Please complete Parts A & B of this form if you are applying for ARC Gold Approval to BS EN 50518:2019

If you are applying to extend the scope of your existing ARC Gold approval, complete Part A only

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| **Annex for Alarm Receiving Centre approval to BS EN 50518:2019** | **Annex M** |

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| **PART A** | | | | |
| 1 Name of applicant company |  | | | |
| 1.1 Location and address of Alarm Receiving Centre (include postcode): |  | | | |
| 1.2 Details of the scopes that you wish to be approved  Note: BS EN 50518:2019 Category I is required for police response where 3rd party premises are monitored for commercial gain. BS EN 50518:2019 Category II is permitted where an organisation only monitors its own company premises (in-house monitoring). | | | | |
| 1. High Integrity Monitoring of Intruder Alarms (BS EN 50518:2019 Category I)   (Requires monitoring to be sustained without interruption of service at another ARC) | | | |  |
| 1. Monitoring of Intruder & Hold-up Alarm Systems (BS EN 50518:2019 Category I)   Note: Required when monitoring 3rd party premises for commercial gain | | | |  |
| 1. Monitoring of Intruder & Hold-up Alarm Systems (BS EN 50518:2019 Category II)   Note: Permitted only when monitoring own company premises | | | |  |
| 1. Monitoring of Fire Alarms (BS EN 50518:2019 Category I or II) | | | |  |
| 1. Monitoring of Social Alarms (BS EN 50518:2019 Category I or II) | | | |  |
| 1. Monitoring of CCTV Systems *(Select only ONE of the following five options)* | | | | |
| * RVRC Monitoring BS 8418 Detector Activated CCTV Systems and Other CCTV Systems Used in Security Applications (BS EN 50518:2019 Category I)   Note: Required when monitoring 3rd party premises for commercial gain | | | |  |
| * RVRC Monitoring BS 8418 Detector Activated CCTV Systems and Other CCTV Systems Used in Security Applications (BS EN 50518:2019 Category II)   Note: Permitted only when monitoring own company premises | | | |  |
| * ARC Monitoring CCTV Systems Used in Security Applications (BS EN 50518:2019 Category I)   Note: Required when monitoring 3rd party premises for commercial gain | | | |  |
| * ARC Monitoring CCTV Systems Used in Security Applications (BS EN 50518:2019 Category II)   Note: Permitted only when monitoring own company premises | | | |  |
| * ARC Monitoring CCTV Systems Used in Non-Security Applications (BS EN 50518:2019 Category I or II) | | | |  |
| 1. Monitoring of Lone Worker Devices BS 8484 (BS EN 50518:2019 Category I or II) | | | |  |
| 2 Management – refer to NSI ARC Gold Approval Criteria | | | | |
| 2.1 Name of Senior Qualifying Manager |  | | | |
| 2.2 Name of Qualifying Manager |  | | | |
| Note: These managers can be one and the same person provided that the person is able to satisfy Criterion 5 of the NSI ARC Gold approval criteria. | | | | |
| Note: All Qualifying Managers need to complete the Electronic Security Competence Form (NSF 453). | | | | |
| 2.3 Security screening personnel | | | | |
| 2.3.1 Are all directors, management and staff security screened to BS 7858? This includes obtaining a disclosure of convictions check.  *Please be aware that for those organisations not currently subject to the relevant \*security systems policy, then disclosure from the DBS or Disclosure and Barring Service must be obtained (do not send security screening documents with application).*  *\*NPCC, ACPOS (Police Scotland), PSNI* | | |  | |
| 2.3.2 Name the person specifically responsible for ensuring the security screening of all staff involved with the alarm receiving centre for which application is being made. | |  | | |
| 2.3.3 Address of the security screening person if not at address indicated in 1.1 above. | |  | | |
| Telephone number | |  | | |
| Email address | |  | | |
| **END OF PART A**  Please remember to use the checklist at the end of this form | | | | |

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| **PART B**  To be completed if you are applying for ARC Gold approval | | | |
| 3 Monitoring services | | | |
| 3.1 Give the date when the Alarm Receiving Centre you are applying for began operating | Click here to enter a date | | |
| 3.2 Monitoring services for other companies  Does the Alarm Receiving Centre, for which application is being made, provide monitoring services for other companies? | | | |
|  | | | |
| 3.3 Monitoring services other than for intruder alarms, fire alarms, social alarms or CCTV systems  List any other monitoring services currently or prospectively provided by the Alarm Receiving Centre. | | | |
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| 3.4 Other Alarm Receiving Centres  Give names and locations of any other Alarm Receiving Centres being operated (or planned) by the applicant company. Indicate if any of these have been registered with or approved by any other organization. | | | |
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| 4. Location and construction | | | |
| 4.1 Building approval  If the Alarm Receiving Centre has already been inspected by NSI, BRE (LPCB), CerticCS or by a similar organization; give date and details. | | | |
| Click here to enter a date | | | |
| 4.2 Plans  During initial audit, please ensure that you have plans of the Alarm Receiving Centre, and the building of which the Alarm Receiving Centre is a part of (if Alarm Receiving Centre is not a separate building), available for inspection. These plans should include information detailing:   1. the type and thickness of material used in the construction of walls, ceilings and floors, in particular those of the Alarm Receiving Centre; 2. what each area within the Alarm Receiving Centre is used for; 3. where standby power supplies are located; and 4. the location and type of automatic fire detectors, manual call points and sprinkler heads, where applicable. | | | |
| Please confirm that the plans will be available for the initial audit | |  | |
| 4.3 Construction of doors  Give a brief description of the construction of the Alarm Receiving Centre entrance doors (and emergency exit doors, if applicable), and any other doors within the Alarm Receiving Centre, and specify the fire resistance in hours. Where proprietary items are used, please state make and model type. Please supply documented evidence from suppliers of compliance with EN 1627 (RC3 Cat I or RC2 Cat II), EN 1522 (FB3 Cat 1) and EN 13501-2 (fire resistance, Cat I and II). | | | |
|  | | | |
| 4.4 Glazing  If the Alarm Receiving Centre has glazing or windows to areas outside the Alarm Receiving Centre, please supply details of make, size, type and resistance to fire, firearms and physical attack. Please supply documented evidence from suppliers of compliance.  For Cat I: Windows with EN 1627 (RC3), EN 1522 (FB3)  For Cat I: Glazed areas, EN 356 (P5A), EN 1063 (BR3-S)  For Cat II Glazed areas, Vandal-resistant glazing (e.g. laminated glass at least 7.5mm thick or wired glass)  For both Categories: EN 13501-2 (fire resistance) | | | |
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| 4.5 Fire resistance of the shell  Please provide documented evidence from suppliers that the shell excluding glazing (see definition in 5.5 of BS EN 50518:2019) of the Alarm Receiving Centre has a fire resistance of at least 30 minutes according to EN 13501-2 (including, where relevant, compliance with the EN standards called-up in EN 13501-2).  Note: This requirement is not applicable for ARCs only performing In-House monitoring (enter N/A) | | | |
|  | | | |
| 4.6 Air conditioning (ventilation)  Please supply documented evidence from suppliers of compliance with BS EN 50518:2019 sub clause 5.7.5 for category I And sub clause NB.1.1.2 for category II | | | |
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| 4.7 Lightning protection  Please provide documented evidence of a risk analysis in accordance with EN 62305-2 and also documented evidence of protection of the Alarm Receiving Centre against lightning strike in accordance with the EN 62305 series. | | | |
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| 5 Requirements for staff | | | |
| 5.1 Staff on duty  How many staff are on duty at any one time? (Please also supply staff rota which should include who is on duty for each shift and who is in charge of the Alarm Receiving Centre for each shift). | | | |
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| 5.2 Non-availability of staff  Indicate what provisions are made for staff absences due to sickness or holiday. | | | |
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| 5.3 Engineer availability  Indicate what arrangements have been made for an engineer to be available in the event of a fault occurring in the Alarm Receiving Centre's receiving and indicating equipment.  If the engineer is one of the Alarm Receiving Centre staff, supply details of training, and the provisions that have been made for when the engineer is sick, on leave, not on shift. | | | |
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| 6 Control and indicating equipment (for the reception of signals) | | | |
| 6.1 Software  Please confirm the alarm receiving software platform that you use to receive and process signals from fire and security systems. | | | |
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| 6.2 Indication of received signals  Describe how the received signals are indicated to the operator specifying the make and model of equipment for both primary and back-up. | | | |
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| 7 Connection to the fire authority  Specify to which fire authorities the Alarm Receiving Centre has two independent means of speech communication by agreement.  Specify the types of connection for primary and back-up, for example private wire, ex-directory or private subscriber. | | | |
|  | | | |
| 8 Connection to the police  Specify the methods by which the Alarm Receiving Centre contacts the police (for example via ex-directory numbers). | | | |
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| 9 Power supplies and wiring | | | |
| 9.1 Source of power  Describe from where the Alarm Receiving Centre obtains its main source of power. | | | |
|  | | | |
| 9.2 Back-up power  Indicate the type and form of the back-up power supply (UPS and generator(s)). Supply calculations to show the length of time the UPS and generator(s) can maintain the operation of the Alarm Receiving Centre, as defined in sub clause 7.2 of BS EN 50518:2019. | | | |
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| 10 Protection and facilities | | | |
| 10.1 Fire alarm  Indicate if the alarm receiving centre and the rest of the building occupied by the company operating the ARC, has an automatic fire alarm system installed. State the make and type of the system, the standard and category to which the system was designed, installed, commissioned, and which company installed the system. | | | |
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| 10.2 Fire authority  Specify the fire authority to which a fire alarm signal originating within the alarm receiving centre building is signalled and how. | | | |
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| 10.3 Intruder alarm  Describe the intruder alarm system for the Alarm Receiving Centre and the rest of the building occupied by the company operating the ARC. State the make and type of the system, the standard to which the system was installed, and which company installed the system. | | | |
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| 10.4 Police alarm  Specify to which police force an intruder alarm signal originating within the Alarm Receiving Centre building is signalled and how. | | | |
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| 10.5 Smoke and gas detection systems  Describe the detection systems for carbon monoxide and smoke, which would give a warning to Alarm Receiving Centre staff if the levels rise too much. State the makes and types of equipment used. | | | |
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| 10.6 Fire extinguishers  Specify the quantity, type and fire rating of fire extinguishers provided in the Alarm Receiving Centre, and in which areas they are kept, e.g. control room, generator room, and so on. | | | |
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| 10.7 Public telecommunications emergency maintenance  Give details of the contract with a public telecommunications operator regarding emergency maintenance. | | | |
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| 10.8 Rest and refreshment facilities  Give details of toilet and washing facilities available within the Alarm Receiving Centre. | | | |
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| 11 Satellites, etc. | | | |
| 11.1 In the context of BS EN 50518:2019, describe if the Alarm Receiving Centre has any satellite stations or other remote centres connected to it. If it does, please supply separately details of their locations and specification of equipment. | | | |
|  | | | |
| 12 Planning  Submit narrative text explaining the consideration that has been given to sub-clause 4.2 of BS EN 50518:2019 . | | | |
| 13 NSI Regulations and Approval Criteria | | | |
| 13.1 Please confirm that you have read and understood the current NSI Regulations and Approval Criteria. | | |  |
| 13.2 All applicants for NSI ARC Gold approval must have a documented Quality Management System that meets the requirements of BS EN ISO 9001 and NSI Quality Schedule SSQS 102.  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.* | | | |
| **END OF PART B** | | | |

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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 | |
|  |  | 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)

|  |  |  |
| --- | --- | --- |
| **Alarm Receiving Centre 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 |  |  |
| Completed Annex Form M |  |  |
| Application Fee - Please ask NSI for a quotation (if not already received) |  |  |
| 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. |  |  |
| Personal Data Forms  For Directors, Partners, and Shareholders (with 10% or more of the shares).  Note 1: 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.  Note 2: Evidence of security screening for the above will be required by the time of the initial audit. |  |  |
| Electronic Security Competence Forms  For Senior Qualifying Managers and Qualifying Managers. |  |  |
| Premises plans - Plans of The Alarm Receiving Centre (two sets please) (see 4.2). |  |  |
| Construction of doors - Documented evidence of compliance (see 4.3). |  |  |
| Glazing (if any) - Documented evidence of compliance (see 4.4). |  |  |
| Fire resistance of the shell - Documented evidence of compliance (see 4.5). |  |  |
| Air conditioning (ventilation) - Documented evidence of compliance (see 4.6). |  |  |
| Lightning protection – Documented evidence of compliance (see 4.7) |  |  |
| Back-up power - Calculations regarding back-up power supply (see 9.2). |  |  |
| Planning - Copy of narrative document explaining how the Planning Criteria have been complied with (see 12). |  |  |