Please complete and return this Annex with the Application Form

This form is confidential when completed

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| **Annex For Life Safety Fire Risk Assessment SP205 Approval** | **Annex L** |
| 1 Name of applicant company |       |
| 2 Scheme - Please select the scheme you are applying for |  |
| 3 Management (the responsible management for fire risk assessment) |
| 3.1 Qualifying Manager(s) |       | Experience (years) |       |
| 3.2 Lead Assessor(s) Name(s) |       | Experience (years) |       |
| Note: All Qualifying Managers and Lead Assessors should complete the Fire Industry Competence Form (FSF 452) provided. Note: A Qualifying Manager is the person responsible for the Fire Risk Assessment business and may or may not be a Named Fire Risk Assessor. A Lead Assessor is a named person with the competencies of a fire risk assessor and the responsibility and delegated authority to validate and verify the adequacy of a documented fire risk assessment on behalf of the Certificated Organisation. Note: If the Qualifying Manager is also the Lead Assessor, only complete one FSF 452 form. |
| 3.3 PAYE Fire Risk Assessors, other than those named in 3.2, who are listed on an FRA ‘Register’ of Competence (e.g. IFE).  |       | Experience (years) |       |
| 3.4 PAYE Fire Risk Assessors, other than those named in 3.2, who are not listed on a register. |       | Experience (years) |       |
| 3.5 Sub-contract/casual contract Fire Risk Assessors who are listed on a register. |       | Experience (years) |       |
| 3.6 Sub-contract / casual contract Risk Assessors who are not listed on a register. |       | Experience (years) |       |
| 4 Level of trading |
| 4.1 Approximate number of risk assessments undertaken in a calendar year. |       |
| 5 Documentation |
| 5.1 Confirm that you possess, have read & understood the current NSI Regulations and BAFE SP205-1 scheme document applicable to fire risk assessment approval.  |  |
| 5.2 Do you have access to the current issue of all national legislation and guides (e.g. DLUHC Guides) relevant to those countries within the United Kingdom in which you carry out fire risk assessments? |  |
| 5.3 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 FRAQS123 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.* |  |
| 5.4 Silver applicants only Please confirm that you have documented operating procedures that meet with the approval scheme criteria requirements of the relevant BAFE scheme document. This 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. |

**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** **or your NSI Head Office contact**

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| **Life Safety Fire Risk Assessment SP205 application checklist****Please submit these documents with your application** |
|  | **Submitted** | ***NSI office use*** |
| Completed Application Form | [ ]  |  |
| Completed Annex Form L | [ ]  |  |
| Application Fee - Please ask NSI for a quotation *(if not already provided)* | [ ]  |  |
| 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). |
| FinanceLimited 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
* 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 FormsFor Qualifying Managers and Lead Assessors. | [ ]  |  |