



**Building Emergency Safety Systems – Registration scheme Rules –  
Edition 1.1**

**Incorporating Amendment No.1**

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## Foreword

This registration scheme has been developed to address concerns raised by the Emergency Lighting industry and Regulators about the standard of installations being carried out in the Republic of Ireland. It is intended to aid those concerned parties in establishing confidence that Emergency Lighting installations are safe to operate and meet the requirements of the relevant standard.

These rules are subject to change from time to time to reflect experience in running the scheme.

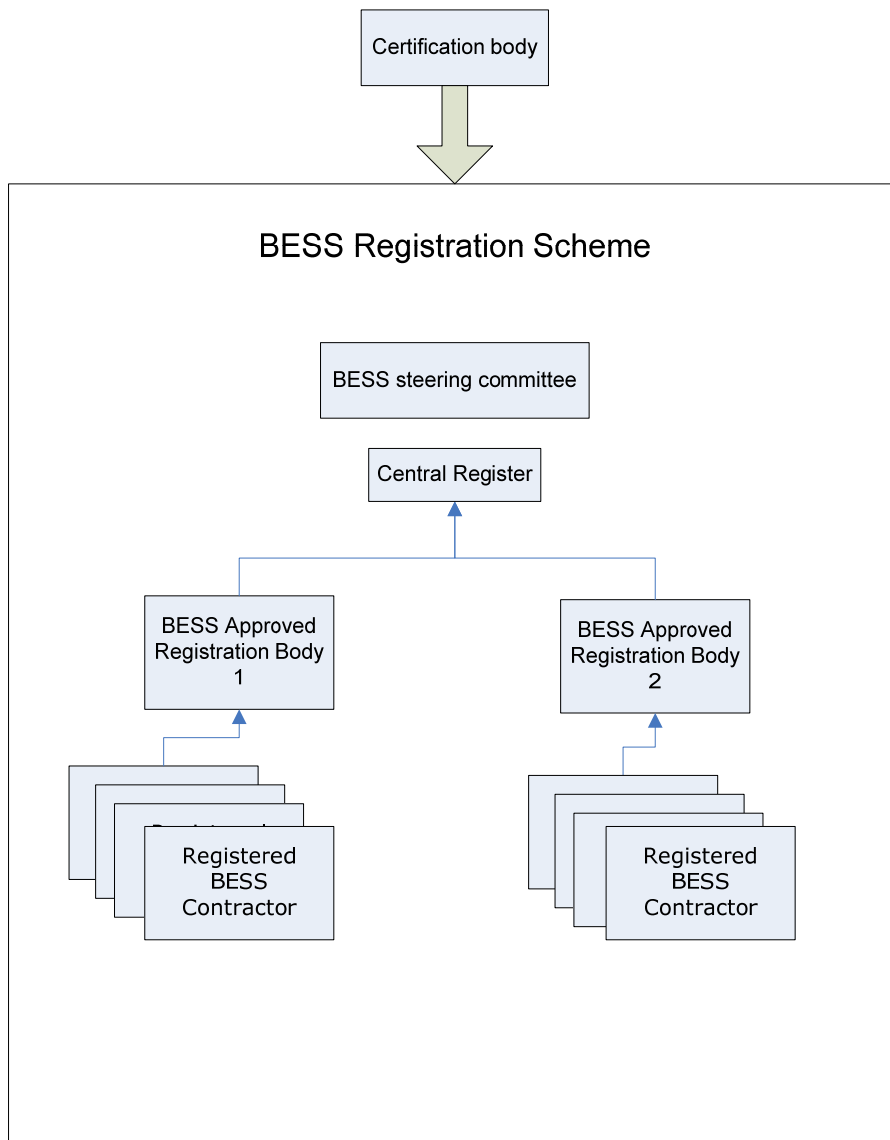


Figure 1 — Outline of scheme

**A1** The start and finish of text introduced, altered or deleted by the Amendment No. 1 are indicated by tags **A1** **A1** **A1**

## **1 Mission and objectives**

### **1.1 Mission**

In the interest of public safety, the mission of the Building Emergency Safety Systems (BESS) Registration scheme is to raise the level of compliance to standards of Emergency Lighting installations in the republic of Ireland through the application of a quality assurance scheme for the industry, regulators and those procuring Emergency Lighting systems.

The quality assurance scheme will maintain a register of Emergency Lighting (BESS) contractors and issue controlled certificates to those BESS contractors.

### **1.2 Objectives**

**1.2.1** To establish and maintain a register of BESS contractors for:

- Designing (defined installations),
- Commissioning and
- Periodically inspecting,

Emergency Lighting Installations.

**1.2.2** To facilitate the issuing of controlled certificates for activities coming under the registration scheme.

**1.2.3** To ensure that the requirements of the registration scheme are relevant, realistic and reflect public expectations and are appropriate to current and evolving technology, regulations, Standards, electrical rules and codes of practice, and reflect mission statement objectives.

**1.2.4** To promote safety and encourage an awareness of best practice in Emergency Lighting among BESS contractors.

**1.2.5** To complement the role of industry and other organisations in their endeavours to ensure that there are sufficient numbers of suitably qualified registered BESS contractors practising within the industry who are properly qualified to meet the standards required by the registration scheme and who will maintain appropriate levels of technical competency.

**1.2.6** To ensure that persons conducting business within the industry are appropriately registered for the work they are to undertake and to encourage competence and ethical business behaviour for the benefit of the public.

**1.2.7** To assist in the resolution of technical complaints between BESS contractors and consumers promptly and fairly by mediation, direction or referral to an appropriate authority or other body if necessary.

## **2 Terms and definitions**

For the purpose of this document, the following terms and definitions apply:

### **Approved Registration Body**

body charged, by the BESS steering committee, with the day-to-day activities of registration, audit and inspection of registered BESS contractors in accordance with the requirements this scheme

### **BESS**

Building Emergency Safety Systems

## BESS Registration Scheme Rules – Ed. 1.1

### **BESS steering committee**

committee set up to oversee and manage the BESS registration scheme at a high level

### **CER**

Commission for Energy Regulation

### **competent person**

individual who meets the requirements of the scheme to design and/or commission/inspect

### **defined installation**

installation in a building, defined in Table 1, of such a size and simplicity that its design does not pose a serious risk of non compliance with I.S. 3217

### **inspector**

officer appointed by an Approved Registration Body to carry out inspections of work by a registered BESS contractor

### **independent designer**

designer who is not carrying out the commissioning and or inspection work

### **nationally recognised qualification**

qualification in Emergency Lighting of at least a level 6 award on the National Framework of Qualifications

### **registered BESS contractor**

competent person registered with an Approved Registration Body under the scheme

### **scheme**

BESS registration scheme

### **the industry**

persons and companies engaged in the business of designing, installing, commissioning and/or periodically inspecting Emergency Lighting installations

**Table 1 — Defined installations in building types**

<b>Building type</b>	<b>Limitation</b>
Hotel, guest house	$\leq 280 \text{ m}^2$ , maximum of two levels over basement and two final emergency exits
Office	$\leq 560 \text{ m}^2$ , maximum of two levels and two final emergency exits
Shop	$\leq 140 \text{ m}^2$
Public house, restaurant, café, canteen	Non residential building $\leq 140 \text{ m}^2$ , maximum of one level and two final emergency exits

## **3 Registered BESS contractor activities**

**3.1** Registered BESS contractors shall be suitably qualified in accordance with 7.5 to undertake work on Emergency Lighting installations. Such work may consist of designing (defined installations), commissioning and periodically inspecting.

**3.2** A suitably qualified registered BESS contractor may undertake one or more of the following:

- design of a defined installation,
- commission/inspect any installation.

## **4 Funding**

The registration scheme shall be funded by a mixture of the following:

- a) Registration fees, initial and annual;
- b) The sale of controlled certificates by an Approved Registration Body to registered BESS contractors.

The Annual Subscription Fee shall be paid within 90 days of renewal date. All Fees shall be payable in accordance with the schedule specified by the scheme from time to time.

## **5 BESS steering committee**

### **5.1 Functions**

- To oversee the proper functioning of the scheme.
- To be available to deal with issues that may arise from time to time in relation to the scheme.
- To ensure the scheme meets the expectations of the authorities and the industry.

### **5.2 Membership**

Representatives from the following organisations are welcome to participate in the steering committee:

- the fire authorities,
- Department of Environment and OPW,
- the design and consultancy industry,
- the manufacturing and distributors,
- installation industry,
- the approved registration bodies,
- Engineering Institutions,
- ETCI,
- CER, HSA and consumer agencies,
- NSAI,
- the certification body,
- other relevant interested parties.

## **6 Certificates**

**6.1** Registered BESS contractors shall complete and issue completion certificates for new/alterd installations.

Registered BESS contractors shall complete and issue certificates for periodic inspections.

Three copies of certificates shall be issued as follows:

- 1) one to the installation owner,
- 2) one to the relevant Approved Registration Body, and
- 3) one to be retained by the registered BESS contractor.

Except for defined installations, no one person shall sign all three parts (Design, Installation and Commissioning) of the emergency lighting completion certificates.

Where the design is carried out by an independent designer, that designer should sign the design part of the completion certificate.

**6.2** The controlled certificates shall be issued by ETCI to the Approved Registration Bodies who will sell them to the registered BESS contractors.

## **7 Enrolment of applicant**

### **7.1 The register**

An on-line register shall be maintained for all registered BESS contractors. Only the Approved Registration Bodies may register a contractor on the register.

### **7.2 Application for enrolment**

Applications for enrolment on the BESS registration scheme shall be made to an Approved Registration Body in such form as prescribed by the scheme.

### **7.3 Payment of registration fee**

A registration fee of the prescribed amount shall be payable in respect of each application for enrolment and shall be accompanied by the appropriate completed application form. This fee is required as a contribution towards the cost of expenses incurred in running the approved registration body. The Registration Fee is non-refundable. An Application Inspection Fee will be charged to cover the inspection of all new applicants.

### **7.4 Form of undertaking**

Every applicant shall, on making application for enrolment, sign and thereafter strictly observe, an undertaking that his/her standard of work shall conform with the requirements of the approved registration body. He/she shall be in possession, in his/her own right, of a copy of the relevant Standard(s).

### **7.5 Qualification for enrolment**

#### **7.5.1 Applications and renewals**

An applicant may apply for enrolment or renewal of enrolment as a registered BESS contractor if:

he/she is:

- 1) a person possessing technical qualifications not less than a nationally recognised qualification in Emergency Lighting for design and commissioning/inspection or commissioning/inspection or equivalent qualification, and
- 2) covered under a public liability insurance policy, and employers liability insurance where relevant, to meet the standards required from time to time by the approved registration body; and
- 3) in possession of all relevant equipment and tools to enable him/her to carry out the requirements of the relevant Standard(s).

## **7.5.2 Evidence of qualifications**

### **7.5.2.1 Full membership**

The Approved Registration Body requires applicants for enrolment to support their application with such evidence as to their own qualifications for enrolment, their technical competence and their standard of workmanship as the Approved Registration Body may require. Furthermore, they shall afford to the Approved Registration Body such information and facilities for inspection of work completed or in progress, as required by the Approved Registration Body.

### **7.5.2.2 Provisional membership**

As an interim measure to establish the registration scheme, a provisional membership will be open to those who **[A]** are purchasing the controlled certificates **[A]**. Such membership will lapse on 1<sup>st</sup> January 2012. Provisional membership is subject to the same terms as full membership with the exception of the requirement to hold a nationally recognised qualification.

Those holding provisional membership are expected to transfer to full membership after 1<sup>st</sup> January with its accompanying qualification requirements.

NOTE The signing of completion certificates involves a self declaration of competence.

## **7.5.3 Decisions on application for registration**

The Approved Registration Body may reject any application for registration, and where it does so, the applicant for registration shall be advised in writing of the reasons for the rejection of the application.

The applicant shall be entitled to appeal this rejection within 30 days of his/her notification in accordance with the procedures 8.9.

## **7.6 Certificates of registration**

Every BESS contractor whose name appears on the register shall, after payment of all fees due, be entitled to a certificate of registration and so long as his/her name remains on the register, but not otherwise, to advertise the fact and to use the title "BESS Registered Contractor". He/she shall also be entitled to use, while so registered, such mark, emblem as Approved Registration Body may permit. The Approved Registration Body may issue photo ID cards to their members.

Every certificate of registration shall remain the property of the Approved Registration Body and shall be returned forthwith to the Approved Registration Body upon removal, for any reason, of the holder's name from the register.

## **BESS Registration Scheme Rules – Ed. 1.1**

### **7.7 Registration and renewal of registration**

Registration shall be effective from the initial issue date shown on certificate of approval of a fully completed application form to the end of the financial year in which approval takes place unless, in the meantime, the Registered Contractor's name is removed from the Register.

Continued registration shall be on an annual basis and subject to the payment of an annual subscription and continued compliance with the conditions of registration, enrolment and maintenance of professional competence.

Renewal notices will be issued each year and confirmation of continued registration will be required within 30 days of the issue of this notice. In the event of non-compliance with this requirement, the approved registration body, at its discretion, may lapse the registration and demand the return of all property and removal of all reference to registration from the contractor's notepaper and property.

The Approved Registration Body financial year is the calendar year.

### **7.8 Maintenance of professional competence**

In order to ensure continual professional competence every registered contractor shall be assessed for competence every three years. This shall take the form of a written assessment or other assessment on:

- updates in standards and legislation,
- new technology,
- building requirements,

or a BESS steering committee approved CPD system of points.

Proof of successful completion of this assessment shall be sent to the Approved Registration Body within 30 days of notification of success.

The BESS registration scheme shall define the content and method of the assessment.

### **7.9 Evidence of registration**

Every registered BESS contractor, on request by an inspector, shall produce evidence of registration.

### **7.10 Change of registration details**

Every registered BESS contractor shall give notice in writing to the Approved Registration Body of any change in business status or of any other change in the particulars contained in his application form, within 30 days of such changes taking place. Failure to comply with this clause may mean cancellation of registration.

### **7.11 Inspections**

#### **7.11.1 Premises, equipment and work**

Every Registered Contractor shall facilitate the Approved Registration Body to conduct inspections. These inspections can include:

- work completed or in progress,
- tools and equipment, including testing equipment.

He/she shall also afford to procure all requisite facilities for such inspections, and if so required by the inspector, shall produce, all such specifications, drawings, test record sheets and documents relating to the

work inspected as may be requested. The Approved Registration Body reserves the right to charge any registered contractor who fails a routine inspection, the cost of any additional inspection(s) the body deems necessary.

### **7.11.2 Frequency**

Inspection of work shall be as follows:

- a) If the Approved Registration Body receives a complaint about the quality of work carried out by a contractor on their register;
- b) The approved Registration Bodies reserve the right to carry out inspections of work carried out by a contractor on their register on a random or systematic basis.

## **8 Disciplinary procedures**

### **8.1 Interpretation of rules**

In the event of a dispute about an interpretation of rules the BESS steering committee shall be the final arbiter.

### **8.2 Disciplinary process**

The Approved Registration Body may at any time initiate the disciplinary process as appropriate further to a registered contractor being discovered to have breached any of the requirements of these rules. The BESS steering committee requires that a single Appeals Panel shall be in place regardless of the number of Approved Registration Bodies operating. This is in the interest of the objective of ensuring consistency, fairness and equity of treatment of all registered BESS contractors who are subject to the disciplinary process.

### **8.3 Composition of Appeals Panel**

The Appeals Panel shall be appointed by the BESS steering committee and shall consist of a technical expert in Emergency Lighting an independent person and an independent Chairperson. The BESS steering Committee may also appoint a qualified Solicitor or Barrister.

### **8.4 Notice of complaint**

On receipt of an Inspector's Report which indicates irregularities, the Technical Manager / Complaints Officer of the Approved Registration Body may refer the complaint to a Disciplinary Tribunal which will consist of three Directors of the Approved Registration Body.

When an Approved Registration Body decides to initiate disciplinary action notice of the complaint (containing particulars of the alleged breach of these Rules together with a brief statement of grounds to be relied upon in support of the complaint), will be advised to the registered BESS contractor by registered post. The registered BESS contractor will have fourteen days from the date of issue of the notice of complaint to lodge any explanation or defence he/she wishes to make and may choose to submit a defence in writing instead of attending a hearing. It is the absolute duty of the contractor to submit his/her written defence in advance of the hearing. On the expiration of the fourteen days the Disciplinary Committee shall issue a written decision setting out its findings and setting out any Order to be made pursuant to its determination in respect of the complaint.

The registered BESS contractor shall be permitted to call witnesses on his behalf and to cross-examine the complainant, the Inspector and any witnesses put forward by the complainant.

The members of the Disciplinary Tribunal may directly question any of the parties submitting evidence to the Inquiry.

## **BESS Registration Scheme Rules – Ed. 1.1**

If the Disciplinary Tribunal, having considered all of the evidence, finds that the complaint(s) made were justified, the registered BESS contractor may be instructed to carry out the necessary remedial works, or to reimburse the complainant for any loss suffered. The Tribunal may, at its absolute discretion, make any other Order which appears to it to be a fair and equitable means of dealing with the facts as established in the course of the hearing. Should a member, against whom a complaint has been made, fail to attend the Disciplinary Tribunal, having been notified by post to his/her last known address, the Tribunal may proceed to arrive at a decision in his/her absence.

The Disciplinary Tribunal may make such Order as it sees fit as to costs.

A registered BESS contractor aggrieved by a decision of the Disciplinary Tribunal shall have the right of appeal to an Appeals Panel, provided that notice of Intention to Appeal is received, in writing, by the Secretary of the Approved Registration Body, at its registered office within 30 days of the decision of the Disciplinary Tribunal.

Pending the hearing of such appeal, the Order of the Disciplinary Tribunal may be enforced.

No person who has acted as a presiding member at the Disciplinary Tribunal whose decision is being appealed may act in any capacity on the Appeals Panel.

The procedure at an Appeals Panel Hearing shall be similar in all respects to that of the Disciplinary Tribunal.

The Appeals Panel may confirm, reject or vary the Order of the Disciplinary Tribunal and may make such additional Orders as it sees fit.

The decision of the Appeals Panel shall be furnished to the registered BESS contractor in writing along with reasons why the decision was arrived at.

### **8.5 Liability to disciplinary action**

A registered BESS contractor may be liable to disciplinary action if any of the following occur:

- a) he/she has committed a breach of any of the obligations imposed on him/her by these rules,
- b) the Approved Registration Body is satisfied that he/she was wilfully misled by details contained in his/her initial application or subsequent renewal application,
- c) if it is shown to the satisfaction of the Approved Registration Body that he/she has culpably or negligently created or caused to be created a risk to the building or to its occupants as a result of his/her work,
- d) if it is shown to the satisfaction of the Approved Registration Body that the standard of work done by him/her is materially below the standard of the current standard (I.S. 3217), technology, regulations, standards, electrical rules and Codes of Practice,
- e) if there is any change in the ownership to his/her business which affected the conditions under which he/she has enrolled or he/she becomes bankrupt or insolvent or has a receiving order made against him/her or commences to be wound up for reasons other than voluntary winding up for the purposes of reconstruction or carries on business under a Receiver for the benefit of his/her creditors or if, in the opinion of the Approved Registration Body he/she has ceased to trade,
- f) If maintenance of competence cannot be demonstrated,
- g) if it is shown to the satisfaction of the Approved Registration Body that he/she have acted in a manner intended to defraud,
- h) if it is shown to the satisfaction of the Approved Registration Body that he/she has failed to comply with the insurance provisions set out in 7.5.1.

## **8.6 Sanctions**

The standard of proof applicable shall be “on the balance of probability”. If the Disciplinary Committee makes a finding that the complaint has been proved or upheld in whole or in part it may make one or more of the following Orders as it considers appropriate.

- a) That the registered BESS contractor be reprimanded by way of a written warning.
- b) That the registered BESS contractor be required to give a written undertaking to the Body on the terms set out by the Disciplinary Committee.
- c) The requirement that registered BESS contractor undergoes a formal competency assessment or attends specified courses.
- d) Requirement that the registered BESS contractor be subject to a higher frequency of inspection and/or fees and charges
- e) Suspension of the registered BESS contractor’s registration for a defined period and the terms upon which the suspension should be lifted and/ or,
- f) Revocation of the registered BESS contractor’s registration with the Body,

or any other such order that may be made on such terms and conditions as decided by the Disciplinary Tribunal in its absolute discretion.

## **8.7 Implementation**

The Approved Registration Body shall be obliged to implement and enforce the Order of the Disciplinary Tribunal in accordance with the provisions of such an order.

## **8.8 Other sanctions**

The Approved Registration Body reserves the right to impose a fine in place of cancellation or suspension of registration status if deemed more appropriate.

## **8.9 Appeals**

Appeals against decisions under 7.5.3 and/or 8.10 must be made in writing using registered post within 21 days from notification of the written decision of a Disciplinary Tribunal to the registered contractor and must be accompanied by the deposit of €75 which will be refunded in the event of the appeal being successful.

The date of the hearing of the appeal shall be fixed by the Approved Registration Body and it shall take place as far as is reasonably possible, not less than 28 days after the appeal is lodged. The Appeal shall be heard and decided by an Appeals Panel.

A report (setting out a summary of the evidence given and a note of the findings) of the initial proceedings will be furnished to the Contractor and the Appeals Panel prior to the hearing of the Appeal. Any further evidence that the registered BESS contractor wishes to make shall be furnished in writing to the Approved Registration Body at least fourteen days in advance of the hearing of the Appeal to allow the Approved Registration Body furnish a written response. This response shall be furnished within seven days of the hearing of the Appeal. The said submissions will be furnished to the Appeals Panel prior to the hearing of the Appeal.

The decision of the Appeals Panel shall be final and binding and shall be notified to the registered BESS contractor by Registered Post to his/her last known address. The decision becomes effective at the expiration of 7 days after the recorded date of despatch of the letter.

## **BESS Registration Scheme Rules – Ed. 1.1**

The rights and benefits of membership of the registered BESS Contractor shall not be withdrawn while the appeal is pending, unless, in the interest of safety, it is deemed necessary (by the approved registration body) to suspend membership until the outcome of the appeal is decided.

### **8.10 Surrender of registration certificates**

#### **8.10.1 Removal from register**

A registered BESS contractor who has been removed from the register shall remove all reference to registration from his/her notepaper and property and he/she shall not in any way represent himself/herself or his/her business as being registered under the scheme.

He/she shall return all Approved Registration Body property, including his/registration certificate.

#### **8.10.2 Publication of cancellation of registration**

The Approved Registration Body shall notify the BESS steering committee of all cancellations or suspensions of registration.

The Approved Registration Body may, at its discretion, publish or advertise the cancellation of a contractor's name from the register in such newspaper or periodicals and in such manner as it may think fit.

## **9 Inspection personnel**

The Approved Registration Body shall engage a sufficient number of individuals for the purposes of carrying out inspections and audits as required by the scheme.

The Approved Registration Body shall have a procedure for selecting inspectors and audit personnel and this procedure shall select such parties on the basis of their competence, training, qualifications and experience.

Inspections of work on emergency lighting installations which have been designed, commissioned or inspected by registered BESS contractors, as outlined in this section, may only be carried out by a person engaged by the Approved Registration Body as an inspector and who meet the requirements set out below.

Audits of registered BESS contractors may be carried out independently of inspections and may be carried out by administrative staff of the body.

Suitable criteria required for appointment as an Inspector shall be documented by the Approved Registration Body and shall include:

- a) Technical qualifications not less than nationally recognised qualification in Emergency Lighting;
- b) Experience of or responsibility for electrical installation work for not less than three years;
- c) Fully conversant with:
  - 1) All versions of I.S. 3217;
  - 2) the relevant parts of the Building Regulations;
  - 3) Health and Safety legislation as appropriate;
  - 4) any such other relevant, standards and documentation as may be specified by the Approved Registration Body.
- d) They shall not be commercially active in the industry.

## **10 Data protection**

Without prejudice to the generality of any other provision of this Document, each Party bound by it shall comply with the applicable requirements of Data Protection Legislation in respect of any Personal Data which it processes, stores or uses in the course of its activities in connection with this Document.

## **11 FOI implications**

All parties bound by this document confirm and acknowledge that although they may inform any state body, connected with this scheme, in writing that specific information pursuant to this document may be classified as confidential information, it may be subject to disclosure in accordance with the provisions of the Freedom of Information Act 1997 and 2003.

## **12 Confidentiality**

The Approved Registration Body shall adhere to and be compliant with all relevant legislation pertaining to its functions, activities and operations, insofar as applicable to it and its operations. Without prejudice to the generality of the foregoing, such legislation includes, inter alia the Data Protection legislation.

The Approved Registration Body shall have adequate arrangements consistent with applicable laws to safeguard confidentiality of the information obtained in the course of it carrying out its core activities. Where the law requires information to be disclosed to a third-party, the party to whom the information concerned relates shall be informed of the information provided as permitted by the law.

## **13 Conformity assessment**

The Approved Registration Body shall have in place a fit-for-purpose Quality Management System for facilitating it in meeting the requirements of the scheme.

The scheme shall be available to be audited on an annual basis by an accredited certification body to ensure it is meeting the aims and objectives of the scheme.

Procedures for inspection and/or audits shall be agreed between the steering committee and the certification body.

## **14 Records**

### **14.1 Training and Qualification Records**

**14.1.1** The registered BESS contractor shall ensure that evidence of his/her qualifications is available by him/her for inspection.

**14.1.2** The registered BESS contractor shall ensure that records of training courses attended by him/her are kept up to date.

**14.1.3** Such training records should include details of course name and course accreditation, training provider, dates attended, type of assessment, and, if appropriate, results achieved.

**14.1.4** It is the responsibility of the registered BESS contractor to store these records and make these available for Inspection and Audit upon request.

**14.2 Certificates and Test Record Sheet Copies**

**14.2.1** Registered BESS contractors are responsible for ensuring that the relevant copies of all Certificates issued by them are properly filed.

**14.2.2** The registered BESS contractor shall ensure that:

- i) all such records are kept in an appropriate manner and available for Audit and Inspection by the Approved Registration Body; and
- ii) copies of all Certificates issued are returned to the Approved Registration Body without delay.