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**To: NACOSS Gold, Systems Silver, Fire Gold and Fire Silver (SP203-1, SP203-3, SP203-4),  
Life Safety Fire Risk Assessment (SP205), Kitchen Fire Protection Systems (SP206) and  
Evacuation Alert Systems (SP207) approved companies**

Dear Colleague,

**ISSUING CERTIFICATES OF COMPLIANCE**

Thank you for maintaining your NSI approval and continuing to help maintain standards in our industry. As you are aware, issuing Certificates of Compliance confirms to your customer that the system installed has been done by a competent and professional installer and that the system itself complies with all applicable standards and requirements.

With this in mind, we remind you that it is a requirement that Certificates of Compliance must be issued for newly installed, upgrades and takeovers of systems and, in the case of SP206 and SP207, for recently maintained systems (please see Appendix A).

We have also recently received queries from some Approved Companies regarding circumstances where they were not sure if a Certificate of Compliance should be issued.

Please see Appendix A for tables outlining application guidance on scenarios requiring the issue of Certificates of Compliance.

Should you have any questions, please do not hesitate to contact us.

Yours sincerely,

Matthew Holliday  
Director of Approval Schemes

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## Appendix A

### Your responsibilities

You agree to observe and comply with the NSI rules and regulations, specifically those for:

#### **Security Systems (NACOSS Gold and Systems Silver)**

Regulations for NSI Approved Companies, Issue 12, clause 3.5(b)", & Annex 4 Regulation A.4  
Additional regulations: NACOSS Gold, Systems Silver

#### **Fire Systems, Gaseous Fixed Suppression Systems & Emergency Lighting Systems (Fire Gold and Fire Silver)**

Regulations for NSI Approved Companies, Issue 12, clause 3.5(c)", & Annex 5 Regulation A.5  
Additional regulations: Fire Gold, Fire Silver

#### **Life Safety Fire Risk Assessment (Gold and Silver)**

Regulations for NSI Approved Companies, Issue 12, clause 3.5(d)", & Annex 6 Regulation A.6  
Additional regulations: Life Safety Fire Risk Assessment Gold, Life Safety Fire Risk Assessment Silver

#### **Kitchen Fire Protection Systems (Gold and Silver)**

Regulations for NSI Approved Companies, Issue 12, clause 3.5(e)", & Annex 8 Regulation A.8  
Additional regulations: Kitchen Fire Protection Systems Gold, Kitchen Fire Protection Systems Silver

#### **Evacuation Alert Systems (Gold and Silver)**

Regulations for NSI Approved Companies, Issue 12, clause 3.5(f)", & Annex 8 Regulation A.8  
Additional regulations: Evacuation Alert Systems Gold, Evacuation Alert Systems Silver

*Regulations and Annex documents are available through your secure NSI approved company portal login, accessed by selecting Documents, selecting the Applicable Scheme on the right-hand navigation menus then selecting Regulations and Approval Criteria.*



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## Application guide - NACOSS Gold & Systems Silver

Job type (IAS, CCTV & Access Control)	Certificate required	Certificate type Gold approvals	Certificate type for Silver approvals	Notes
New Installation - Intruder, CCTV & Access control	Yes	"G" for Commercial, "D" for Domestic	"S" for Commercial, "R" for Residential	All new systems for which you hold the scope of approval are required to have a Certificate of Compliance issued.
Upgrade of whole system to a new/latest standard	Yes	"G" for Commercial, "D" for Domestic	"S" for Commercial, "R" for Residential	Issued as per a new system as the standard to which the system has been installed has been changed.
Upgrade from Audible only to Monitored system	Yes	"G" for Commercial, "D" for Domestic	"S" for Commercial, "R" for Residential	This is considered a change in the standard of installation so requires a new certificate to be issued. The new certificate should state the original standard of the main installation with the new grade of signalling installed.
Change of signalling type as part of PSTN all IP change over	See Notes	"G" for Commercial, "D" for Domestic	"S" for Commercial, "R" for Residential	If the changeover is a like-for-like change, i.e. Digi com to SP signalling unit then no additional cert is required provided no claims of upgraded signalling are claimed. If you upgrade the signalling grade to either SP or DP with a higher performance grade of signalling then a new certificate should be issued. The new certificate should state the original standard of the main installation with the new grade of signalling installed.
Upgrade of Main control panel due to failure of an old unit	See Notes	"G" for Commercial, "D" for Domestic	"S" for Commercial, "R" for Residential	Only required if you are claiming the system is now compliant to a newer standard than was originally installed.
Upgrade of Detection devices /Cameras etc due to aesthetic reasons or poor performance, (Main control panel original)	See Notes	"G" for Commercial, "D" for Domestic	"S" for Commercial, "R" for Residential	Only required if you are claiming the system is now compliant to a newer standard than was originally installed.



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Job type (IAS, CCTV & Access Control)	Certificate required	Certificate type Gold approvals	Certificate type for Silver approvals	Notes
Takeovers	Yes	"T" certificate type available at a reduced cost should be used	"T" certificate type available at a reduced cost should be used	If there is no tangible evidence that can be supplied as part of the takeover that the original installing company supplied an NSI certificate of compliance, then a Takeover certificate should be issued.
Takeover Upgrades	Yes	"G" for Commercial, "D" for Domestic	"S" for Commercial, "R" for Residential	Issued as per a new system as the standard to which the system has been installed has been changed.
Extra works	See Notes	"G" for Commercial, "D" for Domestic	"S" for Commercial, "R" for Residential	Extra works (e.g. adding additional detection/extra cameras to a system) - provided you are not changing the standard to which the system has been originally installed it does not require a new certificate. However, the customer should be offered a new certificate.
<b>If you have a concession in place to issue a certificate type with a prefix other than G,D,R,S or T, please contact us for any queries you have regarding the issuing of these.</b>				

## Application guide – BAFE Schemes

Job type (BAFE/NSI Schemes - SP203, SP205, SP206, SP207)	Certificate required	Certificate type Gold approvals	Certificate type for Silver approvals	Notes
New Installations (SP203-1, SP203- 3, SP203-4)	Yes	NQ	NQ	New installations for which you are taking full responsibility of all modules.
New Installations (Modular) (SP203- 1, SP203-3, SP203-4)	Yes	QF	QF	Required to be issued where you are only taking responsibility for certain modules of work (e.g. Installation & Commissioning only).
Modifications (SP203-1, SP203- 3, SP203-4)	Yes	FGM	FGM	For modifications that meet the criteria in the relevant BAFE scheme document. These are Paper certificates and available through the NSI accounts teams.
Life Safety Fire Risk Assessment (SP205)	Yes	See Annex 6 the "Regulations for NSI Approved Companies Annex 6: Additional regulations relating to companies holding NSI 'Life Safety Fire Risk Assessment Gold' and 'Life Safety Fire Risk Assessment Silver'".		



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<b>Job type (BAFE/NSI Schemes - SP203, SP205, SP206, SP207)</b>	<b>Certificate required</b>	<b>Certificate type Gold approvals</b>	<b>Certificate type for Silver approvals</b>	<b>Notes</b>
Kitchen Fire Protection Systems (SP206)	Yes	KFPS certificates available to you: - Full - Maintenance		All applicable works required an NSI/BAFE certificate of compliance to be issued.
Evacuation Alert Systems (SP207)	Yes	EAS certificates available to you: - Full (all modules) - Modular (individual modules) - Maintenance - Modification		All applicable works required an NSI/BAFE certificate of compliance to be issued.