Please complete and return this Annex with the Application Form

This form is confidential when completed

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex for Evacuation Alert Systems SP207 Approval** | | | | | | **Annex P** | | |
| 1 Name of applicant company | | |  | | | | | |
| 2 Scheme - Please select the scheme level you are applying for: | | | | | |  | | |
| 3 Management (the responsible management for fire systems) | | | | | | | | |
| 3.2 Qualifying Manager(s) |  | | | | Experience (years) | |  | |
| 3.3 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 (EAS 004) provided.** | | | | | | | | |
| 3.4 Indicate which module(s) are required to be approved | | | | | | | | |
| Module 1 - Design | |  | | Module 2 - Installation | | | |  |
| Module 3 – Commissioning & Handover | |  | | Module 4 - Maintenance | | | |  |
| 4 Service support cover | | | | | | | | |
| 4.1 Describe your service support capability. This should include arrangements for out of hours service support. | | | | | | | | |
|  | | | | | | | | |
| 5 Staff | | | | | | | | |
| 5.1 List all relevant training courses attended by staff in last 2 years | | | | | | | | |
|  | | | | | | | | |
| 6 Documentation | | | | | | | | |
| 6.1 Confirm that you possess, have read & understood the current NSI Regulations, Approval Criteria and the BAFE SP207 scheme document. | | | | | | |  | |
| 6.2 Do you have access to the current issues of all relevant documentation relating to your approval? (e.g. Manufacturer’s manuals, relevant British standards etc.) | | | | | | |  | |
| 6.3 Please confirm that you issue system documentation in accordance with relevant British Standards, SP 207 and any manufacturer’s requirements. | | | | | | |  | |
| 7 Evacuation Alert 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 EASQS207 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 Evacuation Alert Systems - Silver applicants ONLY  Please confirm that you have documented operating procedures that meet with the requirements of the BAFE SP207 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 responsible Director (or where appropriate a duly designated representative 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**

|  |  |  |
| --- | --- | --- |
| **Evacuation Alert Systems SP207 application checklist**  **Please submit these documents with your application** | | |
|  | **Submitted** | ***NSI office use*** |
| Completed Application Form |  |  |
| Completed Annex P |  |  |
| 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 upon request. |  |  |