



**National Security Inspectorate**

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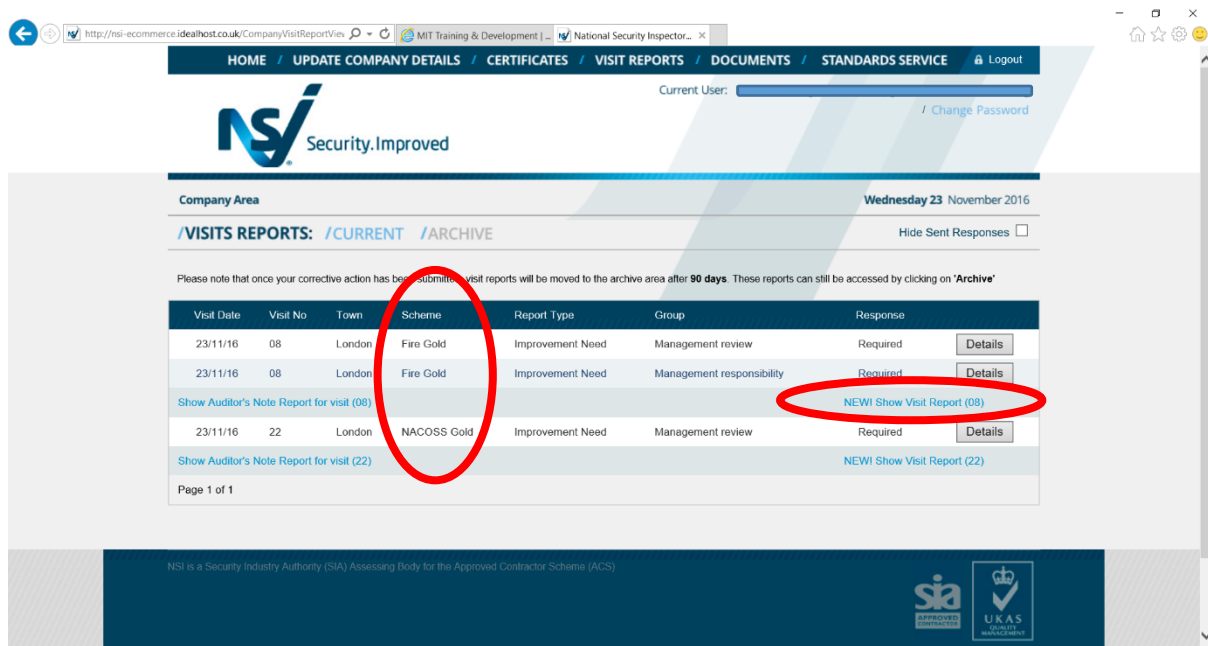
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## Guidance for Users of NSI Approved Company Area

Log-in to the Approved Company Area and select Visit Reports.

Users of the Approved Company Area will from 1<sup>st</sup> January 2017 notice some changes to the screen view – see *Figure 1* example of a Visit outcome, conducted on the 23/11/16 addressing 2 Approvals – Fire Gold and NACOSS Gold.



*Figure 1: Company Area/Visit Reports view*

- Improvement Needs (INs) appear as follows
  - IN – Management Responsibility - *Fire Gold only*
  - IN - Management Review - *Fire Gold and NACOSS Gold*

### Notes:

The IN - Management Review Details are the same in both Fire Gold and NACOSS Gold and can be viewed by selecting either Detail Button.

The Approved Company Response once made will then be replicated to show Response status 'Sent' in both Approvals.

In this case the IN – Management Responsibility - Fire Gold only – requires the approved company response as before.

- “New! Show Visit Report” link

For Visit Reports on line click the “New! Show Visit Report” for the Approval you are interested in.

The Visit Report (Fig2) is a 'common report' covering all Approvals included by the Auditor during the visit.

Visit Report	
Company:	Company Name Ltd (Town Name)
Company Address:	Company Address
Date & type of Audit:	09/01/2017 , Fire Silver-Surveillance Audit
Auditor	Auditor Name
For actions or changes required should be identified below.	
Change of client name	<input type="checkbox"/>
Change of address	<input type="checkbox"/>
Scope change	<input type="checkbox"/>
Contact change	<input type="checkbox"/>
Change in number of employees	<input type="checkbox"/>
Significant changes to the business	<input type="checkbox"/>
<b>Audit Summary</b>	
Audit scope: The Company's head office / operational branch at Town-Name and a representative sample of sites where the product or service has been or is being delivered.	
NSI Scope Code(s): 0100 The Design, Installation, Commissioning & Handover, Verification and Maintenance of Fire Detection & Alarm Systems to BS5839-1 2013	
Audit criteria: To verify conformity with the scheme criteria/requirements and the following product standards/specifications: BS5839 Pt 1 2013, Design, Installation, Commissioning & verification and maintenance of Fire Detection and Alarm Systems.	
The audit was conducted in accordance with the visit plan and all areas were covered.	
One site was inspected - conventional category L3 fire alarm system which appears to be well installed with most departures from the recommendations identified as variations etc.	
Three auditor's notes and five improvement observations were raised. Overall a good visit, there are no significant causes for concern.	
Auditor Initials - 9/1/17	
Recommendation: Maintain Certification	
<b>Disclaimer:</b>	
In terms of the implementation of the QMS and compliance with the requirements of the referenced product standards the conclusions of this report are based on a sampling process and therefore not every aspect of the company's activities has been covered. It therefore cannot be guaranteed that where nonconformity is not reported, none exists.	

Figure 2: online Visit Report view

In our example (Fig 1), the approved company had a visit covering both Fire and NACOSS Gold Approval. The "New! Show Visit Report" link under each Approval therefore opens the same Visit Report, which can be printed for reference if required.

Note: Were 2 separate visits arranged on different days and/or by different auditors, then a separate Visit Report for each would be made available – one for each visit.

Separate INs if any (even for the same Group eg Management Review) may be raised during each visit.