

Electrical Professional

Overview

FIRE-DOCS Professional – Electrical Professional is a subscription-based digital documentation system providing access to a comprehensive library of compliance-ready templates for electrical contractors providing services to within the electrotechnical sector.

The platform enables electrical contractors to standardise documentation, demonstrate compliance, and maintain consistent records across projects through structured certificates, checklists, technical reports, and management system documents.

All templates are developed and maintained by industry experts and aligned with relevant British Standards and certification schemes.



Scope of Subscription

The Electrical Professional subscription is designed for organisations working on:

- Emergency Lighting Systems
- Mains Power Supply Circuits for fire safety systems
- Grade D Fire Detection & Fire Alarm Systems
- BAFE DS301 and BAFE SP203-4 scheme compliance

It provides the required documentation framework to support design, installation, commissioning, maintenance, and verification activities.

Document Categories

The Electrical Professional subscription provides access to the following document types:

Category	Description	File Format
Certificates	Compliance certificates aligned with British Standards	PDF
Checklists	Reusable smart checklists for consistent site activities	PDF
Technical Reports	Reports with embedded calculations and verification records	PDF
Management Systems	Policies, procedures, and registers for compliance and audits	Word / Excel
Technical Submittals	Structured templates for system design and submission	Word

FIRE-DOCS Professional Platform & Access

Feature	Specification
Platform Type	Web-based portal
Access	Secure login via web browser
Subscription Length	1 Year
Supported Browsers	Google Chrome, Apple Safari, Microsoft Edge, Mozilla Firefox
Device Compatibility	Optimised for use on tablet devices and larger screens (e.g. laptops and desktops). Use on smaller mobile devices is not recommended due to document editing constraints within standard applications.
User Access	Multi-user organisation access. Permissions for document access can be configured by account owners.
Template File Types	PDF (.pdf), Word (.docx), Excel (.xlsx)
File Delivery	Downloadable templates

Branding & Customisation

Upon onboarding, client-facing documents are configured with:

- Company logo
- Business details
- Relevant certifications & memberships

This ensures all outputs are standardised and client-facing documentation is consistent across projects.

Electrical Professional Template Document Schedule

Base Management System Documents - All BAFE Schemes			
Name	Type	File Format	
Approved Contractor Application Form	Form	Word	
Approved Supplier Application Form	Form	Word	
Behaviours Review Meeting Agenda & Record	Form	Word	
Business Performance Review Meeting & Agenda Record	Form	Word	
Complaint Form	Form	Word	
Document Naming Conventions - BS EN ISO 19650	Form	PDF	
Engineers Report Sheet	Form	PDF	
Internal Audit Form	Form	Word	
Job Description Form	Form	Word	

For further information, visit www.fire-docs.com

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Base Management System Documents - All BAFE Schemes (Continued)

Name	Type	File Format
Job Sheet	Form	PDF
KPI Analysis Form	Form	Excel
Management Structure Form	Form	Word
Meeting Agenda & Record (Blank)	Form	Word
Management System Review Meeting & Agenda Record	Form	Word
Maintenance Quotation Template	Form	Word
Monthly Behaviours Analysis Review Record	Form	Word
Non-Conformance Form	Form	Word
Planned Maintenance Performance Analysis Form	Form	Excel
Design, Supply, Installation & Commission Quotation Template	Form	Word
Reactive Response Analysis Form	Form	Excel
Request for Information Form	Form	Word
RIBA Plan of Work Stages	Form	PDF
Testing and Calibration Record Form	Form	Word
Training Record Form	Form	Word
Complaint Acknowledgement Letter	Letter	Word
Behaviours Policy	Policy	Word
BAFE Scheme Verification Procedure	Procedure	Word
Behaviours Management Procedure	Procedure	Word
Competency, Skills & Training Management Procedure	Procedure	Word
Complaint Management Procedure	Procedure	Word
Control of Product Procedure	Procedure	Word
Data Classification Management Procedure	Procedure	Word
Electrical Safe Isolation Procedure	Procedure	Word
Insurance Management Procedure	Procedure	Word
Internal Audit Procedure	Procedure	Word
Key Performance Indicator Procedure	Procedure	Word
Management System Document Control Procedure	Procedure	Word
Management System Review Procedure	Procedure	Word
Non-Conformance Management Procedure	Procedure	Word

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Base Management System Documents - All BAFE Schemes (Continued)

Name	Type	File Format
Plant & Equipment Management Procedure	Procedure	Word
Standards and Publications Management Procedure	Procedure	Word
Sub-Contractor & Supplier Management Procedure	Procedure	Word
Approved Contractor and Supplier Register	Register	Excel
BAFE Certificates Register	Register	Excel
Competency, Skills & Training Matrix	Register	Excel
Competent Persons Register	Register	Excel
Complaint Register	Register	Excel
Drawing and Document Register	Register	Excel
Equipment Calibration Register	Register	Excel
KPI Register	Register	Excel
Management System Document Register	Register	Excel
Non-Conformance Register	Register	Excel
Standards & Publications Register	Register	Excel

BAFE DS301 Mangement System Documents

Name	Type	File Format
Mains-Powered Grade D Fire Alarm Design Procedure	Procedure	Word
Mains-Powered Grade D Fire Alarm Installation Procedure	Procedure	Word
Mains-Powered Grade D Fire Alarm Commissioning and Handover Procedure	Procedure	Word
Mains-Powered Grade D Fire Alarm Maintenance Procedure	Procedure	Word

BAFE SP203-4 Mangement System Documents

Name	Type	File Format
Emergency Lighting Design Procedure	Procedure	Word
Emergency Lighting Installation Procedure	Procedure	Word
Emergency Lighting Commissioning Procedure	Procedure	Word
Emergency Lighting Maintenance Procedure	Procedure	Word

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General Use (Multi-Standard) Documents

Name	Type	File Format
Designer Risk Assessment	Form	Word
Schedule of Variations (Short Form)	Report	PDF
Schedule of Variations (Long Form)	Report	PDF

BS 5839-1 Fire Detection & Fire Alarm Systems – Certificates, Checklists & Technical Reports

Name	Type	File Format
BS 5839-1 Fire Detection & Fire Alarm Mains Power Supply Checklist & Certificate	Certificate	PDF

BS 5839-6 Grade A Fire Detection & Fire Alarm Systems - Certificates, Checklists & Technical Reports

Name	Type	File Format
BS 5839-6 Grade A Fire Detection & Fire Alarm Mains Power Supply Checklist & Certificate	Certificate	PDF

BS 5839-6 Grade D Fire Detection & Fire Alarm Systems - Certificates, Checklists & Technical Reports

Name	Type	File Format
BS 5839-6 Grade D Design Certificate	Certificate	PDF
BS 5839-6 Grade D Installation & Commissioning Certificate	Certificate	PDF
BS 5839-6 Grade D Inspection & Servicing Certificate	Certificate	PDF
System Overview - Domestic Premises Grade D Systems	Technical Submittal	Word

BS 5266 Emergency Lighting Systems – Certificates, Checklists & Technical Reports

Name	Type	File Format
BS 5266 Completion Certificate for New Installations	Certificate	PDF
BS 5266 Emergency Lighting Declaration of Conformity for the Design of New Installations	Certificate	PDF
BS 5266 Emergency Lighting Declaration of Conformity for the Installation of New Installations	Certificate	PDF
BS 5266 Emergency Lighting Declaration of Conformity for the Verification of New Installations	Certificate	PDF
BS 5266 Completion Certificate for Small New Installations	Certificate	PDF
BS 5266 Emergency Lighting Declaration of Conformity for Small New Installations	Certificate	PDF
BS 5266 Completion Certificate for Verification of Existing Installations	Certificate	PDF
BS 5266 Emergency Lighting Checklist and Report for Verification of Existing Installations	Certificate	PDF
BS 5266 Periodic Inspection and Test Certificate	Certificate	PDF

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BS 5266 Emergency Lighting Inspection Test & Fault Action Record	Form	PDF
BS 5266 Schedule of Deviations	Form	PDF
System Overview - Emergency Lighting Systems	Technical Submittal	Word

BS 5839-8 Voice Alarm Systems – Certificates, Checklists & Technical Reports

Name	Type	File Format
BS 5839-8 Voice Alarm System Mains Power Supply Checklist & Certificate	Certificate	PDF

BS 5839-9 Emergency Voice Communication Systems– Certificates, Checklists & Technical Reports

Name	Type	File Format
BS 5839-9 Emergency Voice Communication System Mains Power Supply Checklist & Certificate	Certificate	PDF

BS 8629 Evacuation Alert Systems – Certificates, Checklists & Technical Reports

Name	Type	File Format
BS 8629 Evacuation Alert System Mains Power Supply Checklist & Certificate	Certificate	PDF