



Security.Improved

Kitchen Fire Protection Systems

Silver Approval Criteria

KFPS 002 Issue 1

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These approval criteria are to be read in conjunction with the NSI Regulations.

No company may hold out or claim to meet the Kitchen Fire Protection Systems Silver approval criteria, other than by virtue of holding Kitchen Fire Protection Systems Silver approval.

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1 Scope and introduction

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

KFPS Silver approval includes the design, installation, commissioning, recharge and maintenance of kitchen fire protection systems in accordance with the requirements of BAFE Scheme Document SP206.

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 the relevant BAFE Scheme document. |

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. |
| 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 KFPS 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. | '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. Some of your commercial contracts are likely to require you to hold cover for more than one million pounds sterling. |

5 Experience of management

| Criterion | Guideline |
|--|---|
| 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. At least one of the "qualifying managers" needs to have relevant technical and engineering experience. At least one of the "qualifying managers" needs to be a director or senior manager who has relevant business management and commercial experience. | 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. 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. A qualifying manager is normally expected to have at least three years' relevant experience in a management or supervisory capacity in the relevant discipline. 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. |

6 Repute of management

| Criterion | Guideline |
|---|---|
| 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 | 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 |

| Criterion | Guideline |
|--|--|
| issued, we may ask specific individuals within your 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. | company if we are not satisfied that we have the 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. 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>If you have been trading for less than two years we usually ask you to submit evidence of:</p> <ol style="list-style-type: none"> (a) financial backing; (b) organisational experience (covering the business management and financial aspects of the company and defining the responsibilities, authority and inter-relation of management personnel); and (c) a two-year forward business plan (financial plan). <p>In each case the evidence will need to be appropriate to the size of the company and the type of work undertaken.</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 21 . | <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 a KFPS Gold or KFPS Silver approved company.</p> <p>The arrangements should be ones that are stated in a written agreement or 'memorandum</p> |

| Criterion | Guideline |
|-----------|---|
| | of understanding' between your company and the other company concerned. |

9 Level of trading

| Criterion | Guideline |
|---|---|
| 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. | For initial approval, you are expected to have installed a sufficient number (normally four) kitchen fire protection systems. For KFPS approval to be maintained, you should normally issue at least ten certificates each year. |

10 Contracts (general)

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

11 Maintenance contracts

| Criterion | Guideline |
|---|-----------|
| You need to adopt a company policy that you always draw the customer's attention to the need for kitchen fire protection systems to be adequately maintained and that you encourage your customers to enter into a maintenance service agreement with you (or another KFPS Silver approved company) and to continue in the maintenance service agreement. Kitchen fire protection systems must be maintained in accordance with the manufacturer's instructions. | None. |

12 Staff

| Criterion | Guideline |
|--|--|
| 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 | 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 a KFPS Gold or KFPS |

| Criterion | Guideline |
|--|---|
| <p>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 SP206 scheme. See criterion 15.</p> | <p>Silver approved company. The arrangements should be in a written agreement or 'memorandum of understanding' between your company and the other company concerned.</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, recharging and maintaining the types of system covered under your NSI KFPS 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 NSI quality schedule KFPSQS206.</p> | <p>None.</p> |

14 Customer communications

| Criterion | Guideline |
|---|--------------|
| <p>You must keep to the relevant requirements of the KFPS Silver Management and Technical Requirements.</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 SP206 and the KFPS Silver Management and Technical Requirements.</p> | <p>None.</p> |

16 Documentation and records

| Criterion | Guideline |
|---|-----------|
| You must adhere to and comply with the relevant provisions of the KFPS Silver Management and Technical Requirements and the BAFE Scheme Document SP206. | None. |

17 Management of complaints

| Criterion | Guideline |
|---|-----------|
| You must adhere to, and comply with, the relevant provisions of the KFPS Silver Management and Technical Requirements and the BAFE Scheme Document SP206. | None. |

18 Compliance with standards, codes of practice and so on

| Criterion | Guideline |
|---|-----------|
| You must make sure the design, installation, commissioning, recharging and maintenance of kitchen fire protection systems is done to the regulations and approval criteria. This includes any work or other functions or activities that you subcontract. It also includes work or other functions or activities that you accept as a sub-contractor. In particular, every kitchen fire protection system you install must be to relevant technical codes and published documents listed in these approval criteria. | None. |

19 Do-it-yourself kits

| Criterion | Guideline |
|---|-----------|
| If you supply D-I-Y systems or equipment you must not in any way associate yourself with the installation, commissioning or maintenance of those systems or equipment. Also, you must not | None. |

| Criterion | Guideline |
|---|-----------|
| say or write anything that might in any way link D-I-Y systems or equipment with NSI. | |

20 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 over protective earthing and bonding. |
| | 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 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. |

21 Installation & Maintenance Standards

| Criterion | Guideline |
|---|-----------|
| You must design, install, commission, recharge and maintain kitchen fire suppression systems in | None. |

| Criterion | Guideline |
|---|------------------|
| accordance with the requirements of manufacturers' instructions and any relevant technical standards, and Codes of Practice including the BAFE Scheme Document SP206. | |