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Regulations for NSI Approved Companies Annex 6: Additional regulations relating to companies holding NSI 'Life Safety Fire Risk Assessment Gold' and 'Life Safety Fire Risk Assessment Silver'

Issue 2

April 2024

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NSI reference only

<i>Document no.</i>	NSI Regs Annex 6	<i>Issue no.</i>	2	<i>Issue date</i>	April 2024
<i>Document owner</i>	Certification Services				
<i>Document classification</i>	PUBLIC (RESTRICTED)				

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Annex 6

Regulation A.6

A.6.1 Certificates of conformity and related matters

A.6.1.1 Who can issue NSI certificates?

NSI Certificates of Conformity for life safety fire risk assessments can be issued only in the name of a NSI 'Life Safety Fire Risk Assessment Gold' or 'Life Safety Fire Risk Assessment Silver' approved company.

A.6.1.2 NSI Certificates of Conformity

The NSI 'Life Safety Fire Risk Assessment Gold' and 'Life Safety Fire Risk Assessment Silver' approval schemes for life safety fire risk assessments are run in line with the Fire Protection Industry Scheme Reference BAFF SP205.

The BAFF SP205 scheme recognises Certificates of Conformity for life safety fire risk assessments.

This term is defined in the BAFF SP205 scheme document (together with any current BAFF SP205 technical notes which come with the scheme document). The other definitions in the SP205 scheme document (and technical notes) also apply.

NSI Certificate of Conformity' means a BAFF Certificate of Conformity in the NSI format.

A.6.1.3 Obtaining NSI certificates

You must obtain from us an NSI Certificate of Conformity template and a set of unique certificate numbers.

You must use the current NSI certificate template for every NSI Certificate of Conformity you are required to issue.

A.6.1.4 Issuing NSI certificates

NSI Certificates of Conformity must be issued for any life safety fire risk assessment within a scope for which the approved company holds NSI approval on the date of issue of the certificate, and in accordance with these regulations and the conditions of the BAFF SP205 scheme document.

Before issuing any NSI Certificate of Conformity, a "validation" process must be carried out (as defined in the BAFF SP205 scheme document) to check the life safety fire risk assessment meets the requirements of the provided specification, the client and the scheme.

You must issue your customer with a NSI Certificate of Conformity for that life safety fire risk assessment and the accompanying NSI Terms and Conditions.

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Under these regulations, the obligation to issue NSI certificates applies only to life safety fire risk assessments in England, Wales, Scotland and Northern Ireland. You should only issue NSI certificates life safety fire risk assessments in these places.

A.6.1.5 Making changes to NSI certificates

You must not make any changes to an NSI certificate without first getting our permission in writing.

A.6.1.6 Actions for failing to issue or deliver NSI Certificates you should have issued

We do not require you to send copies of Certificates of Conformity to NSI. However, certificates will be examined during your audits. We may use our powers under regulation 5 if you have failed to issue any certificate you should have issued in line with this regulation.

A.6.1.7 Status of NSI Certificates

You must consider a NSI certificate unique number to be used when you have issued it to your customer.

We reserve the right to change the status of a certificate to ‘withdrawn’ if we consider that a Life Safety Fire Risk Assessment which has been completed by your organisation fails to meet the requirements of the BAFE SP205 scheme document or NSI requirements.

You will be advised of the conditions in relation to this ‘withdrawn’ Certificate.

A.6.2 Customer agreements

If you are prevented from keeping to any part of the NSI requirements relating to life safety fire risk assessment because a customer has refused to give you permission, you will be considered to have kept to the requirements if you have either of the following on file (and can provide us with copies, if we ask for them):

- A written refusal the customer has given you.
- Copies of correspondence between you and your customer to show that you have made every reasonable effort to get the customer’s permission and to keep to the NSI requirements.

You will also need to have the following information on file:

- A copy of a notice you have given the customer to end, as soon as possible, the contract for supplying life safety fire risk assessment services.
- If you have had an opportunity to end the contract, evidence that you ended the contract as soon as possible.

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