



## Kitemark™ Scheme for Emergency Lighting

Based upon the BAFE SP203-4 scheme which BSI now has UKAS approval for, the Emergency Lighting Kitemark scheme completes the Kitemark fire safety portfolio of products that includes Fire Alarm Installation and Gas Suppression Systems.



Shops, offices and other premises previously excluded from legislation require the installation of additional emergency lighting to satisfy the Emergency Lighting and the New Fire Safety legislation – the Regulatory Reform (Fire Safety) Order 2005. Not only must premises contain emergency lighting and escape route signage, the equipment installed must be the correct type, installed in the correct location and satisfy the requirements of BS 5266.

The new Kitemark scheme complements the Kitemark for Fire Alarm Systems Installations and the Kitemark Electrical Installations. The Emergency Lighting Kitemark scheme is built in a modular format covering Design, Installation, Commissioning and Maintenance.

### What is Emergency Lighting?

In its simplest and most common form of it is 'escape lighting', that aims to ensure adequate lighting to escape routes from buildings so that people may get out easily and safely even if there is a power loss. These systems are most commonly linked to Fire Detection and Alarm Systems and as such are mentioned in the Regulatory Reform Order.

### What is the Emergency Lighting Kitemark Scheme?

The BSI Kitemark scheme, inspects the quality and safety of work carried out by businesses engaged in the design and/or installation and/or commissioning and/or maintenance of emergency lighting systems, according to the various British Standards BS 5266 parts 1,7 & 8 and other relevant requirements. If you are certified by BSI as competent to do this work then you are authorised to use the internationally famous Kitemark logo in promoting, marketing and describing your services.

### Why should I join the BSI Kitemark Scheme?

**Compliance:** This show that you are fully compliant with the relevant parts of BS 5266 & SP203-4.

- You will be officially licensed on the Kitemark Scheme for Emergency Lighting. This means that once you have your licence you can use the highly respected Kitemark symbol to promote your business.
- You will be registered with BAFE on the SP203-4 scheme. This means you will also be allowed to use the BAFE logo to further promote your business.

**Customer Confidence:** Happy, confident customers will bring unrivalled benefits to your business. Purchasing professionals whether private or public sector want to know that they are spending their money wisely and with 73%\* of the UK population stating they are happier to recommend Kitemark companies and 93%\* of them believing that Kitemark products are safer you can more easily retain existing customers and attract new ones.

**Powerful marketing tool:** Enhancing your reputation and company profile can be a costly exercise. But by being a Kitemark licensee and using the Kitemark symbol in your promotional activities you can gain all the benefits of this prestigious symbol. 88% of the UK adult population believe the Kitemark shows a reputable company\*

**Competitive Advantage:** In tough business environments, companies need to be able to make their products and services stand out from the competition. As 75% of UK adults state that the presence of the Kitemark helps them to choose between products - Kitemark gives you this advantage.



# Kitemark™ Scheme for Emergency Lighting



**Increase profitability:** Through applying Kitemark practices you can reduce cost and waste which will help you realise a more healthy profit in your business. A Kitemark scheme offers a blueprint for better, more efficient business performance and fewer errors.

**Increased business:** Purchasing professionals in private and public sector organisations often prefer or even specify Kitemark products and services as it ensures that they deliver the safest, most reliable and consistent projects. Kitemark gives you access to their tenders and projects.

## What else will the scheme give me?

- Licence to use the Kitemark in marketing and promotional activities both print and online as well as other company documentation such as letterheads and invoicing and in signage for your company.
- Kitemark is a Business Superbrand in its own right and you have the license to use it. A Business Superbrand means that the Kitemark is seen by business leaders as having established the finest reputation in its field, and offers customers emotional and/or tangible advantages over competitors which customers want, recognise and are confident about investing in. Business Superbrands must represent quality, reliability and distinction.
- A Kitemark Marketing Tool Kit including a CD containing all relevant logos, hints and tips for using the logo, press release template, printer ready artwork for a Kitemark poster, sales flyers for your customers.
- Company listings in the Kitemark.com search function of Kitemark services and products.
- Company listed on the BAFE website.

## How much does it cost? (Ex VAT)

### Factors which influence cost

The cost of the Kitemark scheme depends on the number of assessment days required by your business.

In most cases this can be achieved in one or two day(s) for Initial Assessment(s) and thereafter one day annual assessment providing you can supply site visits near your offices, and that you are not in a very remote location.

## Scheme Requirements

Before you can achieve the Kitemark you will receive an assessment visit. This assessment will look at both the quality of electrical installation work and the general administration associated with such work.

We will carry out periodic surveillance visits to ensure quality standards are being maintained.

### Qualifications

All personnel involved in the design, installation, commissioning and maintenance should have attendance and successfully assessed on a recognised course provided by a nationally recognised organisation (such as the ICEL competent engineer course) and for work on For low voltage systems as defined in BS 7671 the installer(s) will also required to hold the C & G 2382 – (Certificate in the Requirements for Electrical Installations (BS 767:January 2008)

## Who and what is inspected?

The company's person(s) responsible for signing off the compliance of emergency lighting systems, will need to demonstrate their knowledge of all aspects of emergency lighting to BS 5266 parts 1, 7, and 8.

### Technical assessment

The technical assessment looks at your Company's knowledge of design, installation, commissioning and maintenance to BS 5266 as applicable to the type of work you do. The assessment will be based on what is seen on site and through questioning, including knowledge of the Building Regulations applicable to the work. For testing, we will also need to see examples of test certificates issued as well as check your test instrumentation.

The assessment will include at least 2 site visits. Completed work should be available for a small amount of retesting to be carried out. This serves the purpose of checking the test data on completion certificates and the Company's knowledge and testing technique.

### Sample work locations

The sites to be visited should contain sufficient technical content to warrant an assessment. (eg the addition of two or three emergency lighting fittings to an existing system would not be considered as suitable for assessment). Where a company ONLY carries out one or two of the four elements of design, installation, inspect/test/certify, or maintenance, a Kitemark may still be obtained which is restricted to these specific elements.

# Kitemark™ Scheme for Emergency Lighting



## Management Systems

It is not a requirement of this Kitemark Scheme for the company to have an ISO 9001 registration. However the company will be required to have the following in place, please refer to Section 11 of the SP203 document for the full list of requirements:

- Relevant procedures for each module applied for: e.g. Design
- Register of sub contractors and their satisfactory performance
- Public Liability Insurance for a minimum of £2 million and other insurances as applicable. (e.g. suitable professional indemnity insurance when undertaking design work)
- Calibration records for test equipment
- Complaints procedure
- Competency/training records for all staff

## System Design

Please refer to Section 6 of the SP203-4 document for the full list of requirements:

- Designers to be named and the authority to design clearly defined in company procedures
- Design records for each project, including drawings.
- Correct certification to the relevant standard
- Good design knowledge of the relevant standards (e.g. BS 5266).

## Installation

Please refer to Section 7 of the SP203-4 scheme document for a full list of the requirements:

- Knowledge of the standards in the installation, including the requirements of BS 7671 – Electrical Installations
- Installation records for each project
- Correct certification to the relevant standards
- Installation complies with specification.

## Commissioning

Please refer to Section 8 of the SP203-4 document for the full list of requirements:

- Comprehensive test, commissioning and configuration records for each project
- Commissioning procedure completed to the specification requirements.
- Correct certification to the relevant standard
- All records for the project have been handed over to the client.

## Maintenance

Please refer to Section 9 of the SP203-4 document for the full list of requirements

- Maintenance work carried to agreed specification/ contract.
- Records for all maintenance projects
- Appropriate reports provided to clients detailing work completed and any remedial action required.
- Correct certification to the relevant standard.

The SP203 scheme document and technical notes can be downloaded from the BAFE website at: [bafe.org.uk/schemes.php](http://bafe.org.uk/schemes.php)

### Optional Pre-Assessment Visit

Where companies consider, after reading BAFE SP203 scheme document, they may not be ready yet to undergo assessment, there is the option for a pre-assessment visit. This is where one of our assessors will visit the company premises and perform an overview of their procedures highlighting any areas which will require improvement before the assessment takes place. The pre-assessment will not look at examples of the company work on site.

# Kitemark™ Scheme for Emergency Lighting



## Technical library

The technical library - The business must hold as a minimum;

- BS 5266 parts 1, 7 and 8
- Current edition of BS 7671 (mandatory if engaged in the 'installation' of the emergency lighting system)
- HS (R) 25 the Memorandum of Guidance to the Electricity at Work Regulations 1989.

The above is a summary of some of the key areas covered during your assessment. If you would like more information before you book, please contact us on the details below and we will forward this information to you.

All businesses awarded the Kitemark and so authorised to self certify will be assessed against the same criteria and achieve the same standard, regardless of size. ALL the parts of BS5266 as listed above will be considered during assessment; these are not choices to select.

**Please note:** For the purposes of technical assessment, any requirements in BS5266 which contain the word "should" will be read as "shall", unless there are solid technical reasons for not doing so.

## Scheme Elements

Any company carrying out any combination of one, two, or three (but not all four) of the element will be assessed and Licensed in the applicable elements above. (eg if you only do 'installation' and 'maintenance', you will get the elements EML 1.2 and EML 1.4 below).

The purpose of being able to apply for individual or a combination of the four elements is to allow those companies who do not carry out all four functions to obtain the Kitemark for those they do perform; it is expected that a company will apply for ALL functions which it carries out.

**Note:** We can assess you for work categories in which you do AT LEAST 5% of your total work. If you do less than 5% of your total work in a specific category, it is unlikely that you will have sufficient work examples for us to assess.

## What's Next?

If you have already requested a quotation, simply sign the quotation acceptance and return to us, along with payment of the application and assessment fee if required.

If you would like a quotation, please contact us on the details below.

## Where can I get more information and support?

Simply pick up the phone and call us. We'll talk you through the whole process and answer any questions you may have.

If you have any questions, please contact us. Our team will be happy to talk you through the whole process. Call us: **+31 (0)20 346 0780**

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