



BAFE SP203-1 Scheme Guide

Well known & highly respected

We are the UK's largest voluntary register of electrical businesses.

We assess over 37,000 businesses to ensure that the installation work they undertake meets the standards expected to keep us all safe.

- The NICEIC brand is 13 times more recognisable with consumers than any other electrotechnical scheme provider.
- On average, NICEIC Contractors complete 16 more notifiable jobs every year.
- NICEIC certification is a key specification requirement for Local Authorities and Housing Associations.
- NICEIC is the leading industry voice of Technical Excellence, with over 65 years heritage.

Platinum Promise

Put simply, our Platinum Promise is protection for your customers. If an NICEIC certified business carries out work that falls within their scope of certification but it turns out to be non-compliant – and they have ceased trading – then we will step in. At no extra cost to the customer, we will employ another business to rectify the non-compliant work. Subject to the Platinum Promise Conditions & Exclusions.



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 UD cards

Available
to order



**NICEIC
Contractors**

promoted to
consumers and
specifiers

Opportunity

to become registered with
Which? Trusted Traders -

**Trustedtraders.Which.
co.uk/for-traders**

Technical Support

**Exclusive
Access**
to the
technical
helpline

FREE
Technical Pocket
Guide
App



Access to
free
CPD
accredited
Webinars

In 2022 we:

Supported Over

117,000
consumers find
a contractor

Technical seminar
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FREE
quarterly
CONNECTIONS
magazine

Trained Over 15,300
Individuals



Covered Over

13,000
businesses with tailored
insurance policies



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 certificated contractors

10% Discount
on contractor insurance,
a free insurance Health Check
and highly competitive rates -
niceicinsurance.com

Welcomed Over

80,000

individuals to live & on-demand
events & webinars

Assisted with Over

70,000
technical
queries through
our helpline

Access
to discounted products including workwear
and industry-leading publications -
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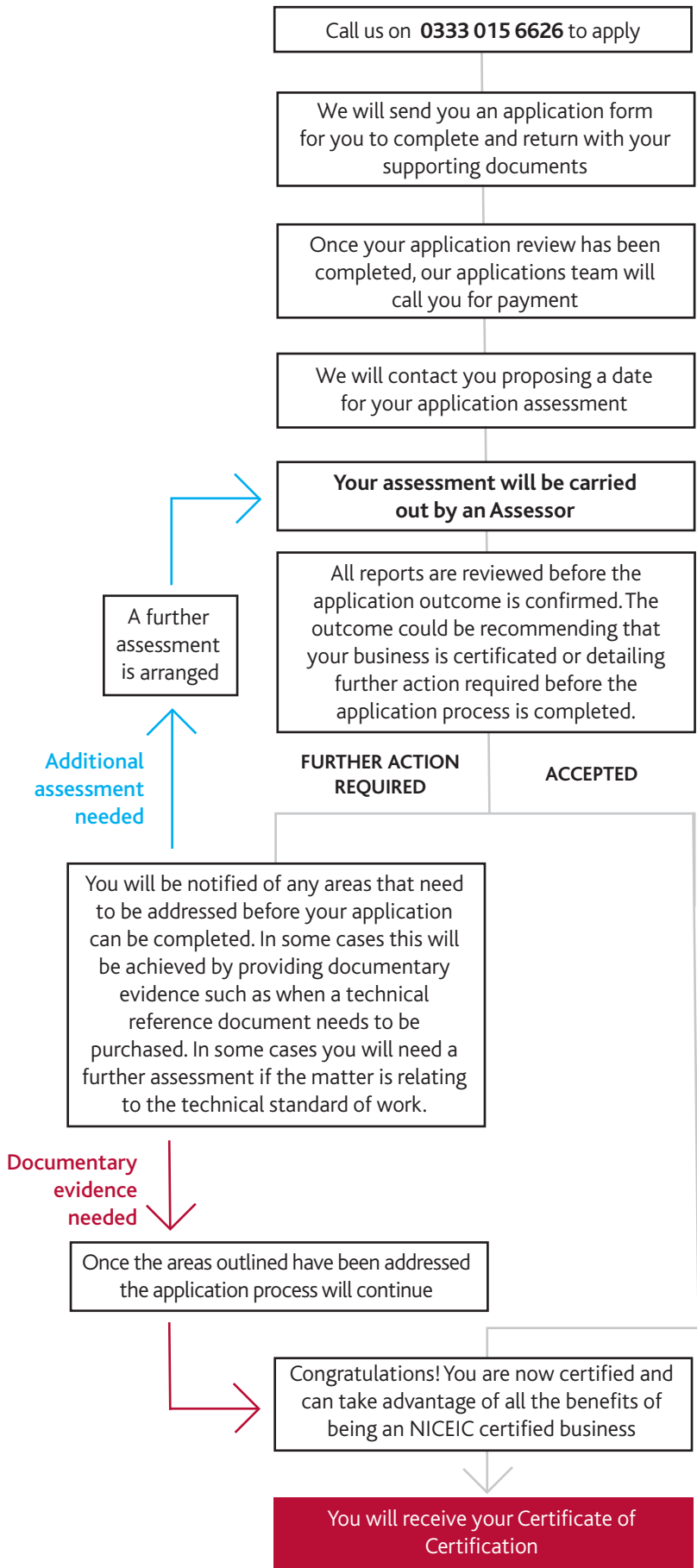
Scheme Overview

This scheme has been developed to allow businesses involved with the design and/or installation and/or commissioning 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 by your business will give your 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.



Application Process





Application 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](https://www.bafe.org.uk)

To be eligible for NICEIC Certification, 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. Including competence records for the Lead Designer and assigned responsibility(s) as appropriate to the size of the system

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. Including competence records for the Lead Installation Engineer and assigned responsibility(s) as appropriate to the size of the system
- 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 demonstrate understanding of the specified requirements
- Ensure the installation is commissioned and handed over in accordance with the agreed specified requirements
- Where there is no specifications provided, following a request in writing, you shall advise the client the installation shall proceed to the most appropriate category of BS 5839-1
- Where there is no-one representing the client on site during the commissioning process and where the client refuses requests for a liaison person, evidence that communication of the commissioning date with all appropriate documentation following commissioning must be evidence on request by the certification body and provided to the client
- 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 inclusive of details of the Lead Installation Engineer
- 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 of the Lead Maintenance Engineer 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 to receive notification from ARC within 24 hrs or by next working day and to be in attendance on site within a maximum of 8 hrs unless otherwise stated in contract(s)
- 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 SP203-1 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



Management 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:

Policies and Procedures

- a) Internal audits
- b) Competence records
- c) Complaints/defects investigation
- d) Technical documentation (register and communicated access)
- e) Sub-contractors management
- f) Test Instrument accuracy / calibration system

Records

- a) Maintained in compliance with GDPR (General Data Protection Regulation).
- b) Document Control.
- c) Effective management practices.
- d) Project records.
- e) Records of work(s) accessible for at least 7 years
- f) 'Working drawing' for each project undertaken (e.g. for installation purposes).
- g) Certificates issued to clients.
- h) Competency and audit records for all technical staff involved in the design, installation, commissioning/handover, and/or maintenance of fire detection and fire alarm systems.
- (i) Continuing Professional Development (CPD).
- j) Records of complaints/defects including all the remedial work.
- k) Appropriate records of false alarms and troublesome systems.

Document

- a) Management structure of the organisation.
- b) A register of key personnel documenting the responsibilities of each individual.
- c) Defects/Corrective Actions.
- d) Adequate insurance cover is held for the categories of work undertaken.

Behaviours

- a) Businesses on the BAFE SP 203-1 scheme are required to demonstrate that appropriate behaviours are being applied and evidence ethical working when providing fire detection and fire alarm system work.
- b) A method for employed individuals to report that they require support to fulfil relevant fire detection and fire alarm system work would be advantageous to clearly demonstrate ethical working practice to protect customers.
- c) Staff management records.
- d) Policies on vulnerable customer and ethical behaviour.

Mocular Certificates & Compliance

It is a requirement of the scheme that certificated businesses 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 the BAFE SP203-1 Scheme document.

Outcome of the Assessment

The Assessment Report will indicate the outcome of the assessment and make one of the following recommendations to our Head Office for validation:

Pass - Certification will be recommended if the business is compliant with the scheme requirements.

Evidence required - Evidence must be provided to confirm that all non-compliances, as recorded on the report, have been remedied.

Reassessment required - One or more major non-compliances were recorded at the assessment. A reassessment is necessary to confirm that adequate procedures have been put in place to prevent non-compliances occurring and to check all non-compliances noted at the original assessment have been remedied.

Additional assessment required - Further assessment time required possibly due to range, scale and scope of works carried out or additional Qualified Supervisor assessment time.

After you are Certified

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

The BAFE SP203-1 Scheme requires surveillance assessment(s) with you.






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

For more information or to access any of our services contact us now:

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