



Loss Prevention Standard

LPS 1271: ISSUE 1.0

Requirements for the LPCB Approval and Listing of companies installing fire and security doorsets and shutters, and smoke barriers

This standard defines the requirements for companies installing fire, smoke and security doors, shutters and barriers certified by LPCB to Loss Prevention, British and European Standards.

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Protect People, Property and the Planet

And we aim to achieve this by:

- Researching and writing standards
- Testing and certification in the areas of fire, electronics, security and sustainability
- Developing world leading environmental assessment methods
- Undertaking research and consultancy for clients and regulators
- Promulgating standards and knowledge throughout the industry through publications and events
- Developing and delivering training

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PARTICIPATING ORGANISATIONS

This standard was prepared by Expert Group D. and approved by the LPC Fire and Security Board of Bre Global Ltd. The following organisations participated in the preparation of this standard:-

Association of British Insurers / Lloyd's
 Association of Chief Police Officers
 Association for Specialist Fire Protection
 British Fire Protection Systems Association
 British Rigid Urethane Foam Manufacturers' Association
 British Security Industry Association
 Chief Fire Officers' Association
 Door & Hardware Federation
 Electrical Contractors Association
 EURISOL UK Mineral Wool Association
 Glass and Glazing Federation
 Health & Safety Executive
 Heating, Ventilating and Air Conditioning Manufacturers' Association
 Intumescent Fire Seals Association
 Modular & Portable Building Association
 National Council of Building Material Producers
 Office of the Deputy Prime Minister
 Risk Engineering Data Exchange Group
 Royal Institution of Chartered Surveyors

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FOREWORD

This Standard identifies the LPCB requirements for the certification and listing of firms installing fire and security doorsets and shutters, and smoke barriers.

Certification is based on the following:

- a. Satisfactory service experience of firms and their installers/applicators, in accordance with the requirements of LPCB.
- b. The firm shall have an operating Quality management system based on LPCB document number PN111 or conforming to ISO 9001:2000.
- c. Training to install the specific product.
- d. Records.

NB:- Compliance with this LPS standard does not of itself confer immunity from legal obligations nor from the obligation of the installer to meet the requirements of EC Directives such as the Machinery Directive or the Lift Directive. Users of Loss Prevention Standards should ensure that they possess the latest issue and all amendments.

The detailed certification procedures for LPCB Certification of installers of fire doorsets, lift landing doors and shutters and smoke/fire barriers are given in Scheme Document SD 088 which is provided to applicants to the scheme.

LPCB welcomes comments of a technical or editorial nature and these should be addressed to "the Technical Director" at enquiries@breglobal.co.uk

NOTE: BRE and Bre Global are owned by the BRE Trust which is a registered charity. The LPCB is part of Bre Global and tests, assesses, certificates and lists products and services within the fire and security sectors. For further information on our services please contact Bre Global, Garston, Watford, Herts. WD25 9XX or e-mail to enquiries@breglobal.co.uk

Listed products and services appear in the LPCB "List of Approved Products and Services" which may be viewed on our website:- www.redbooklive.com or obtained in hard copy or CD by telephoning +44 (0) 1923 664100.

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1 SCOPE

This standard defines the requirements for companies installing fire, smoke and security doorsets, shutters and barriers, in particular, those products certified by LPCB to Loss Prevention, British and European Standards.

2 DEFINITIONS

2.1 Installing Company

A company (which has been approved by the LPCB to this standard), that employs personnel to install fire, smoke and security products with the approval of the manufacturer.

2.2 Installer

The person employed by the installing company to install a fire, smoke or security product.

2.3 Security Door or Shutter

Any doorset or shutter with a defined security resistance that has been certified or approved by the LPCB or a similar certification body to a recognised security standard, including Loss Prevention, British and European Standards.

2.4 Fire Resisting Door or Shutter

Any doorset or shutter with a defined fire resistance that has been certified or approved by the LPCB or a similar certification body.

2.5 Smoke Barrier

A device to channel, contain and/or prevent the migration of smoke (fire effluent).

3 REQUIREMENTS

The installing company shall have an operating Quality management system based on LPCB document number PN111 or conforming to ISO 9001:2000. In particular, the installing company shall undertake the following:

3.1 Contract Review

The precise conditions of acceptance of the order for installation should be agreed with the customer and recorded, and an order acknowledgement confirming those conditions should be supplied to the customer for their records. The customer should be informed of the date and time of the installation work, any special requirements for effective installation of the doorset or shutter and any likely disruption to the customers business.

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3.2 Purchasing

Where a sub-contractor is to be used, requirements for each installation should be communicated in writing to the sub-contract installer and should include all necessary details to enable the work to be carried out efficiently and to the customer's satisfaction.

Any purchasing by the installer of components, spare parts, etc should be strictly in accordance with documented procedures.

3.3 Product Identification and Traceability

The product should be adequately identified during all stages of despatch, transport, delivery and installation, whether delivered by a separate carrier or carried by the installer.

3.4 Process Control

The process from receipt of an enquiry and order through to completion of the installation, issue of a Certificate of Conformity and filing of records should be covered by documented procedures. These should include the allocation of an installer to the job on the basis of training, location, availability etc., as appropriate.

The requirements for each installation should be documented and the documents transmitted to the installer concerned.

The installer, whether directly employed or sub-contract, should be in possession of the relevant controlled and up-to-date procedures and installation instructions for the product being installed.

The installer should be in possession of the necessary hardware and tools in good condition to enable him to fit the product in accordance with the product installation instructions.

The workmanship of the installer should be of a good standard and acceptable to the customer. The fixing components should be of the correct type and size and fitted in the correct position.

The installer should leave the place of work in a clean and tidy condition and configure the customer's equipment as closely as possible to its original condition and to the customer's satisfaction.

3.5 Inspection and Test

On completion of installation the installer should check for correct operation of the product, explain the operation to the customer, hand over any keys and complete the inspection record.

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3.6 Inspection Measuring and Test Equipment

Any measuring tools/instruments used by the installer should be controlled and calibrated and records of the control and calibration should be available at the office of the certificated installing company.

3.7 Control of Non-Conforming Product

Any non-conforming product, while the responsibility of the certificated installing company or installer, should be controlled.

3.8 Corrective and Preventative Action

Corrective/preventative action procedures should apply to the whole installation process. There should be a system of monitoring installers and the installing company's response to installation orders, in order to detect response times, failures to meet appointments, failure to complete during first call, unsatisfactory installations etc.

3.9 Storage and Handling

The product should be stored and handled appropriately at all stages, including, where appropriate, whilst in the installer's vehicle. The keys, components and fitting instructions should be available in accordance with procedures.

3.10 Training

The installing company shall ensure that all installers have satisfactorily completed the relevant training course for the product involved: either a relevantly endorsed NVQ training course or training carried out by the manufacturer of the product. Where the installing company is the manufacturer, "on the job training" may be considered to be relevant. In all cases, records of the training received shall be maintained by the installing company and the installer and shall adequately detail the course content, documentation issued during the course and manufacturer's information. These records shall be reviewed by LPCB in order to confirm adequacy of content.

The training course shall be approved by the LPCB to ensure that it contains adequate coverage of installation details, building regulation requirements, insurance requirements, health and safety and on-going-training requirements. Any changes made to the content of the training courses shall be notified to the LPCB.

The training course must outline in detail, all necessary information regarding the installation of the product including the specific applications of the product and the scope of installation covered by the certification and testing of the product.

3.11 Records

The installing company shall keep records of contract review, purchasing, training

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and other aspects of the activities which fall under the requirements of this standard. In addition, the installing company shall maintain the following records relating to the products that they are certified to install and the sites where they have installed them.

3.11.1 Approved Product Records

The installing company shall maintain up-to-date records of all the fire, smoke or security products that they are approved to install. These shall include the following:

- Fire/Smoke/Security performance related to section, size, thickness, length, width, and any locking hardware fitted to the product.
- Manufacturer's instructions for installation.
- Manufacturer's instructions for safety in use.
- Any difficulties experienced with the product, either during installation, or in use.
- Appropriate methods for carrying out in process and final inspection checks.

3.11.2 Site Records

The installing company shall keep detailed records of each installation undertaken. These shall include the following:

3.11.2.1 General Records

- (i) Client.
- (ii) Site address.
- (iii) Location (e.g. South entrance, Unit A)
- (iv) Start and finish date.
- (v) Project number.
- (vi) Names of the installers undertaking the work.
- (vii) Project supervisor's name (where applicable).
- (viii) Contract review.
- (ix) Details of in-process inspections/checks carried out prior to, during and after the product's installation.
- (x) Details of problems and any additional work carried out.
- (xi) Completion Certificate, as defined in Section 4.
- (xii) Unique reference number applied to the installed product.

3.11.2.2 Installed Product Records

- (i) Manufacturer's name.
- (ii) Trade name of the product.
- (iii) Product serial numbers.
- (iv) LPCB reference number of product installed.
- (v) Any limitations in respect of the compatibility of the installed product with other elements of construction.
- (vi) Manufacturer's instructions for the installation of fire doorsets or shutters.

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- (vii) Installation instructions – including perimeter requirements.
- (viii) Commissioning procedure including operational checks.
- (ix) Fixing component information.
- (x) Power requirements and connections (where applicable).
- (xi) Operating instructions (where applicable).
- (xii) Appropriate warnings

3.12 Sub – Contracting

Where sub-contractors are used:

- The quality of their equipment or workmanship is to be to the same standard as that of the LPS 1271 approved installing company.
- All work undertaken by such sub-contractors is to be reviewed and verified by qualified staff directly employed by the installing company to ensure that the requirements of the scheme are met. Records are to be maintained for all work sub-contracted.
- Service and maintenance activities should usually only be carried out by directly employed personnel, or be sub-contracted to other LPS 1271 approved Contractors.

4 COMPLETION CERTIFICATES

The installing company shall issue completion certificates on all contracts.

The certificate shall include the following information and shall be supplied to the customer on completion of the installation, a copy shall be retained by the installing company.

- (i) The name, address and telephone number of the installing company.
- (ii) The signature and name of the on-site installer.
- (iii) The clients registered name and address, and the location involved.
- (iv) The trade name, generic name, the LPCB reference number and the fire resistance, security rating, grade or classification of the product installed.
- (v) Reference to the standard against which the product is certified.
- (vi) The completion date for the works.
- (vii) The LPS 1271 certificate number of the installing company.
- (viii) The unique reference number applied to the installed product.
- (ix) A statement that the product has been installed in accordance with the manufacturer's instructions.

MARKING AND LABELLING

All products installed under this certification scheme shall be marked with a tamper resistant label in a location that can be read by the property owner, police, insurance surveyors, LPCB, or any other party needing to confirm that the product has been installed in accordance with the requirements of LPS 1271, see scheme document SD088.

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5 PUBLICATIONS REFERRED TO:

Document reference

Document title

SD088	Scheme document - Certification scheme for installation of fire and security doorsets, shutters and smoke/fire barriers.
PN111	Generic factory production control requirements.
SD003	Scheme document - Quality management system certification scheme.
ISO 9001:2000	Quality management systems. Requirements.

For undated references please refer to the latest published issue.

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Amendments Issued Since Publication

DOCUMENT NO.	AMENDMENT DETAILS	SIGNATURE	DATE