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Evacuation Alert Systems Silver Approval Criteria

EAS 002 Issue 1

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Evacuation Alert Systems Silver Approval Criteria

These approval criteria are to be read in conjunction with the NSI Regulations.
No company may hold out or claim to meet the Evacuation Alert Systems Silver approval criteria, other than by virtue of holding Evacuation Alert Systems Silver approval.

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1 Scope and introduction

- 1.1 This document lists the criteria for Evacuation Alert Systems (EAS) Silver approval.
- 1.2 The criteria apply to EAS Silver approved companies and to companies applying for EAS Silver approval.
- 1.3 Definitions are as stated in the NSI Regulations.

EAS Silver approval includes the design, installation, commissioning and maintenance of Evacuation Alert Systems in accordance with the requirements of BAFE Scheme Document SP207.

In this document, text under the columns headed **Criterion** are criteria for approval.

Text under the columns headed **Guideline** are guidelines for assessing compliance with the stated criteria. Nevertheless, we reserve a right to refuse approval if you do not meet the guidelines or to end your approval if you do not meet the guidelines.

2 Premises

Criterion	Guideline
You must operate from suitable and adequate secure premises.	When you apply for approval, we expect you to show us that you have reasonable security of tenure of the premises (for example, freehold; leasehold with at least three years to run or a long history of occupying the premises and no reason to expect that you will have to leave).
	For further information on requirements for premises, see BAFE Scheme document SP207.

3 Vehicles and equipment

Criterion	Guideline
You need to have suitable tools, equipment, test instruments and vehicles. They need to be available and in use.	None.

4 Insurances

Criterion	Guideline
You need to hold employer's liability insurance and public liability insurance.	None.

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Criterion	Guideline
<p>You need to hold products liability insurance extending to wrongful advice and failure to perform. Your insurance cover must be wide enough to cover all of your work and services provided under your NSI EAS Silver approval. The limit of indemnity for any one event and also in total for any one twelve month period of insurance needs to be not less than one million pounds sterling.</p>	<p>'Wrongful advice' and 'failure to perform' are specialized forms of insurance cover not necessarily included in ordinary business policies. We advise you to check the scope and extent of your cover before you apply for approval.</p> <p>Some of your commercial contracts are likely to require you to hold cover for more than one million pounds sterling.</p>

5 Experience of management

Criterion	Guideline
<p>You need to have suitably experienced managers, known as "qualifying managers". These are the people within your company who are responsible for the technical aspects of the business and/or for the overall business and financial management of the business. This includes being responsible for all the work and service provided by any sub-contractors.</p> <p>At least one of the "qualifying managers" needs to have relevant technical and engineering experience.</p> <p>At least one of the "qualifying managers" needs to be a director or senior manager who has relevant business management and commercial experience.</p>	<p>The number of qualifying managers you need will depend on the size of your company and on the nature and extent of your company's security systems operations.</p> <p>For a small company, one qualifying manager is enough, if they have the appropriate technical and engineering experience and also the appropriate business management experience.</p> <p>A qualifying manager is normally expected to have at least three years' relevant experience in a management or supervisory capacity in a relevant discipline (e.g. fire detection and fire alarm systems) if they do not have relevant experience in evacuation alert systems.</p> <p>The experience may have been gained within your company or during previous employment / trading. The experience needs to be of a standard acceptable to us.</p>

6 Repute of management

Criterion	Guideline
<p>The people who manage, control and have principal interests in the ownership of your company must be demonstrably reputable and of good standing. During the application process and at any time subsequent to approval being issued, we may ask specific individuals within your</p>	<p>When we are assessing whether a company meets this criterion, we can take into account all the information we have about the people concerned. The mere absence of information against a person is not necessarily enough. We can refuse to approve a company if we are not satisfied that we have the</p>

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Criterion	Guideline
organisation to provide, through completion of NSI personal data forms and / or other methods, relevant personal information, evidence of character and repute, references, guarantors and so on, to our satisfaction.	necessary positive evidence of repute and good character. Similarly, if we are not satisfied, we can end approval or set a condition (for example a condition that your approval can only continue if you remove a named individual from office).

7 Finance

Criterion	Guideline
<p>We can withhold approval or end approval if we have reason to believe that:</p> <ul style="list-style-type: none"> your company does not have sufficient financial stability to be able to trade; the financial affairs of your company are not being (or have not been) carried on in a responsible and prudent manner; or your company is not trading lawfully, meeting its just debts and other financial obligations. 	<p>We usually get a report from a credit reference agency. We may view public records such as statutory accounts and county court judgments.</p> <p>To help us form a clear picture, we may ask you to send us financial information such as annual accounts, monthly management accounts and forward financial plans (projections).</p> <p>We do not usually grant Silver approval to companies that have been trading for less than two years. However, we can allow an exception if there is evidence of substantial financial backing.</p>

8 Twenty-four hour cover

Criterion	Guideline
You must provide a maintenance service in accordance with the codes of practice and published documents in Criterion 20 .	<p>If you have joint-working arrangements and/or sub-contracting arrangements with another company, we can take these arrangements into account, if these arrangements are with an NSI EAS Gold or EAS Silver approved company.</p> <p>The arrangements should be ones that are stated in a written agreement or 'memorandum of understanding' between your company and the other company concerned.</p>

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9 Level of trading

Criterion	Guideline
<p>You must maintain a level of trading activity in the relevant discipline, enough for our representatives to assess and examine the standard of work carried-out and the management system applicable.</p>	<p>For initial approval, you are expected to have installed a sufficient number (normally four) Evacuation Alert Systems.</p> <p>Where a company does not have a sufficient number of systems installed then "Qualified Certification" may be granted for a limited period to allow the company time to provide completed projects for inspection by NSI.</p> <p>The decision to grant "Qualified Certification" will be based on an assessment of the company's documented processes/ procedures and previous experience in a related discipline (e.g. fire detection and fire alarm systems).</p> <p>For EAS approval to be maintained, you should normally issue at least four certificates each year.</p>

10 Contracts (general)

Criterion	Guideline
<p>You must not try to get customers to accept contract conditions that are un-reasonable.</p>	<p>We draw your attention to consumer protection law and good practice.</p>

11 Maintenance contracts

Criterion	Guideline
<p>You need to adopt a company policy that you always draw the customer's attention to the need for Evacuation Alert Systems to be adequately maintained and that you encourage your customers to enter into a maintenance service agreement with you (or another NSI EAS approved company) and to continue in the maintenance service agreement.</p> <p>Evacuation Alert Systems must be maintained in accordance with BS 8629 and manufacturer's instructions.</p>	<p>None.</p>

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12 Staff

Criterion	Guideline
<p>You need to have suitably trained and qualified people, sufficient to meet your obligations to your customers and to NSI. As a minimum, you need to have at least two suitably trained and qualified 'staff personnel' available for maintenance call-out. 'Staff personnel' here means the managing partners of your company, the directors of your company, and employees who are on the payroll of your company.</p> <p>Note: Where sub-contractors are used they must be used only as allowed by the BAFE SP207 scheme. See criterion 15.</p>	<p>You should have at least one full-time member of your company's own staff serving as a 'qualifying manager'.</p> <p>You should have at least one full-time member of your company's own staff trained, experienced and capable of, where applicable, designing, installing, commissioning and maintaining the types of system covered under your NSI EAS Silver approval.</p> <p>The same individual full-time member of staff can be both 'qualifying manager' and technician, if they have the appropriate and relevant training, qualifications, experience and capabilities.</p>

13 Security screening of personnel

Criterion	Guideline
<p>You must have a documented policy on security screening in accordance with the Evacuation Alert Systems Silver Management and Technical Requirements.</p>	<p>None.</p>

14 Customer communications

Criterion	Guideline
<p>You must ensure customer communications meet all the requirements of the applicable BAFE Scheme Document SP207 and the standards they refer to.</p>	<p>None.</p>

15 Management of sub-contracting (outsourcing)

Criterion	Guideline
<p>You must keep to the requirements for sub-contracting as stated in BAFE Scheme Document SP207 and the EAS Silver Management and Technical Requirements.</p>	<p>None.</p>

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16 Management of complaints

Criterion	Guideline
You must have a documented procedure to deal with complaints or defects associated with any work undertaken in accordance with the requirements of the BAFE SP207 scheme and EAS Silver Management and Technical Requirements.	None.

17 Compliance with standards, codes of practice and so on

Criterion	Guideline
<p>You must make sure the design, installation, commissioning and maintenance of Evacuation Alert Systems is done to the regulations and approval criteria. This includes any work or other functions or activities that you sub-contract. It also includes work or other functions or activities that you accept as a sub-contractor.</p> <p>In particular, every Evacuation Alert System you install must be to relevant technical codes and published documents listed in these approval criteria.</p>	None.

18 Wiring rules

Criterion	Guideline
You must make sure that all your electrical wiring and installations keep to good safety practice and they meet the applicable standards and regulations.	We draw your attention to BS 7671: Requirements for Electrical Installations (also known as the "IET Wiring Regulations").
	It is important you take particular care that wiring carrying mains voltage is electrically segregated from wiring carrying extra-low voltages, and that electrical separation between circuits operating at these different voltages is achieved and maintained.
	If you connect into an existing electrical circuit, you need to check the existing circuit is safe and is suitable for what you are going to use it for. You may need to make certain electrical safety tests on the existing electrical installation. For example, you may need to

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Criterion	Guideline
	check the type of supply system, the protective electrical (equipotential) bonding, the means (fuses or circuit breakers) for automatic disconnection, and you may need to measure the earth fault loop impedance and to verify whether the impedance is low enough to give an adequate automatic disconnection time.
	You need to be sure the appropriate test and inspection report(s) and certificate(s) are in place. For your own protection, you should keep a copy (or details) on your file.
	You need to keep to the relevant health and safety at work law. You need to keep to the relevant provisions of the Building Regulations.

19 Documented management system

Criterion	Guideline
You must have a documented management system that meets the requirements of the BAFF SP207 scheme document.	None.

20 Installation & Maintenance Standards

Criterion	Guideline
You must design, install, commission and maintain Evacuation Alert Systems in accordance with the requirements of manufacturers' instructions,, the recommendations of BS 8629 and any other relevant technical standards and Codes of Practice including the BAFF Scheme Document SP207.	None.

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