Please complete and return this Annex with the Application Form

This form is confidential when completed

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| **Annex for Kitchen Fire Protection Systems SP206 approval** | | | | | | | | | | | | | **Annex O** | | |
| 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.*  **Note: All people listed above must complete the Fire Industry Competence Form (KFPS 004) provided.** | | | | | | | | | | | | | | | |
| 4 SP206 Approval - The Design, Installation, Commissioning, Recharge & Maintenance of Kitchen Fire Protection Systems | | | | | | | | | | | | | | | |
| Standard | | | Number installed in last 12 months | | | | | | | | | | | | |
| UL300 | | |  | | | | | | | | | | | | |
| LPS1223 | | |  | | | | | | | | | | | | |
| 5 Please confirm:   1. the name(s) of manufacturers for whom you act as an authorised distributor 2. the manufacturer(s) for which you seek approval | | | | | | | | | | | | | | | |
| Distributor | | | Approval  required | | |  | | | | | Distributor | | | Approval  required | |
| ANSUL |  | |  | | | AMEREX | | | | |  | | |  | |
| ROTAREX |  | |  | | |  | | | | | | | | | |
| Others (please state): |  | | | | | | | | | | | | | | |
| 6 Level of trading | | | | | | | | | | | | | | | |
| 6.1 Total number of Kitchen Fire Protection Systems installed by you: | | | | | | | | | | | | | |  | |
| Maintenance agreements | | | | | | | | | | | | | | | |
| 6.2 Approximate numbers of the total given in 4 above covered by current maintenance arrangements: | | | | | | |  | | | | | | | | |
| 6.3 Approximate numbers of any other systems under a current maintenance agreement which were taken over from other companies: | | | | | | |  | | | | | | | | |
| 6.4 Area of Installations – indicate the radius in miles of the majority of installations located near to your office location: | | | | | | |  | | | | | | | | |
| 7 Support cover | | | | | | | | | | | | | | | |
| 7.1 Describe your service support capability. This should include arrangements for out of hours service support. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| 8 System information | | | | | | | | | | | | | | | |
| 8.1 Types of Systems - Give a breakdown of the systems installed and maintained within the last 12 months: | | | | | | | | | | | | | | | |
| Manufacturer | | | **Installed** | | | | | | | **Maintained** | | | | | |
| ANSUL | | |  | | | | | | |  | | | | | |
| AMEREX | | |  | | | | | | |  | | | | | |
| ROTAREX | | |  | | | | | | |  | | | | | |
| Other (please state): | | |  | | | | | | |  | | | | | |
| 9 Staff | | | | | | | | | | | | | | | |
| 9.1 List all Kitchen Fire Protection System training courses attended by staff in last 2 years | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| 10 Documentation | | | | | | | | | | | | | | | |
| 10.1 Confirm that you possess, have read & understood the current NSI Regulations, Approval Criteria and the BAFE SP206 scheme document. | | | | | | | | | | | | | |  | |
| 10.2 Do you have access to the current issues of all relevant documentation relating to your approval? (e.g. Manufacturer’s manuals etc) | | | | | | | | | | | | | |  | |
| 10.3 Please confirm that you issue system documentation in accordance with SP 206 and any manufacturer’s requirements? | | | | | | | | | | | | | |  | |
| 11 Kitchen Fire Protection Systems - 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 KFPSQS206 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.* | | | | | | | | | | | | | |  | |
| 12 Kitchen Fire Protection Systems - Silver applicants ONLY  Please confirm that you have documented operating procedures that meet with the requirements of the BAFE SP206 scheme document. These 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**

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

|  |  |  |
| --- | --- | --- |
| **Kitchen Fire Protection Systems SP206 application checklist**  **Please submit these documents with your application** | | |
|  | **Submitted** | ***NSI office use*** |
| Completed Application Form |  |  |
| Completed Annex O |  |  |
| Application Fee - Please ask NSI for a quotation *(if not already provided)* |  |  |
| Personal Data Forms  For Directors, Partners, 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 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 |  |  |