Please complete and return this Annex with the Application Form

This form is confidential when completed

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex for Contract Maintenance of  Portable Fire Extinguisher SP101 Approval** | | | | | | | **Annex D** | | |
| 1 Name of applicant company | | |  | | | | | | |
| 1.1 Telephone number |  | | | Website address |  | | | | |
| 2 Management (the responsible management for PFE contract maintenance) | | | | | | | | | |
| 2.1 Qualifying Manager(s) | |  | | | | Experience (years) | | |  |
| **Note:** All Qualifying Managers should complete the Fire Industry Competence Form (FSF 453) provided. | | | | | | | | | |
| 3 Support cover (refer to the Guidelines to NSI Criterion 8) | | | | | | | | | |
| 3.1 Describe your service support capability & arrangements for providing 24 hour cover & emergency call out if required | | | | | | | | | |
|  | | | | | | | | | |
| 4 Level of trading (refer to the Guidelines to NSI Criterion 9) | | | | | | | | | |
| 4.1 How many Portable Fire Extinguisher maintenance contracts do you currently administer? | | | | | | | |  | |
| 4.2 What radius in miles from base are the majority of your installations? | | | | | | | |  | |
| 5 Staff | | | | | | | | | |
| 5.1 Describe the training given to employees | | | | | | | | | |
|  | | | | | | | | | |
| 5.2 List any training courses attended by staff in the last 2 years | | | | | | | | | |
|  | | | | | | | | | |
| 6 Documentation | | | | | | | | | |
| 6.1 Confirm that you possess the current issue of BS 5306-3 and BS 5306-8, have read & understood the current NSI Regulations, Criteria for Recognition, Codes of Practice and the relevant BAFE SP101 scheme document applicable to the type of approval being applied for. | | | | | | | |  | |
| 6.2 Do you have access to the current issue of all relevant International, European, British and other Standards relating your approval class and scope of activity? | | | | | | | |  | |
| 6.3 Silver applicants only  Please confirm that you have documented operating procedures that meet with the requirements of the relevant BAFE scheme document. This must be available at the time of the initial audit. | | | | | | | |  | |

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| DECLARATION | | | |
| We confirm that the information provided in this Annex is accurate. | | |  |
| To be signed by the proprietor – or all partners in the partnership – or a director authorised to sign on behalf of the limited company. | | | |
| Signature | Print name | Date | |
|  |  | Click here to enter a date. | |
|  |  | Click here to enter a date. | |

Thank you for completing this form

Please use the checklist on the following page

**Please submit this form by email to:** [**applications@nsi.org.uk**](mailto:applications@nsi.org.uk) **or your NSI Head Office contact**

|  |  |  |
| --- | --- | --- |
| **Fire Systems SP101 Application Checklist**  **Please submit these documents with your application** | | |
|  | **Submitted** | ***NSI office use*** |
| Completed Application Form, or Short Application Form for existing NSI approved companies. |  |  |
| SP101 Approval Annex D – fully completed. |  |  |
| Application fee - Please ask NSI for a quotation. |  |  |
| The following documents are required for new applications only (not normally required when extending the scope of an existing approval. However, NSI reserves the right to request additional data at any time) | | |
| Finance  Limited companies and PLCs: NSI reserves the right to request statutory accounts during the application process  If you are a Sole trader or partnership, please submit a full set of properly prepared accounts (to include Profit and Loss and Balance Sheet) for the last 3 years (which would cover a 4-year period by showing comparative figures). If you have traded for less than 4 years, a minimum of 2 years’ accounts should be submitted:   * For Gold applications, a minimum of 2 years' accounts. * For Silver applications, a minimum of 1 year's accounts and 1-year projected figures to include profit & loss and balance sheet. * Newly incorporated companies, a 2-year business plan to include profit & loss and balance sheet; a letter of comfort is optional.   Note: A model business plan, with notes, is available through NSI Support Services Ltd. upon request |  |  |
| Personal Data Forms  For Directors, Partners, and Shareholders (with 10% or more of the shares).  Note: If your company is Stock Exchange listed (or is a subsidiary of a Stock Exchange listed company), ask the NSI office for details of which individuals need to fill in these forms. |  |  |
| Fire Industry Competence Form  For Qualifying Managers. |  |  |