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PROPERTY INSURANCE COMMITTEE

Prevention Specifications

**CEA 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**

CEA 4049: June 2006 (en)

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1 SCOPE OF APPLICATION

All requirements for the approval of installers of Automatic Fire Detection and Alarm systems (AFDS), Intruder Alarm Systems (IAS) and/or CCTV-systems are stated in the CEA 4048, Base requirements for installers of AFDS, IAS and/or CCTV.

Remark: For practical reasons referred to as AFDS/IAS

This document contains the approval procedure to check, that these base requirements are met.

Note: References in the text refer to the corresponding clauses of CEA 4048.

The authority recognises installers of AFDS, IAS and/or CCTV upon application. Eligible for approval are installers, able to render the following services:

- a) Assessment of risks
- b) Planning and design
- c) Installation process
- d) Commissioning and hand-over
- 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-systems.

Approval body: Body that conducts approval of conformity.

Approved AFDS, IAS or CCTV 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 4048** Base Requirements for Installers of Automatic Fire Detection and Alarm Systems (AFDS), Intrusion Alarm Systems (IAS) and/or CCTV-systems

4 REQUIREMENTS FOR APPROVAL

4.1 Application

The application for approval shall be filed in writing using the sample application-form in Annex A or equivalent. The form shall be fully completed.

The applicant is required to attach the following documents :

- Proof of professional qualification of the company
- Certificate of registration of the permanent establishment of the applicant in the official register
- Trade register information (not required for corporations)
- Proof of credit worthiness by certificate of no objection issued by the responsible local tax office, by bank reference of the applicant's house bank or by a published balance sheet.

- Detailed proof of training for the chief responsible specialist
- Proof of the qualifications of the chief responsible specialist (see clause 5.1.1)
- Specimen copy of the service/maintenance contract for a AFDS/IAS/CCTV
- Proof of a certified Quality Management System (QM-System) according to EN ISO 9001 for the permanent establishment (in case of preliminary phase, an EN ISO 9001 certificate could be required, but at least, it has to prove evidence of continuing work towards QM certification).
Note: Annex B contains the conditions for approval of QM certificates issued by third parties. The scope of the QM certificate shall cover the installation of AFDS/IAS/CCTV according to clause 1.
- Proof of public liability and product liability insurance taken out for a minimum amount insured of minimum 1.5 million € (or more depending on the country) per loss incident for covering life and property damage.

4.2 Validity of the approval

The approval is given for a certain period of time.

In the beginning a preliminary approval will be given. Afterwards the applicant can apply for a final approval for a certain period of time. A revocation of the approval is possible.

4.2.1 Preliminary approval

Installers applying for approval the first time may be certified on a preliminary basis for a period of 24 months (no extension is possible). This preliminary approval will be documented and become effective by a certificate. The certificate documents the beginning and the period of validity of the approval. Before expiry of the preliminary approval, the installer can make an application for final approval, if the corresponding requirements are met.

This request for approval shall be filed at least two months before the end of the 24-month period of the preliminary approval.

4.2.2 Final approval

The final approval will be given for a period of 36 months. This approval can be extended upon application for a further period of 36 months on request two months before the end of the 36-month period. Certificates will document the final approval and any extension to the approval. The certificates document beginning and period of validity of the approval.

Before extension of the approval all requirements contained in CEA 4048 and approval rules CEA 4049 will be checked to ensure that they are still met.

4.2.3 Withdrawal of the approval

4.2.3.1 Preliminary approval

The preliminary approval as an installer of AFDS/IAS/CCTV will be withdrawn if the conditions contained in this document are not or no longer fulfilled. If a condition in a subsidiary is no longer fulfilled the entire approval can be withdrawn.

The preliminary approval shall be withdrawn in the case of a proven fraud or attempted fraud.

The preliminary approval procedure can be re-initiated no sooner than 12 months after revocation of the preliminary approval.

4.2.3.2 Final approval

The final approval will be withdrawn if one of the conditions contained in this document are no longer fulfilled. If a condition in a subsidiary is no longer fulfilled the entire approval can be withdrawn.

The approval shall also be withdrawn in the case of a proven fraud or attempted fraud.

The approval procedure can be re-initiated no sooner than 12 months after revocation of the approval.

5 EVALUATION CRITERIA

The installer shall fulfil all conditions defined also in CEA 4048 – Base Requirements for Installers of AFDS, IAS and/or CCTV.

The Approval Body reserves the right to verify compliance with the conditions by suitable measures, which comprise at least the following.

5.1 Qualified and trained staff

The approval body shall check the number of the applicant's own qualified and trained staff.

The qualification of the chief responsible specialists, responsible specialist in the subsidiaries and the technicians shall be stated by the approval body in each country and prove to it by checking the personal data (e.g. certificates, employment contracts, training).

In the case of one-site company a chief responsible specialist is mandatory.

In the case of multi-site company, a chief responsible specialist is mandatory and each subsidiary shall have a responsible specialist.

5.1.1 Qualification of the chief responsible specialist

The chief responsible specialist shall prove his qualification in the framework of written examination conducted under the control of, or accepted by the approval body. 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 has sufficient authority to initiate corrective action within an appropriate framework.

If chief responsible specialist leaves the applicant, his replacement shall be appointed provisionally within 10 days and the appointment confirmed within 3 months. His successor shall also prove within 3 months his qualification in the framework of an examination conducted under the control of, or accepted by the approval body.

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

5.1.2 Qualification of the responsible specialist in each subsidiary

The responsible specialists shall prove their qualification in the framework of an examination conducted under the control of, or accepted by the approval body. The responsible specialist in the subsidiaries shall have the technical and in-house competence for detecting inadequate technical work performed by his company or deficiencies attributable to the installer and has sufficient authority to initiate corrective action within an appropriate framework.

If the responsible specialist leaves the applicant, his replacement shall be appointed provisionally within 10 days and the appointment confirmed within 3 months. His replacement shall also prove within 3 months his qualification in the framework of an examination conducted under the control of, or accepted by the approval body.

The approval as a responsible specialist in the subsidiaries is associated with the applicant. A change of a responsible specialist in the subsidiaries to another installer company will not transfer his approval to this company.

5.1.3 Qualification of the technicians

The qualification of technicians is under the responsibility of the chief responsible specialist and of the responsible specialist in the subsidiaries.

5.2 Sub-contractors

The qualification of sub-contractors is under the responsibility of the chief responsible specialist and of the responsible specialist in the subsidiaries.

5.3 Identification of employees

A staff ID-card (Name of the employee, employee signature, company name - address and telephone number, photograph, qualification, job title, expiration date, etc.) for the chief responsible specialist and the technicians shall be issued by the installer in accordance with national regulations and shall be returned by the employee within four weeks after resignation.

5.4 System components

A check must be made to see whether the installer uses approved systems and system components recognised in the country in which they are installed.

Note: 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

Installer shall install approved products in accordance with national requirements.

Products shall have third party approval established on each market, see clause 5.4.

The installer shall keep a sufficient number of spare parts in stock to enable him to satisfy the requirements.

The installer company shall have access to adequate quantities (defined by the approval bodies) of spare parts to effectively repair the systems for which it is responsible. The installer shall have the know-how on the products and systems.

5.6 Quality Management System

A check must be made to see whether the Quality Management System of the installer is certified (see also Annex B). In the preliminary phase, the corresponding documents are checked alternatively.

5.7 Experience (installations already achieved)

The installer shall give proof to the approval body of a minimum number of reference installed systems specified in more detail in the following two clauses.

5.7.1 Minimum number of installed systems to be inspected during the preliminary approval

During the preliminary phase of 24 months the installer shall give proof of the minimum number of reference systems specified in table 1 below:

Type of systems	Number of systems/year
a) Automatic Fire Detection and Alarm Systems	4
b) Intruder Alarm Systems	4
c) CCTV system	4

Table 1: Annual minimum number of reference systems to be inspected during the preliminary approval

Table 1

5.7.2 Minimum number of installed systems to be inspected once approved finally

Once certified, a number of reference systems shall be yearly inspected depending the situation of the installer (see clause 5.16).

The approval body for conformity verifies these references locally with the corresponding rules for planning and installation. This verification of the reference systems shall not reveal any substantial deficiencies. The installer at his own expense shall eliminate failures on systems detected during these inspections by the approval body for which the installer can be blamed. The approval body reserves the right of re-inspecting.

5.8 Concept and design of installations

At any time of the approval the installer shall make available to the approval body on request, a record of all systems designed and/or installed. For each system the design documentation including all deviations from the corresponding rules for planning and installation shall be available to the approval body.

5.8a Workshop and equipment

An on-site check must be made to see whether the installer's workshop and the equipment of the installer permits installation, maintenance, repair and testing of installed ADFS/IAS/CCTV.

5.9 Measuring equipment

An on-site check must be made to see whether the installer has on site at his 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

An on-site check must be made to see whether the installer is able to demonstrate the correct functioning of AFDS/IAS/CCTV by means of tests.

5.11 Maintenance

It shall be proved, that fault messages can be received at any time by the installer. By checking the distance between the installers workshop/subsidiary and the construction site it shall be checked, if repair work on the automatic fire detection and fire alarm systems and intrusion alarm systems can be commenced (24/24h, 365/365 days) 24 hours maximum at the latest after receipt of the fault message.

- In normal circumstances, the work shall be completed within 36 hours after the fault message has been received.
- If the work cannot be completed within this time, installer shall advise the client to notify its insurer.

The approval body can modify these times.

5.12 Insurance liability

The installer shall prove public liability and product liability insurance defined in CEA 4048 clause 5.12 is fulfilled.

5.13 Minimum Documentation given to the customer

For each installation, the installer has to make available to the approval body on request, the relevant documents for all services for which he is responsible:

- Assessment of risks;
- Planning and design;

- Installation;
- Commissioning and hand-over;
- Issue a declaration of conformity;
- Service and maintenance.

If an installation of AFDS/IAS/CCTV is performed by more than one certified installer, a work performance contract has to be drawn up defining each certified installer's responsibilities.

The approval body will perform at least once a year an inspection of the company's documentation relevant for proving employment in the company and for proving the qualification of the company's staff. It reserves the right of carrying out additional inspections.

Co-contracting:

The installation of AFDS/IAS/CCTV in the framework of a construction project by more than one installer shall be permitted on the basis of a work performance contract only. For the purposes of facilitating tracing of matters as liability, in this work performance contract scope and responsibilities of the activities to be performed shall be clearly defined and a responsible certified installer named. A copy of the work performance contract shall be enclosed.

Sub- contracting:

Some work, like construction work, mounting of equipment cabling and painting, could be sub-contracted to uncertified installers.

For inspection, copies of all the work performance contracts shall be available.

5.14 Confidentially

A check must be made to ensure that the installer warrants that client and system data are treated confidentially and are not disclosed to unauthorised third parties.

5.15 Elimination of deficiencies

A check must be made to ensure that the installer eliminates 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 and official regulations

A check must be made to ensure that the installer observes all legal and official regulations.

5.17 Further items

A check must be made to ensure that the installer

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

5.18 Link with the manufacturers of components

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

Note: Not required if the applicant is the system owner at the same time.

5.19 Inspection procedure of the installed systems

Inspections of the installed systems are performed in the framework of the approval procedure for installers of AFDS/IAS/CCTV for verifying compliance with the rules for the approval of installers.

Once the approval has been obtained, a certain number of installed systems shall be selected and checked by the approval body. The number of inspections shall depend on the number of defects detected by inspections on the construction sites in the past calendar year (see table 2).

The approval bodies have a checklist with all the points, which have to be checked during the inspection procedure of installed systems. There will be a separate list for AFDS, IAS and CCTV installations.

The inspection check-list takes in account at minimum the following sections:

- Documentation of the installation: "as-build"-drawings, configuration of the system
- Conformity of the documentation
- The use of approved components (if they are available)
- Components installed in conformity with the prescriptions of the manufacturer
- Components installed in conformity with the relevant standards
- System installed in conformity with the relevant standards
- Conformity declaration correctly completed
- Properly working of the system
- Deviations accepted by authorities

For each section, the approval bodies have a checklist with all points which have to be inspected.

The approval bodies associate some score to each point of the checklist depending on the possible effects of deficiency.

All the points of the checklist have to be inspected in order to verify the conformity of the installed system. Depending on the total score result of the inspected installations, the spot check frequency can change (see scheme) or even, the approval of the installer can be withdrawn.

Two levels are defined for the annual total score for the inspected installations:

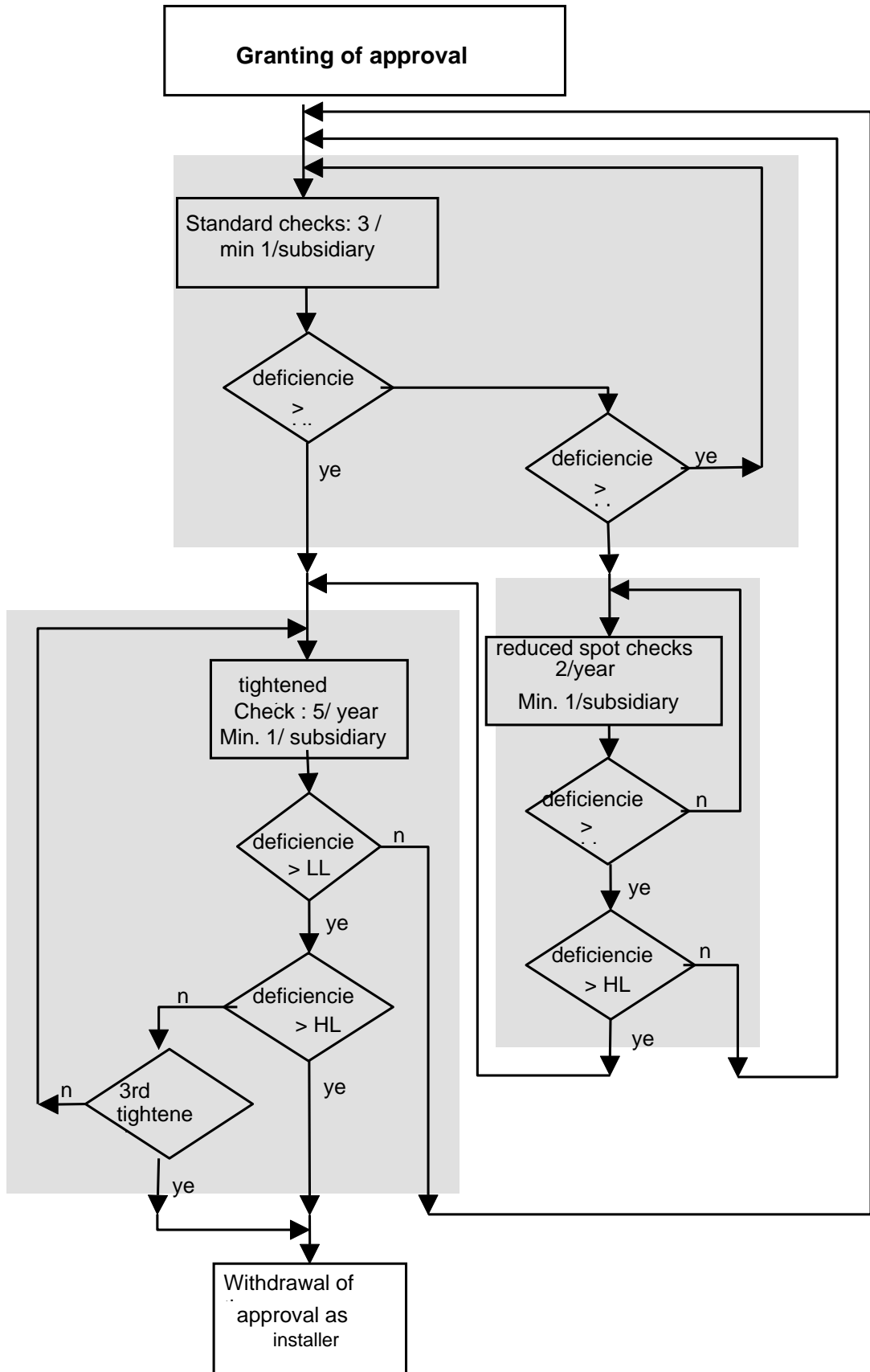
- Low Level : LL
- High Level : HL .

The scoring result SR can be:


- $SR < LL$
- $LL < SR \leq HL$
- $SR > HL$

Decisive for the classification into the standard spot checks, the reduced spot checks or the tightened spot checks is the result of the total annual score for the inspected installations.

Table 2



<input type="checkbox"/> APPLICATION <input type="checkbox"/> REQUEST FOR EXTENSION <input type="checkbox"/> MODIFICATION <p style="text-align: center;">for an approval as Installer of Fire detection and fire alarm systems, Intrusion alarm systems and/or CCTV-systems</p>				
1	Applicant	Installer-Approval No. (only for extension/modification)		
	Name of company			
	Street			
	Post code, City			
	Telephone		Fax	e-mail
2	Scope of approval			
	<input type="checkbox"/> a) Automatic Fire Detection and Alarm Systems (AFDS)			
	<input type="checkbox"/> b) Intruder Alarm Systems (IAS)			
	<input type="checkbox"/> c) CCTV-system (CCTV)			
3	Chief responsible specialist			
	Name, first name		Date of birth	
	3.1 training			
	3.3 Experience			
4	Attached documents			
	4.1	<input type="checkbox"/> Proof of professional qualification of the company (CV), structure of the company		
	4.2	<input type="checkbox"/> Proof of the registration in the trade register, register of companies		
	4.3	<input type="checkbox"/> Certificate of no objection of the competent local tax office or bank reference		
	4.4	<input type="checkbox"/> Proof of a certified quality management system acc. to EN ISO 9001 in place in the applicant's company		
	4.5	<input type="checkbox"/> Proof of the qualification of the chief responsible specialist (No. 3 of the application)		
	4.6	<input type="checkbox"/> Contract with one or more manufacturer (s)		
	4.7	<input type="checkbox"/> Specimen of the service/maintenance contract		
	4.8	<input type="checkbox"/> Detailed proof of training for the chief responsible specialist		
	4.9	<input type="checkbox"/> Proof of a business liability insurance		

5	<p>The Base Requirements for the Approval of Installers of Fire detection and fire alarm systems, Intrusion alarm systems and/or CCTV-systems (CEA 4048) and the rules for the Approval of Installers of Fire detection and fire alarm systems, intrusion alarm Systems and/or CCTV-systems (CEA 4049) are recognised by the applicant's signature as a part of the contract. If any provisions of this contract shall become invalid, the remaining provisions of the contract shall not be affected thereby.</p> <p>The applicant agrees to have the personal and operational data indicated by him recorded and processed by EDP.</p> <p></p> <p>Date, signature of the trade representative and company stamp</p>
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ANNEX B: Treatment of QM-certificates (EN ISO 9001)

Approvals of QM-systems which have not been conducted by the approval body of the installer are accepted as a basis for an approval as an installer under the following conditions:

The approval body shall have been approved by an accreditation body member of "European Co-operation for Accreditation" (shortly EA, formerly EAC) having signed the "Multilateral Agreement" (MLA).

- The certificate according to EN ISO 9001 defines clearly that the certificate covers the design and installation of automatic fire detection and fire alarm systems, intrusion alarm systems and/or CCTV-systems. In the case of doubt, a corresponding declaration of the QM-certifying body shall be submitted.
- The installer upon request shall submit a QM manual. Additional documentation (e.g. procedural instructions and job/assembly instructions) shall be submitted, if necessary. The inspection of the documentation is to reveal whether or not the requirements of the relevant rules for the Planning and Installation have been considered.
- In the framework of the procedure for approval as an installer the approval body may conduct a site specific audit to verify that the approved products are installed in accordance with the job/assembly instructions and that planning and installation are performed in accordance with the rules.

If deficiencies are discovered in the course of the inspection of the above QM documentation or during the site-specific audit, the approval body specifies corrective action and the site specific audit is repeated, if necessary, at a later date.

A site-specific audit is conducted as a rule once during the validity of the ISO 9001 certificate.