

MH/KL/NSI 015 24

7th October 2024

To: All NACOSS Gold and Systems Silver approved companies and applicants

Dear Colleague,

**PUBLICATION OF NSI NCP 109 ISSUE 4 - CODE OF PRACTICE FOR THE DESIGN,
INSTALLATION, COMMISSIONING AND MAINTENANCE OF ACCESS CONTROL SYSTEMS**

I am pleased to announce the introduction of our fourth edition of NSI Code of Practice NCP 109 for the design, installation, and maintenance of Access Control Systems. You may install systems complying with NCP 109 issue 4 with immediate effect but issue 3 of NCP 109 will not be withdrawn until the 30th September 2025, allowing time for approved companies to make any necessary operational or administrative changes before compliance with the new code is mandated.

Issue 4 of NSI NCP 109 was published in October 2024 and will supersede NCP 109 Issue 3 on September 30th, 2025.

Implementation timescale for applicant companies

New applicant companies to NSI NACOSS Gold and Systems Silver schemes will be audited against NCP 109 Issue 4 with immediate effect and any Improvement Needs recorded against clauses of the Standard will have to be satisfactorily addressed before approval can be granted.

Where an application for approval was already in progress with the NSI before the date of this letter, the approval will continue to progress against the appropriate standards.

Implementation timescale for existing approved companies

NSI approved companies will need to be compliant with NCP 109 Issue 4 by the 30th September 2025.

Where is the standard available?

The Code of Practice is available for you to download from the approved company pages of the NSI website.



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Questions or queries?

If you have any questions or queries regarding the implementation of the new requirements, please do not hesitate to contact me

Yours sincerely,

A handwritten signature in black ink that reads "Matthew Holliday". The signature is written in a cursive style with a horizontal line underneath it.

Matthew Holliday
Director of Technical Services and Field Operations

Email: matthew.holliday@nsi.org.uk