

BWF-CERTIFIRE Fire Door and Doorset Scheme

Scheme Manual

The BWF-CERTIFIRE Vision

That every fire door or fire doorset sold in the UK meets and continues to meet required standards throughout its service life.



Contents

1. Introduction

- 1.1. What fire doors do
- 1.2. The Regulatory Requirements for Fire Doors and Doorsets
- 1.3. How the Scheme works

2. Mission statement and objectives

- 2.1. Scheme Mission
- 2.2. Scheme Objectives
- 2.3. Scheme Strategy
- 2.4. Scheme Benefits

3. Scope and requirements of the Scheme.

- 3.1. Why become certificated?
- 3.2. Who certifies the products?
- 3.3. Scheme requirements
- 3.4. Changes to door design
- 3.5. Testing different door configurations
- 3.6. Training

4. Labels and instructions

- 4.1. Label designs
- 4.2. Traceability
- 4.3. Labels for glazed doors
- 4.4. Installation and maintenance instructions
- 4.5. Returning labels

5. Membership and subscriptions

- 5.1. Membership Categories
- 5.2. Joining the Scheme
- 5.3. Annual subscriptions and fees
- 5.4. Label costs
- 5.5. Certification costs

Appendix A - Terms and Definitions

Appendix B - Scheme Constitution

Appendix C - Membership Costs

Appendix D - Labels used by the Scheme

Appendix E - Rules for Certification and Technical Schedules

1. Introduction

1.1 What fire doors do

Fire doors are an essential element in the passive fire protection of buildings. They are life-saving products that perform two prime functions:-

1. To maintain adequate compartmentation of the building, designed to limit the size and spread of fire.
2. To allow access to protected escape routes without any loss of fire resistance and to limit smoke movement within the structure forming such routes.

It is a regulatory requirement that all buildings, and some domestic dwellings, have fire doors to ensure adequate compartmentation.

The correct specification, installation and maintenance of fire doors and their components is vitally important in ensuring that property and lives are protected.

1.2 The Regulatory requirement for Fire Doors

The Building Regulations state that all fire doors must have the appropriate performance determined either:-

- By their performance under test to BS476-22 - *Fire tests on building materials and structures. Methods for determination of the fire resistance of non-loadbearing elements of construction*
- Tested to the relevant European Method BS EN 1634-1,2 & 3, *Fire resistance and smoke control tests for door and shutter assemblies, openable windows and elements of building hardware.*

Approved Document B : Building Regulations : 2010 Fire Safety

The tested construction must be fully representative of the assembly to be used in practice. i.e. materials, method of construction, size, number of leaves and mode of operation including glazed openings and essential hardware. Door manufacturers must demonstrate that their doors will perform to the required fire resistance period

BWF CERTIFIRE asserts that only third-party certificated fire doors and doorsets are fit for purpose, and should, ideally, be installed by certificated companies.

Major insurance companies insist on the use of third-party accredited passive fire protection products, installed by third-party accredited competent installers.

(Source : RISCAuthority : BDM1 -Fire protection of buildings - Essential principles)

1.3 How the BWF CERTIFIRE Scheme Works

The BWF-CERTIFIRE Fire Door and Doorset Scheme is a third-party certification scheme and is operated and managed by the British Woodworking Federation (BWF). It was established by leading manufacturers as a partnership, combining the membership, lobbying and promotion skills of the BWF with the technical and certification skills of Warrington Certification Ltd (WCL).

Certification essentially has 4 key stages:

The Fire Test: The fire resistance of a door assembly is determined by subjecting a full-size construction to test with procedures laid down in the appropriate fire resistance standard, BS 476: Part 22 or BS EN 1634-1.

Auditing the Manufacturing Process: The company is independently audited by Warrington Certification Ltd (WCL) to ensure that all the management and manufacturing processes and systems are in place to

ensure consistency with the product that was tested.

The Audit Test: The product too, is subjected to regular scrutiny, with frequent testing taking place on standard products to ensure that the test wasn't a one off result.

Labeling: A traceable labeling system allows manufacturers, door processors, installers, inspectors and clients to check on the history and correct use of the door.

WCL are responsible for awarding of certificates (CF) for **Prime Door Manufacturers** and **Blank Manufacturers**, and for the certification (CAF) of **Licensed Door Processors** who are able to carry out additional works, such as cutting apertures and glazing, with the permission of the **prime door manufacturer**¹ or process a door blank into a final door leaf.

WCL also certificate doorset / door assembly components, (e.g. essential hardware, intumescent seals). Companies who manufacture these products or other, non-certificated components are also eligible to join the Scheme as **Associate Members**.

Key-points

- Fire Doors are an essential element in protecting lives and property. Fire door tests must be fully representative of the assembly to be used in practice.
- Third-party certification tests and verifies a fire door's design and performance as well as the manufacturing process and quality assurance at the time of manufacture.
- Warrington Certification Ltd. (WCL) are responsible for the awarding of certificates (prefixed CF or CAF).
- Members are involved in the strategic direction and decision-making through meetings held in May and November.
- Under the Scheme rules, members are required to have all fire doors tested and audited at defined intervals, to have a quality management system under ISO9001:2008 in place, and to be subjected to an annual factory audit.
- All Fire Doors must carry official scheme labels
- Scheme membership categories are:
 1. Prime Door Manufacturers
 2. Licensed Door Processors
 3. Associate Members
 4. Approved Fire Door Centres

¹ **Granting a License:** Companies wishing to become Licensed Processors (LP) must first obtain permission from the PDM to undertake the work required. PDM's will give written permission to WCL for this work to proceed before final Certification (issue of CAF).

Withdrawal of License: A PDM has the right to withdraw a license, by written notification to the LP, for commercial reasons, or where a CAF is suspended or withdrawn by WCL.

Licensed Processors are not required to undertake Audit Tests, but are subjected to an Annual Audit by WCL.
(See Section:3.3.4)

2. Scheme Mission Statement and Objectives

The BWF-CERTIFIRE Fire Door and Doorset Scheme was established in 1996 and launched in 1997 by a group of Prime Fire Door Manufacturers within the BWF with an aim to improve the both the standard of and knowledge on fire doors.

2.1 The Scheme Mission is:

To ensure that only third-party certificated fire doors, installed by certificated companies, should be used in the UK.

2.2 Scheme Objectives

The principal aims of the Scheme are to:

- To improve the standard of fire doors installed in the UK
- To educate the construction industry about the importance of third party certification of fire doors and passive fire protection systems
- To raise awareness and educate the consumers, and users (including Responsible People) with fire doors of the importance of their liabilities and ways they can meet those liabilities
- To help members increase their market share, sales, and profitability
- To move the market progressively towards fire doorsets as the best way to achieve the Scheme objectives long term.

BWF-CERTIFIRE Scheme has now grown to over 180 members who are rigorously assessed and audited, providing specifiers with security and confidence.

All fire doors manufactured or processed through the BWF-CERTIFIRE Scheme are labeled to provide identification.

BWF-CERTIFIRE provides a simple and cost-effective method to certify doors and, by virtue of being operated within a not-for-profit environment, ownership is maintained by the membership.

2.3 The Scheme's key strategy is:

To increase its awareness and recognition by the client and specifier community.

To this end the Scheme seeks to achieve its objective that all doors sold as fire doors in the UK should not only be certificated, but should be 3rd-party accredited, and should, ideally, be installed and inspected by 3rd-party accredited, competent persons.

Greater awareness of the scheme in the client and specifier community will help to attract new members into the scheme and increase the number of 3rd-party accredited doors and doorsets in the UK market.

Whilst data on the number of fire doors is not readily available, it was estimated that around 3 million fire doors were sold into the UK market in 2013; around 2 million of these doors were labelled BWF-CERTIFIRE. The scheme is therefore estimated to account for approximately 66% of all fire doors sold in the UK and, as a consequence, is the UK's largest Certification Scheme for Fire Doors.

Over approximately two decades, the BWF-CERTIFIRE Scheme has achieved:

- Market awareness and regard for the BWF-CERTIFIRE label
- Confidence that products offered under the Scheme will perform
- Developed a certificated installer scheme for fire doors/sets with FIRAS
- Launched the UK's first Diploma qualification associated with fire doors (DipFD)

- Launched Europe's first 3rd-party accredited Fire Door Inspection Scheme
- Contributed towards the development of the Building Regulations relating to fire doors
- Extended the core Scheme to embrace the manufacturers of fire door frames and glazed apertures
- Developed a network of Approved Fire Door Centres across the UK
- Introduced Fire Door Safety Week across the UK
- Introduced a national Fire Door Installer Register

The strategy is achieved in accordance with a business plan agreed by members and managed by the Scheme's Management Committee.

Benefits of Scheme Membership

- Certification proves commitment to producing high quality safety products.
- Members are listed in the Scheme Directory, and on the BWF-CERTIFIRE website.
- Members benefit from the Scheme's promotional activities.
- Scheme resources such as literature and videos are available for use.
- Technical support from BWF technical staff and representation at British and European Standards groups.
- Influence of the strategic direction of the Scheme through the Scheme meetings.
- Referring specific local enquiries to the Scheme Members' Directory

Key Points

The Scheme aims to:

- Improve standards
- Educate the construction industry about the importance of 3rd-party certification and accreditation
- Raise awareness and educate consumers and users
- Help members increase market share, sales & profitability

Members benefit from:

- Technical support
- Market recognition of high quality products & certification standards
- Regular and consistent promotion of the Scheme
- Use of Scheme literature and marketing assets
- Involvement in member decisions relating to the Scheme

3. Scope and Requirements of the Scheme

The Scheme is both a certification and third-party accreditation scheme. 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 at time of manufacture.

Members of the BWF-CERTIFIRE Fire Door and Doorset Scheme will need to demonstrate competence in fire door manufacture or door processing, and will be audited on application to join the scheme and annually thereafter. Licensed Door Processors will be trained by the door or door blank manufacturer to ensure correct processing is undertaken.

NOTE : As a core principle of the scheme, all members should ensure that **all** of the doors manufactured, processed or modified as a fire door by their company are suitably certificated and sold under the rules of the Scheme – it is not permissible to remove labels and sell outside of the door leaf's / blank's certification.

If scope outside of the existing CF is required, this must be managed through a Supplement to the CAF Certificate (see Section 3.4 below). The only exception to this is where a Licensed Processor is working under alternative certification for a specific project - in this instance all reference to BWF-CERTIFIRE must be removed from the door and instructions.

3.1 Why become certificated?

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-CERTIFIRE Fire Door and Doorset Scheme.

Certification gives customers and end-users confidence in the potentially lifesaving products that you have supplied through a regular auditing process undertaken by a UKAS accredited body. Certification adds credibility to a company and gives an advantage over a non-certificated competitor during the tendering process.

3.2 Who certifies the product?

- CERTIFIRE, the fire certification arm of Warrington Certification Limited (WCL) undertakes the certification and accreditation on behalf of the BWF.
- After completing the certification process, the company's certificate will be added to CERTIFIRE's website and the company will be permitted to use the BWF-CERTIFIRE and CERTIFIRE logo in relation to the certificated products.
- Audits, required to maintain the certification and Factory Production Control Procedures (FPC), are handled directly by CERTIFIRE following initial completion of the certification. *Companies with ISO 9001:2008* may be excluded from certain elements of the audit and are audited at the same time by WCL where WCL is the provider.*
- Certificates are renewable after 5 years

3.3 Scheme requirements

3.3.1 Factory Production Control system (FPC) or ISO 9001

Before starting the certification process, companies must already have in place a) a completed Factory Production Control system, OR b) have ISO 9001:2008* relevant to the production or processing of fire doors.

Note: *Licensed Door Processors must have obtained permission to proceed from the Prime Door Manufacturer or Blank Manufacturer, receive training from the Licensor, and ensure all systems and procedures reflect the information provided by the Licensor. Each trained individual will obtain a certificate as proof of training.*

Where WCL is the ISO 9001 provider, certification and ISO 9001:2008 audits can be done at the same time, saving the cost of the two separate audit visits.

**ISO 9001:2008 accreditation can be carried out by any UKAS accredited certification body.*

3.3.2 Testing

i) Doors made to your own design

To achieve certification, the fire door design or door blank must be tested to either BS 476 part 22 or EN 1634 part 1 at a UKAS accredited test facility. Both of these standards require the door design to be tested as a complete assembly, including frame, glazing, ironmongery and intumescent seals - known as an Initial Type Test (ITT)

The test will define the parameters or scope to which the door or door blank may be used and a CERTIFIRE Certificate (CF XXX) will be issued describing the door's scope. Any changes to the door's design, such as changes to framing detail, core material, door frame material, etc., will require a new fire door test or an assessment based on the original test evidence. Advice should be sought from WCL in such instances.

ii) Doors processed from door blanks.

a) Blanks with no CF number - Where a company processes a door leaf using a door blank with no CF number, the blank must have valid test evidence from a UKAS approved test facility. The resulting fire door will be assessed and certificated by CERTIFIRE and the company will be categorised and certificated as a Prime Door Manufacturer. **If a blank manufacturer wishes to obtain a CF number in their own right, they must do so as in 1) above.**

b) Blanks with a CF number - Certain popular door blanks may already have a CF number provided by WCL. In such cases, the Licensed Door Processor (LP) will be able to use this same evidence within their own CAF. The scope of application will mirror the scope of the door blank (by using 'cascaded evidence'). The full scope of the door blank and awarding of the blank's certificate will be defined by WCL. Such doors will be labelled with the LP's CAF number PLUS a label denoting from which door blank the door has been processed.

c) Changes to certification

Note: In the event of any new fire test evidence related to the blank and the blank supplier's CF being amended, then all LPs using that component should be notified of this change by the blank supplier.

Any LP using the cascaded evidence in such a way, should then **also** make a request to WCL to have an updated assessment applicable to the blank manufacturer's own CF.

Additional testing may be required (as in 3.3.2.1 above) where a door processor wishes to extend this scope of application beyond that of the certificate for the blank. Requests should be made to WCL to define whether an assessment or additional test is required. In some circumstances, the door processor MAY have to be re-designated Prime Door Manufacturer.

In each of the above cases, a data sheet will be produced by CERTIFIRE following a successful test or assessment which will define the scope of application / adjustment allowed to the door to maintain certification.

3.3.3 Audit Fire tests

1. Where door leaves / blanks are made to a manufacturer's own design, audit tests are required every 5 years or 250,000² fire doors manufactured, whichever comes first, to ensure that the same materials are used, and the same quality of fire door is produced in accordance with CERTIFIRE Technical Schedule 10 (TS10).

A certificated company will be advised when this audit test is due by WCL (based on label sales or time lapse, whichever triggers the requirement first) and the fire door sample will be selected as per sample selection requirements in TS10.

² Manufacturers exceeding 250,000 doors within 5 years may have the audit frequency reduced to every 350,000 and then 500,000 where no failures are registered during the audit.

Audit fire tests may be undertaken independently by a UKAS approved test facility, who will also be required to select the test sample independently (i.e. without interference by the manufacturer). The manufacturer should inform WCL of when this test is planned, along with the name of the test laboratory. (WCL reserve the right to observe the test at these premises).

2 Cascaded evidence

Doors processed by LPs will not be subjected to Audit Fire Tests.

NOTE: PDMs and Blank Manufacturers are required to inform all processors licensed to process door leaves/blanks whenever any change to certification has taken place. Test evidence passed on this way is described as 'Cascaded Evidence'

3.3.4 Factory Production Control (FPC) Audits

To complete the certification process, CERTIFIRE are required to conduct an audit of your factory.

The audit will involve a detailed assessment of your manufacturing process to ensure the fire door is to the same design as the test specimen. The auditor will be particularly looking at the materials used, their densities and dimensions, and that a label and a copy of the installation instructions are attached to the door. A yearly audit is required to maintain certification.

Checks will be made on all personnel involved in the manufacture / processing and sales estimating of any doors made under license to a PDM and /or BM by a Licensed Processor to ensure that they are specifically trained to carry out these operations. (See 3.6)

Proof of training (such as a training certificate / training records) will be required as evidence

Note: It is no longer a requirement to have ISO 9001 : 2008 Quality Management System in place in order to manufacture or process fire doors under the Scheme. However, a Factory Production Control system (FPC) relevant to the processing or production of fire doors is required.

3.3.5 Changes to door design or use of components.

Any proposed changes to design of the fire door or any use of new / additional components, including a change to the use of door cores and/or door blanks, should be reported immediately to, and approved by, WCL. In some cases, this may result in a new fire test of the door design.

Where these changes are notified by way of a **supplement** to the original certificate, consolidation of such supplements will take place in the form of the Certification Review every 5 years.

(Supplements to certificates are issued by WCL and are based on their expert opinion of whether a revised design or variation to a component may be included within the scope of the fire door.)

3.3.6 Testing for different door configurations.

In most cases, the main fire test sampled will be FD30 Single Acting, Single Leaf fire door (SA/SL). Other configurations i.e. Single Acting, Double Leaf (SA/DL), Double Acting, Single Leaf (DA/SL) and Double Acting, Double Leaf (DA/DL) will usually require an additional test, although these may be combined to include a single and double door in some circumstances. Warrington Certification Ltd. will advise manufacturers on which configurations should be tested.

Higher fire ratings such as FD60 will require a new test and a report from the test house.

3.3.7 Training.

It is a fundamental requirement of the Scheme that relevant employees of Licensed Processors are trained to ensure that the company operate within the rules of the scheme. The Prime Door Manufacturer or Blank Manufacturer must have provided appropriate training.

This training will be assessed in the initial audit, and in each subsequent audit undertaken by WCL *(refer to Technical Schedule 10 Annexe G for more details)*. Proof of training in the form of training record and/or certificates will be required as evidence.

Key Points

- The Scheme is both a certification and 3rd-party accreditation scheme
- Achieving 3rd-party certification gives customers and end-users confidence in the lifesaving products you supply.

To join the Scheme you must

- Have a Factory Production Control (FPC) related to the production or processing of fire doors, or ISO 9001:2008 quality management system in place
 - ... **and as a prime door manufacturer**
 - Have your products tested if manufactured to your own design, OR
 - ... **or as a licensed door processor**
 - Nominate the door manufacturer or blank whose doors you wish to be licensed to convert using the evidence provided by your door blank supplier or prime door manufacturer
- Agree to an audit of your factory processes every year
- Pay an annual minimum scheme contribution (offset against label purchases)
 - ... **certificated suppliers** must provide details of their CERTIFIRE certification.
- Staff employed by Licensed Processors must have received adequate training by the PDM or BM
 - Proof of training will be required at audit

4. Labels and instructions

4.1 Label Designs

The Scheme requires the use of a tamper evident label, identifying the door's rating; the fire test certificate number; a unique serial number; and the name and phone number of the manufacturer. This makes the label traceable throughout the supply chain.

These labels are available exclusively from the BWF and are applied to the top edge of the door. (Dimensions – 125 mm x 12.5 mm). The price of labels depends upon the quantity ordered within each calendar year. (See Appendix E)

4.2 Label traceability

The traceability of doors manufactured and / or processed under the Scheme is a fundamental requirement. Each label serial number is unique. Labels are supplied to each member in reels of 1,000. Serial numbers are recorded by BWF against each manufacturer.

Manufacturers are required to record the serial number of every fire door they manufacture, noting the date of manufacture and the production records for the door or jobcard. Other forms of traceability, such as via ink-jet marking of the door batch are also permissible and **MUST** be with the written permission of WCL. BWF must also be notified of this arrangement. This does NOT act as a substitute for the Scheme label.

4.3 Glazed Doors

Under the BWF-CERTIFIRE Scheme rules, all doors requiring vision panels must be factory glazed by the manufacturer or glazed by a BWF-CERTIFIRE Licensed Door Processor. Cutting apertures on site is not permitted.

4.3.1 Doors Glazed by the manufacturer

Where glazed doors are supplied from the factory, a label is required in addition to the manufacturer's CF label, indicating that the door has been glazed at the factory. These labels are prefixed 'G' and are supplied by BWF at cost and should be positioned alongside the prime door manufacturer's CF label.

To assist traceability, the manufacturer should keep a record of the glazing label serial number (G – 00000) of the converted door and relevant jobcard/order.

4.3.2 Doors Glazed by the Licensed Door Processor

Where doors are glazed by a licensed Door Processor, the converter's own label is required to be added to the fire door, positioned alongside the prime door manufacturer's label.

Door processors are also required to record the serial number of every fire door they convert, noting the date of conversion, the prime door manufacturer's serial number and customer destination.

4.4 Labelling of doors processed from blanks

Where fire doors are processed from blanks, the final door must be labelled with the Licensed Processor's CAF traceability label** PLUS a label** denoting from which door blank the door leaf has been made. *(This is required for traceability purposes to ensure the door has been processed within the scope of the CF of the blank used).* Glazed doors manufactured from blanks will also be identified using the appropriate label**. **** These labels are available from BWF ONLY**

4.5 Installation and maintenance instructions.

All doors supplied under the BWF-CERTIFIRE Scheme are required to include installation* relevant to the door. This vital information is determined by the test report and relates to each door type and construction, the frame, ironmongery and seals used at the time of test. It should be used to advise the installer which compatible components should be used at the time of installation or during any maintenance programme. **A template data sheet document is available from BWF.*

4.6 Returning labels due to termination of membership.

Labels remain the property of the Scheme. Where a company chooses to terminate membership of the Scheme, either by choice, or by ceasing trading for whatever reason, then notification must be given to the Scheme's administrators, the British Woodworking Federation, and all unused labels **MUST** be returned to them.

Notification of this event will be passed on by BWF to WCL, and all information relating to the company's certification will be withdrawn from relevant websites and listings.

4.7 Doors sold as non-fire doors

Where doors are sold to be used in non-fire door applications, (e.g. in matching sets, or for acoustic properties), the BWF-CERTIFIRE label should be removed.

Key Points

- All doors manufactured or processed by members must carry the BWF-CERTIFIRE Scheme label
- Labels are only available from BWF
- Members are required to record the serial numbers of every door leaf / doorset, noting the date of manufacture and production records / jobcard for each door
- Glazed doors must carry an additional label placed by the manufacturer or licensed door processor
- Doors processed from blanks (and labelled with the processor's CAF number) **MUST** also carry a label denoting the blank type and rating.
- All doors must be supplied with installation instructions

5. Scheme Membership

5.1 Membership falls into the following categories:-

a) Prime Door Manufacturer (PDM) - The manufacturer of a basic timber door finished to a condition which includes lippings and facings and which requires only a frame, hardware and intumescent materials. Additionally the door may be manufactured with a glazed or other aperture(s) and may include manufacturing fire door frames to suit the doors and making up doorsets or doorkits.

b) Door Processor (*Previously known as Approved Modifier / Licensed Converter*) - A joinery firm which takes specified certificated doors from a PDM or from a blank manufacturer and conducts one or more of the following processes on the product:

- Sizing of blank
- Lipping of blank
- Application of cosmetic face
- Trimming of doors (where permitted by the certification)
- The cutting of aperture(s) for glazing, air transfer grilles, letterplates, etc.
- The glazing of apertures
- The manufacture of door frames with or without hardware

c) Approved Supplier

i) Certificated Supplier - a company which has one or more fire door components, including hinges, door closers, locks & latches, panic hardware, glass, glazing systems, intumescent seals or smoke seals, certificated in their own name by Warrington Certification Ltd.

ii) or a company which is a distributor for certified fire door components, including hinges, door closers, locks & latches, panic hardware, glass, glazing systems, intumescent seals or smoke seals which does not brand any fire door component in their own name.

iii) or a company that provides materials used in the manufacture of BWF-CERTIFIRE Timber Doors and Doorsets. These materials cannot, on their own be certificated. (E.g. core material suppliers, timber suppliers)

d) Approved Fire door Centre - A BWF Approved Fire Door Centre is a trade or retail outlet that is approved by the BWF*** to sell fire doors and compatible components. To become a BWF Approved Fire Door Centre you must stock CERTIFIRE Approved components for the products you sell. Staff should be trained by BWF or relevant PDM. ****Approved Fire Door Centres are not audited, nor certificated by WCL and are not subjected to the same joining process.*

6.2 Joining the Scheme

6.2.1 Companies wishing to join the Scheme initially will be required to pay a non-refundable application fee (see Appendix C). This fee will be offset against membership costs, once final certification via WCL has been completed.

In addition, further charges will be required by WCL to cover initial application, audit visit(s) and certification. A quotation will be sent by WCL on application.

NOTE: Companies who wish to apply as Licensed Processors **MUST first contact the company whose doors they wish to process and obtain permission to proceed before an application is considered.** PDMs and BMs will confirm the application before applications are processed with WCL.

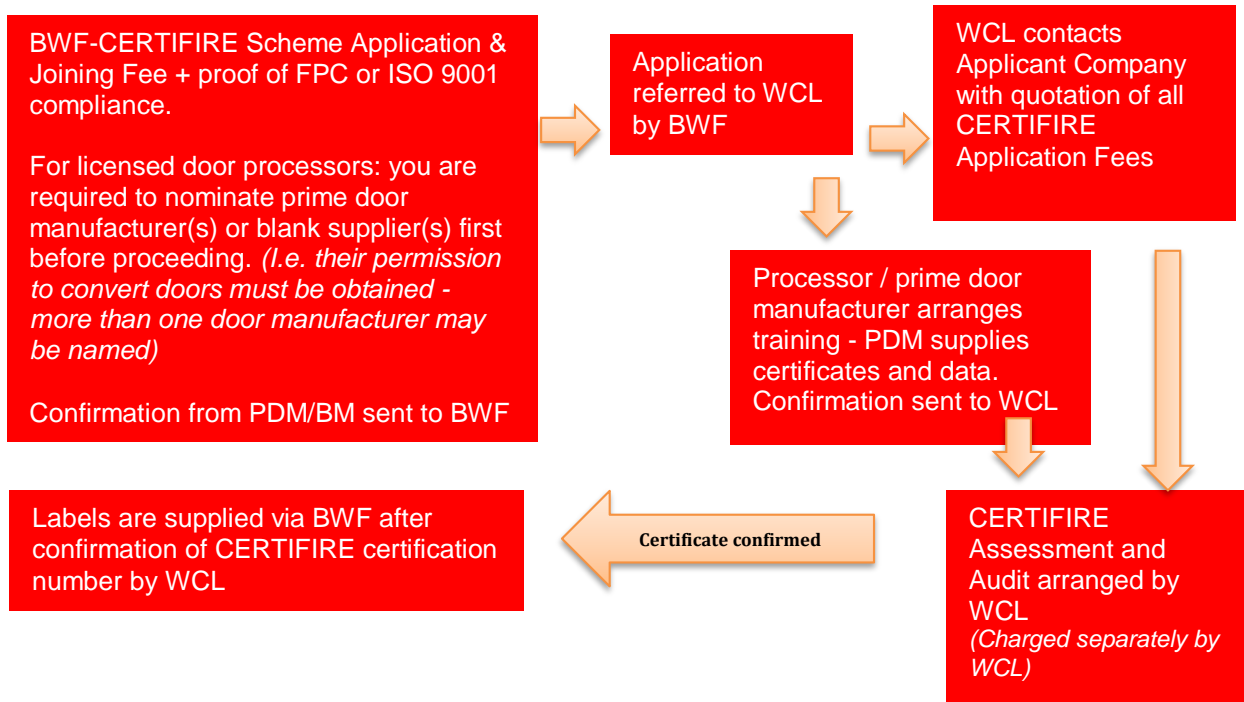
6.2.2 All LPs must undergo training managed by the Licensor Company or blank manufacturer before certification is finalised. The Licensor will issue a Training Certificate to each person undertaking training.

6.2.3 All new members will be required to provide evidence of a suitable Factory Production Control System sited to the production or processing of fire doors, OR ISO 9001 : 2008 or show that they have a commitment with a provider. This MUST be relevant to the processing of fire doors / door blanks according to the procedures required by the Licensor. The initial audit, undertaken by WCL, will ensure that correct training of individuals and FPC systems are in place before finalisation of the certificate.

6.2.4. Joining Procedure.

The following steps indicate the joining process.

- Applying companies MUST ensure permission to proceed has been given by each door licensor. This will be confirmed in writing to BWF by the PDM/BM
- Training by the licensor and changes to Factory Production Control systems must also occur



BWF will refer applications to WCL (after pre-qualification checks, permission of the prime door manufacturers or core supplier where appropriate, proof of ISO 9001 or FPC compliance), and will monitor progress by WCL until final certification is confirmed. Once certification is established as a new Scheme member you will be able to purchase labels exclusively through the BWF.

6.2. Annual subscriptions and fees

Members will be required to pay an annual subscription fee (see Appendix C).

This will be invoiced in January of each year, but rebated through a discount of £42 + VAT (non-BWF Member £84 + VAT) per reel of labels ordered (for the first 6 label reels).

6.3 Scheme label costs

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

Label costs are dependent on the quantity of labels purchased throughout the year and are charged at the varying rates shown in Appendix C

6.4 Certification costs

Certification costs are charged separately by WCL in accordance with the agreed pricing structure. This includes annual audit and certification costs in addition to a) any changes to certificates instigated by the member, b) audit tests required by the Scheme rules.

Appendix A - Terms & Definitions

Approved Fire Door Centres (AFDCs)	A trade or retail outlet that is approved by the BWF to sell fire doors and their compatible components.
Building Hardware	Components usually made from metal, used in the operation or support of doors. <i>These are split into two groups "Essential hardware" / "non-essential hardware"</i>
Certificates	A test certificate tells the purchaser that a company's products have been tested and they have a certificate to prove it. Test certificates must be provided by independent, UKAS Approved Test Houses
CE Mark	With a CE mark on a product, the manufacturer declares that the product conforms with the essential requirements of the applicable EC directives or regulations. At present fire doorsets are not yet required to be CE marked, but ironmongery components are under the current Construction Products Regulation.
CF numbers	The certification number allocated to the fire door or component manufacturer's product
CAF numbers	The certification number allocated to the company licensed to make alterations to the fire door, or supply door frames to suit
Cascaded evidence	Test evidence obtained by a door leaf or blank manufacturer and passed on to a company licensed to undertake specific processes by the licensor.
Door	A generic term usually comprising a door leaf and door frame. Can be supplied and installed as a doorset, door assembly or door kit.
Door core	A component of a fire door leaf, usually made from dense particle board, which helps provide the door leaf with its fire resisting properties.
Door leaf	Often referred to as the fire door, the door leaf is the main component of the doorset or door assembly. A door leaf is usually manufactured to a range of standard sizes and door styles. Fire door performance depends on the door leaf manufacturer's certification.
Door blank	The term given to a large (oversized) door leaf which can be then trimmed to suit a bespoke size. The core material for door blanks can vary depending on the blank manufacturer.
Doorset	Fire doors that are pre-assembled in their frame, and include all the correct components such as ironmongery and seals. This guarantees that the entire doorset, including the individual components, will match the tested design
Door-kit	Fire doors that are supplied as a doorset but in a knock-down form. I.e. prepared door leaf, frame and hinges, locks and latches
Door frame	The framework attached to the wall to which the door leaf is attached (or hung). Door frames can be made from softwood, hardwood, mdf

	(medium density fibreboard) or other tested material depending on the door leaf manufacturer's test evidence
Door closer	An essential component of a fire door – a device which automatically closes the door onto the latch from an open position.
Field of Application	The range of configurations and sizes to which a door's test certificate applies. (also known as 'scope')
Fire door	The term 'fire door' usually refers to a fire door leaf, the main component of a fire door assembly or doorset. The door leaf is installed into a fire-rated frame, complete with its 'essential ironmongery' to make the door perform correctly in the event of a fire.
Fire door assembly	A fire door assembly is all the correct and compatible components of a fire door installation often sourced from different manufacturers, but which MUST be compatible with the door leaf's test evidence.
Fire door installation	The completely installed fire doorset, doorkit or door assembly which complies with the building regulations.
Fire resistance / rating	The length of time in 30-minute intervals for which the doorset or assembly has been tested and certificated. (FD30, FD60 etc)
Hinge	A device which connects the door leaf to the frame, allowing it to open and close about a fixed axis. Hinges are termed 'essential ironmongery' and must be CE marked and certificated for use with fire doors.
Intumescent seal	Intumescent seals are designed to expand under heat, and fill the gaps between the door leaf and frame, thereby preventing the passage of smoke and fire to other parts or compartments of the building. Acoustic seals may also be required which have an additional role of preventing the passage of sound.
Locks and latches	Fastenings for doors which prevent the door from opening unless operated by a handle or key. Locks and latches are classified as 'essential ironmongery' and must be correctly rated for the doorset or assembly. They must be CE marked and certificated for use on fire door installations.
Prime Door Manufacturers (PDM)	The manufacturer of a basic timber door finished to a condition which includes lippings and facings and which requires only a frame, hardware and intumescent materials. Additionally the door may be manufactured with a glazed or other aperture(s) and may include manufacturing fire door frames to suit the doors and making up doorsets or doorkits.
Processor <i>(Formerly known as Licensed Converter / Approved Modifier)</i>	A joinery firm which takes specified certificated doors from a PDM or door blanks from a blank manufacturer and conducts one or more of the following processes on the product: <ul style="list-style-type: none"> • Sizing of blank • Lipping of blank • Application of cosmetic face • Trimming of doors (where permitted by the certification) • The cutting of aperture(s) for glazing, air transfer grilles,

	<p>letterplates, etc.</p> <ul style="list-style-type: none">• The glazing of apertures• The manufacture of door frames with or without hardware
Scope	<p>A fire door certificate's scope defines the range of applications, sizes and configurations for which the fire door can be safely used in accordance with the evidence provided in the fire door test. (<i>See also Field of Application</i>)</p>
Smoke seal	<p>Smoke seals are designed to provide additional protection to prevent the passage of cold smoke. In some circumstances, smoke seals are a Building Regulation requirement. Smoke seals can be combined with intumescent seals thus providing combined protection, or, may be fitted in addition to the intumescent seal.</p>
Supplement	<p>An extension to the scope of a certificate gained by adding supplementary information relating to the doors overall performance. Usually gained by additional testing, or via an expert assessment. Supplements are only issued by WCL and relevant to a particular CF or CAF</p>

Appendix B

Scheme Constitution

The Scheme Constitution document can be downloaded from our website [here](#)

Appendix C - Scheme Costs (2013)

Scheme membership cost

BWF-CERTIFIRE Scheme joining fee:

- For a BWF Member £250 + VAT
- Non-BWF Member £1,000 + VAT

After the first year all members must make an annual minimum scheme contribution of £250 + VAT (non-BWF Member £500 + VAT). This will be invoiced in January, but rebated through a discount of £42 + VAT (non-BWF Member £84 + VAT) per reel of labels ordered (for the first 6 reels).

Scheme label costs

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

TOTAL ORDER (Labels with the same CF No.)	Non-BWF Members price per Reel	BWF Members Price per Reel	High volume BWF Members Price per Reel
1-9 Reels	£246.73 + VAT	£119.23 + VAT	£47.00 + VAT
10-24 Reels	£116.53 + VAT	£72.70 + VAT	£47.00 + VAT
25 – 49 Reels	£95.44 + VAT	£54.61 + VAT	£47.00 + VAT
50 – 74 Reels	£90.86 + VAT	£49.96 + VAT	£47.00 + VAT
75 or more Reels	£81.69 + VAT	£41.69 + VAT	£41.69 + VAT

Glazed door labels for Prime Door Manufacturers (1,000 labels per reel)	1 to 5 reels £20 per reel	6 or more reels £15 per reel
---	------------------------------	---------------------------------

Note:

- Labels can only be ordered in Reels (1 Reel = 1,000 labels)
- High volume rate applies to BWF members ONLY who purchased more than 250,000 labels in the prior year and where each order is for 5,000 labels or more
- The BWF has the sole design copyright on the label
- The labels can only be obtained direct from the BWF
- The labels can only be applied to Members' doors that conform in all respects to the requirements of the BWF-CERTIFIRE Scheme

Appendix D - Labels

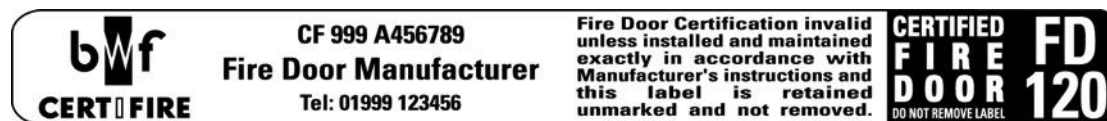
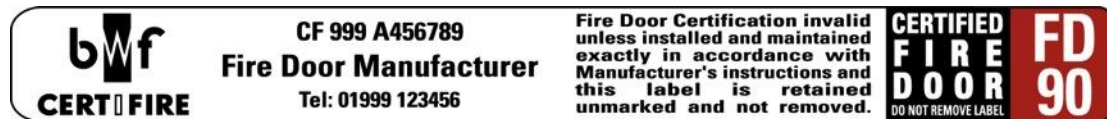
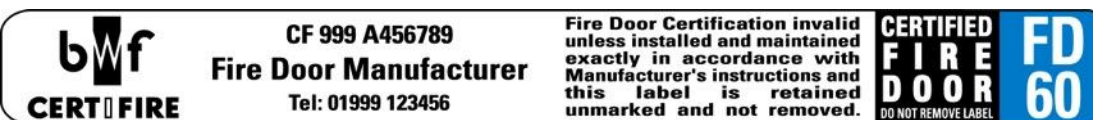
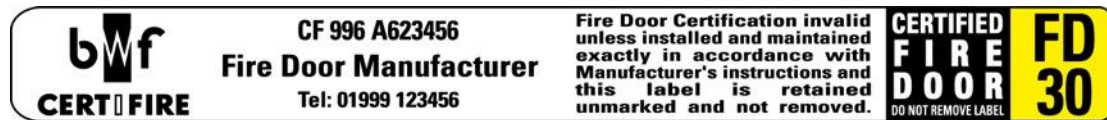
The BWF-CERTIFIRE Scheme requires the use of a tamper evident label, identifying the door's rating, the fire test certificate number, a unique serial number and the name and phone number of the manufacturer. This makes the label traceable throughout the supply chain.

Labels are positioned on the top edge of the door, close to the locking stile (if known), allowing for intumescent seals. (Refer to table E1 in this section)

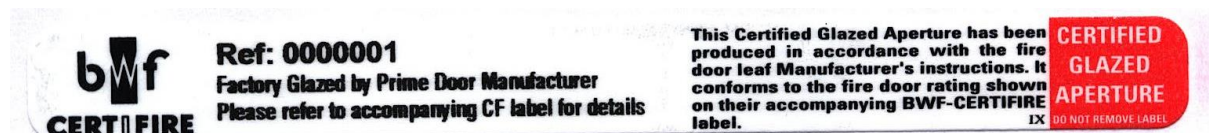
These labels are available exclusively from the BWF.

Dimensions – The label dimensions are 125 mm x 12.5mm

A1 - Labels used by Prime Door Manufacturers





A2 - Label used by Prime Door Manufacturers for factory-glazed door leaves



Where glazed doors are supplied from the factory, an additional label is also required. These labels are prefixed by the letter "G" and supplied by BWF at cost, and are fitted alongside the initial CF label. (see 5.3.1)

All doors requiring vision panels must be factory glazed by the manufacturer or glazed by a BWF-CERTIFIRE Scheme Licensed Converter

B - Labels used by Door Processors

	CAF 000 A123456 Company Name Tel: 01999 987654	This Certified Glazed Aperture has been produced in accordance with the fire door leaf Manufacturer's instructions. It conforms to the fire door rating shown on their accompanying BWF-CERTIFIRE label.	CERTIFIED GLAZED APERTURE IX DO NOT REMOVE LABEL
	CAF 000 C345678 Company Name Tel: 01999 987654	This Certified Fire Door Frame must be used in conjunction with a BWF-CERTIFIRE fire door leaf and installed & maintained in accordance with the Manufacturer's instructions.	CERTIFIED FIRE DOOR FRAME VII DO NOT REMOVE LABEL

C-Labels used by companies licensed to produce the BWF-CERTIFIRE Approved universal door frame / lining / casing

	Company Name Tel: 01990 123456 For use on BWF-CERTIFIRE approved fire door assemblies only	Fire Door Certification invalid unless installed and maintained exactly in accordance with Manufacturer's instructions and this label is retained unmarked and not removed.	STANDARD FIRE DOOR LINING DO NOT REMOVE LABEL FD 30
	Company Name Tel: 01990 123456 For use on BWF-CERTIFIRE approved fire door assemblies only	Fire Door Certification invalid unless installed and maintained exactly in accordance with Manufacturer's instructions and this label is retained unmarked and not removed.	STANDARD FIRE DOOR CASING DO NOT REMOVE LABEL FD 30
	Company Name Tel: 01990 123456 For use on BWF-CERTIFIRE approved fire door assemblies only	Fire Door Certification invalid unless installed and maintained exactly in accordance with Manufacturer's instructions and this label is retained unmarked and not removed.	STANDARD FIRE DOOR FRAME DO NOT REMOVE LABEL FD 30

D - Labels used for doorsets and doorkits

Sample label unavailable

E - Label for doors made from processed blank

	CF NNN Pacific Rim Wood Ltd Flamebreak	This label shows the type of fire door blank from which this door has been processed. NOT VALID UNLESS ACCOMPANIED BY A CERTIFIED FIRE DOOR BLANK LABEL.	FIRE DOOR BLANK DO NOT REMOVE LABEL FD 30
	CF NNN Pacific Rim Wood Ltd Flamebreak	This label shows the type of fire door blank from which this door has been processed. NOT VALID UNLESS ACCOMPANIED BY A CERTIFIED FIRE DOOR BLANK LABEL.	FIRE DOOR BLANK DO NOT REMOVE LABEL FD 60
	CAF 000 UB 123456 Company Name Tel: 01999 987654	This door has been processed from a certified fire door blank in accordance with the manufacturer's instructions. NOT VALID UNLESS ACCOMPANIED BY A FIRE DOOR BLANK LABEL.	CERTIFIED UNGLAZED FIRE DOOR BLANK DO NOT REMOVE LABEL
	CAF 000 UB 123456 Company Name Tel: 01999 987654	This door has been processed from a certified fire door blank in accordance with the manufacturer's instructions. NOT VALID UNLESS ACCOMPANIED BY A FIRE DOOR BLANK LABEL.	CERTIFIED GLAZED FIRE DOOR BLANK DO NOT REMOVE LABEL

Example of label showing CAF + Label denoting blank used by processor

A separate label is also required when door is glazed


Procedure for ordering labels

Labels for the BWF-CERTIFIRE Scheme may only be purchased from BWF using the pro-forma order form as shown below.

Companies requiring labels should ensure that all details contained on the label are correct at the time of ordering.

The sequential number shown on each label will be determined by BWF when labels are ordered.

BWF-CERTIFIRE LABEL ORDER FORM
Prime Fire Door Manufacturers



Date: _____

Name of person placing order: _____

Contact telephone number: _____



Company Purchase Order Number: _____

Fire Door "CF" Labels

CF Number	QUANTITY	
	FD30	FD60

Details to be overprinted onto label (see below): e.g.

CF 999 A123456 (consecutive)
Quality Fire Doors Ltd
Tel: 01999 123456


Note: The label numbers will be determined by the BWF office when the order is received

Name of Company to go on labels: _____

Telephone number to go on labels: _____

Glazing Labels

Glazing Labels	Quantity



Note: The label numbers will be determined by the BWF office when the order is received

Deliver to:

Name of Recipient: _____

Company Name: _____

Address: _____

Please allow at least 2 weeks for delivery from completion date of this form

Please fax to BWF on **0844 209 2611** or, alternatively, post to: British Woodworking Federation,
The Building Centre, 26 Store Street, London, WC1E 7BT

If you have any queries please do not hesitate to contact BWF on: 0844 209 2610

BWF/05/02/13

Fig 1 :
Example of
Pro forma
Label Ordering
Form

Table E1 : Fixing positions for BWF-CERTIFIRE Scheme labels.

Type of label		Prime Door Manufacturer	Licensed Converter	Location of label
A Certified Fire Door	FD30 FD60 FD90 FD120	A1 As listed on CF certificate	Not Applicable	The top edge of the door, close to the locking stile if known, otherwise centrally
B Certified glazed aperture Certified glass opening	FD30	A2 Additional label for glazed apertures as per CF certificate	B As listed on CAF certificate	The top edge of the door, adjacent to the manufacturer's label (above)
C Certified fire door frame	FD30	C As listed on CF certificate	B As listed on CAF certificate	Centrally, on the rebate platform of the head of the frame
C Standard fire door frame Standard fire door lining Standard fire door casing	FD30	C As listed on CF certificate	C As listed on CAF certificate	Centrally, on the rebate platform of the head of the frame
D Certified fire door kit Certified fire doorset	FD30 FD60 FD90 FD120	D As listed on CF certificate	D As listed on CAF certificate	In the rebate platform of the hanging jamb, above the top hinge.
E Certified fire door / doorset processed from door blank	FD30 FD60	Not Applicable	As listed on CAF Certificate - Blank label E + Additional label for glazed apertures as shown in E	The top edge of the door, close to the locking stile if known, otherwise centrally

Appendix E – Rules for Certification and Technical Schedules

Warrington Certification operates a number of Technical Schedules under the CERTIFIRE brand, to address fire-resisting doorsets, building hardware, glazing and a variety of other products.

IMPORTANT: Members MUST familiarize themselves with the details contained in [TS 00 - Rules for Certification](#) and the following Technical Schedules in relation to the products they place on the market:-

(use the hyperlinks [in blue](#) to access the schedule)

TS 10	Fire Resisting Pedestrian Type Hinged or Pivoted Doorsets with Non Metallic Leaves
TS 21	The Contribution Of Edge Seals To The Control Of Smoke Leakage Via Doorsets
TS 23	Locks & Latches
TS 24	The Contribution Of Single Axis Hinges To The Performance Of Fire Resisting Door Assemblies
TS 25	Fire Resisting Glass, Glazing Systems and Glazing Materials (BS Standards)
TS 26	The Contribution Of Panic Exit Devices, Operated By A Horizontal Bar, To The Performance Of Fire Resisting Door Assemblies
TS 31	The Contribution Of Emergency Exit Devices, Operated By A Lever Handle Or Push Pad, To The Performance Of Fire Resisting Door Assemblies
TS 34	The Contribution Of Controlled Door Closing Devices And Accessories To Fire Resisting Doorsets
TS 35	The Contribution Of Intumescent Seals To The Fire Resistance Of Pedestrian Type Door Assemblies
TS 47	Intumescent Air Transfer Grills

NOTE : Other than shown [blue](#) - technical Schedules available from Warrington Certification Ltd.