



BAFE DS301

**DESIGN, INSTALLATION, COMMISSIONING, AND MAINTENANCE
OF GRADE D FIRE DETECTION AND FIRE ALARM SYSTEMS IN
DOMESTIC PREMISES**

BAFE DS301 SCHEME DOCUMENT

Version 1.2: 2024

This Scheme Document has been developed by BAFE in conjunction with the BAFE DS301 Monitoring Committee (which includes BAFE DS301 Licensed Certification Bodies, industry experts, and stakeholders).

This BAFE Scheme Document shall be operated by BAFE DS301 Licensed Certification Bodies only. These Certification Bodies are permitted to audit/authorise appropriate BAFE DS301 Scheme Third-Party Certification in line with the BAFE DS301 Scheme/BAFE requirements.

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FOREWORD

This issue of the BAFE Scheme document was published in October 2024 for use by Certification Bodies and those organisations or individuals involved in the certification process. Major changes within this version will be detailed on the Amendment Record at the end of this document.

An organisation will be eligible for formal certification by a Certification Body and for BAFE Registration when they have been successfully audited by the Certification Body as meeting the requirements of this BAFE Scheme.

CLAUSE 1: INTRODUCTION

1.1

This BAFE Scheme has been developed to permit organisations involved in the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic properties to become third-party certificated and registered in recognition of their competence to undertake their scope of work. By so doing, the Certificates of Compliance issued by Certificated Organisations, on completion of their work, will give the Client and end-user confidence that the work has been correctly undertaken and provide evidence of competence.

1.2

The Scheme recognises the importance of providing compliant fire detection and fire alarm systems.

1.3

This Scheme document specifies requirements to be met by Certificated Organisations.

1.4

For UKAS/Certification Bodies only: UKAS/Certification Bodies shall be required to observe appropriate manuals in conjunction with the operation of this Scheme Document (including Scheme Requirements for Certification Bodies and National Accreditation Body (UKAS) – available from BAFE on request).

1.5

The evidence of the delivery of the fire detection and fire alarm system to the required specification will be a BAFE Certificate of Compliance for the installed system.

1.6

Amendments to this Scheme will be published. Minor changes will be as revisions to the current version of the Scheme e.g., Version 1 Revision 1. Significant changes will be in the form of a new version and the revision number will revert to zero e.g., Version 2 Revision 0. These new documents can be downloaded from the BAFE website www.bafe.org.uk.

CLAUSE 2: SCOPE

2.1

This BAFE Scheme covers the requirements for the design, installation, commissioning and maintenance of Grade D fire detection and fire alarm systems in accordance with the current version of BS 5839-6.

2.2

This Scheme is modular and allows organisations to be certificated for one or a combination of modules that cover the following work activities:

- a. Design
- b. Installation
- c. Commissioning
- d. Maintenance

Note 1: For the avoidance of doubt organisations are not permitted to undertake any work activities, that fall into the scope of this scheme, for which they have not been certificated.

Note 2: Organisations shall comply with the requirements of this Scheme, the current version of BS 5839-6 and any associated normative references including BS 7671. For the avoidance of doubt, assessment for

compliance with the requirements of BS 7671 is outside the scope of this Scheme. As a pre-requisite for registering with this Scheme¹, organisations shall be registered with a Competent Person Scheme (CPS) for electrical installation work in dwellings or equivalent for Scotland and Northern Ireland (For example, scheme operators listed at: <https://www.electricalsafetyfirst.org.uk/find-an-electrician>)

¹This is a requirement for all organisations carrying out installation work.

CLAUSE 3: TERMS AND DEFINITIONS

Audit

A systematic assessment/review to determine the suitability of an Organisation (and relevant employed individuals) to deliver fire/life safety work(s) to a specific BAFE Scheme scope.

Audits performed by Certification Bodies may also be referred to as “Assessments” in some instances.

Initial Certification Audit

A systematic assessment of an applicant Organisation to determine the suitability of an Organisation to deliver fire/life safety work(s) to a BAFE Scheme specific scope.

Initial Certification Audits performed by Certification Bodies may also be referred to as “Initial Audits” or “Certification Assessments” in some instances.

On-Site Audit

An on-site audit of appropriate work undertaken to determine how the Organisation (and relevant employed individuals) are following the BAFE Scheme requirements.

Surveillance Audit

A systematic assessment to evaluate the ongoing suitability of a Certificated Organisation to deliver fire/life safety work(s) to a specific BAFE Scheme scope.

Surveillance Audits performed by Certification Bodies may also be referred to as “Surveillance Assessments” in some instances.

Auditor

Representatives from either UKAS or a Certification Body to perform the relevant audit.

This definition may also be referred to or known by UKAS and/or Certification Bodies as “Assessor”.

British Approvals for Fire Equipment

British Approvals for Fire Equipment (Company No: 02001503) - the registered name/legal entity of the owner of the BAFE Scheme Documents. British Approvals for Fire Equipment is referred to as BAFE.

BAFE

The acronym ordinarily used for the company name British Approvals for Fire Equipment (BAFE).

BAFE Registered Organisation

A Certificated Organisation that has been listed by BAFE as holding evidence of their competency, i.e. a current Certification Body certificate (to the scope of one or more specific BAFE Schemes) and any additional requirements stipulated by BAFE.

BAFE Registered Organisations may also be referred to as “BAFE Listed Organisations” in some instances.

All instances of the word “Organisation” shall be spelled this way. The spelling “organization” will only be used if directly quoting any relevant Standards/other documentation).

Certificates

BAFE Certificate of Compliance

The certificate issued by the BAFE Registered Organisation to the customer on completion of the work. The BAFE Certificate of Compliance is to confirm the work provided by the BAFE Registered Organisation is compliant with the appropriate BAFE Scheme.

BAFE Certificates of Compliance may also be referred to as “BAFE Certificates of Conformity” in some instances.

BAFE Modular Certificate

The certificate issued by the BAFE Registered Organisation to the customer for work performed relevant to a particular module. The BAFE Modular Certificate is to confirm the work provided by the BAFE Registered Organisation is compliant with the appropriate BAFE Scheme module.

BAFE Scheme Registration Certificate

The certificate issued by BAFE to the fire/life safety Organisation to confirm BAFE Registration to a specific BAFE Scheme. This is only valid in conjunction with an appropriate/current Certification Body Certificate. Fire/life safety Organisations holding one or more valid BAFE Scheme Registration Certificates can promote themselves as BAFE Registered.

Certification Body Certificate

The certificate issued by the Certification Body to the fire/life safety Organisation following successful initial certification audit (or surveillance audits where applicable).

This definition may have different names from each Certification Body (e.g. Approval Certificate, Certificate of Registration, Certificate of Approval, Certificate of Management System Registration, Kitemark™ Certificate etc.)

Certificated Organisation

An Organisation that has been awarded a certificate by a UKAS Accredited Certification Body and that has been registered by BAFE following the successful audit to the relevant BAFE Scheme. To remain certificated and BAFE Registered, the Organisation shall continue to demonstrate compliance with the relevant BAFE Scheme during subsequent surveillance audits by the Certification Body.

Certification Body

For the purposes of BAFE Scheme Documentation, a Certification Body is a UKAS Accredited Certification Body, also known as a Third-Party Certification Body or a UKAS Accredited Third-Party Certification Body.

Competence

The ability to apply skills, knowledge, experience, and behaviours in performing to the standards required in relation to the relevant BAFE Scheme. To be competent, employed individuals must have sufficient skills, knowledge, and experience needed to meet the requirements of the tasks related to the relevant BAFE Scheme. A key element of competence is that Organisations and any employed competent individuals shall have an awareness of their own limitations (and shall not mislead customers in any way).

Commissioning

The process by which an installation is tested to confirm that its performance and its functionality meet the requirements of the relevant BAFE Scheme.

Commissioning Organisation

The Organisation who performs the relevant commissioning work.

Customer

The Organisation/person specified in the contract as being the recipient of the work(s) and who shall receive BAFE Modular Certificate(s) and/or the BAFE Certificate of Compliance and/or other documentation (where required by BAFE Schemes).

Customer is an end client/client/purchaser/user (or other equivalent term used by the Certificated Organisation and/or Certification Body).

Defect

A fault, flaw, deficiency, weakness or shortcoming in a product, system, or process.

Design

The detailed plan of the selection, positioning, and configuration of products and/or interconnections to meet the requirements of a BAFE Scheme.

Design Organisation

The Organisation who performs the relevant design work.

Employed Individual

An individual employed by the Certificated Organisation. All individuals working under any agreed contract (e.g. full time, part time, temporary, zero hours etc) are considered an employee and shall therefore be required to follow the management system/competency requirements of the Certificated Organisation regarding the BAFE DS301 Scheme.

Sub-contractors are defined differently as a separate external Organisation which will have to meet sub-contractor requirements.

Installation

An assembly of equipment and components to the agreed design having coordinated characteristics to fulfil specific purposes. This would include the electrical installation following the design.

Installation Organisation

The Organisation who performs the relevant installation work.

Key Personnel

Employees that have a significant influence on works undertaken (e.g. Technical Manager/Lead Individual roles).

Principal Duty Holder (PDH)

The person appointed by the Organisation to have responsibility for the maintenance of the overall standard and safety of the fire detection and fire alarm system work.

Qualified Supervisor (QS)

A Competent Person who meets the requirements of the BAFE DS301 Scheme and with specific responsibility on a day-to-day basis for the safety, technical standard and quality of the fire detection and fire alarm system work (for specific modules nominated).

Maintenance

The process by which systems and/or provisions are inspected, regularly serviced, tested and, if necessary, repaired to keep them in an effective operational state.

Maintenance Organisation

The Organisation who performs the relevant maintenance work.

Operational Location

Corporate/Head Office (Main Operational Location)

The main operational location/office/site from where an Organisation manages its work and where audits will be initially conducted from.

A Head Office shall declare all branches (Additional Operational Locations) that will be providing work under the applicable certification for audit.

A Head Office with branches shall be required to operate under the same company name/legal entity.

Organisations are not permitted to claim BAFE Registration for any other company/trading names, brands, or legal entities operated by their corporate group structure that are not BAFE Registered. If they would like to do so, separate certification/BAFE Registration shall be required.

Branch (Additional Operational Location)

Where an Organisation has multiple locations, such as an additional office/branch/location operating under the same company name/legal entity as the nominated Head Office operational location.

Organisations are not permitted to claim BAFE Registration for any other company/trading names, brands, or legal entities operated by their corporate group structure that are not BAFE Registered.

Organisation

A business/company (with one or more employees), that is either unregistered and/or an applicant which is seeking third-party certification and BAFE Registration to a BAFE Scheme.

Organisations may also be referred to as “companies” in some instances.

Records

The means by which an Organisation maintains all relevant information e.g. on projects, procedures, and personnel.

Records may be kept in various formats, e.g. hard copy documents and/or electronic files.

Regulated Qualification

A qualification that is recognised on the Regulated Qualifications Framework (RQF).

For clarity, Regulated Qualification levels outlined in any BAFE Scheme Document refers to England.

Regulated Qualifications at Level 3 refer to the Regulated Qualifications Framework for England and Northern Ireland. The Qualifications Framework for Wales equivalent is Level 3, and the Qualifications Framework for Scotland equivalent is Level 6. Qualifications can cross boundaries.

Specification

A document specifying requirements, and which usually forms a part of a legally binding contract.

Specified Requirements

The performance and other requirements of the System and associated matters that are defined within the project specification.

Sub-contractor

An Organisation that, by formal agreement, undertakes work on behalf of the Certificated Organisation.

Further details on sub-contractors can be found in Clause 13.

Suspension

The temporary removal of a Certificated Organisation’s certification by the Certification Body and/or registration certification by BAFE.

System

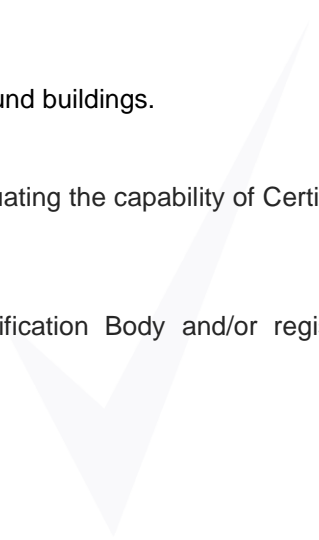
The generic description of an installation or planned installation in and around buildings.

UKAS

The United Kingdom Accreditation Service. The body responsible for evaluating the capability of Certification Bodies and their employed assessors/auditors.

Withdrawal

The removal of a Certificated Organisation’s certification by the Certification Body and/or registration certification by BAFE.



CLAUSE 4: LEGISLATION, STANDARDS, CODES OF PRACTICE AND TECHNICAL LITERATURE

4.1

As a minimum the current versions of the following legislation, standards and codes of practice should be held by an organisation that is operating this BAFE Scheme:

- a. BAFE DS301 Scheme Document
- b. BS 5839-6 Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises
- c. BS 7671 Requirements for Electrical Installations
- d. The Electricity at Work Regulations 1989 - Guidance on Regulations (HSR25)
- e. Building Regulations, Approved Document B Volume 1: Dwellings (if performing works in England)
- f. Building Regulations, Approved Document B Volume 1: Dwelling houses (if performing works in Wales)
- g. Building Standards, Technical Handbook (Domestic) (if performing works in Scotland)
- h. Building Regulations, Technical Booklet E (Fire Safety) (if performing works in Northern Ireland)

4.2

To comply with the BAFE DS301 Scheme, the guidance and recommendations made in BS 5839-6 shall be considered normative requirements.

CLAUSE 5: INITIAL CERTIFICATION AUDIT

5.1

The organisation shall be fully prepared for the certification audit by the Certification Body's representatives and shall adhere to any stipulated requirements of the Certification Body.

5.2

Each operational location involved in certifying work shall be individually audited. While each operational location shall be separately audited, certification can be held at the organisation Corporate level or at operational location level.

5.3

An application for certification at Corporate level must include ALL locations that undertake any modules of work covered by the BAFE Scheme.

5.4

The certificate of approval issued by the Certification Body shall clearly indicate which operational locations are covered by the Corporate level certification.

5.5

In instances where an organisation wishes to be certificated prior to embarking on delivering work activities so that they can satisfy themselves that they are deemed competent by means of Third-Party Certification, then conditional certification may be issued on the following basis:

- a. The organisation has individual(s) that can demonstrate competence by means of attendance and successful completion of training as detailed within this BAFE Scheme document
- b. Having relied on evidence other than completed projects, the first surveillance audit shall be carried out within 3 months of conditional certification and shall take the form of a technical assessment of actual work undertaken for compliance with this BAFE Scheme

CLAUSE 6: AUDIT DECISION

6.1

On completion of the audit by the representative of the Certification Body the organisation will receive an audit report recording any non-compliance and shall agree the time scale for the completion of remedial action. The organisation will be subsequently advised by the Certification Body of the outcome of the audit.

6.2

The Certificated Organisation shall be advised that at any time the Certification Body has the authority to grant, maintain and reduce the scope, suspend and, subject to appeal, withdraw the certification.

6.3

Where there is a dispute between the organisation and the Certification Body relating to certification, the organisation has the right to invoke the appeals procedure of the Certification Body established under the requirements of BS EN ISO/IEC 17065.

CLAUSE 7: SURVEILLANCE AUDIT

7.1

The organisation shall be fully prepared for the surveillance audit by the Certification Body's representatives and shall adhere to any stipulated requirements of the Certification Body.

7.2

Annual (+3 months) site-based surveillance audits relating to the technical requirements of this BAFE Scheme can be aligned with the surveillance requirements of the Competent Person Scheme (where applicable) and must be an assessment of the actual work undertaken by the Certificated Organisation and cover the entire scope of their certification.

7.3

In instances where a Certificated Organisation provides a design only service then the surveillance audit may be undertaken by means of remote audit, where the Certification Body deems that the Certificated Organisation has means to facilitate a remote audit of the design documentation.

7.4

Continued certification is conditional upon the results of Surveillance Audits. These audits are undertaken by the Certification Body to verify the standard of work carried out and that the documented management system by the Certificated Organisation continue to meet the requirements of the BAFE Scheme.

7.5

Surveillance audits of the documented management system may be carried out on site at operational location(s) or by means of remote audit where the Certification Body deems that the Certificated Organisation has means to facilitate a remote audit of the documented management system.

7.6

When remote audits of the documented management system are undertaken, a surveillance audit must be undertaken at each operational location every 3 years to ensure that the workplace premises continue to meet the requirements of the BAFE Scheme.

7.7

All individuals holding the position(s) of Principal Duty Holder (PDH) and/or Qualified Supervisor (QS) shall be named individuals and shall be assessed by the Certification Body for competence against the requirements of this BAFE Scheme for the holding of the position(s):

- a. Initial auditing of an individual's competence shall take the form of an audit of actual work undertaken by the individual and/or an audit of the individual's knowledge and understanding by means of questioning by the Auditor(s) of the Certification Body
- b. Ongoing surveillance auditing of an individual's competence shall take the form of an annual audit of actual work undertaken by the individual

7.8

Where during a Surveillance Audit the Certification Body discovers adverse trends, a special audit shall be carried out by the Certification Body normally within 30 days from the date of the routine Surveillance Audit, to verify that satisfactory corrective action has been taken by the organisation to ensure that the standard of work carried out meets the Scheme requirements.

7.9

Where, during a Surveillance Audit, the Certification Body finds that the overall standard of work falls below the BAFE Scheme requirements or where the Certificated Organisation has not satisfactorily cleared any non-

compliances by the agreed date, the organisation's certification shall be suspended for a period determined by the Certification Body.

CLAUSE 8: MANAGEMENT SYSTEM REQUIREMENTS

8.1

Certificated Organisations operating any of the modules of this BAFE Scheme shall operate an effective management system covering these modules. As a minimum the management system shall document the following:

Procedures

- a. A procedure to provide evidence of corrective actions where process problems have been identified
- b. A procedure to deal with complaints or defects associated with the modules undertaken
- c. Suitable policies, processes, audits and records etc. to ensure that personnel are competent for the work they undertake
- d. A documented procedure for the management of subcontractors that is relevant to the work activities undertaken by the Organisation and fall within the scope of the BAFE Scheme
- e. Procedures to ensure that all relevant personnel have access to and have knowledge of relevant up to date data, Standards and Codes of Practice
- f. A procedure for the control of documented information
- g. A procedure for the management of test and measuring equipment
- h. A procedure to ensure that products, components, and parts that are incorporated within any system(s) are certificated under a recognised product conformity certification scheme
- i. Procedures to cover the satisfactory initiation, execution, supervision and completion of the processes relevant to the modules of the BAFE Scheme and appropriate to the scale and complexity of the works undertaken
- j. A procedure for the periodic review of the documented management system to ensure that it remains effective
- k. Procedure(s) for the processes that are relevant to the modular work activities undertaken by the Organisation

Records

- l. Records to provide evidence of corrective actions where process problems have been identified
- m. The maintenance of a register of approved sub-contractors, where sub-contractors are permitted by this BAFE Scheme
- n. The management structure of the organisation
- o. The responsibilities of key personnel who are involved in each certificated module
- p. A register of all instruments and equipment used for measurement, inspection and testing purposes. Equipment shall be calibrated or tested as per manufacturers recommendations or verified, at specified intervals, for their ongoing accuracy. Calibration/test certificates should have result measurements traceable to national standards
- q. A register of Standards and publications, including manufacturers' literature technical literature from manufacturers and trade organisations, which is maintained showing their issue status
- r. Competency records for all technical staff
- s. Records to cover the satisfactory initiation, execution, supervision and completion of the processes relevant to the modules of the BAFE Scheme and appropriate to the scale and complexity of the works undertaken. A documented specification shall be issued to the Purchaser and/or their representatives before an order is placed for the installation and commissioning of the system
- t. Records that evidence that all the necessary inspections and tests have been carried out for installation, commissioning and maintenance of Grade D systems and are in accordance with BS 5839-6
- u. Records of false alarms and troublesome systems

8.2

The Organisation shall be able to evidence that adequate insurance cover is held for the work activities undertaken.

Note 1: *Minimum insurance requirements:*

- a. *Public and Products Liability*
- b. *Professional Indemnity*

- c. *Employers Liability (Cover is dependent on Organisation size – please check with your insurance broker)*

Note 2: *In instances where the insurance policy does not document the work activities undertaken then documented confirmation for example, an email from the insurance provider/broker shall be made available to the Certification Body Auditor to evidence insurance cover meets the requirements of the BAFE Scheme.*

8.3

There shall be evidence that the management system has been communicated and is understood by all relevant individuals within the organisation.

8.4

The management system review procedure referred to in 8.1j) shall include:

- a. The individual(s) responsible for process elements within the procedure
- b. A process to ensure the entire management system is reviewed
- c. The frequency of review(s)
- d. Means of making record of each review
- e. Means for documenting any need for change and a process for implementing change

8.5

As a minimum, the entire management system shall be reviewed on an annual basis. In instances where there is a change to a BAFE Scheme and/or Code of Practice there shall be evidence that the relevant parts of the management system have been reviewed within a maximum of 30 days of any such change and any need for change identified has been implemented within a subsequent 90 days. The organisation shall maintain records of management review.

8.6

The Certificated Maintenance Organisation should have key performance indicators with respect to:

- a. The level of achievement, by month, for the execution of periodic contractual maintenance visits
- b. Failure to achieve the contractual time, or a maximum of 8 hours, to respond to requests for corrective actions i.e., emergency, maintenance

Note: *Records shall be maintained for remotely connected fire detection and fire alarm systems that generate false or unwanted alarms. When trends are identified Customers should be advised to have an inspection of the system to try and eliminate the cause(s) of the false alarms to prevent further waste of Fire & Rescue Service resources.*

CLAUSE 9: BAFE CERTIFICATION REQUIREMENTS

9.1

Organisations shall issue BAFE Certificates for all the work they undertake that falls within the scope of their assessed certification.

Note: *For the avoidance of doubt, Organisations must also issue Certificates in accordance with relevant British Standards and Codes of Practice (for example, BS 5839-6, BS 7671) in addition to the BAFE Modular and Compliance Certificates. In instances where the Certification Body provides certificates that comply with the requirements of BAFE and the relevant British Standard or Code of Practice in a single certificate then a single certificate may be issued as a declaration of conformity for the work activity undertaken.*

9.2

BAFE Certification shall only be issued as provided by the Organisation's Certification Body.

Note: *For the avoidance of doubt Organisations shall not produce and issue BAFE Modular and/or Compliance Certificates in their own format.*

9.3

Where one organisation has carried out all of the work i.e., Design, Installation and Commissioning, it can directly issue the BAFE Certificate of Compliance.

9.4

The Organisation shall maintain a register of all BAFE Certificates for future reference.

Note: BAFE Certification shall only be issued and signed by individuals that have been assessed as competent and are registered with the Certification Body as holding the position of Qualified Supervisor for the relevant work activities.

9.5

Specific requirements relating to certification falling within the scope of this BAFE Scheme are:

- a. Certificate of Compliance
- b. Design Module Certificate
- c. Installation Module Certificate
- d. Commissioning Module Certificate
- e. Maintenance Module Certificate

Note 1: Appropriate BS 5839-6 and BS 7671 certificates are also required, as necessary.

Note 2: BAFE and British Standard certificates may be combined into a single certificate (Except for the Certificate of Compliance).

CLAUSE 10: TRAINING AND COMPETENCE

10.1

Should a Certificated Organisation not have a Registered Individual to technically supervise the work activities to which they hold position, then the organisation is responsible for making satisfactory alternative arrangements or ceasing work until a suitable Registered Individual becomes available.

10.2

Any changes to Registered Individuals within the organisation shall be notified to the Certification Body within 30 days of them taking place.

10.3

When a Registered Individual leaves an organisation, where their competence is required to maintain the certification of the BAFE Scheme, they shall be replaced by a suitably qualified individual and that individual shall be successfully assessed by the Certification Body for competence against the requirements of this BAFE Scheme for the holding of the position(s) within a maximum of 90 days of the Certification Body being notified.

10.4

All technical staff shall be competent in the work activities of the BAFE Scheme to which they have been employed to undertake by the organisation.

10.5

Competence procedures shall include:

- a. The individual(s) responsible for process elements within the procedure
- b. Process for establishing and documenting the competence criteria for the technical roles within the organisation so that the organisation can deliver the work activities it undertakes in accordance with the BAFE Scheme requirements

Note: This may take the form of a training matrix.

- c. Process for an initial and on-going periodic evaluation and measurement of fulfilment of all technical staff against the documented competence criteria for the relevant technical role(s)

Note: All technical staff will be internally audited at least once every 12 months.

- d. Formulation of a documented training programme to enhance any individual's level of competence where a shortfall in competence has been identified following an initial or periodic evaluation (CPD)

Note: Establishment of competency criteria shall consider the following:

- Understanding and ability to execute the work processes relevant to the role undertaken
- Knowledge and understanding of relevant legislation, Standards and Codes of Practice
- Successful completion of any product training as made available by equipment manufacturers

- e. Internal audit of work undertaken by individuals to ensure that the quality of work meets with the requirements of the BAFE Scheme
- f. Maintaining records for all technical staff training and internal audits

10.6

Responsibilities and requirements of the Principal Duty Holder (PDH):

- a. Ensuring that the organisation carries out work in accordance with the relevant standards, including the issue of appropriate certificates or inspection reports for all Fire Detection and Fire Alarm System work carried out
- b. Ensuring that the organisation undertakes the work activity in compliance with all relevant statutory requirements
- c. To have an understanding of and, for the purposes of this BAFE Scheme, required to be responsible for, the health and safety and other statutory requirements relating to the Fire Detection and Fire Alarm System work being undertaken by the organisation
- d. To ensure that all Fire Detection and Fire Alarm System work is assigned to the organisation's Qualified Supervisor(s)
- e. Where a Qualified Supervisor ceases to be employed in that capacity, the Principal Duty Holder shall be required to notify the Certification Body without delay and within a period of 30 days
- f. To ensure that any persons undertaking Fire Detection and Fire Alarm System work receive any necessary training

10.7

Requirements relating to a Qualified Supervisor (QS):

- a. A person nominated as a Qualified Supervisor for the purpose of complying with this BAFE Scheme shall be required to be a Competent Person and shall be subject to acceptance by the Certification Body
- b. A Qualified Supervisor shall be required to have direct responsibility, on a day-to-day basis, for the safety, quality and technical standard of the Fire Detection and Fire Alarm System work carried out by the organisation
- c. A Qualified Supervisor shall be required to have adequate knowledge, experience and understanding of the design, installation, commissioning and maintenance of Grade D Fire Detection and Fire Alarm Systems in accordance with the relevant competence requirements in Clauses 10.8 – 10.11 of this BAFE Scheme
- d. A Qualified Supervisor shall be required to hold one or more appropriate BS 5839-6 & BS 7671 Qualifications

10.8

The organisation shall demonstrate competence for the design of Grade D Fire Detection and Fire Alarm Systems by meeting the requirements of a. b. and c. listed below:

- a. A Qualified Supervisor (Design) having attended and successfully passed an endorsed training course, which has at its conclusion an assessment for the Design, Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems in accordance with the current version of BS 5839-6

OR

A Level 3 (RQF) or equivalent qualification regulated by one of the four UK qualification regulators and that has at its conclusion, an assessment demonstrating the individual's knowledge of the Design, Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems in accordance with the current version of BS 5839-6

- b. A Qualified Supervisor (Design) having attended and successfully passed a training course leading to the Level 3 Award in Requirements for Electrical Installations in accordance with the current version of BS 7671
- c. A Qualified Supervisor (Design) having relevant practical experience of designing Grade D Fire Detection and Fire Alarm Systems

10.9

The organisation shall demonstrate competence for the installation of Grade D Fire Detection and Fire Alarm Systems by meeting the requirements of a. b. c. and d. listed below:

- a. An organisation holding valid certification with a Competent Person Scheme (CPS) for electrical installation work in dwellings or equivalent
- b. A Qualified Supervisor (Installation) having attended and successfully passed an endorsed training course, which has at its conclusion an assessment for the Design, Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems in accordance with the current version of BS 5839-6

OR

A Level 3 (RQF) or equivalent qualification regulated by one of the four UK qualification regulators and that has at its conclusion, an assessment demonstrating the individual's knowledge of the Design, Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems in accordance with the current version of BS 5839-6

- c. A Qualified Supervisor (Installation) having attended and successfully passed a training course leading to the Level 3 Award in Requirements for Electrical Installations in accordance with the current version of BS 7671
- d. A Qualified Supervisor (Installation) having relevant practical experience of installing Grade D Fire Detection and Fire Alarm Systems

10.10

The organisation shall demonstrate competence for commissioning of Grade D Fire Detection and Fire Alarm Systems by meeting the requirements of a. b. and c. listed below:

- a. A Qualified Supervisor (Commissioning) having attended and successfully passed an endorsed training course, which has at its conclusion an assessment for the Design, Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems in accordance with the current version of BS 5839-6

OR

A Level 3 (RQF) or equivalent qualification regulated by one of the four UK qualification regulators and that has at its conclusion, an assessment demonstrating the individual's knowledge of the Design, Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems in accordance with the current version of BS 5839-6

- b. A Qualified Supervisor (Commissioning) having attended and successfully passed a training course leading to the Level 3 Award in Requirements for Electrical Installations in accordance with the current version of BS 7671
- c. A Qualified Supervisor (Commissioning) having relevant practical experience of commissioning Grade D Fire Detection and Fire Alarm Systems

10.11

The organisation shall demonstrate competence for maintenance of Grade D Fire Detection and Fire Alarm Systems by meeting the requirements of a. b. and c. listed below:

- a. A Qualified Supervisor (Maintenance) having attended and successfully passed an endorsed training course, which has at its conclusion an assessment for the Design, Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems in accordance with the current version of BS 5839-6

OR

A Level 3 (RQF) or equivalent qualification regulated by one of the four UK qualification regulators and that has at its conclusion, an assessment demonstrating the individual's knowledge of the Design,

Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems in accordance with the current version of BS 5839-6

- b. A Qualified Supervisor (Maintenance) having attended and successfully passed a training course leading to the Level 3 Award in Requirements for Electrical Installations in accordance with the current version of BS 7671
- c. A Qualified Supervisor (Maintenance) having relevant practical experience of the maintenance of Grade D Fire Detection and Fire Alarm Systems

CLAUSE 11: CLAIMS OF CONFORMITY

11.1

The organisation shall not use the BAFE logos or make any statement with reference to BAFE that, in the opinion of BAFE, is misleading or could bring BAFE into disrepute. To do so can result in cancellation of the Certificated Organisation's BAFE listing.

11.2

The BAFE Registered Organisation logo shall only be used by Certificated Organisations.

11.3

When displaying the BAFE Registered Organisation logo, a registered organisation must include their organisation ID immediately below the logo. Full details can be found in the BAFE Brand Guidelines document (see Annex 3).

11.4

Should it be identified that there is an incorrect use of the BAFE logos, then the Certificated Organisation shall on request of the Certification Body destroy and/or cease to use the incorrect logo immediately where possible and, in instances where matters of practicality dictate, within a maximum of 90 days from request to do so.

11.5

Upon termination or withdrawal of certification, however determined, the organisation shall immediately discontinue use of all advertising matter, stationery, etc., containing reference to certification and return any certification documents as required by the Certification Body.

CLAUSE 12: CHANGES TO A CERTIFICATED ORGANISATION

12.1

Any changes to the legal status of a Certificated Organisation shall be notified to the Certification Body within 30 days of it taking place.

12.2

Where, in the opinion of the Certification Body, changes within the organisation are such that the conditions under which certification was granted are significantly affected, the Certification Body may decide that a new application for certification is required.

CLAUSE 13: SUB-CONTRACTOR REQUIREMENTS

13.1

Where a sub-contractor is used, this shall be with the explicit agreement of the customer.

13.2

Where a sub-contractor conducts any Grade D domestic fire detection and fire alarm system work, they shall be a current certificated/BAFE registered Organisation to BAFE DS301 for the aspect of work they are undertaking (i.e. holding appropriate module certification/registration). This will provide clear evidence of their own ability to perform the work(s) required.

13.3

Where another BAFE DS301 Registered Organisation is unavailable (with justified reasons), the sub-contractor shall hold an equivalent/current ISO/IEC 17065 certification (i.e. equivalent to BAFE DS301 audited

to the appropriate modules). It is the responsibility of the BAFE DS301 Registered Organisation to verify claims of competence and to record this.

13.4 Installation Sub-Contracting

The only permissible exception to clauses 13.2 and 13.3 is for the Installation module. For this module, the electrical installation work is permitted to be performed by an electrical contractor holding appropriate certification (e.g. NAPIT EAS Membership, NICEIC Approved Contractor/Domestic Installer, or equivalent).

The BAFE DS301 Registered Organisation performing the commissioning stage must check the installation has followed the design plan/requirements.

13.5

All complaints shall be handled by the original BAFE DS301 Certificated Organisation contracted to fulfil the work.

13.6

The BAFE DS301 Registered Organisation shall perform appropriate verification of completed fire detection and fire alarm systems by sub-contractors prior to handing over to the customer.

13.7

Documentation shall explicitly state where sub-contractors were used. When the system is handed over to the customer, documentation provided shall clearly state who performed the work and information of their relevant third-party certification.

13.8

Where Organisations/individuals are sub-contracted outside of the requirements of 13.2, 13.3, and 13.4, customers shall be appropriately notified that this work is not compliant with the requirements of BAFE DS301. A Certificate of Compliance to BAFE DS301 cannot be issued.



ANNEX 1: TITLES OF SCOPE/INFORMATION (NORMATIVE)

A1.1 Organisations shall be audited to the following British Standard:

- **BS 5839-6** Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises

A1.2 Titles of Scope of individual modules of the Scheme

The titles given in A1.2.1 to A1.2.4 shall be used by Organisations applying for Certification Audit or undertaking a surveillance audit against the requirements of selected modules in domestic premises under this Scheme.

A1.2.1

The Design of Grade D Fire Detection and Fire Alarm Systems in Domestic Premises to BS 5839-6

A1.2.2

The Installation of Grade D Fire Detection and Fire Alarm Systems in Domestic Premises to BS 5839-6

A1.2.3

The Commissioning of Grade D Fire Detection and Fire Alarm Systems in Domestic Premises to BS 5839-6

A1.2.4

The Maintenance of Grade D Fire Detection and Fire Alarm Systems in Domestic Premises to BS 5839-6



ANNEX 2: MODEL CERTIFICATES AND INFORMATION (NORMATIVE)

Certificates of Compliance can be in the Certification Body's set format providing all relevant information is contained within the certificate.

A2.1 Model Certificate of Compliance to BAFE DS301



Certification Body Logo	Certification Body Unique Certificate Number

CERTIFICATE OF COMPLIANCE TO BAFE DS301

Customer	Installation/System Location (address)

Type of premises	✓	
Domestic (Grade D systems only)		<i>Working to BS 5839-6 and the BAFE DS301 Scheme.</i>

BAFE Registered Organisation	BAFE Registered Organisation ID
Address	Phone No.
Certification Body	

Module	✓	Organisation/BAFE Registered Organisation ID Number
Design		
Installation		
Commissioning		

Date of Handover of the System (DD/MM/YYYY)	

Recipients of this Certificate are strongly advised to have their System(s) maintained by a BAFE DS301 Registered Organisation with maintenance included within their scope.

This Certificate is issued pursuant to, and should be read in conjunction with, the terms and conditions that apply to supply of the work covered by this Certificate, the terms and conditions attached to this Certificate, and the rules, regulations, standards, policies, codes of practice and documents that apply to the BAFE Competency Scheme to which this Certificate relates ("Scheme").

We, being currently a BAFE Registered Organisation who is registered by BAFE as complying with the requirements of the Scheme, certify that the work covered by this Certificate complies with all requirements as currently laid down within the Scheme in respect of such work.

Signed for and on behalf of the issuing BAFE Registered Organisation	
Print Name	
Title	
Date of Issue (DD/MM/YYYY)	

A2.2 Reverse of BAFE Certificates Issued

The following information shall be required to be provided on the reverse of any BAFE certificate issued as per the requirements of this Scheme:

Terms and Conditions

1. *This Certificate is issued subject to the applicable rules, regulations, standards, policies, codes of practice and documents for the Scheme.*
2. *You acknowledge and agree that the Third-Party Certification Body who is licensed by BAFE and accredited by UKAS to operate the Scheme ("Certification Body") reserves the right for it and its duly authorised representatives to inspect the work covered by this Certificate. This Certificate is conditional on the customer identified on this Certificate ("you", "your") allowing from time to time during business hours:*
 - a. *the Certification Body and its duly authorised representatives' access to the premises at which such work was undertaken to carry out such inspection; and*
 - b. *if the Certification Body identifies that further work is, in its sole opinion, necessary to ensure that the work covered by this Certificate complies with all requirements of the Certification Body and the Scheme, the BAFE Registered Organisation access to the relevant premises to carry out such additional work.*
3. *If you are dissatisfied with the work covered by this Certificate, you should in the first instance contact the BAFE Registered Organisation at its local office. If satisfaction is not obtained at this level, you should address a written complaint to the customer relations executive of the BAFE Registered Organisation at its Head Office. If after taking these steps you remain dissatisfied with the work covered by this Certificate, you may complain in writing, outlining the nature of your dissatisfaction, the steps taken by you to resolve your dissatisfaction with the BAFE Registered Organisation and the BAFE Registered Organisations response to your complaint, to the offices of the Certification Body.*
4. *The Certification Body will not normally consider complaints unless the BAFE Registered Organisation has been given the opportunity to resolve the dispute as set out above.*
5. *Following receipt of your written complaint and the Certification Body satisfying itself that the BAFE Registered Organisation has been given an opportunity to resolve the dispute, the Certification Body will, if it considers it appropriate (in its sole discretion), take such steps as it deems appropriate to facilitate a resolution of the dispute between the you and the BAFE Registered Organisation. The Certification Body will not involve itself in any discussions or negotiations with you regarding claims or potential claims against the BAFE Registered Organisation, outstanding payments under your agreement with the BAFE Registered Organisation or otherwise, or interpretation of the BAFE Registered Organisation's terms and conditions of supply.*
6. *If complaints are escalated to BAFE, BAFE may (in its sole discretion) decide to review the complaint and take any action it considers appropriate in relation to the complaint but shall be under no obligation to do so.*
7. *Neither the Certification Body nor BAFE accepts any responsibility or liability for any act or omission of the BAFE Registered Organisation or for defective work undertaken by the BAFE Registered Organisation. Neither the Certification Body nor BAFE gives any warranty or guarantee (whether express or implied) in relation to the work undertaken by the BAFE Registered Organisation or the experience, expertise, knowledge, or skill of the BAFE Registered Organisation. To the maximum extent permitted by law, neither the Certification Body nor BAFE shall be liable for any loss or damage arising out of or in connection with the work undertaken by the BAFE Registered Organisation or any complaint concerning such work.*
8. *This Certificate confirms compliance with the requirements of the Scheme as at the date of issue of this Certificate. The Certification Body cannot undertake to investigate any query or complaint in relation to the compliance of the work covered by this Certificate with any future changes to applicable laws, rules, standards, codes of practice, policies, and/or regulations ("Applicable Laws"). In the event of a change in any Applicable Laws, you should contact the BAFE Registered Organisation to arrange for an appropriate update to the work and the issue of a new Certificate.*
9. *If it at any time after issue the BAFE Registered Organisation ceases to hold a valid registration with BAFE and/or appropriate and valid Third-Party Certification:*
 - a. *this Certificate may cease to be valid and/or may be withdrawn; and*
 - b. *the Certification Body will not be able to enforce the applicable rules, regulations, standards, policies, codes of practice and documents for the Scheme on the BAFE Registered Organisation or on their successor in business in respect of any work covered by this Certificate.*
10. *This Certificate may be withdrawn at any time by the Certification Body or the BAFE Registered Organisation.*
11. *The work covered by this Certificate has been provided to you on the date of issue and any actions required to be carried out by you should be appropriately performed, evidenced, and documented. Failure to carry out such actions to the satisfaction of the BAFE Registered Organisation or the Certification Body may result in the withdrawal of this Certificate.*

A2.3 Modular Certificates to BAFE DS301

Modular Certificates can be in the Certification Body set format providing all relevant information is contained within the certificate.

A2.4 Model Modular Certificate to BAFE DS301

Organisation Logo	BAFE Registered Organisation Logo (with Organisation ID)	Unique Certificate Number
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MODULAR CERTIFICATE TO BAFE DS301

Customer	Installation/System Location (address)

Type of premises	✓	
Domestic (Grade D systems only)	✓	<i>Working to BS 5839-6 and the BAFE DS301 Scheme.</i>

BAFE Registered Organisation	BAFE Registered Organisation ID
Address	Phone No.
Certification Body	

Module	✓	Description of work	Completion date
Design	✓		
Installation			
Commissioning			
Maintenance			

Recipients of this Certificate are strongly advised to have their System(s) maintained by a BAFE DS301 Registered Organisation with maintenance included within their scope.

This Certificate is issued pursuant to, and should be read in conjunction with, the terms and conditions that apply to supply of the work covered by this Certificate, the terms and conditions attached to this Certificate, and the rules, regulations, standards, policies, codes of practice and documents that apply to the BAFE Competency Scheme to which this Certificate relates ("Scheme").

We, being currently a BAFE Registered Organisation who is registered by BAFE as complying with the requirements of the Scheme, certify that the work covered by this Certificate complies with all requirements as currently laid down within the Scheme in respect of such work.

Signed for and on behalf of the issuing BAFE Registered Organisation	
Print Name	
Title	
Date of Issue (DD/MM/YYYY)	

ANNEX 3: BAFE BRAND/LOGO USE (NORMATIVE)

BAFE Registered Organisation Logo

All BAFE registered Organisations shall use the appropriate BAFE Organisation logo (as provided by BAFE) to comply with Scheme requirements and responsibly promote their BAFE Scheme registration(s).

Example:



Organisations shall not mislead public/consumers (e.g. implying their BAFE Registration covers all works offered if this is not the case). Any instances of this behaviour should be reported to the Certificated Organisation's Certifying Body as non-compliance to the requirements of this Scheme (in line with the BAFE Complaints Information available).

Suspended Organisations shall not mislead customers as to their current BAFE Registered status or sign off any works as BAFE DS301 compliant until reinstated.

Withdrawn Organisations shall remove any reference to BAFE DS301 Registration with immediate effect.

Brand/Logo Guidelines

All information regarding the use of BAFE Intellectual Property (brand name/logo etc) can be found in the appropriate BAFE Brand Guidelines document. The latest version of this, available via BAFE (which will be supplied upon achieving BAFE Registered status), shall be followed to adhere to BAFE Scheme/registration requirements.

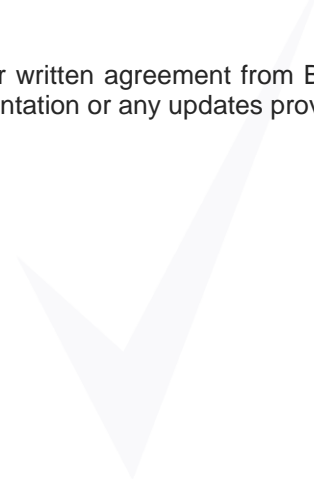
Legal

The BAFE logo and the BAFE Fire Safety Register logo are registered trademarks of British Approvals for Fire Equipment (BAFE), and unauthorised use of the marks may constitute trademark infringement.

The tagline/slogan *BAFE – British Approvals for Fire Excellence* is also a registered trademark and is used by BAFE for marketing purposes. Unauthorised use of this may also constitute trademark infringement.

The misuse of BAFE owned trademarks is covered by UK/EU Law and Trading Standards. Any infringement will be escalated suitably when deemed necessary.

BAFE registered trademarks can only be used by external parties under written agreement from BAFE (for BAFE Registered Organisations, this will be noted in appropriate documentation or any updates provided that may supersede this).



AMENDMENT RECORD

#	Version/Date	Clause No.	Description of Amendment	Amended by/Date	Approved By/Date
1	Version 1.0 August 2021	General	First issue of document.	N/A	Chris Auger August 2021
2	Version 1.1 12/08/2022	General	Design of document updated. General housekeeping/updates made (i.e. general formatting/spelling etc).	Frazer Wisniewski 01/08/2022	Chris Auger 10/08/2022
3	Version 1.1 12/08/2022	Contents	Annex 6 title/Note 2 both updated to reflect changes regarding logo use.	Frazer Wisniewski 01/08/2022	Chris Auger 10/08/2022
4	Version 1.1 12/08/2022	Foreword	Month/year updated to August 2022 to reflect current version.	Frazer Wisniewski 01/08/2022	Chris Auger 10/08/2022
5	Version 1.1 12/08/2022	Clause 3.4	"BAFE registered company" updated to "BAFE Registered Organisation"	Frazer Wisniewski 10/08/2022	Chris Auger 10/08/2022
6	Version 1.1 12/08/2022	Clause 10.3	Term "company" updated to "organisation"	Frazer Wisniewski 10/08/2022	Chris Auger 10/08/2022
7	Version 1.1 12/08/2022	Clause 10.11	Point b. was missing in previous version (Version 1.0). Updated (previous point c. is now b. and previous point d. is now c.).	Frazer Wisniewski 01/08/2022	Chris Auger 10/08/2022
8	Version 1.1 12/08/2022	Clause 11.2	Updated to reflect changes regarding logo use.	Frazer Wisniewski 10/08/2022	Chris Auger 10/08/2022
9	Version 1.1 12/08/2022	Clause 11.3	Updated to reflect changes regarding logo use.	Frazer Wisniewski 10/08/2022	Chris Auger 10/08/2022
10	Version 1.1 12/08/2022	Annex 4.1	BAFE logo on the model certificate updated from previous BAFE Domestic Scheme logo to BAFE corporate logo. Removed reference to guidance notes (not required). BAFE contact information updated.	Frazer Wisniewski 10/08/2022	Chris Auger 10/08/2022
11	Version 1.1 12/08/2022	Annex 4.2	BAFE logo on the model certificate updated from previous BAFE Domestic Scheme logo to BAFE corporate logo. Removed reference to guidance notes (not required). BAFE contact information updated.	Frazer Wisniewski 01/08/2022	Chris Auger 10/08/2022
12	Version 1.1 12/08/2022	Annex 5	Previous points ii. and iii. removed (see Version 1 for details). Term "company" updated to "organisation"	Frazer Wisniewski 10/08/2022	Chris Auger 10/08/2022
13	Version 1.1 12/08/2022	Annex 6	Annex 6 (now normative) updated to reflect changes regarding logo use. Note: BAFE Domestic Scheme Logo no longer in use. All BAFE Registered Organisations now use a universal BAFE Registered Organisation Logo (with unique organisation ID).	Frazer Wisniewski 01/08/2022	Chris Auger 10/08/2022
14	Version 1.2 11/10/2024	General	See "Update to BAFE DS301 Scheme Document (Version 1.2)" for details.	Frazer Wisniewski 14/11/2023	Justin Maltby-Smith Ken Bullock 24/11/2023