Please complete and return this Annex with the Application Form

This form is confidential when completed

|  |  |
| --- | --- |
| **Annex for Fire Systems SP203-1/SP203-3 approval** | **Annex E** |
| 1 Name of applicant company |       |
| 2 Scheme - Please select the scheme you are applying for |  |
| 3 Management (the responsible management for fire systems) |
| 3.1 Qualifying Manager(s) |       | Experience (years) |       |
| 3.2 Lead Personnel |       | Experience (years) |       |
| **Lead Personnel:** The nominated individual(s) employed by the certificated organisation with heightened responsibilities for work(s) meeting the requirements of the relevant BAFE Scheme and assigned authority to supervise and/or undertake the process relevant to specific work(S)**Note:** All people listed here must complete the NSI Fire Industry Competence Form (FSF 454) provided. |
| 3.3 Indicate which module(s) are required to be approved |
| Module 1 - Design | [ ]  | Module 2 - Installation | [ ]  |
| Module 3 – Commissioning & Handover | [ ]  | Module 4 - Maintenance | [ ]  |
| 4 Type of SP203 Approval Note: Please indicate the class of standard to be approved for the applicant company completed in the last 12 months (excluding takeovers) |
| 4.1 Fire Detection and Alarm | [ ]  |
| Standard | Number installed in last 12 months |
| BS 5839 Part 1 [ ]  |       |
| BS 5839 Part 6 – Grade A systems only [ ]  |       |
| HTM05-03 [ ]  |       |
| 4.2 Gaseous Fire Suppression Systems | [ ]  |
| Class of system | Number installed in last 12 months |
| BS EN 15004-1 |       |
| 4.2.1 Please state which extinguishant gases are used (e.g. HFC-227ea, IG-55) |
|       |
| BS 5306-4 |       |
| 4.3 Maintenance agreements | Fire detection | Fire suppression |
| 4.3.1 Approximate numbers of the total given in 4.1 and/or 4.2 above covered by current maintenance arrangements |       |       |
| 4.3.2 Approximate numbers of any other systems under a current maintenance agreement which were taken over from other companies |       |       |
| 4.3.3 Area of Installations – indicate the radius in miles of the majority of installations located near to your office location. |       |       |
| 4.3.4 List the test equipment provided for use by engineers (e.g. multi-meter, insulation resistance tester, sound pressure level meter, etc.) |
|       |
| 5 Support cover |
| 5.1 Describe service support capability for all classes for which approval is being applied - for Fire Alarms and where applicable this should include arrangements for 24-hour cover |
|       |
| 6 Fire system information Fire Detection and Alarm Systems |
| 6.1 Types of Alarm Systems Give a breakdown of the systems installed within the last 12 months |
|  Audible only |       |  Remote signalling |       |
|  Non-addressable systems |       |  Addressable systems |       |
| 6.2 Alarm Receiving Centre (ARC) Give names and addresses of ARCs being used for remote signalling systems. Note: NSI approved companies may only contract with NSI approved ARCs. |
|       |
| 6.3 Alarm Equipment |
| 6.3.1 Please confirm that you use equipment that meets the requirements of the applicable product standard(s) and where relevant the requirements of Construction Products Regulations.  |  |
| 7 Documentation |
| 7.1 Confirm that you possess, have read & understood the current NSI Regulations, Criteria for Recognition, Codes of Practice and the relevant BAFE SP203 scheme document applicable to the type of approval being applied for. |  |
| 7.2 Confirm that you possess the current issue of BS 7671 (also known as IET Wiring Regulations). |  |
| 7.3 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? |  |
| 7.4 Indicate whether any/all records are kept on a computer system (indicate the name of the software program – e.g. Cash Alarm Master, Excel spreadsheet) |
|       |
| 7.5 Fire Gold applicants onlyPlease confirm that you have a documented Quality Management System that meets the requirements of BS EN ISO 9001, NSI Quality Schedule FSQS121 and the relevant BAFE Scheme document. This must be available at the time of the initial audit.*Please note: Prior certification to BS EN ISO 9001 is not required as this will be included as part of your NSI audit.* |  |
| 7.6 Fire 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. |  |

|  |
| --- |
| 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. |
|  |       | Click here to enter a date. |

**Thank you for completing this form.**

**Please use the checklist on the following page to ensure all documents have been submitted.**

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

|  |
| --- |
| **Fire Systems SP203-1/SP203-3 application checklist****Please submit these documents with your application** |
|  | **Submitted** | ***NSI office use*** |
| Completed Application Form | [ ]  |  |
| Completed Annex Form E | [ ]  |  |
| Application Fee - Please ask NSI for a quotation *(if not already provided)* | [ ]  |  |
| 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 FormFor Qualifying Managers and Lead Personnel | [ ]  |  |
| The following document is 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, the following 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 | [ ]  |  |