



# BAFE Fire Detection and Fire Alarm Systems

Guidance and checklist

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# Introduction

**We know your time is important. So whether you're applying to gain certification for the first time or completing a surveillance assessment, this guide will help you know what to expect, the steps involved and explain the terminology we use.**

Your assessment is a fundamental part of your business's certification with NICEIC. It allows your business to be listed on the BAFE Fire Safety Register with pride knowing that your business has met the high standards that people expect from NICEIC-certified businesses.

It's your chance to show that your business:

- has insurances, documentation and records in place to support you and your customers
- carries out work that complies with the relevant industry standards.

It also gives you an opportunity to ask your assessor any technical questions you might have.

This assessment guide and checklist explains how to book and fully prepare, including what to have ready to show your assessor, as well as some top tips to ensure a successful outcome.

**Anyone can carry a toolbox.  
Only the best carry our badge.**



# Your assessment

## Assessments are not one size fits all.

Ideally, the samples of work in all the work categories you undertake should be within a local area, so your assessor has time to travel to all sites and back to your contracting office within the allocated time. If this isn't possible, an additional chargeable assessment will be required.



Your assessment duration will depend on how many modules your business undertakes, normally one or two full days.

### Booking your application assessment

Once your online application, insurance and qualifications documents have been validated and payment made, we will contact you to agree a suitable assessment date.

### Booking your surveillance assessment

- 12 weeks before your assessment is due, we will send you an email asking you to get in touch with our scheduling team to arrange a mutually acceptable date.
- Remember: without regular assessments your business risks losing its certification.
- Missed the email? Contact us and we can get your date booked in.

### Important

If anything significant has changed since your last assessment – such as your Lead Individual(s) leaving the business, or the modules/categories you undertake differing – please contact us so we can update the details we hold and ensure the appropriate assessment is scheduled.

Your Lead Individual will be expected to make adequate arrangements for access to work at each of the sites selected and to accompany your assessor to each of those sites. Suitable transport and equipment for this purpose are to be provided by you.

We are committed to safety. It is paramount that Health and Safety procedures are observed at all times during your assessment.

### On the day

**Your assessor will need to meet the following key people:**

- **Primary Contact** – the nominated individual employed by the certificated business with responsibility for compliance with the BAFE scheme.
- **Lead Individual(s)** – the nominated individual(s) employed by the certified business with heightened responsibilities for work, meeting the requirements of the relevant BAFE scheme and assigned authority to supervise and/or undertake the process relevant to specific work.

Your assessor will start the assessment at your contracting office address. They will review your office management systems; including documents, records and equipment to ensure it is appropriate to the range and scale of the modules/categories of work.

Assessment activity	Specific items
<b>Introductions / opening meeting at agreed start time</b>	Present for the meeting will be your assessor, Lead Individual(s) and Primary Contact and, where applicable, Designer.
<b>Office based assessment: complete review of scheme criteria</b>	<p>Assessment of:</p> <ul style="list-style-type: none"> <li>• insurances</li> <li>• applicable technical reference documents and publications</li> <li>• use of certification logo(s)</li> <li>• complaints log</li> <li>• health and safety policy statement</li> <li>• risk assessments as appropriate</li> <li>• safe isolation of installation procedures</li> <li>• test instruments</li> <li>• modular and compliance certificate reports</li> <li>• test instrument consistency and on-going accuracy</li> <li>• systems for notifying work requiring building regulation compliance</li> <li>• qualifications, training, experience and continuing professional development for all employed persons undertaking modules/categories work</li> <li>• employed person competence and supervision.</li> </ul>
<b>Site assessment: assessment of sites for work sample selected by your assessor</b>	<p>Site assessments of representative examples of work undertaken by you within the last 12 months, if you are a certified business, to review how you have been interpreting and applying the requirements of BAFE SP203-1 and other related Codes of Practice and British Standards.</p> <p>You will need to demonstrate safe isolation, plus competence in inspection and testing, including use of instruments, interpretation of results and completion of certification as well as demonstrating effective supervision.</p>
<b>Close-out meeting</b>	Closing meeting with your assessor, Lead Individual(s) and Primary Contact.

# Assessment checklist

To ensure your business is managing work on fire detection and fire alarm systems effectively, your assessor will assess the following areas.

## ✓ Scheme rules

A business directly carrying out electrical work and wishing to be assessed by NICEIC must adhere to the relevant scheme rules and where the business's resources and work on fire detection and fire alarm systems are subsequently assessed and found to meet the scheme rules, the business may be granted certification.

## ✓ Insurance

- At least £2 million public liability insurance – appropriate to the risk, nature, scope and scale of work undertaken.
- At least £250k professional indemnity insurance - required where Design is one of the modules registered for.
- At least £5 million employee liability insurance (for TrustMark registered businesses, excluding sole traders).

Insufficient public liability insurance will prevent a site assessment from being carried out. Issues could include insufficient financial cover or business names/ addresses etc.

### Did you know?

NICEIC Insurance Services offer certified contractors 10% discount on contractor insurance, a free business insurance check and highly competitive rates. Visit our [insurance website](#) for more information.

## ✓ Records

The business will be required to hold the following records as appropriate to the range, scale, geographical spread and categories of fire detection and fire alarm systems work undertaken:

- All work carried out together with the specifications, pre-work surveys, drawings, certificates, reports and other relevant documents relating to that work for a minimum period of six years, or as otherwise contractually required, including work in-progress.
- Installations notified as compliant with the Building Regulations.
- Demonstrating the accuracy and consistency of test instruments held or hired (not borrowed). Click [here](#) for Safety Through Accuracy of Test Instruments guidance.
- Demonstrating that all employed persons, which includes subcontractors, are competent and adequately supervised to undertake work on fire detection and fire alarm systems. Click [here](#) for Additional Guidance for Demonstrating Competence of Employed Persons.
- Required qualifications, training (including continuing professional development) and experience for all employed persons undertaking work on fire detection and fire alarm systems. Click [here](#) for Additional Guidance for Demonstrating Competence of Employed Persons.
- All complaints received over the previous six years about the technical standard, safety and functionality of work on fire detection and fire alarm systems, and details of actions taken to resolve. Example complaints record can be downloaded [here](#).
- Written Health and Safety policy statement which is signed and dated and risk assessments as appropriate. A guide to preparing a health and safety policy can be downloaded [here](#).
- Safe isolation procedures.
- Copy of business stationery.

- Provide evidence when a sub-contractor is used, with the agreement of the customer, that the sub-contractor who conducted any fire detection and fire alarm system work, are a current certificated/BAFE registered Organisation to BAFE SP203-1 for the aspect of work they are undertaking (i.e. holding appropriate module certification/registration). This will provide clear evidence of their own ability to perform the work(s) required.

### ✓ **Technical reference documents**

The business will, as a minimum, be required to have access to the current version (including all amendments) of the following, where applicable:

- BAFE SP203-1 Competency Scheme Document.
- BS 5839-1 Fire detection and fire alarm systems for buildings – Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.
- The Electricity at Work Regulations 1989 - Guidance on Regulations (HSR25).
- Building Regulations, Approved Document B Volume 2: Buildings other than dwellings (if performing works in England).
- Building Regulations, Approved Document B Volume 2: Buildings other than dwellings (if performing works in Wales).
- Building Standards, Technical Handbook (Non-Domestic) (if performing works in Scotland).
- Building Regulations, Technical Booklet E (Fire Safety) (if performing works in Northern Ireland).
- Any other legislation, code of practice and publication that is deemed necessary by the Certification Body.

### ✓ **Test equipment**

Your business must have an adequate number of serviceable test instruments and test leads appropriate to the range and scale of work you undertake.

A sample of this equipment must be available to your assessor during your assessment. They will then need to be taken and used during the on-site assessment by the Lead Individual to demonstrate testing and safe isolation procedures.

As a minimum, your business will need to have one or more instruments that can test the following:

- Voltage Indication.
- Continuity.
- Residual Current Devices (RCDs).
- Insulation Resistance.
- Earth Fault Loop Impedance.
- Any other required equipment for the modules/categories of work carried out.

Your assessor will also need to ensure that you are maintaining the accuracy and consistency of test instruments used for certification and reporting.

A 'Test Instrument Accuracy Record' template example and guidance can be downloaded [here](#).



"We are NICEIC-  
certified because we  
want to be part of  
something that gives  
people a level of  
trust in us."

Chris Day,  
Mayday Electrical





# Assessment outcomes

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 Lead Individual assessment time.

The majority of additional assessment outcomes are due to insufficient representative examples of work put forward for assessment.

## Helpful information

Visit our [web page](#) for more information on preparing for your BAFE Fire Detection and Fire Alarm Systems Scheme assessment

# Additional information

Being fully prepared for your assessment is the key to a good outcome.

Being organised not only helps your assessor to perform their task more efficiently, but also means you can use the time to your own advantage.

This means more time for your own questions about technical standards, industry best practice and advice on how NICEIC can support you more in your business.

Please visit our [assessment webpage](#) for frequently asked questions, top tips when preparing for your assessment and additional resources.

## About NICEIC

For almost 70 years, NICEIC has been the UK's largest certification body for electrical businesses with over 40,000 currently certified with us. As the industry leader, we drive the highest standards of competence and safety.

We assess, certify and train electricians, plumbers, renewable energy installers, and gas and heating engineers. To become certified, businesses must demonstrate their compliance with technical standards and industry best-practice through rigorous assessments and continuing professional development.

Trade professionals look to us for certification and technical leadership, and value the credibility our name gives theirs. We provide ongoing advice and support, and list their businesses on our online 'Find a trusted NICEIC tradesperson' tool.

We help build public trust in trade professionals – and we never compromise on that trust. We work alongside government and industry to shape policy and drive standards. Many UK businesses, government organisations, local authorities and landlords will only work with NICEIC-certified businesses.

The NICEIC brand is owned and managed by Certsure LLP.

## Contacting NICEIC

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