



This programme is delivered on behalf of BAFSA by The Fire Systems Academy.

Candidate Induction & Programme Guide

ABBE Level 3 Award in Inspection & Commissioning of
Commercial Fire Sprinkler Systems – Online Course

ONLINE COURSE, FOLLOWED BY POST-COURSE WORK SUBMISSION

This guide explains what your qualification involves, the check sheets and video evidence you must submit, the deadlines that apply, how your work is assessed, and where to get help. Complete the details below and the declaration at the end.

Portal: <https://training.bafsa.org.uk>

Version: August 2026

Enrolment via: The British Automatic Fire Sprinkler Association

Read this guide before you begin. The submission deadlines in Section 2 are strict, and late work cannot be resubmitted.

1 Your details

Please complete the fields below. You can type directly into this document and save it.

Candidate name:

Candidate number:

ABBE ID number:

2 Overview of your qualification

Duration:

12 months, complete with an online multiple-choice exam. The initial exam fees are included in the course cost.

Regular submission of video evidence through the BAFSA e-learning portal, to be completed within 12 months.

Submission deadlines:

Item	Deadline
Exam results	Results to be uploaded to your learning portal within 4 weeks of taking the exam.
Inspection sheets	To be uploaded within 6 months of the start of the course.
Commissioning sheets	To be uploaded within 10 months of the start of the course.
Video evidence	To be uploaded within 10 months of the start of the course.
Exam resits	To be completed within 12 months of the start of the course. Resit results will be uploaded to your learning portal within 4 weeks of taking the exam.

ASSESSMENT TIMESCALES

Your assessor requires 4 weeks to assess your work from the date of submission. Therefore we require your work to be uploaded in the timescales. If your submission is late there is no opportunity to resubmit your work.

If you submit your work within the timescales, you will have 4 weeks to resubmit your work on the assessor's comments.

Note: You only have one opportunity to resubmit your work. If your work falls short of the minimal requirements you will need to retake the course.

Please note:

- Resits are taken online and must be booked through your e-learning portal.
- There is an additional charge to re-sit each part of your exam.
- Resits must be taken within 12 months of the start of the course.

NO PARTIAL COMPLETION

No qualification certification can be awarded for partial completion.

3 What this qualification covers

- Inspection of commercial sprinkler systems in accordance with LPC Rules inc BS EN 12845.
- Commissioning of pump houses, tanks, installation control valves and monitoring systems.
- Theoretical understanding of periodic maintenance routines.

The qualification consists of:

Unit	Title
Unit 1	Inspection
Unit 2	Commissioning
Unit 3	Maintenance (Theory)

This course relates to the inspection and commissioning of commercial fire sprinkler system's design in accordance with the LPC Rules inc BS EN 12845. The course aim is to address the knowledge and skills required to determine the sprinkler design in relation to the storage configurations, inspection of the system during and at the end of the installation, the commissioning of the system, and an understanding of the required ongoing maintenance of the system.

Successful completion of the programme will require:

- Full attendance at the 3 day in person course.
- Submission of a full site inspection sheet including water supplies and installation.
- Submission of an end of contract commissioning sheet.
- Submission of videos providing evidence of competency and experience.
- An examination pass.

CHECK SHEETS

Please note maintenance sheets are not accepted. The sheets must be for installations.

4 Methods of assessment

Assessment is continuous and includes:

- Participation is self-delivery online through the learning portal.
- Completion of assessment at the end of each section of the course.

- The exam has to be booked by the candidate through the e-portal, at a time and date that suits.

The candidate will have to submit the following:

- A completed site inspection report.
- A completed end of contract commissioning report.
- Videos in which the candidate must narrate what they are doing, demonstrating knowledge and experience.
- Videos showing the carrying out of the commissioning of an electric or diesel pumpset (there must be a diesel driven pump).
- Videos commissioning at an installation valveset and signal testing.
- Videos showing how to operate and check monitoring systems.

This should be clear, with an explanation of what the candidate is doing and why it is important.

Your tutor does not check your work. This is carried out by an independent assessor. One in every 5 assessments are verified by a second assessor, and on occasion we may have your work assessed by a third assessor if your submission is not clear.

You may not get feedback if you pass the minimal requirements. However, you will get feedback if you fall short of the minimal requirements.

We will endeavour to check your work as it is submitted. Your assessor will need up to 4 weeks to check your work for each submission.

5 Video evidence requirements

VIDEO LIMITS

- Your video evidence shall be no more than 12 videos, and must be a maximum of 5 minutes long.
- The maximum size of the video shall be no more than 10 MB, and a total amount for all of your videos shall be limited to 150 MB.

Note: videos that are too big can be compressed.

If you require to reduce the size of your videos, this YouTube clip link may help you:

<https://youtu.be/IB8WzB5Kr3g>

Post-course video evidence:

Post-course video evidence is mandatory and must be uploaded via the BAFSA e-portal. The uploading of course work is detailed in the Candidate User Guide, which can be accessed on the home page of the learning portal.

6 Course pass criteria

Multiple choice examination.

- Pass mark: 70%.
- Results issued within 4 weeks to the student portal.
- One re-sit permitted within 12 months of the start of your course.

7 Required uploads

Reference	Document or video
FCW1a	Pump Room Inspection Sheet
FCW1b	Valve Set Inspection Sheet
FCW2a	Pump Proving Test Sheet
FCW2b	Valve Set Proving Test Sheet
FCW2c	Monitoring Signal Test Sheet

Reference	Document or video
FCW3a	Pump Test Video
FCW3b	Valve Set Test Video
FCW3c	Monitoring Test Video

Upload deadlines:

- Inspection sheets: to be uploaded within 6 months of the start of the course.
- Commissioning sheets: to be uploaded within 10 months of the start of the course.
- Video evidence: to be uploaded within 10 months of the start of the course.

8 Role of the staff team

Role	Responsibilities
Course Manager – Alan Crichton	Oversees quality assurance. Issues deadlines. Manages certification approval.
Tutor	Delivers the in person course.
Assessor	Marks coursework. Provides feedback.
Centre Co-ordinator	Allocates the assessor. Will chase candidates who do not upload coursework in time.
Internal Verifier	Samples 20% of submissions and ensures marking consistency.
BAFSA	Manages the e-portal and CRM system, providing a platform for evidence submission storage and recording training activity. Manages bookings, enrolment, extension and course queries through the e-portal.

CONTACTING BAFSA

Please contact BAFSA using the 'Get in Touch' button on the home page of the e-portal with any query or request you may have concerning your programme.

Support and guidance from your tutor or assessor:

Once your assessor has marked your work and provided feedback, contact can be arranged for any questions.

9 Enrolment and extensions

Enrolment:

You have enrolled on this course via BAFSA (British Automatic Fire Sprinkler Association).

Your course is delivered and assessed by The Fire Systems Academy, a BAFSA Preferred Provider. BAFSA does not have any active part in the delivery of assessment.

Who do you contact if you need a programme extension?

Extensions to programmes are considered on an individual basis. Your training activity and record will be considered along with your request. Please contact BAFSA using the 'Get in Touch' button on the home page of the e-portal with your request.

FINAL DECISIONS ON EXTENSIONS

Your Course Manager and Assessor will be involved in any final decision. You will be notified in writing of any change agreed to your programme end date.

Progress reviews (monthly):

- An automatic monthly reminder email will be issued via the e-portal.
- Candidates must demonstrate progress by meeting the post course work submission dates.
- Extension requests must be submitted via the BAFSA e-portal 4 weeks before the programme end date. Please note all modules must be complete before the extension can be accepted.

10 The BAFSA e-learning portal

The BAFSA e-learning portal (<https://training.bafsa.org.uk/>) is an online platform for training, qualification, and CPD (Continuing Professional Development) in fire sprinkler systems. It provides both members and non-members with access to interactive, industry-specific courses, including free awareness training and paid, accredited qualifications, that can be completed at the learner's own pace.

Key features and details include:

- **Accessibility:** the portal is available 24/7, with content designed for individuals working in the industry or seeking to enter it.
- **Registration:** users must register individually with a personal email address to access content.
- **Support:** the platform serves as a hub for tutors and candidates to manage their learning journeys.

How do I access the e-learning portal?

<https://training.bafsa.org.uk/home.aspx>

What if I forget my password?

Contact BAFSA using the 'Get in Touch' button on the e-portal home page. A new password will be generated and sent to you.

British Automatic Fire Sprinkler Association
bafsa CPD MEMBER The CPD Certification Service

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Basket (0)

Register / Login

Login / Register

Login Register

You must be logged in to access courses. Please login using your account details below:

Email Address:

Password:

[Forgotten your password?](#)

Login

DOWNLOAD OUR USER GUIDE - [CLICK HERE](#)

REGISTRATION:

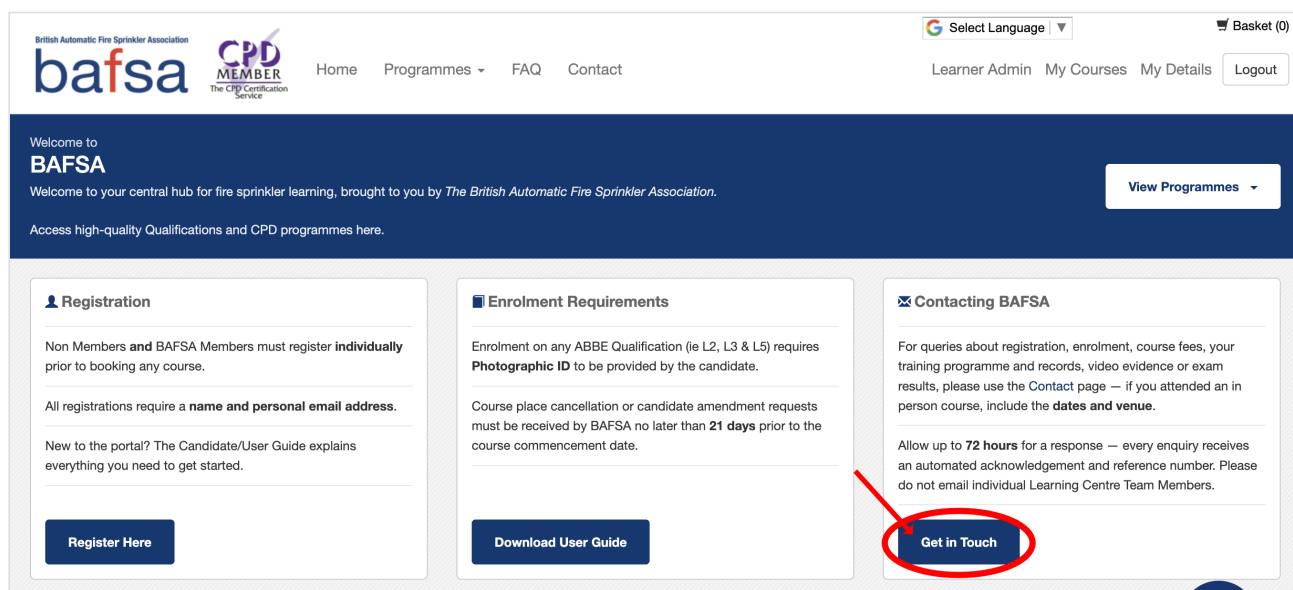
- Complete all areas of this online registration form - candidates must prove they meet relevant entry requirements for each course.
- Each candidate **MUST** be registered individually.
- Each candidate **MUST** provide a personal email address
- Candidates need their own login details and individual portal accounts. These cannot be shared
- Multiple bookings purchasers **MUST** still register all candidates individually.
- Upon successful registration, individual

Login page. The 'Forgotten your password?' link sits directly beneath the password field.

11 Getting help and finding your way around

If you are stuck and need technical assistance:

If you have worked through this guide and are still stuck, or you need technical assistance with the portal, please get in touch with BAFSA rather than contacting individual Learning Centre team members. Use the 'Get in Touch' button on the home page of the e-portal. Every enquiry generates an automated acknowledgement and a reference number, and you should allow up to 72 hours for a response.



Get in Touch. The button sits in the Contacting BAFSA panel on the e-portal home page.

The user guide on the home page:

If you are new to the portal, or you want step-by-step guidance on registering, enrolling, navigating your courses and uploading your coursework, the Candidate and User Guide covers everything you need to get started. You can download it at any time using the 'Download User Guide' button on the home page of the e-portal. It is worth downloading this before you begin, as it answers most of the everyday questions candidates have about using the portal, including how to upload your evidence.

British Automatic Fire Sprinkler Association
bafsa CPD MEMBER The CPD Certification Service

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Select Language ▼ Basket (0)

Learner Admin My Courses My Details Logout

Welcome to
BAFSA

Welcome to your central hub for fire sprinkler learning, brought to you by *The British Automatic Fire Sprinkler Association*.

Access high-quality Qualifications and CPD programmes here.

Registration

Non Members **and** BAFSA Members must register **individually** prior to booking any course.

All registrations require a **name and personal email address**.

New to the portal? The Candidate/User Guide explains everything you need to get started.

[Register Here](#)

Enrolment Requirements

Enrolment on any ABBE Qualification (ie L2, L3 & L5) requires **Photographic ID** to be provided by the candidate.

Course place cancellation or candidate amendment requests must be received by BAFSA no later than **21 days** prior to the course commencement date.

[Download User Guide](#)

Contacting BAFSA

For queries about registration, enrolment, course fees, your training programme and records, video evidence or exam results, please use the **Contact** page — if you attended an in person course, include the **dates and venue**.

Allow up to **72 hours** for a response — every enquiry receives an automated acknowledgement and reference number. Please do not email individual Learning Centre Team Members.

[Get in Touch](#)

Download User Guide. The button sits in the Enrolment Requirements panel on the e-portal home page.

12 What you need for the course

Have you received your course book and workbooks?

Your workbook is available electronically through the online training.

HARD COPIES

Hard copies can be requested at an additional charge of £95.00. Contact training@firesystemsacademy.co.uk

Do you understand the additional material you require for the course?

You must have access to:

- LPC Rules inc BS EN 12845.
- Up to date LPC Technical Bulletins.
- Your company's inspection sheets.
- Your company's commissioning sheets.
- Access to a site with a water supply that contains a diesel pump.

USING AN EXISTING INSTALLATION

Note: if you are using an existing installation this must be explained in the videos, and you should complete the videos as if it was a new installation and it is the initial commissioning.

All work on site must be carried out in a safe manner, with all of the appropriate health and safety in place.

You must be able to interpret design criteria, storage configurations, and system data from manufacturers' data sheets.

Do you understand the computer programmes required to complete the course?

You must have:

- Microsoft Word or equivalent.
- Excel or equivalent.
- PDF reader.
- Ability to export documents to PDF.
- Ability to record video.
- Stable internet connection (minimum recommended 10 Mbps).

13 Assessment arrangements, feedback and complaints

Individual assessment arrangements:

If you require additional time, accessibility adjustments, an alternative submission format, or technical assistance, you must notify the Centre Co-ordinator as early as possible. Reasonable adjustments will be applied where appropriate.

Methods of assessment we will use:

- Marking timeframe: within 4 weeks of submission.
- Resubmission window (if required): 4 weeks from feedback issue.
- Written feedback will be issued via the BAFSA e-portal.
- If elements are below standard, only failed sections require resubmission.
- Resubmission deadline: 4 weeks from feedback.
- Further reassessment beyond this may require re-enrolment.

Opportunity for you to provide feedback:

Candidates may provide feedback at course completion, during the submission period, or following certification, by email or via the BAFSA Course Evaluation Questionnaire issued automatically following course completion.

Making a complaint and assessment appeals:

The Fire Systems Academy and BAFSA have written individual Complaints and Appeals Policies.

- 1 In the first instance you must talk with your Course Manager, Alan Crichton. Early discussion is advised.
- 2 If you need to raise a formal complaint, you must follow The Fire Systems Academy Complaints and Appeals Policy or the BAFSA Complaints and Appeals Policy, available from the BAFSA e-portal.

The Fire Systems Academy's policies can be issued on request.

14 Authenticity, copyright and your data

Ensuring the authenticity of your work and malpractice procedures:

You must confirm that all submitted work and videos are your own.

PROHIBITED

- Sharing completed check sheets.
- Submitting employer-generated documents as your own.
- Editing video to conceal errors.
- Recording virtual classroom sessions.
- Copying course workbook content.

Malpractice may result in a fail outcome, removal from programme, employer notification, or certification withdrawal.

Course materials and copyright:

All course materials are copyright protected. I understand that the workbook shall not be copied at any point.

- The workbook may not be distributed.
- The virtual classroom may not be recorded.
- Screenshots may not be taken.
- Materials may not be shared with third parties.
- Any breach of the above may result in removal from the course and potential legal action.

Any online courses may be recorded at any time by BAFSA or The Fire Systems Academy.

Data management including General Data Protection Regulations (GDPR):

- All personal data is stored securely and retained for 3 years (assessment records) on the BAFSA e-portal.
- Videos are retained for 12 months.
- Data is processed in accordance with UK GDPR, and you may request access to your data at any time.

Do you understand the requirement of the post-course submissions?

You will have to submit a completed site inspection report, and a video showing the carrying out of testing of an electric or diesel pumpset, commissioning at an installation valveset, and signal testing. This should be clear, with an explanation of what the candidate is doing and why, in the videos submitted (3 videos in total).

All evidence is to be provided within the timescales provided.

15 Candidate declaration

I confirm that I have received, read, and understood the Candidate Induction Guidance Document and the requirements outlined within it.

I understand the assessment requirements, submission deadlines, authenticity requirements, and malpractice policies.

Candidate name:

Candidate company:

Signature:

Date: