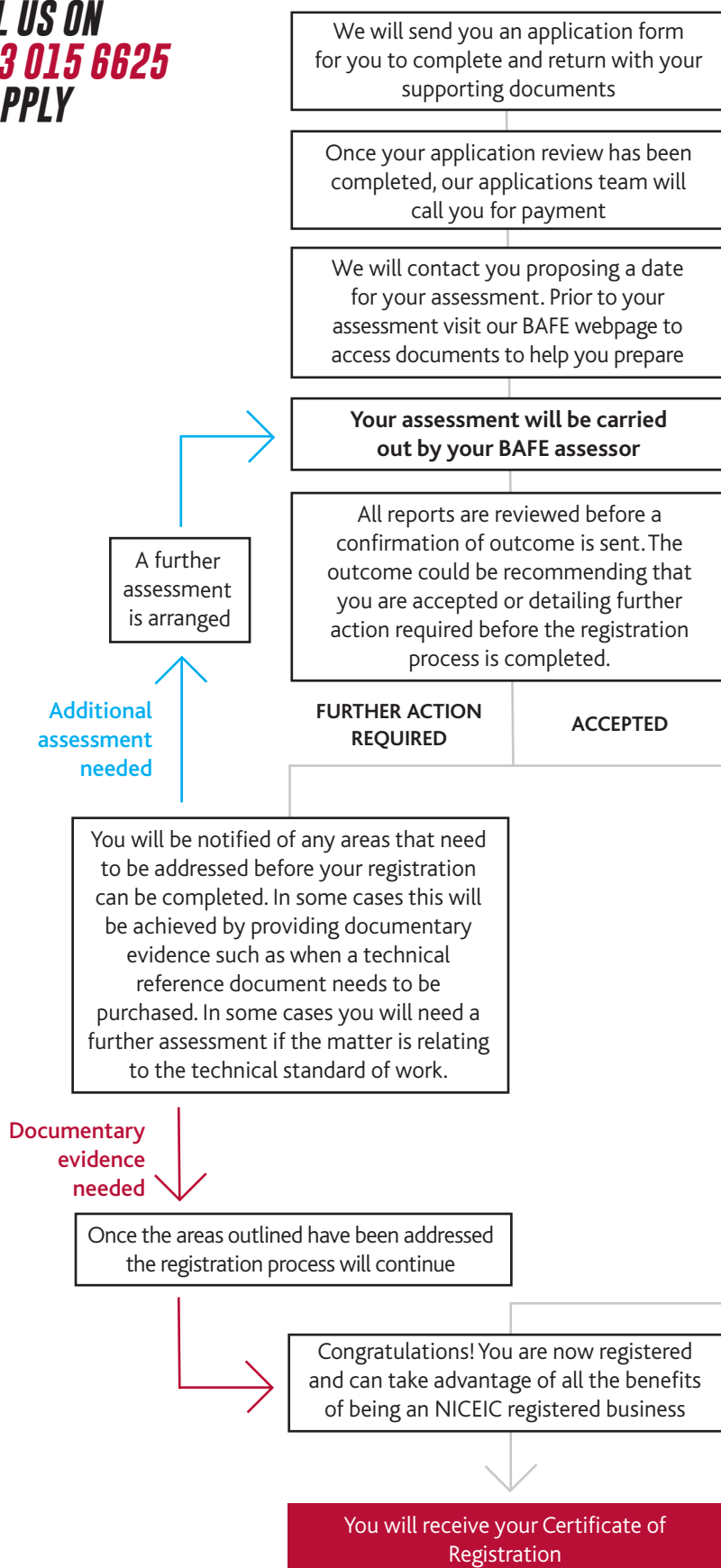
ACCESS

to discounted products including workwear, tools,
test equipment and industry-leading publications -

SHOP.NICEIC.COM

The Registration Process

**CALL US ON
0333 015 6625
TO APPLY**





REGISTRATION REQUIREMENTS

The following assessment requirements are just a snapshot, the full list of guidance notes and Specified Requirements can be found in the BAFE SP203-1 scheme document available at bafe.org.uk

To be eligible for NICEIC Registration, your business must:

MODULE 1 - SYSTEM DESIGN

- Be competent and understand the specified requirements
- Ensure each design is in accordance with one or more agreed specification(s)
- Demonstrate an understanding of the importance of properly interfacing with other building services, systems and structures and safely connecting to electricity supplies, where applicable
- Keep comprehensive design records for each project and shall make available those records required by organisations responsible for other modules of systems included within this scheme
- Provide clear evidence of the formal completion of the initial design process to the point at which the installation process can commence

MODULE 2 – INSTALLATION

- Be competent and understand the specified requirements as they apply to the installation process
- Ensure Installations are carried out in accordance with the agreed specified requirements
- Ensure equipment is third party certificated to appropriate standards and, where relevant, meet the requirements of the Construction Products Regulations
- Provide evidence that a modular certificate for each installation has been issued
- Keep comprehensive records of the installation process for each project and make available, to other organisations and/or the client, those records required by organisations responsible for other modules
- Provide clear evidence of the formal completion of the installation process to the point at which the Initial Testing and Commissioning can commence

MODULE 3 – COMMISSIONING

- Demonstrate competence to initially test, commission and handover the installed equipment and shall understand the specified requirements
- Ensure the installation is commissioned and handed over in accordance with the agreed specified requirements
- Where there is no specifications provided, additional procedures shall be followed
- Where there is no-one representing the client on site during the commissioning process and where the client refuses requests for a liaison person, additional procedures shall be followed
- Keep comprehensive test, commissioning and configuration records for each project and shall make available those records by organisations responsible for other modules within this scheme
- Provide clear evidence of the formal completion of initial testing, commissioning and handover to the point at which the customer takes on going responsibility for the installation
- Provide evidence that adequate records of all phases of the project have been passed to the customer prior to completion of handover

MODULE 4 – MAINTENANCE

- Demonstrate competence to maintain the installed equipment and understand the specified requirements
- Provide proof of an agreement with an appropriate Alarm Receiving Centre (ARC), for installations incorporating remote signalling systems
- Have adequate resources to permit attendance on site to maintain faulty systems within the specified time
- Have in place an adequate number of people available to cover holidays and illness. Providing evidence that a current on-going contract for the provision of competent back-up support with another SP203 Certificated Organisation that has maintenance as part of its scope
- Have access to adequate spare parts for repair in the time periods required by each maintenance contract
- Ensure the installation is maintained in accordance with the contract specification
- Retain comprehensive records of maintenance work for each project
- Make available appropriate information relating to repairs and changes undertaken at each maintenance visit to customers



Documented Systems

Businesses applying for any of the modules of BAFE SP203-1 shall operate an effective management system covering these modules. As a minimum, the system must document the following:

- Records to provide evidence of preventative and corrective actions where process problems have been identified
- A procedure to deal with associated complaints, deficiencies or defeats
- Maintenance of a register of approved, permitted sub-contractors
- Management structure of the business
- Responsibilities of key personnel
- Procedures to cover the satisfactory initiation, execution, supervision and completion of the relevant processes
- A register of all instruments and equipment used and records of calibration
- A register of standards and publications
- Competency records for all technical staff
- Procedure to ensure that all relevant personnel have access to and have knowledge of date, standards and Codes of Practice
- Evidence that the management system is regularly reviewed and amended
- Key performance indications
- Records of unwanted false alarms and troublesome systems
- The control of systems components
- Procedures that ensure products, components and parts are supplied as certified under a recognised product conformity certification scheme
- Control of conformity declarations and markings

Training and Support

NICEIC offer a suite of BS 5839 regional training courses to help get you up to speed with all aspects of Fire Alarm systems; from Design and Certification, to Installation and Maintenance, including a specific BAFE SP203-1 scheme requirements course.

By joining our BAFE scheme you'll benefit from NICEIC evaluating your Documented Systems, procedures and insurances, giving you piece of mind that your working practices are up to standard.

For more information on our current training courses please call us on 0333 015 6627 or visit shop.niceic.com/training/fire-safety-and-emergency-lighting

MODULAR CERTIFICATES AND COMPLIANCE

It is a requirement of the scheme that certificated organisations issue BAFE Modular Certificates for all the work they undertake that falls within the scope of their work and BAFE certificates are issued in addition to BS 5839 certificates.

As such you must issue NICEIC BAFE Modular Certificates for each element of system design, installation, commissioning and modification and also issue a BAFE Modular Certificate for each maintenance visit your company undertakes.

In addition to the modular certification there is also a requirement to issue BAFE Compliance Certification in certain circumstances.

Details on the procedures and rules in relation to BAFE Certification can be viewed within Annex's 1, 3 and 4 of the BAFE SP203-1 Scheme document.

AFTER YOU ARE REGISTERED

For all our schemes, once you are registered you must demonstrate your company is continuing to work to the technical standards and specified requirements. Your company will therefore be subject to ongoing surveillance.

The BAFE SP203-1 Scheme requires a surveillance assessment with you.

This assessment will consist of an on-site assessment and a document system audit to ensure the processes are being maintained and adhered to.

USEFUL CONTACT INFORMATION

SALES

0333 015 6625
JOIN@NICEIC.COM

CUSTOMER SERVICE

0333 015 6625
CUSTOMER.SERVICES@NICEIC.COM

TRAINING

0333 015 6627
TRAININGINFO@NICEIC.COM

THE POWER BEHIND YOUR BUSINESS

