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IFCC SDI 00 INSTALLER CERTIFICATION SCHEME

**GENERAL REQUIREMENTS FOR CONTRACTORS INSTALLING,
FIRE PROTECTION PRODUCTS, SYSTEMS AND ASSEMBLIES**

UNCONTROLLED DOCUMENT

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Amendment Record

<p>To ensure that each copy of the Scheme Requirements Document contains a complete record of Amendments, this Amendment record is updated as issued with each set of revised/new pages of the Document.</p>							
Amendment		Discard			Insert		
No. & Summary of Change	Date	Section	Page	Issue No	Section	Page	Issue No
1. Reference to BS EN ISO/IEC 17065:2012 incorporated into Section 1.1.	18.10.13	1.1	4	1.0	1.1	4	1.1

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1. INTRODUCTION

- 1.1 The IFCC SDI 00 Certification Scheme for Installers of Fire Protection is a voluntary scheme intended for the independent third party certification of installation contractors who provide a service to industry of installation of fire protection products (e.g. Timber Fire Doors, Structural Steel Protection, Penetration Sealing, etc...). The scheme is operated by IFCC in accordance with the requirements of BS EN ISO/IEC 17065:2012 "Conformity Assessment – Requirements for bodies certifying products, processes and services".
- 1.2 The scheme covers the installation of a variety of fire protection products, systems and assemblies, each with its own specific installation requirements to be satisfied in order to provide the product's intended fire performance. The technical requirements to be satisfied in order for an installation contractor to be certificated to install a specific type of fire protection shall be set out in separate product family specific type "IFCC Installer Scheme Documents" (SDI ##) which should be read in conjunction with this document.
- 1.3 The intention of this document is to set out general requirements which apply to all IFCC Installer Scheme Product Certification but not the technical competence (practical skill / workmanship / technical ability) involved in undertaking the work to a standard for which certification may be awarded.
- 1.4 In order for an applicant to achieve third party certification the requirements herein and those technical requirements set out in the applicable product family specific "scheme documents" must all be satisfied.
- 1.5 All work carried out by the certificated company which is within the certificated scope is required to be conducted in accordance with the scheme requirements. No certificated installer shall deviate from manufacturer's instructions without written consent from the manufacturer, and this shall be project specific and shall not (unless instructed by the manufacturer) be used as a deviation for common use in installations on other projects.
- 1.6 This document also (where applicable to the specific product family type) covers the Contractor's ability to offer and provide an appropriate level of service and maintenance to the client (or end user) after installation and commissioning of the fire protection product, system and / or assembly.

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- 1.7 The scheme is open to all bona fide contractors involved in the installation and / or commissioning / maintenance of fire protection products, systems, assemblies to apply for certification.
- 1.8 Companies / contractors previously holding IFC Certification which was subsequently terminated by IFC Certification because of non-compliance with certification scheme requirements or non-payment of fees may have their application rejected.
- 1.9 Any company which is owned / operated by individuals who held director / partner status within a company previously holding IFC Certification which was subsequently terminated by IFC Certification because of non-compliance with certification scheme requirements or non-payment of fees may have their application rejected.

1.10 Features of the Scheme

The scheme provides independent third party certification of installation contractors involved in installing fire protection products, systems and / or assemblies in order to give confidence to purchasers, specifiers, management contractors, building owners and operators, regulatory authorities in the performance of the products once correctly installed as per manufacturer instructions / industry guidance in order to satisfy fire performance criteria.

The following are the general features of the IFCC SDI 00 Certification Scheme for Installers of Fire Protection;

- 1.10.1 All Contractors shall employ suitably trained / competent staff (see section 3.1.1)
- 1.10.2 An initial audit of office systems and inspection of site installation prior to any issue of certification
- 1.10.3 Periodic on-going site installation inspections (frequency of such inspections related to activity level)
- 1.10.4 Annual audit of office systems
- 1.10.5 Notification of all contract awards to IFC Certification and issue of Certificate of Conformity via the IFC Certification web-database
- 1.10.6 Upon satisfactory demonstration of compliance with these features of the scheme, Contractors shall be awarded certification and be registered on the IFC Certification website as certificated Installers of (specified scope) Fire Protection.

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1.10.7 The Scheme ensures that recognised procedures for installation are followed pre-contract, during installation and at completion of contract. Furthermore following completion of contract (where applicable to the type of fire protection) an annual maintenance and service plan is implemented and undertaken in accordance with the specific installer scheme.

- 1.11 Contractors applying for certification under the requirements of the IFCC SDI 00 Certification Scheme for Installers of Fire Protection **shall not undertake any job involving the installation of a type of fire protection for which they do not hold certification if that type of installation work is covered by an IFCC Certification Scheme.** Such jobs will be outside of the scope of their certification under this scheme and shall not be undertaken and certificated under the requirements of this scheme. In such cases the contractor shall request an extension to their scope of certification from IFCC which shall involve an inspection of the installation of such barriers.
- 1.12 Contractors who become certificated under the requirements of the IFCC SDI 00 Certification Scheme for Installers of Fire Protection **shall not be allowed to undertake "labour only contracts" (where the Contractor provides fitters to install fire protection for other non-certificated installer contractors) within the scheme.** If such works are undertaken this cannot be certificated and there can be no reference to IFC Certification in relation to such work.
- 1.13 Contractors who become certificated under the requirements of the IFCC SDI 00 Certification Scheme for Installers of Fire Protection **shall not be allowed to certificate work for which they have provided technical assistance for but in which they have had no involvement in the installation and commissioning.** If such work is undertaken this cannot be certificated and there can be no reference to IFC Certification in relation to the work.

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2. DEFINITIONS

- 2.1 Authority having jurisdiction** – a body, organisation, office or individual responsible for enforcing the requirements of a standard or code, and / or for approving system designs, equipment, materials, an installation, or a scheme. Such authorities may include Building Control, Fire and Rescue Service Authority, Insurer.
- 2.2 Certificate of Conformity** - the document issued to the Client detailing the extent of certification issued to them by the certificated Contractor in respect of compliance with the applicable standard.
- 2.3 Certification** - approval, registration or licensing of services.
- 2.4 Contractor** – the company, partnership, sole trader, etc. applying for approval or certification within the IFC Certification scheme, who is responsible for the installation and (where applicable) the commissioning and maintenance of fire protection products, systems or assemblies.
- 2.5 Installer / Fitter** – a person who can demonstrate competence in the installation of types of fire protection products, systems or assemblies and may also (where applicable) undertake commissioning and servicing activities. Such a person may also be required to undertake applicable manufacturer training.
- 2.6 Training** – undertaking and satisfactory completion (with evidence of achievement of course requirements) of a course recognized by IFC Certification.
- 2.7 Product Manufacturer Training** – training provided to Contractors by product manufacturers in the correct use, application, installation of their products, assemblies, materials, equipment, etc.
- 2.8 Authorised Signatory** – a directly employed senior member of the Contractor’s staff who is empowered to issue and sign the Certificate of Conformity upon completion of the smoke / fire barrier assembly’s commissioning.
- 2.9 User / End User** – the person, company or other body that uses the service provision (installation and commissioning of smoke and / or fire barrier assembly) being certified.

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3 REQUIREMENTS

3.1 Technical

Technical requirements related to specific types of fire protection installation for which IFCC Installation Contractor certification is applied for are detailed in the specific IFCC Installer Scheme Document (SDI ##) related to the fire protection product, system, assembly.

3.1.1 Training / Competence

3.1.1.1 An Installation Contractor shall be required to employ staff who have successfully completed IFC Certification recognized training courses, (or in the case of partnership or sole trader have undertaken appropriate IFC Certification recognized training themselves) in the installation and (where applicable) commissioning and maintenance of fire protection products, system/ assemblies.*

**Note: Where product / system / assembly manufacturers operate training courses for installers / service engineers as a mandatory requirement to enable such installers / engineers to work on their products, IFCC shall require the manufacturer training to be undertaken by the contractor's installers / service engineers as part of the certification process.*

3.1.1.2 At least one competency assessed supervisor and two competency assessed installation operatives/site engineers to be employed or sub-contracted by the applicant company.

IFCC shall undertake verification of samples of recent or current (easily accessible) on-site installation, or (where applicable) servicing contract work managed by the supervisor(s) and undertaken by each employed or sub-contracted installation operative/engineer to ensure that this work conforms to the product manufacturer's requirements and project specifications and requirements for the specific installation contract. (The verification process will make best use of all available technologies including, but not limited to, on-site inspection and traceable dated photographic evidence)

Supervisors and installation operatives/engineers will be interviewed by IFCC inspectors to establish their level of competence

3.1.1.3 IFCC expects as a minimum that Installation Contractors shall provide in-house training and guidance to Supervisors and installation operatives/engineers at their premises to cover the range of products, materials and assemblies for which the Contractor offers installation service to their clients.

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3.1.1.4 Where a Contractor uses sub-contract staff to supplement their directly employed staff, the Contractor shall maintain evidence of sub-contract agreements* (in writing).

**Note: A model sub-contract agreement is included in this document at Appendix 2 as an example*

3.1.1.5 A record shall be maintained of the C.V.s / training records of all Supervisors and installation operatives and / or service engineers that are capable of carrying out an supervision of the installation of fire protection products for which certification is sought and for installation operatives to confirm they are capable of installing the fire protection products, systems, assemblies.

(The above training records shall be reviewed by IFCC to ensure that they identify any formal qualifications and in-house training in respect of installing fire protection as part of the office inspection – see item 3.2.1.1)

3.2 Initial Office and Site Installation Inspection & Personnel Requirements

In addition to the Contractor’s responsibility to conform to the standards identified in section 3.1, the Contractor will also be assessed by IFC Certification to ensure that the following are satisfactory:

3.2.1 Initial inspection of the office systems.

3.2.1.1 The Contractor’s premises will be audited by IFC Certification to ensure that the Contractor operates a suitable management system appropriate to the size of their business that will demonstrate that;

- Records are maintained of all fire protection installation project enquiries quoted
- Records are maintained of all products, systems, assemblies for which the contractor offers an installation service, or the contractor has access to manufacturer technical data via an internet link to the manufacturer’s web-site
- Records are maintained of all installation drawings and technical proposals (including quotation stage / pre- installation and as-installed (marked up as-built))
- Records are maintained of all contract awards (jobs won)
- Records are maintained of all fire protection related product / material / equipment purchases. A log of batch numbers, product details, and the quantity of each product (where applicable) installed on a contract shall be maintained and be traceable
- Where applicable to the type of fire protection installed - records are maintained of all commissioning inspections related to installations

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- A record for each project identifying which site supervisor was responsible for the final inspection / commissioning and sign off of the work
- Installation certificates are issued
- Records are maintained of training / competence of directly employed and sub-contract supervisory and installation staff and sub-contract installation staff (where used) including a "log" of each or all operatives that may be used by the company for the purpose of installing fire protection and (where applicable) for commissioning and servicing activities.
- Where applicable, records are maintained of maintenance agreements and such work carried out
- Records are maintained of all purchases of materials and equipment
- Storage of materials and equipment is in accordance with manufacturer recommendations so as to protect them from damage

3.2.1.2 The Contractor shall operate their business from the office address provided to IFC Certification at the point of their application for certification and must demonstrate that this is the functional location of their business activities. IFC Certification will not accept Contractors providing their address as a location where post is directed or telephones are answered on their behalf but from where no functional operations are conducted. The office shall be the location from where system designs are produced and / or projects are run.

3.2.1.3 Where an applicant Contractor operates a group of companies involved in smoke and / or fire barrier assembly installation, the group of companies shall be identified as one company but the office locations shall be clearly identified. If in future any office / facility is closed then this shall cause the certification to be suspended pending a re-evaluation of the Contractor's certification.

3.2.1.4 As part of the initial inspection, an arbitrary selection of both recently completed and ongoing projects shall be subject to audit (from quotation stage through to contract award, system design, site installation, commissioning to completion). As part of the "office based" assessment, a review shall be undertaken to check process control for the installation of both a completed and an on-going project. The ongoing project on which the review is conducted shall be subject of a site installation inspection.

3.2.1.5 IFCC shall ensure that installation and (where applicable) servicing technical data is in use in the company for each manufacturer's products which the company installs. The data shall be maintained up to date and reflect a range of products which the company installs.

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3.2.1.6 The company shall be able to demonstrate to the IFCC assessor that it has access to all necessary sources of information, such as product standards, relevant codes of practice and the relevant regulations against which any installation is being made.

3.2.1.7 The IFCC assessor shall ascertain that the company maintains a Health and Safety policy.

3.2.1.8 The IFCC assessor shall ascertain, by reference to documentary evidence, that the company carries public liability insurance and, where applicable, Employers Liability insurance. **The company is responsible for ensuring the adequacy of its insurance taking into account the size and type of contracts undertaken.**

3.2.1.9 The inspection shall establish that any new or trainee site engineers are being, or have been, trained either by means of in-house training by the installation company or by attending manufacturer's training course before being subject to an on-site installation assessment. Where it is appropriate, the IFCC inspector may recommend provisional certification where the trainee installation operative is under satisfactory levels of supervision in order to facilitate a full assessment at a later date.

3.2.3 Site installations

3.2.3.1 Site Installations will be inspected by IFC Certification to verify the fire protection products / systems / assemblies are being installed in accordance with the contract drawings, associated manufacturer installation instructions and the requirements of any relevant industry code of practise / guide / standard. Items reviewed will include (but not be restricted) to the following;

- Compliance with the company's and the manufacturer's installation instructions as applicable to the products / systems / assemblies being installed
- Correct selection of the product / system / assembly (where applicable) taking into account the contract specification requirements, associated construction, function, fire rating required for the installation to provide for which it is supplied
- The provision of sufficient support for the fire protection such that it will not compromise the performance of the product / system / assembly
- Records maintained at site detailing the work ongoing and inspections of this with applicable structural references / level numbers / schedule references for future traceability of the installed fire protection along with manufacturer batch nos.) allocated to each, together with relevant dates.
- Final inspection / commissioning testing including aspects critical for the particular fire protection installation to perform its intended function as detailed in the client's specification and product manufacturer's installation data.

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3.2.4 Trained employees

3.2.4.1 The competency level of all key supervisory and installation / service personnel will be reviewed including supervisors (project managers), site installation operatives (fitters) / service engineers and all other staff associated with the installation process. Training records, for both in-house and external training, will be audited. The requirements set out in section 3.1.1 of this document must be demonstrated by the Contractor.

3.2.4.2 Essential Areas of Competence

Each installation operative/engineer must demonstrate a basic understanding of the following essential areas of experience:

- Knowledge of and the ability to differentiate between system types, and their specific areas of application
- The correct installation procedures (as set out in manufacturer installation and maintenance data) for each of the different types of fire protection for which the operative is to be competency assessed
- Where applicable to the type of product being installed - knowledge of correct servicing / maintenance procedures for the equipment type to be maintained

3.3 Maintenance (where applicable)

3.3.1 Where ongoing maintenance is a requirement of the particular IFCC Installation Contractor Certification Scheme, the Contractor shall offer each client a maintenance contract for the installed fire protection. The contract shall be specific to the building, shall identify the number and type of fire protection products / assemblies installed and shall be allocated a unique reference number for traceability purposes.

3.3.2 Upon completion of each installation contract the Contractor shall provide an O & M manual which details the correct operation of the fire protection also details testing and checking routines to be carried out by the client / end user (responsible person). The O & M manual shall also set out the frequency of service intervals with a description of the servicing / maintenance requirements as set out in the applicable manufacturer's manuals.

3.3.3 The Contractor shall only allocate suitably qualified service engineers to undertake service and maintenance activities for which they have received appropriate

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manufacturer training. The Contractor shall maintain training records to support the allocation of service engineers based on their proven competence.

- 3.3.4 The Contractor shall maintain a database of all maintenance contracts in order to assist in the planning and completion of all service and / or maintenance contract work. The database shall identify each contract by unique reference no. along with client name address of building in which they are installed, a contact name / telephone number / e-mail address and the types of fire protection products / assemblies installed.
- 3.3.5 The Contractor's service engineers shall carryout routine service work in accordance with the requirements set out in the manufacturers manuals for the applicable type of product / assembly. The service engineer shall not in the course of any maintenance work modify the product or assmbly or its operation which may affect the performance of it's function.
- 3.3.6 The Contractor's service engineers shall maintain a record of all service and maintenance work on specific forms which shall be issued to the client/end user. All site maintenance log books / records pertaining to the fire protection, should be completed by the Contractor. The contractor's database shall be maintained to include all on-going service and maintenance work and where necessary shall include for "follow-up" visits to address non complying fire protection products / assemblies recorded during the service visit.
- 3.3.7 The Contractor shall have a procedure in place whereby the client/end user is notified immediately of any faults, non-compliances or deterioration of equipment, which may adversely affect the operation or integrity of the smoke / fire barrier.
- 3.3.8 An appropriate emergency response service shall be offered to the client/end user as part of the maintenance contract, to ensure corrective action is taken as soon as possible and also to ensure that the fire protection is not impaired for unnecessarily long periods.

4 ONGOING SURVEILLANCE ASSESSMENT AND SITE INSPECTIONS

4.1 Notifying IFC Certification of Contract Award

- 4.1.1 Following satisfactory initial assessment the Contractor will be awarded certification to the IFCC SDI ## Certification Scheme for Installers of XXXXXXXXXXXX and will be allowed to use the IFC Certification Mark and will be allocated a password controlled secure location within the IFC Certification web database.

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4.1.2 The Contractor shall upon award of a contract notify IFC Certification by registering a "Contract Advice" on the web-database. The Contractor shall complete all details requested by the "on-line" form (it is understood that contract start and completion dates may vary from those initially planned).

Upon uploading each completed "Contract Advice" to the web-database each particular contract in hand will be allocated a URN (unique reference number) for traceability purposes.

4.1.3 Upon completion of each contract the Contractor shall be required to complete a "Certificate of Conformity" (system installation certificate) on the IFC Certification database which shall be obtained by input of the URN for the particular contract. Upon completion of the certificate on the database it should be printed off, signed by the authorized signatory and passed to the client. There is no requirement for the Contractor to send any copies of certificates to IFC Certification as these will automatically be received by IFC Certification upon the action of the Contractor initiating printing of the certificate.

4.1.4 The IFC Certification web-database shall also be maintained to record all supervisory and installation staff who are recognized as competent by IFC Certification as a result of satisfactory training (see sections 3.1.1) and assessing (installation) works they have been involved with (see sections 3.2.2 and 3.2.3).

4.2 Annual Office Audits / Inspections

4.2.1 After certification, the Contractor's office will be audited annually in accordance with the requirements outlined in section 3.2.1. Site installation inspections may also be programmed to coincide with these annual office visits, (see 4.3 below).

4.3 Interim Inspections

4.3.1 To ensure that the certified Contractor is maintaining compliance with the requirements of the IFCC SDI 00 Certification Scheme for Installers of XXXXXXXXXXXXXXXX, interim installation inspections will be carried out on both new and existing contracts*. An arbitrary selection of jobs / sites will be reviewed / visited based on a variety of factors including, but not limited to, the following:

- Size and complexity of installation
- Type of curtains / barriers installed
- Contractor activity level

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4.3.2 In addition to the above, compliance with the product manufacturer’s installation instructions / data and the Contractor’s own general standards of installation, (and where applicable) commissioning and servicing will be reviewed.

**Note: Upon final selection of the sites to be inspected / audited by IFC Certification, the Contractor shall arrange access to the site ensuring security clearance is approved (if required). IFC Certification should also be notified of any Health & Safety issues including Personal Protective Equipment and requirements for site inductions, if necessary, for any site visit.*

4.4 Inspection Findings / Non-compliances

4.4.1 Further site inspections may be required if any significant non-compliances are found on site. Additional site inspections will be necessary until the non-compliance(s) are resolved. Non-compliances may take the form of installation deviations to the relevant manufacturer’s installation instructions and / or standard, poor workmanship on site, or deficiencies in the management systems.

4.5 Issue of Installation Conformity Certificate

4.5.1 Upon completion of a fire protection installation project, the contractor shall issue a signed copy of the Certificate of Conformity which shall be downloaded from the IFC Certification web-database (see section 4.1.2) to the client, to confirm that the fire protection installation complies with the relevant manufacturer’s installation instructions and / or standard.

4.5.2 Any deviations to the standard or the original workscope should be noted in the relevant section of the certificate for review by the authorities having jurisdiction*.

**Note: Where the authority having jurisdiction has agreed any deviations to the applicable design standard, work scope these must be received in writing and must be maintained as a record for the particular job as an attachment to the design drawings / schedule / Certificate.*

4.5.3 In addition to issuing the original signed copy to the client, a copy of the Certificate of Conformity should be issued to the authority having jurisdiction, with an additional copy kept in the contract file.

4.5.4 In the case of multiple installations (such as a shopping centre) a separate Certificate shall be raised for each occupied business unit.

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- 4.5.5 The contractor shall issue a set of "as installed" system drawings to the client (in addition to the C of C) for future use / reference. All as installed drawings must be correct and a true representation of the system at the time of certification / hand-over.
- 4.5.6 Unless a maintenance contract is in place the contractor must clarify to the client that the Certificate of Conformity will only be valid for 1 year from the date of issue of the certificate.
- 4.5.7 It is a condition of the IFCC SDI 00 Certification Scheme for Installers of Fire Protection Products, Systems and Assemblies that the contractor raises a Certificate of Conformity upon completion of all installation works. If the contractor has not received final payment for the works they may withhold the certificate and not issue it to the client until such payment is received. The contractor should at least raise the certificate to indicate to IFC Certification that the contract installation is complete.
- 4.5.8 IFC Certification will not (and cannot) issue a Certificate of Conformity for any system logged by the contractor at the request of their client as only the contractor can raise such a document.**

5 NON-COMPLIANCES

- 5.1 Minor non-compliances raised during an office audit, design review or site inspection may be closed out by providing IFCC with evidence of correction by post or it may at IFCC's discretion be held over to the next surveillance visit.
Major non compliances identified during an office audit, design review or site inspection may require an additional visit to office and / or site, the need for such an additional visit will be discussed and agreed with the contractor who IFCC shall liaise with to make suitable arrangements to undertake the visit.
- 5.2 Site based non compliances raised as a result of non-compliant installation activities or poor workmanship shall generally result in a follow-up site visit being undertaken to ensure that the required corrections have been put in place. Arrangements shall be agreed between IFCC and the Contractor to ensure that the revisit can take place before any non-compliant work becomes inaccessible. Dependent upon the details of non-compliance, IFCC may invoke a requirement to visit further jobs undertaken by the Contractor to ensure that the same issue resulting in the non-compliance is not found on other jobs undertaken by the contractor. Revisits to site (and where necessary the Contractor's office) to check that corrections have been carried out and that the corrective action is effective shall be charged at the prevailing rate.
- 5.3 No contract with "open" non-compliances shall be certificated by issue of a Certificate of Conformity from the Contractor until the non-compliance has been corrected and

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checked by IFCC. Any contract related non-compliance raised by the IFCC Inspector shall result in a "Hold" being allocated to the particular contract in the IFCC web based database, this shall prevent the contractor from raising the Certificate of Conformity until the correction has been checked by the inspector as being satisfactorily addressed.

- 5.4 Where non-compliances have been raised, the applicant or certificated Contractor shall provide access to the IFCC inspector to enable a check of the corrective action to ensure it has been carried out and can be seen to be effective.

6 CONDITIONS OF ACCEPTANCE

6.1 Initial Acceptance

- 6.1.1 Provided that the requirements identified above and in the specific IFCC SDI## Installation Contractor Certification Scheme document related to the type of product / system / assembly being installed, the contractor will receive certification and be listed in the IFCC Register of Certificated Installation Contractors. The listing awarded by IFC Certification shall be accompanied by a reference to the types of fire protection products / systems / assemblies for which they have been awarded certification (see section 1.7.1). The certification is only valid if the contractor maintains the requirements of the scheme outlined in this document.

6.2 Change of Company Details

- 6.2.1 The Contractor shall notify IFC Certification of any changes which would affect certification of this scheme, including a change of company name, company registration or location.

7 BENEFITS OF THE IFC CERTIFICATION SCHEME

- 7.1 Due to the growth in the number of installers of fire protection, the need to assess and control the competency of contractors is increasingly important. Since fire protection products / systems / assemblies are designed and installed for life safety purposes, the adequacy and reliability of such work is paramount.
- 7.2 This scheme will benefit clients/end users and their insurers by assisting in the selection of a competent and experienced contractor.
- 7.3 A list of IFCC Certificated Installation Contractors can be found on our website, in both geographical and alphabetical format.

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8 APPLICATIONS PROCESS

8.1 IFC Certification welcomes application to the scheme from contractors working in the UK and Ireland. Application forms are available at the following address:

IFC Certification Ltd.
20 Park Street
Princes Risborough
Buckinghamshire
HP27 9AH

Email: peter.morgan@ifcgroup.com

8.2 Alternatively, application can be made on line by completing the web based forms available from our website at: www.ifccertification.com.

8.3 Upon receipt of the completed application form, IFC Certification will review the details and if acceptable, the contractor will be invoiced for the application fee. After payment of the fee, IFC Certification will make arrangements to conduct an initial inspection as detailed in Section 3.2.1.

8.4 For any further information on this scheme or others offered by IFC Certification Ltd., please contact us at:

IFC Certification Ltd.
20 Park Street,
Princes Risborough,
Buckinghamshire,
HP27 9AH

Tel: 01844 275500

Fax: 01844 274002

E-mail: peter.morgan@ifcgroup.com

Ask for Peter Morgan

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9 SCHEME FEES

9.1 The fees payable by a contractor for certification under the requirements of the applicable IFCC SDI ## Certification Scheme for Installers of XXXXXXXXXXXXXXXXXXXX (various fire protection products) are available upon request from IFC Certification Ltd. at the address given in 8.4.

10 SCHEME REGULATIONS

- 10.1 The technical requirements of the scheme are given in clause 3 of this document.
- 10.2 Applicants and certificated contractors shall nominate a representative and, if appropriate, at least one deputy, authorised to act in the main representative's absence, who shall be responsible for all matters relating to their IFCC scheme certification. The representative (or deputy) shall be responsible for all IFCC scheme communications between IFCC and the company.
- 10.3 Applicants and certificated Contractors shall be responsible for allowing IFCC accompanied free / safe access to their offices and sites on which they are working during normal working hours for the purposes of conducting initial, on-going random (as may be necessary) and annual surveillance audits and for providing information as required by the scheme and facilities as may reasonably be required by IFCC in order to verify compliance with scheme requirements as detailed in this document and any future revisions of it.
- 10.4 The nominated representative of the contractor shall be responsible for informing IFCC immediately upon award of all new contracts and confirmation of dates agreed for undertaking the work. This shall be done securely on-line by completion of the Contracts in Hand notification form within the IFCC web-database.
- 10.5 A certificated contractor shall conduct their business in "good faith" and in accordance with the requirements, spirit and intent of the IFCC SDI 00 Certification Scheme for Installers of Fire Protection as described in this document and any future revisions of it.
- 10.6 Where no new installation contracts have been awarded to the company within a 3 month period, the nominated representative shall be responsible for making a declaration to IFCC that no such work has been awarded. Non-receipt of Contract Advice notification forms or declaration of no new contracts have been awarded shall initiate a reminder letter from IFCC regarding this lack of submission. Failure to notify IFCC of new awards or no new award declaration may result in the company's certification being revoked after 6 months of no contact.

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- 10.7 Certificated Contractors may use subcontracted installers (as set out in section 3.1.1.4) to supplement their own staff provided that these subcontracted staff members have satisfactorily undertaken appropriate training which has been verified by IFCC and a sub-contract agreement is in place between the certificated company and the particular individual(s).
- 10.8 Certificated Contractors shall be permitted to use the IFCC Certification mark in accordance with the requirements given in Appendix 1 of this document and make reference to being certificated under the requirements of the scheme. Any proposed promotional material where the mark is depicted shall be submitted to IFCC for approval before the mark is used. If IFCC considers the wording or illustration to be misleading in any way, the certificated company shall amend the material to the satisfaction of IFCC.
The certificated company's right to use the mark is not transferable.
- 10.9 In principle a certificated Contractor shall not undertake any smoke and fire barrier assembly installation work outside these scheme requirements, either at its own discretion or in accordance with the wish of a third party. If however the certificated contractor is instructed to deviate from scheme requirements, they shall make it absolutely clear to all parties concerned (including end-users) in express written terms, that the work being undertaken & reported is outside of the scope of the scheme and its requirements. This should be a clear disclaimer for the items of work affected. Copies of this disclaimer shall be forwarded to the client and IFCC.
- 10.10 A certificated Contractor may terminate its certification upon written notification to IFCC. A minimum of three months notice of termination shall be given. Upon termination either by the certificated company or by IFCC in accordance with these requirements, the company shall forthwith discontinue the use of both the IFCC certification mark and all claims of certification under the IFCC SDI 00 Certification Scheme for Installers of Fire Protection. No further fees will be due from the date of termination except for unpaid fees accruing from before the date of termination. No fees already paid will be refunded. During the period of notice of termination the company shall continue to comply fully with the scheme requirements. The company entry on the IFCC Website will be suspended / terminated at the discretion of IFCC.
- 10.11 IFCC may, at its discretion, revoke, amend, refuse to grant, renew or extend certification if a certificated contractor fails to comply with the provisions of these requirements or becomes subject to the bankruptcy laws or enters into liquidation or is convicted of any offence tending to discredit its bona fides. Such a decision and the grounds for it will be communicated to the certificated company in writing. The Contractor's entry on the IFCC Website will be suspended / terminated at the discretion of IFCC.

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- 10.12 IFCC SDI 00 Certification Scheme for Installers of Fire Protection certification shall be re-assessed through the surveillance process on an annual on-going basis with contractor company certificates being valid for 5 years from date of issue.
- 10.13 The IFCC SDI 00 Certification Scheme for Installers of Fire Protection fee structure is given in a separate fee schedule which is available on request from IFCC. Failure to pay the required fees as stated in this document within the specified time shall render a certificated contractor liable to their certification being revoked by IFCC. The company entry on the IFCC Website will be suspended / terminated at the discretion of IFCC.
- 10.14 IFCC will investigate any complaint against a certificated company received from a third party concerning the certificated contractor's performance in respect of the scheme requirements. IFCC will, at its discretion, notify the certificated company of such complaints in order that corrective actions can be agreed and implemented. The company entry on the IFCC Website will be suspended / terminated at the discretion of IFCC.
- All complaints regarding scheme operation and a Contractor's performance shall be treated strictly private and confidential between IFCC and the certificated company unless otherwise directed by legal disclosure, other legal circumstance.

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Complaints Procedure

- 10.15 Certificated Contractors complaining about conduct of IFCC Staff / decisions taken by IFCC related to the contractor's activities as covered by this document and complaints related to the operation of the IFCC SDI 00 Certification Scheme for Installers of Fire Protection are as follows;
- 10.16 All complaints should be made in writing and addressed to: The IFCC Director of Certification. All complaints received by IFCC are investigated and actions taken where appropriate.
- 10.17 Upon receipt of a written complaint it will be logged on the date of receipt and will be reviewed by the IFCC Associate Director Certification or the IFCC Scheme Manager at the earliest opportunity.
- 10.18 *The IFCC Director of Certification shall conduct an investigation into the complaint which may involve discussion with the IFCC Associate Director Certification or the IFCC Scheme Manager, IFCC Administrator, or a third party to establish basis and background to complaint. If the complaint is not of a confidential nature (one which can be openly discussed in the presence of others who may have similar concerns), the complaint may be discussed at a scheme / Industry Liaison Meeting. In such a case the complainant will be advised of the complaint's inclusion on the agenda of the next liaison meeting and the proposed date of the meeting.
- *Note: Where the complaint is related to action taken or a decision made by the IFCC Director of Certification, the IFCC Associate Director of Certification shall conduct the investigation.*
- 10.19 The IFCC Director of Certification shall upon completion of all investigation related to the complaint be responsible for deciding whether or not the complaint is valid / justified.
- 10.20 Where the decision is taken that the complaint is valid the IFCC Director of Certification shall initiate corrective action to address the complaint and shall notify the complainant in writing of the action taken / to be implemented to address the complaint. The IFCC Director of Certification shall be responsible for reviewing the action taken to ensure it is working to prevent a recurrence of the instance which resulted in the complaint being made.
- 10.21 Where the decision is taken that the complaint is not justified, the IFCC Director of Certification shall notify the complainant in writing of his decision. The complainant shall be offered the facility to appeal against the decision in which case the Appeals Procedure shall be invoked should the complainant decide to appeal the decision.

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Appeals Procedure

- 10.22 Applicants and certificated contractors have the right of appeal against any decision made by IFCC against these requirements and in respect of their application for Certification or termination of a contractor company's certification. In order to invoke this procedure the appellant shall accept the following procedure.
- 10.23 Notice of any appeal shall be made in writing and addressed to the IFCC Director of Certification, IFCC within 14 days of official notification of the decision. The appellant shall clearly set out the grounds for the appeal and shall enclose a cheque for £1,750 made payable to "IFC Certification Ltd." to cover the costs of the appeal (refundable only where the Appeals Panel finds in favour of the Appellant).
- 10.24 The appeal shall be reviewed by the IFCC Director of Certification or their designee (where the complaint leading to the appeal involved the Director) who may consult the Chairman of the IFCC Steering Committee, the IFCC Associate Director Certification or the IFCC Schemes Manager, who may contact the appellant to discuss the grounds for the appeal and may request further details if he believes there is insufficient information on which to make an informed judgement.
- 10.25 The IFCC Director of Certification or their designee (where the complaint leading to the appeal involved the Director) shall attempt to resolve the appeal within 1 month of receipt of the written appeal. If the situation can be resolved to the satisfaction of both the appellant and IFCC within 1 month of receipt and it does not progress beyond this point, the fee is refunded. This may be as a result of certification being reinstated or by the appellant accepting the IFCC Director of Certification or their designee's decision made to terminate their certification based on the grounds surrounding the incident.
- 10.26 In the case of resolution by the IFCC Director of Certification or their designee he will write to the appellant confirming the agreed resolution of the appeal and will return the appellant's cheque for £1,750. **If the appeal can be resolved as detailed above no appeals panel shall be constituted.**
- 10.27 If the IFCC Director of Certification or his designee (where the complaint leading to the appeal involved the Director) review fails to resolve the appeal, the Director shall contact the IFCC Steering Group and request the constitution of an Appeals Panel. IFCC shall endeavour to facilitate hearing of an appeal by an Appeals Panel within 3 months of receipt of the written grounds for appeal.
- 10.28 An Appeals Panel specifically constituted for the purpose of hearing an appeal which cannot be resolved by the IFCC Director of Certification or their designee will comprise 3 members of the IFCC Review Board, as selected by the Chairman of the IFCC Steering Group. They will be selected such that no member has any direct or indirect commercial

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interest in the appeal. The Chairman of the IFCC Steering Group will not be a member of the Appeals Panel but the Chairman will nominate one of the 3 members as the Appeals Panel Chairman

- 10.29 When the subject of the appeal involves technical matters, the Review Board Chairman may arrange for one or more persons having suitable technical expertise to be available for consultation by the Appeals Panel. In such cases the Steering Group will ensure that the persons nominated have no previous involvement with the certification issue in question.
- 10.30 The appellant will be notified of the proposed date of the appeal hearing, the composition of the Appeals Panel and any technical advisors to be made available to the panel not less than 14 days before the date of the meeting. The appellant may challenge the composition of the panel and/or the technical advisors within 2 days of being informed of the composition and shall provide written reasons for any challenge.
- 10.31 The Appeals Panel Chairman will consider the reasons for any challenge and at their sole discretion will decide whether the composition of the Panel or technical advisors will be changed. In choosing any replacements, the Appeals Panel Chairman will take into account the reasons for the challenge to ensure that as far as possible the same objections will not apply to the replacements. No further challenges will be considered.
- 10.32 The appellant has the right to be supported at the hearing of the Appeals Panel by a representative of their choice. Any such representative shall be notified to the Chairman of the Appeals Panel 14 days prior to the hearing. The Chairman has the right, on behalf of the Appeals Panel, to challenge any such nomination.
- 10.33 The decision of the Appeals Panel will be decided by a simple majority and the decision will be final.
- 10.34 The IFCC Director of Certification will be responsible for arranging the timing and location of the appeal hearing by the Appeals Panel which will be advised to the appellant at least 7 days in advance.
- 10.35 The original decision will remain in force pending the meeting of the Appeal Panel at which both the appellant, the IFCC Director of Certification and any other relevant member of IFCC will be entitled to be heard in confidence. The IFCC Director of Certification, IFCC Schemes Manager or any other person nominated by the Appeals Panel will be responsible for implementing the decision of the Panel. The Chairman of the Appeals Panel will ensure that the appropriate action is correctly implemented.
- 10.36 All correspondence related to the Appeals Procedure must be sent "Recorded Delivery".

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Confidentiality

10.37 IFCC will not disclose to any third party any information about a contractor or their activities gained as a result of carrying out certification of the contractor which may be considered confidential, without the contractor company's consent. This restriction will not apply to information required by bona fide accreditation bodies such as UKAS in pursuance of accreditation of the scheme, provided that such information is given to such bodies on a confidential basis. Restrictions will not apply to information which is agreed by both IFCC and the company to be in the public domain and which would in such circumstance be available on request to any interested party.

Other Issues

10.38 A certificated contractor shall indemnify IFCC against any financial losses that IFCC may incur as a result of the certificated company's failure to comply with these scheme requirements. IFCC will maintain insurance cover against liability claims made against it and which may arise from operation of the scheme. The level of cover will be determined by IFCC to be reasonable in respect of its potential liabilities bearing in mind those prevailing within the certification industry in general and proportional to the fee charged for "membership" of the scheme.

10.39 The interpretation of these requirements and the terms of the insurance cover will be governed and construed in accordance with English Law and in the event of any dispute parties shall submit to the jurisdiction of the English Courts.

10.40 Certificated contractors shall comply with the scheme requirements currently in force. These requirements may be revised from time to time at the discretion of IFCC. Such revisions will be notified in writing to certificated contractors with dates for implementation of the revisions.

10.41 It must be clearly understood that a Certificated Professional Company (contractor) has a Professional Duty of Care to bring to the attention of any client, principle contractor, building owner/operator (for whom they are engaged in work) any works carried out by others which is known to be non-compliant with regulations. Should the Certificated Professional Company (contractor) not wish to confront their client with this information for "contractual reasons" such information may be brought to the attention of an IFCC Auditor / Inspector during a site visit so that the instance becomes documented in the visit report.

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10.42 Copyright of this document is held by IFCC. No part of this document may be reproduced in any form without the prior permission of IFCC in writing. Permission for applicants and certificated contractor companies to copy this document for internal use is automatically given upon receipt of application for certification. Such copies are uncontrolled and it is the responsibility of the applicant or certificated contractor to ensure that this status is correctly identified on each copy.

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APPENDIX 1

CONDITIONS FOR THE USE OF THE IFC CERTIFICATION MARK

Certificated Company XXXX

- 1.1 The IFCC Scheme certification mark ('the mark') is a registered certification mark and may be used by certificated companies (contractors).
- 1.2 The mark shall only be used in its entirety and without amendment.
- 1.3 The mark shall only be used in relation to those services that are within the scope of certification granted by IFCC. The mark shall not be used in such a way that it implies certification of services or activities for which certification has not been awarded. The mark shall not be used in conjunction with any non-related activities, only those within the scope of certification.
- 1.4 The mark, when used in association with the National Accreditation Mark (the UKAS mark), may be used by certificated companies on their trade literature, on their letterheads and on any of their display or promotional material. A certificated company shall submit their proposals for use and depiction of the mark to IFCC for approval before.
- 1.5 The IFCC mark may also be used on vehicles, buildings and flags but NOT in association with the UKAS mark.
- 1.6 The mark, when used without the National Accreditation Mark (the UKAS mark), shall always be used in conjunction with the company's certification number placed centrally under the mark in the format given above.
- 1.7 No company may use or depict the National Accreditation Mark (the UKAS mark) on any trade literature, on their letterheads and on any of their display or promotional material unless it is combined with the IFCC mark.
- 1.8 The mark shall be used at any size considered appropriate for the application and shall only be used to show the Contractor's involvement in fire and smoke barrier installation. The relative proportions shall always be retained.
- 1.9 If the mark is used in association with the National Accreditation Mark (the UKAS mark) on stationery not larger than A4, the maximum height shall be 30mm and the minimum 20mm. However in some circumstances, which are usually dictated by reason of space,

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the marks may be reduced in size provided they remain clearly legible. Full details of the use of the National Accreditation Mark (the UKAS mark) can be found in the DTI publication ref URN 98/887 which is available at www.ukas.com.

- 1.10 The mark shall be printed in the colours as the high resolution image provided by IFCC. Alternatively the mark may be produced in black.
- 1.11 The company shall, at the request of IFCC, cease to use the mark if IFCC deem the application inappropriate.
- 1.12 A company shall, upon suspension of certification, immediately discontinue the issue of documents that display the mark or contain any reference to the IFCC SDI 00 Certification Scheme for Installers of Fire Protection.
- 1.13 A company shall, upon termination of certification, immediately cease distribution of all items on which the mark is displayed and shall remove it from any other form of display or promotional application.
- 1.14 Scheme certificates issued within the scope of UKAS accreditation will carry a combined IFCC Scheme (Company) and National Accreditation Mark (the UKAS mark).
- 1.15 It is a condition of use that the mark shall not be used in any printed advertisements or printed publicity matter directed primarily to the market in the United Kingdom and in the Isle of Man or in retail point of sale display cards distributed by the Registered Proprietor for use within the United Kingdom and in the Isle of Man without indicating that it is a certification mark.
- 1.16 Failure to comply with these requirements for the mark may result in withdrawal of certification and legal action under appropriate legislation.

CONDITIONS FOR THE USE OF THE SCHEME LOGO

- 1.17 The use of the logo, as shown above, may be used for any promotional purposes by certificated companies but only in relation to those services that are within the scope of certification. The logo shall not be used in such a way that it implies certification of services or activities for which certification has not been awarded.
- 1.18 Details of the colour and colour gradation of the logo may be obtained on request.
- 1.19 A company shall submit its proposals for the use of the logo to IFCC for approval.
- 1.20 Failure to comply with these requirements for the logo may result in withdrawal of certification and legal action under appropriate legislation.

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APPENDIX 2

MODEL SUBCONTRACT AGREEMENT

This model subcontract agreement is provided as a guide for assistance only. Both parties in any such agreement must ensure that the final agreement signed by them is worded as necessary to include all their specific requirements.

This agreement is made between:

..... (the Scheme Certificated Company)

and

..... (the certificated subcontractor)

On this date

The certificated company contracts the certificated subcontractor for the purpose of the completion of fire protection under the requirements of the IFCC SDI 00 Certification Scheme for Installers of Fire Protection.

The subcontractor agrees to comply with all relevant IFCC SDI 00 Certification Scheme for Installers of Fire Protection requirements, and to ensure that the quality of the fire protection is not compromised by any actions for which they are responsible.

The certificated company is contractually responsible for the compliance of the completed smoke control / fire curtain / barrier assembly installation to the specified standard. Peer review of the completed installation will be undertaken by the nominated member of staff of the certificated company.

This agreement does not confer on the subcontractor the right to make any claims under the IFCC SDI 00 Certification Scheme for Installers of Fire Protection, nor use of the Scheme (Company) logo.

This agreement is valid until

Signed on behalf of the Signed on behalf of:

The Certificated Company:.....

The Certificated Subcontractor:.....

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