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## PROPERTY INSURANCE COMMITTEE

### Prevention Specifications

**CEA Base requirements for Installers of  
Automatic Fire Detection and Alarm  
Systems (AFDS), Intruder Alarm Systems  
(IAS) and/or CCTV-Systems**

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## **Foreword**

These guidelines were prepared by the Property Insurance Committee – Prevention Subcommittee - of the Comité Européen des Assurances (CEA).

These CEA specifications are framework guidelines co-ordinated within the European insurance industry and endorsed by the European Fire and Security Advisory Council (EFSAC). The CEA specifications provide for minimum requirements for the installers of Fire Detection and Alarm Systems (AFDS), Intruder Alarm Systems (IAS) and/or CCTV-Systems (CCTV). The national member associations of the CEA have agreed to adopt the specifications issued by the CEA for their own guidelines and to withdraw any conflicting national guidelines.

## 1 SCOPE OF APPLICATION

This document describes the base requirements for installers of Automatic Fire Detection and Alarm systems (AFDS), Intruder Alarm Systems (IAS) and/or CCTV-systems.

*Remark: For practical reasons referred to as AFDS/IAS/CCTV.*

The approval procedures are described in CEA 4049 "CEA Rules for the approval of installers of AFDS, IAS and/or CCTV in accordance with CEA 4048.

The installer has to be qualified for the installation of AFDS, IAS and/or CCTV. He has to meet the following requirements. These requirements are for installers who are able to render all of the following services:

- a) Assessment of risks
- b) Planning and design
- c) Installation process
- d) Commissioning and handover
- e) Issue of a declaration of conformity
- f) Maintenance and service

## 2 TERMS AND DEFINITIONS

### 2.1 Definitions

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

**Applicant:** The company filing an application of approval as an installer of Automatic fire detection and fire alarm systems (AFDS), Intruder alarm systems (IAS) and/or CCTV-system.

**Approval body:** Body that conducts approval of conformity.

**Approved AFDS or IAS system:** Installed system meeting in all respects the CEA Rules for Fire detection and fire alarm systems, Intrusion alarm systems or CCTV-systems - planning and installation – or other national or European documents, recognised by insurers. This includes in particular the requirement of using exclusively approved components and systems.

*Note: An approval body may operate its own testing and inspection activities or monitor these activities carried out on its behalf by other bodies.*

**Assessment of risks:** Assessment at the premises to determine the required grade of the system, the required type and extent of supervision and notification.

**Closed Circuit Television system (CCTV): (also called: Video surveillance system)** Installation consisting of hardware and software components of a video surveillance system concept, completely installed and in operation function for surveilling of a determined protected premises. **Commissioning:** The process by which the installed system which has been initially tested is

- a) configured, if necessary, to meet the particular specification requirements for that installation,
- b) tested to verify that the performance and functionality are in accordance with the specifications.

**Declaration of conformity:** With this declaration, the conformity of the AFDS/IAS/CCTV with the CEA Rules for AFDS/IAS/CCTV – planning and installation – national or European documents, recognised by insurers is confirmed by the approved installer.

**Handover:** The process of transferring ongoing responsibility for the installed system from the installer to the customer/user of the system. The handover process should include training of

relevant staff responsible for the day management of the system and may be a phased process dependent upon the plan for occupation and/or utilisation.

**Installation:** Configuration (planning), installing (mounting/cabling), commissioning, and hand-over and service/maintenance of AFDS/IAS/CCTV.

**Installation process:** The work of fixing, interconnecting and configuring the system components of a system.

**Installed system:** The system after installation has been completed and is functioning normally.

**Installer:** A person or organisation having responsibility for all or any part of the process of installation.

**Maintenance:** The work of inspection, servicing and repair necessary in order to maintain the efficient operation of the installed system.

**Permanent establishment:** Business premises from which the installation is performed. The business premises shall completely belong to the legal entity of the applicant.

**Planning and design:** The detailed selection, placement and configuration of system components and interconnections to meet the specified requirements for a particular installation.

**Qualified installation team:** Team which is qualified to install AFDS/IAS/CCTV.

**Specification:** The detailed written description of the system, including information detailing areas of detection, control and signalling.

**Subsidiary:** Permanent establishment of the installer which according to company law and organisation is linked to the main office.

**System components:** The individual items of equipment which make an AFDS/IAS/CCTV when configured together.

## 2.2 Abbreviations

For the purposes of this document, the following abbreviations are used.

AFDS	Automatic Fire detection and alarm system
CCTV	Closed Circuit Television System
IAS	Intruder alarm system

## 3 Normative references

This document contains undated references to other rules and standards. The latest edition of the cross-referenced documents shall be applied.

- **EN ISO 9001** Quality Management System - Requirements
- **CEA 4049** Rules for the Approval of Installers of Automatic Fire Detection and Fire Alarm Systems (AFDS), Intruder Alarm Systems (IAS) and/or CCTV-systems in accordance with CEA 4048

## 4 General requirements

The applicant shall:

1. Show the correct registration of the company within a member country of the CEA.
2. Define clearly its organisation within the countries in which it works
3. Show financial stability

4. Possess human and material resources to assess the risk, to plan and design, install, commission and hand-over, service and maintain its systems to satisfactory standards and other technical documents (e.g. documentation of the manufacturer of ADFS/IAS/CCTV).
5. In terms of human resources, the company shall maintain adequately trained staff on its permanent payroll including:
  - o experts having decision-making powers, technical education and professional experience of all types of installation activities

- qualified staff to render all the services a) to f) listed in clause 1 and to check any sub-contracted work
- 6. Operate a certified Quality Management System (QM-System) which includes the requirements of this document
- 7. Operate a system ensuring that all activities are sufficiently documented, especially when more than one company is involved
- 8. Operate a system to ensure that all staff that needs access to relevant standards and technical documents of the system(s) in an up-to-date version can have access at any time
- 9. Possess a competent after sales and maintenance service
- 10. Provide a link between the applicant and the supplier of the system(s) and system components
- 11. Prove its competence in the planning and design, installation, commission and handover and maintenance of ADAS/IAS/CCTV
- 12. Possess a sufficient permanent stock of all equipment and spare parts necessary for the installation
- 13. Show professional indemnity insurance cover during and after the work
- 14. Take precautions to safeguard the confidentiality of information regarding installations
- 15. Have a security vetting procedure for its staff, in accordance with national regulations

## **5 Detailed requirements**

The installer shall fulfil all requirements as follows.

### **5.1 Qualified and trained staff/team**

The installer shall have available at all times a sufficient number of his own qualified staff. Furthermore, he shall set up a system for the provision of ongoing training for its specialists. The specialists will include chief responsible specialist, responsible specialist and qualified technician.

The chief responsible specialists shall be qualified engineers or equivalent regarding education grade, in accordance with approval body requirements.

These specialists shall have detailed knowledge of physical protection against fire and/or intrusion and practical experience in the field of AFDS/IAS/CCTV. They shall be familiar with the technology, the limits of application and the specifics of the type of AFDS/IAS/CCTV with which the installer works. They shall be employed fulltime only by one installer in the field of AFDS/IAS/CCTV and shall not work elsewhere either for another contractor in the same profession nor in the same branch of the industry.

#### **5.1.1 Chief responsible specialist**

The installer shall appoint an employee as the chief responsible specialist to be able to render the services defined in clause 1. The chief responsible specialist shall have the technical and in-house competence for detecting inadequate technical work performed by his company or deficiencies attributable to the installer and shall have the authority to initiate corrective action within an appropriate framework.

The approval of a chief responsible specialist is associated with the applicant. A transfer of the chief responsible specialist to another installer firm will not transfer the approval to this company:

The chief responsible specialist:

- Shall evaluate that technicians are available in sufficient numbers in the installer company at all times
- Shall make sure that all relevant technical information is passed on to the technicians

- Shall have adequate authority and status within the company
- Shall be based in the permanent establishment of the installer

### **5.1.2 Responsible specialists in the subsidiaries (if applicable)**

For each subsidiary in which AFDS/IAS/CCTV are planned and designed, the installer shall appoint at least one employee as the responsible specialist.

### **5.1.3 Qualified technician**

On each site where installation is performed, the installer shall employ at least one qualified technician according to clause 5.1. This technician shall be present during the installation of the AFDS/IAS/CCTV. During the cabling and mounting of equipment and painting works done by a sub-contractor, the qualified technician does not be absolutely present.

## **5.2 Sub-contractors**

*Any services a) to f) listed in clause 1 that has to be rendered could be subcontracted to any company which fulfils all relevant requirements of this document. If the sub-contracting company does not fulfil all relevant requirements of this document the work that they can carry out is restricted to construction work, cabling, mounting of equipment and painting.*

## **5.3 Identification of employees**

A method of identifying the employees of the installer shall be provided, e.g. by ID-card.

## **5.4 System components**

The installer shall use approved systems and system components recognised in the country in which they are installed. Deviations from these requirements are subject to the permission of the relevant authority and/or insurer before installation. If necessary, additional product tests and approvals need to be conducted and/or obtained.

## **5.5 Products and spare parts**

The installer shall have available a stock of products and spare parts of system components of the systems maintained.

## **5.6 Quality Management System**

The installer shall operate a certified Quality Management System (QM-System) in accordance to EN ISO 9001.

In case of the preliminary phase (see CEA 4049 clause 4.2.1), an EN ISO 9001 certificate is not required, but the installer shall provide evidence of continuing work towards QM certification. In this phase the installer shall at least provide evidence of a complete and acceptable QM documentation consisting of the QM manual as well as of procedural and job instructions. The QM documentation shall contain a detailed description of the installation procedure of an installation of AFDS/IAS/CCTV according to the relevant rules.

## **5.7 Experience**

The installer shall give proof to the approval body of a minimum number of reference systems in form of issued declarations of conformity signed by the chief responsible or responsible local specialists, during a preliminary period. The reference systems, which may be inspected by the approval body, shall not have any substantial deficiencies.

*Note: Reference systems are also required when approved, see clause CEA 4049, clause 5.7.2).*



## **5.8 Concept and design of installations**

The installer shall ensure, that installations are in accordance with the assessment of the risks, their concept and design and that they correspond to the relevant standards and are also in line with legal requirements and the documentation of the supplier of the system and its components and any agreement which may be reached with insurers and/or the client.

### **5.8a Workshop and Equipment**

The workshop and the equipment of the installer shall permit installation, maintenance, repair and testing of installed ADFS/IAS/CCTV.

## **5.9 Measuring equipment**

Installers of AFDS/IAS/CCTV shall have on site at their disposal, suitable calibrated equipment and devices for testing and configuration, as recommended by the supplier of the system(s) and system components.

## **5.10 Proof of efficiency of system**

Installers of systems of the types specified shall be able to demonstrate the correct functioning of AFDS/IAS/CCTV by means of tests.

## **5.11 Maintenance**

The installer shall have adequate resources to be able to receive calls at any time and to permit attendance on site to maintain/repair faulty systems within the underneath specified time. Unless otherwise stated in contracts, the maximum time to attend shall be 12 hours at the latest after receipt of the request.

The maintenance company shall have access to adequate spare parts in order to:

- Effectively repair systems for which it is responsible;
- Complete the repair in the time periods required by the individual maintenance contract.

Where spare parts are not available due, for example, to the age of the installed equipment there shall be evidence that the customer has been informed of the situation.

Upon request of the customer, an installer shall maintain the AFDS/IAS/CCTV installed and shall have available the necessary equipment for repair and maintenance work at any time.

If the installing firm is not the manufacturer of the system components in question, it shall have a contract for the supply of products and technical information with the manufacturer or his representative(s).

## **5.12 Insurance liability**

The installer shall prove that public liability and product liability insurance exists.

### **5.13 Minimum documentation given to the customer**

Upon commissioning/hand-over of the AFDS/IAS/CCTV to the customer, the installer shall provide:

- all relevant documentation to enable the customer to operate the system
- where appropriate a declaration of conformity signed by the chief responsible or the responsible local specialist

*Note: If the installation is fully in conformity with the CEA specification and/or national standard, the installer shall provide a declaration of conformity. If there are any deviations, they have to be notified to and agreed by the authority and/or insurer.*

### **5.14 Confidentially**

The installer shall ensure that customer and system data are treated confidentially in accordance with national regulations and are not disclosed to unauthorised third parties.

### **5.15 Elimination of deficiencies**

The installer shall eliminate at his own expense all deficiencies on the AFDS/IAS/CCTV detected during inspections by the approval body of the system for which it is responsible.

### **5.16 Legal regulations**

The installer shall observe all legal and official regulations.

### **5.17 Further requirements**

The installer shall:

- Meet his financial obligations in relation to the approval body,
- Notify the approval body without delay, by registered mail, of all changes relating to the provisions of this document, including all required documentation.