

Licensed Door Processor:

An introduction to fire door certification

What is the BWF-Fire Door Alliance Fire Door and Doorset Scheme?

The BWF Fire Door Alliance Fire Door and Doorset Scheme (Fire Door Alliance) was established as the BWF Certifire Scheme by a group of Prime Fire Door Manufacturers aiming to increase the standards of fire doors across the supply chain. The Fire Door Alliance has now grown to over 100 member companies and includes Certifire Prime Door Manufacturers, Licensed Door Processors, Suppliers of Certified Fire Door Components and Q-Mark Fire Door Manufacturers.

What is a Licensed Fire Door Processor?

A licensed fire door processor is a joinery company, which takes a Certifire Prime Door Manufacturers fire door or a Certifire certified door blank and makes adjustments to it according to the scope of the manufacturer's fire test data sheet. This may include resizing, re-lipping fire doors or blanks, cutting vision panels, manufacturing frames, or fitting other items, such as letter plates and spy holes and making up doorsets, whilst maintaining the certification of the fire door.

Aims of the Scheme

The aim of the scheme is that every fire door or fire doorset sold in the UK meets and continues to meet required standards throughout its service life.

The day-to-day objectives are:

1. To improve the standard of fire doors sold and installed in the UK
2. To educate the construction industry and specifiers about the importance of third-party certification of fire doors and passive fire protection systems
3. To raise awareness and educate the consumers, and users of the importance of their liabilities and ways they can meet those liabilities
4. To help members demonstrate quality and compliance
5. To move the market progressively towards fire doorsets as the best way to achieve the Fire Door Alliance objectives in the long term

Benefits of Scheme Membership

The Fire Door Alliance promotes best practice and third-party certification and accreditation of timber fire doors. Certification is the process of confirming that a product, in this case a fire door, complies with its specified requirements and is fit for the operational purpose. Certification, supported by third-party accreditation, tests and verifies a fire door's design, performance, manufacturing process and associated procedures from manufacture to installation.

- ✓ Certification demonstrates your commitment to producing high quality safety products
- ✓ You will have an advantage over your non-certified competitors
- ✓ Your company will have a profile on the "Find a Supplier" facility on the BWF Fire Door Alliance website
- ✓ You will be able to benefit from the Scheme's promotional activities
- ✓ Access to on-line training via BWF E-Learning platform
- ✓ Exclusive use of the BWF Fire Door Alliance "Member" logo on your web site, email signature and marketing information

Why become certified?

Achieving certification should be the minimum requirement for a company manufacturing or converting fire doors and is the minimum requirement for membership of the BWF Fire Door Alliance Scheme. Certification gives your customers and end users confidence in the potentially lifesaving products that you have supplied through a regular auditing process undertaken by a UKAS accredited certification body. Certification will add credibility to your company and give you an advantage over a non-certified competitor during the tendering process.

Who certifies the product and your company?

UKAS Accredited Third-Party Certification Bodies, such as Warringtonfire (Certifire), or BM TRADA (Q-Mark), will undertake the certification and accreditation.

After completing the certification process, your certificate will be added to respective web sites.

Any audits required to maintain the certification and ISO 9001:2015 or Factory Production Control Systems (FPC) will be handled directly by your chosen UKAS accredited certification body.

What are the requirements?

Factory Production Control (FPC) or ISO 9001:2015

To achieve certification, you must have a Factory Production Control (FPC) system, which will be audited by the certification body, or ISO 9001:2015. The latter can be carried out by any UKAS accredited certification body.

Licensing procedures

You must first seek permission from one or more certified prime fire door manufacturers (PDM) or blank manufacturers before processing your application.

Your certification body will write to them, as part of their procedures requesting approval for your company to become licensed to process the PDM's/Blank Manufacturers products. The PDM's/Blank Manufacturers will then contact you to arrange for the details of their test evidence to be passed to you, and to organise any training or site visits they may require. Once they are confident that your company is set up to work with their doors within the scope of their test evidence, they will advise the certification body of their acceptance of you as a Licensed Door Processor of their products.

Audit

An audit of your factory will be undertaken by your certification body. The audit is a detailed assessment of your factory production control processes, checking that you have implemented all of the requirements to work on the specified manufacturers' certified fire doors within the scope of adjustment allowed, while following all BWF Fire Door Alliance rules. The audit will particularly focus on checking the procedures you have put in place, the materials you are using, and the records you are keeping. Regular, annual auditing is also required to maintain certification.

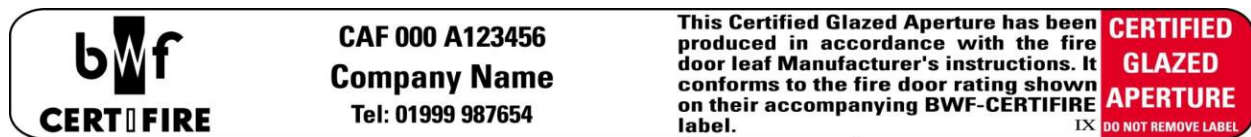
Labelling

The Fire Door Alliance requires that whenever you process a fire door or manufacture a frame, you use a tamper evident label to signify that it has been done by a Licensed Processor. The label shows your certification number (CAF number), a

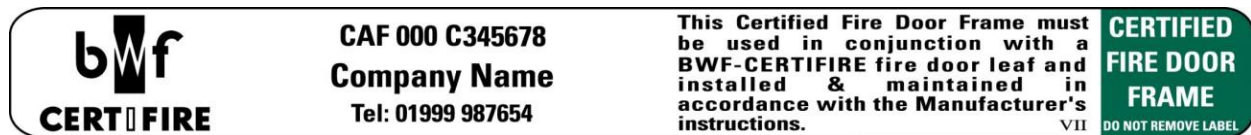
unique serial number, and the name and phone number of your company. This makes the label traceable throughout the supply chain.

Labels procurement must be arranged through the BWF to ensure traceability is monitored effectively.

Dimensions of the label: 125 mm x 20 mm. – Label Examples

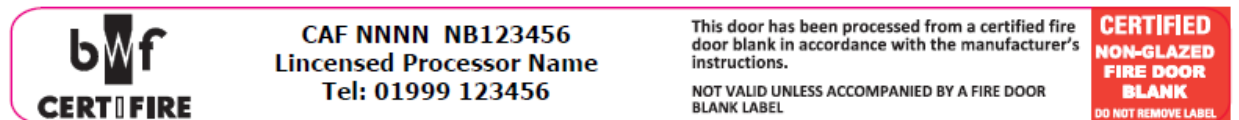


A CAF label is required for each glazed fire door and is placed alongside the manufacturer's CF label already attached to the door.



CAF labels are also required for each door blank, door frame (lining or casing) you are licensed to supply under the details of your CAF certificate.

When converting door blanks, a label will also be required describing the make of door blank and rating.



Scheme membership cost

Membership to the scheme is open to members of the British Woodworking Federation, If you are not yet a member, please contact us for further information.

BWF-Fire Door Alliance Scheme joining fee:

There is a non-refundable joining fee of £250 + VAT to contribute towards the administration processing cost of joining.

After the first year all members must make an annual minimum scheme contribution of £250 + VAT.

Scheme label costs

The promotion of the scheme is funded through the sale of labels. Appropriate labels must be applied to all doors certified through the Scheme.

TOTAL ORDER (Labels with the same CF or CAF No.)	Price per Reel	High volume Price per Reel
1-9 Reels	£119.23 + VAT	£47.00 + VAT
10-24 Reels	£72.70 + VAT	£47.00 + VAT
25 – 49 Reels	£54.61 + VAT	£47.00 + VAT
50 – 74 Reels	£49.96 + VAT	£47.00 + VAT
75 or more Reels	£41.69 + VAT	£41.69 + VAT

Note:

- a.** Labels can only be ordered in Reels (1 Reel = 1,000 labels)
- b.** High volume rate applies to BWF members who purchased more than 250,000 labels in the prior year and where each order is for 5,000 labels or more
- c.** The BWF has the sole design copyright on the label
- d.** The labels can only be obtained direct from the BWF
- e.** The labels can only be applied to Members' doors that conform in all respects to the requirements of the CERTIFIRE or Q-Mark Schemes
- f.** Prices include one delivery to UK mainland addresses
Delivery to overseas addresses will be charged extra at cost

Indicative costs of certification

The actual cost of certification will vary, and we encourage you to contact your chosen TPC to discuss your requirements. We have provided some **indicative only** Warringtonfire CERTIFIRE certification costs below:

Application for product certification	£1085 + VAT
Initial FPC Audit & Annual Fee	£1410 (per day) + VAT
Production and registration of certificate (per Prime Door or Blank manufacturer)	£415 + VAT
Evaluation of Technical Data	Subject to application but upwards of £2100 + VAT

Reasonable travel, accommodation and subsistence costs, where necessary, are additional to those listed in the table above. Ongoing costs will include an annual (sometimes 6 monthly) audit and licence fees. A 5 year review is also charged.

Joining BWF Fire Door Alliance Scheme

Please contact the British Woodworking Federation on 0207 637 2646 or email firedoors@bwf.org.uk or visit www.firedoors.bwf.org.uk for more information.