Please complete and return this Annex with the Application Form

This form is confidential when completed

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex for Emergency Lighting Systems SP203-4 Approval** | | | | | | | | | | **Annex J** | | | |
| 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 (Nominated) Designer(s) | |  | | | | | | Experience (years) | | |  | | |
| **Qualifying Manager(s):** For more information refer to the NSI Approval Criteria for the scheme.  All people listed above must complete the Fire Industry Competence Form 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 Level of trading | | | | | | | | | | | | | |
| 4.1 Total number of Emergency Lighting Systems installed by you: | | | | | | | | | | |  | | |
| 6 Support cover | | | | | | | | | | | | | |
| 6.1 Describe your service support capability. This should include arrangements for out of hours service support. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 7. Emergency Lighting Courses | | | | | | | | | | | | | |
| 7.1 Please confirm engineers have passed a nationally recognised emergency lighting course *(MANDATORY)* | | | | | | | | | | | |  | |
| FIA Emergency Lighting Course  *(Part1 mandatory, Part2 optional)* | | | |  | | | NICEIC Emergency Lighting Modular Course Units 1 & 2 | | | | |  | |
| NAPIT Emergency Lighting Programme | | | |  | | | Other (please state which course below) | | | | |  | |
|  | | | | | | | | | | | | | |
| 8 Documentation | | | | | | | | | | | | | |
| 8.1 Confirm that you possess, have read & understood the current NSI Regulations, and the BAFE SP203-4 scheme document. | | | | | | | | | | | | |  |
| 8.2 Confirm that you possess the current issue of BS 7671 (also known as IET Wiring Regulations) | | | | | | | | | | | | |  |
| 8.3 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? | | | | | | | | | | | | |  |
| 8.3 Fire Gold applicants only  Please confirm that you have a documented Quality Management System that meets the requirements of BS EN ISO 9001, NSI Quality Schedule ELSQS122. 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.* | | | | | | | | | | | | |  |
| 8.4 Fire Silver applicants only  Please confirm you have documented operating procedures that meet with the requirements of the relevant BAFE scheme document. These must be available at the time of the initial audit. | | | | | | | | | | | | |  |
| Please confirm your readiness for audit against these requirements | | | | | | | | | | | | |  |
| 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.**

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

|  |  |  |
| --- | --- | --- |
| **Emergency Lighting Systems SP203-4 application checklist**  **Please submit these documents with your application** | | |
|  | **Submitted** | ***NSI office use*** |
| Completed Application Form |  |  |
| Completed Annex Form J |  |  |
| 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 Form  For Qualifying Managers and Lead (Nominated) Designers |  |  |
| 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:   * For Gold applications, a minimum of 2 years’ accounts should be submitted. * For Silver applications, a minimum of 1 year’s accounts and 1 year projected figures to include profit & loss and balance sheet or, for new companies, 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. |  |  |
| Fire Industry Competence Form  For Qualifying Managers and Lead (Nominated) Designers. |  |  |