



# BWF Stair Scheme Manual 2015

Requirements and processes of the BWF Stair Scheme



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## Issues and Amendments Schedule

No	Date	Pages Affected	Change No	Notes
1	18.07.12	Pages 1-21	CH12001-1	1 <sup>st</sup> issue of complete document
2	02.04.14	All	CH12001-2	Draft circulated for comment
3	01.06.14	All	CH12001-3	To embrace changes from meeting
4	11/12/14	All	CH12001-4	
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## BWF Disclaimer

Note: Whilst every effort has been made to ensure the accuracy of advice given, the BWF cannot accept liability for loss or damage arising from the use of the information supplied in this publication.

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## **1.0 Introduction:**

### **1.1 What is the BWF Stair Scheme**

The BWF Stair Scheme is the only accreditation and certification scheme of its kind in the UK. Ranging from domestic, General Access (Common) and fire protected General Access (Common) stairs, the standard expected of the manufacturers for their stairs is high with a drive to improve quality and safety in use, supported by the BWF Stair Scheme Design Guide, a documented factory production control system and adherence to the core principles and values laid down in the BWF Code of Conduct.

All companies within the scheme are regularly audited to ensure their products and their production meet these high standards, and the new third-party certification for fire protected General Access (Common) stairs, supported by The Loss Prevention Certification Board (LPCB) is opening up new markets for timber stairs.

The scheme is managed by the BWF, and includes manufacturers, as well as approved suppliers, who play an important part in maintaining these high standards.

It is recognised that a manufacturer is only responsible (unless otherwise stated) for the quality of advice, design and manufacture that they provide and cannot be held liable should the stair be installed badly or a henceforth unknown or subsequent decision by an external party could render the installation incompliant with current regulation. Whilst the BWF Stair Scheme does not accredit installation, guidance is available on the installation of staircases.

### **1.2 The Problem In The Stairs Market**

The BWF has received a number of reports from its members regarding compliance concerns in the stairs market. These problems are undermining quality manufacturers and storing up potential risks which, if ever realised, could damage the image and reputation of all staircase manufacturers.

The main concerns raised are that:

- a) Stairs are a major safety hazard in the home, with 500 deaths and more than a quarter of a million officially reported stair accidents in the UK every year. This is the equivalent of a serious accident happening in homes every 2.5 minutes.

Young children and elderly people are particularly at risk from falls on stairs. Nearly 20% of the non-fatal domestic accidents on stairs happen to children less than 4 years of age, and 70% of the fatal accidents occur to adults over 65.. Some of these deaths could be avoided if all staircases were designed and installed correctly.

- b) The technical requirements for timber stairs are complex and difficult to interpret. For example, the main standard covering timber staircases in domestic dwellings, BS 585, was made obsolescent and only reinstated as no credible alternative currently exists.
- c) Innovation is driving developments in the staircase market. New materials or specifications are being adopted, which should only be used when supported by test evidence, this is not always the case.
- d) It is difficult for Building Control Inspectors to verify that a stair has been manufactured correctly and complies with the relevant standards and building regulations.
- e) There is significant potential for timber stairs in General Access (Common) flight areas such as blocks of flats, however, poorly manufactured stairs could put the lives of the building's

occupants and the fire and rescue services at risk. This is a particular concern where fire protected timber stairs are specified.

## 1.2 The Solution: The BWF Stair Scheme

In consultation with the industry, the BWF has addressed the above problems by developing an accreditation and certification scheme for staircases. Details of this scheme are contained within this document, the BWF Stair Scheme Manual.

*"Statistically, staircases form the majority of non-Building Regulation compliance reporting, the building control industry is calling out for a simple control mechanism to improve the inspection process."*

**Paul Timmins**, FRICS FBEng MIFireE; Managing Director, Approved Inspector Services Ltd

## 2. Mission Statement and Objectives of the BWF Stair Scheme

### Mission Statement:

#### Vision:

A safe compliant stairs market supported by a profitable membership.

#### Mission:

To grow the market for timber stairs and ensure all timber stairs sold in the UK comply with current regulation.

### Objectives:

The objectives of the BWF Stair Scheme are to:

- i. improve building safety for occupants & emergency services
- ii. create a robust industry recognised standard for staircase manufacturing covering loading, deflection and fire resistance
- iii. provide a simple route to help specifiers, clients and inspectors to differentiate well-manufactured, design-tested stairs from inferior, non-compliant products
- iv. eliminate the supply and installation of stairs which do not meet industry accepted standards
- v. support and assist members in preparing for the introduction of CE marking for stairs
- vi. increase sales of quality timber stairs manufactured by members of the Scheme
- vii. create greater confidence in selecting timber stairs and grow the market for timber stairs in multi-occupancy dwellings

## 3. Strategy

Through the BWF Stair Scheme an industry accepted unifying standard detailed in [The BWF Design Guide](#) has developed that draws together the disparate array of standards and regulations that currently cover staircases.

The scheme is member led and members of the scheme are consulted and kept up-to-date with any revisions and developments through two workshop style meetings, newsletters and via regular communication from and with the scheme manager. The scheme is also focussed on preparing the industry for the introduction of CE marking.

Badges (in the form of labels) will be added to staircases manufactured by scheme members to provide a visual recognition of accreditation or certification as appropriate and to further help raise the profile of the scheme in the marketplace.

BWF will generate, via a membership fee and through the sale of these badges, funds to:

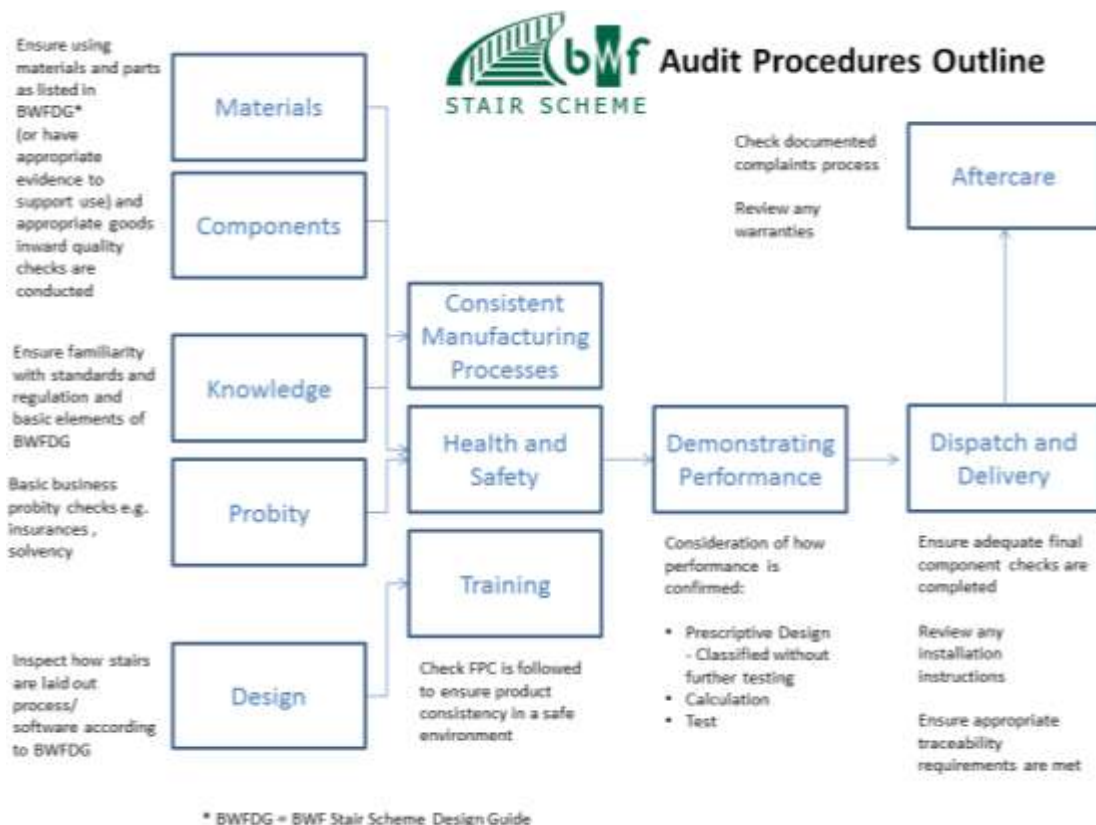
- promote the scheme and develop resources to help members promote the scheme consistently
- support specifiers and contractors in effective interaction with the staircase industry
- support building control officers when inspecting staircases and managing compliance
- develop template documentation and tools to support effective manufacture and encourage innovation
- develop training material for installers
- remind customers of the benefit of selecting BWF Stair Scheme Accredited or Certified stairs

#### 4. Scope and Requirements of the Scheme

Members of the BWF Stair Scheme will need to demonstrate competence in stair manufacture and will be audited on application to the scheme and annually thereafter.

##### 4.1 Basic requirements

Diagram 4.1



- i. Members must meet the principles of good practice for a woodworking or joinery business set out in **the BWF Code of Conduct**<sup>1</sup>.
- ii. Scheme Members will declare to the auditor that they comply with any or all of the requirements appropriate to the scheme and the type of stairs manufactured and will adhere to the scheme rules<sup>2</sup> by a Manufacturer's Declaration signed by the Managing Director of the member company.
- iii. Members will show that they have a suitable ISO9001 accreditation covering their manufacturing processes or an audited Factory Production Control System in place<sup>3</sup> to ensure that the products are manufactured consistently (as per overview in Diagram 4.1 and detailed requirements listed in the BWF Stair Scheme Audit Schedule<sup>4</sup>).
- iv. The requirements will be verified by the Scheme's appointed auditor(s) as per BWF Stair Scheme Audit Schedule on application and every two years thereafter.
- v. Following the auditor's report, a membership certificate will be issued to the Member Company, with an annex document describing the scope of accreditation.

The Scheme focuses on **Loading, Deflection and Fire Safety** and will initially apply to;

**Level A** – Domestic Staircases- e.g. single family dwellings or other stairs with the same loading requirements as stated in BS 6399-1:1984

**Level B** – General Access (Common) Staircases – e.g. communal areas in blocks of flats and other stairs with the same loading requirements as stated in BS 6399-1:1984

**Level C** – Fire Protected General Access (Common) Staircases – e.g. communal areas in blocks of flats and other stairs with the same loading requirements as stated in BS 6399-1:1984 that are required to be fire protected.

The Scheme presently excludes all other stairs e.g. hotels, institutional buildings, sports stadia, theatres, etc., all that require higher specifications. Requirements specific to the level of staircase manufactured are detailed below.

## 4.1 Domestic Staircase –the route to accreditation

**Scheme Level A:** Covers Single Occupancy Dwellings, use Type 1, Domestic stairs.

- i. Stairs must be constructed in a prescriptive fashion to comply with the relevant technical standards and regulations as listed in the BWF Stair Scheme Design Guide **OR**,
- ii. Stairs must be tested to the relevant standards, including any demountable components **OR**,
- iii. Stairs Performance must be predicted in accordance with calculation standards (as defined in the BWF Stair Scheme Design Guide) or by a suitably qualified Structural Engineer and manufactured to these designs

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<sup>1</sup> Appendix A: Details for BWF Code of Conduct Compliance

<sup>2</sup> Appendix B: A full listing of the scheme rules

<sup>3</sup> Appendix C: Factory Production Control requirements

<sup>4</sup> BWF Stair Scheme Audit Schedule will be discussed with all members before joining, a fully copy of the schedule is available on request from the BWF by any member or prospective member

- iv. The performance of the Stair can be demonstrated by successful application in existing installations (past experience, as defined within the Building Regulations)<sup>5</sup>

## 4.2 General Access (Common) Staircase – the route to accreditation

**Scheme Level B:** Covers Multiple Occupancy Dwellings, Use Type 2 & 3, Common Flights

- i. Stairs must be constructed in a prescriptive fashion to comply with the relevant technical standards and regulations **OR**,
- ii. Stairs must be tested to the relevant standards **OR**,
- iii. Stairs Performance must be predicted in accordance with calculation standards or designed by a suitably qualified Structural Engineer and manufactured to these designs

Scheme Members will provide product specifications and/or test evidence to the auditor. Any changes must be submitted and assessed before implementation.

## 4.3 Fire Protected General Access (Common) Staircase – the route to certification

**Scheme level C** – Covers Single or Multiple Occupancy Dwellings, use Types 1, 2 & 3, Fire Protected

In medium-rise buildings, the common flight stair may act as one of the routes of escape in the event of fire. The implications of this for the safety of the occupants of the building and the emergency rescue services demand a higher level of accreditation.

Therefore, in addition to the requirements for General Access (Common) Stairs, Members will need to achieve independent third-party certification of their Fire Protected General Access (Common) Stairs by the Scheme's certification partner the Loss Prevention Certification Board (LPCB)<sup>6</sup>.

- i. A company must meet the requirements of Level A (in the case of Single Occupancy) **OR** Level B (in the case of Multiple Occupancy), **AND**
- ii. Fire protection certification, see Appendix D

The BWF Stair Scheme certification partner for fire protected stairs is BRE Global. Certification can be provided for stairs tested successfully to the method determined under project BD2569 commissioned by the Department for Communities and Local Government (DCLG).

## 5. Badging

Every stair manufactured under the Scheme is required to carry a BWF Stair Scheme Badge. Proceeds from selling these labels to the scheme members will be used exclusively to support marketing of the scheme. Badging represents a method for identifying the staircase is manufactured from an accredited source and provides traceability, reassurance and helps to promote the scheme.

Members will be required to keep records of badged stairs for a minimum of ten years and demonstrate traceability of individual staircases.

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<sup>5</sup> Materials that form part of the structural elements of the stair must conform to the specifications for structural materials as defined in the BWF Stair Scheme Manual.

<sup>6</sup> Details of Certification process and charges are outlined in Appendix D



The design of the badges will vary in order to differentiate the levels of certification.  
(Refer to Table 1)

**Table 1 – BWF Stair Scheme Badges**

<p>Accredited Domestic Stair Badge</p>	
<p>Accredited General Access (Common) Stair Badge</p>	
<p>Certificated Fire Protected Stair Badge</p>	

Each badge will be individually marked with the BWF logo, the manufacturer's name and a unique serial number allowing traceability.

The badges will be stickers of a self-adhesive nature, designed to display information for a minimum of 10 years and be tamper evident/difficult to remove.

The badge will be located in one of the following locations;

- a) on the lower newel post immediately under the handrail (it is advisable to place the badge in a 3mm deep recess), or
- b) On the top left hand corner of the lowest factory fixed riser, or
- c) where the stair has open treads, or where the customer insists that the badge should not be visible, the badge should be located beneath the lowest tread in such a position as to enable it to be viewed using a mirror.

Members may print their own labels on application to the BWF submitting example labels that fulfill the above requirements. Labels must be of similar size/design and include a link to the BWF Stair Scheme Website ([www.bwfstairscheme.org.uk](http://www.bwfstairscheme.org.uk)). Badge designs must be approved by the BWF and BWF reserves the right to suggest changes to the design in order to suit the requirements of the scheme.

## 6. Subscriptions

Scheme members will pay an annual subscription based on Appendix E.

### Appendix A: BWF Code of Conduct Compliance



The Code of Conduct is a rigorous set of standards of workmanship, company stewardship and environmental disciplines.

BWF members will already be signed up to the code and Non-BWF members who wish to become members of the Stair Scheme will also be required to comply with the code.

The aims of the Code are to:

- i. Set a benchmark standard for the woodworking and joinery industry and help members to achieve it.
- ii. Promote and encourage standards and quality in the industry.
- iii. Give members confidence in their colleagues.
- iv. Ensure the BWF logo is recognised increasingly as a mark of quality, so that customers choose BWF members.

The Code is supported by a Guide to Compliance, which sets out how the code might be applied practically to a woodworking or joinery business so as to comply with the Code's intentions and ensure a consistent interpretation of the Code's principles.

Further details can be found at: <http://www.bwf.org.uk/about-bwf/code-of-conduct>

Each new Stair Scheme member company, if not already covered by the Code through existing membership of BWF, will be assessed against the code and will either be certified compliant or awarded an intermediate certification demonstrating they are working towards full compliance which they will need to achieve within one year after their application.

BWF Code of Conduct compliance includes an 8 point assessment:

1. Customer care and response to complaints
2. Technical expertise and training
3. Environmental impact and waste management
4. Sustainability: members must use their best endeavours to meet best practice and source from sustainable sources
5. Financial status and stability
6. Full insurance cover
7. Clarity of contractual dealings
8. Compliance with employment, health and safety and education legislation

## Appendix B: BWF Stair Scheme Membership Rules

### B.1 Scheme Membership

- i. The Scheme will be open to all stair manufacturers and suppliers.
- ii. The Scheme will include the following categories of membership.
  - a. **Accredited Stair Manufacturers** – Companies manufacturing stairs.
  - b. **Approved Scheme Suppliers** – Companies supplying materials, components, or other products related to stair manufacture.
  - c. **Accredited Stair Specialists** – Companies which do not manufacture stairs, and which commit to sell and/or install only stairs which have been manufactured by BWF Accredited Stair Manufacturers.
- iii. All members are entitled to participate in the relevant Scheme activities.
- iv. Scheme subscriptions are payable from the date of receipt of application by the BWF.
- v. Every company submitting an application to join the Scheme acknowledges that in doing so, it agrees to be bound by the rules of the Scheme and to paying the appropriate subscription.
- vi. All members of the Scheme are required to comply with the BWF Code of Conduct.
- vii. Membership of the Scheme is continuous and will not lapse at the end of a subscription year.
- viii. Any company that wishes to withdraw from the Scheme must give six months notice of resignation in writing, during which time it must pay the appropriate subscription.
- ix. If a member fails to comply with Scheme rules, they will be informed of the reasons for the failure and set a deadline by which they must comply. Scheme badges may not be fitted to non-compliant products.
- x. If the member brings or attempts to bring the scheme into disrepute, fails to comply, or to provide satisfactory explanation for non-compliance, they may be removed from the Scheme. The Scheme Management Committee must ratify any proposal to remove a company from membership.
- xi. Any dispute pertaining to performance of accredited or certified stairs should in the first instance be raised with BWF in accordance with the BWF Code of Conduct procedures. Disputes may be referred to third party resolution as appropriate. The BWF will not be liable for costs associated with third part dispute resolution, which will be the responsibility of the parties involved.
- xii. A member subject to the removal procedure remains liable for their subscription until their removal is ratified or otherwise by the Scheme Management Committee.
- xiii. The Scheme rules may only be amended by agreement of the Scheme Members

- xiv. Any Member may raise a resolution for vote at the next meeting. Any resolution must be received in writing by the Federation at least 3 weeks prior to the meeting.
- xv. Voting at Meetings shall be by show of hands of Members. Any corporate body, firm or company which shall for the time being be a Member of the Scheme shall be entitled to attend Open Meetings and vote by its representative. There shall be one vote only per Member firm and, for this purpose, associated companies which pay one subscription on a group basis shall be deemed to be one Member firm. If a ballot vote is demanded, such demand must be supported by not less than 25 per cent of the Members eligible to vote. A ballot vote will then be taken in such a manner as the Chairman may direct. The Chairman shall have a casting vote both on a vote by show of hands and on a ballot.
- xvi. Associates and Affiliated Organisations shall receive notices of and may attend and speak at Open Meetings but shall be entitled to vote only on a matter which the Chairman of the meeting rules as being one which affects their respective rights and responsibilities under this Constitution and Rules.
- xvii. At all Open Meetings the quorum shall be eight members, which must be maintained throughout the sitting.
- xviii. A resolution put to the vote of a meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the shown of hands a poll is duly demanded. A poll may be recommended-
  - (a) by the chairman; or
  - (b) by at least five Members having the right to vote at the meeting
- xix. Unless a poll is duly demanded a declaration by the chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a particular majority and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- xx. The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chairman and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
- xxi. The result of the poll shall be deemed to be the resolution of the matter. In the case of a poll response must be above 20% of the membership for the poll to be deemed valid.
- xxii. For a poll or vote to be carried, the vote in favour must exceed 60% of those eligible to vote.
- xxiii. A poll demanded on the election of a chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken forthwith via written correspondence with the membership. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

- xxiv. On a show of hands every Voting Member who (being an individual) is present in person or (being a corporation) is present by a duly authorised representative, not being himself a Voting Member entitled to vote, shall have one vote.
- xxv. In the case of Voting Members which are firms, or unincorporated associations, or corporations, may be represented by more than one individual at any meeting, in this instance the vote shall rest with one lead nominee.
- xxvi. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the chairman whose decision shall be final and conclusive.
- xxvii. The results of all votes will be submitted to the BWF Executive Board for final approval.
- xxviii. From time to time the Management Committee may deem an issue significant enough or time critical to be decided by poll between meetings, in his case decisions will be taken in accordance with the rules above.
- xxix. The Scheme subscription year is 1 January to 31 December. Any member joining during the course of the year will pay a pro-rata subscription to the end of the year.
- xxx. Accredited Stair Manufacturers will pay an annual subscription based on the total declared value of stairs sales from the financial year immediate prior to the start of each Scheme year. The subscription rates will be fixed and set in bands relating to turnover. The banding and subscription rates may be varied from time to time.
- xxxi. Approved Scheme Suppliers will pay a fixed rate subscription, which may be varied from time to time.
- xxxii. Accredited Stair Specialists will pay a fixed rate subscription, which may be varied from time to time.

## **B.2 Accreditation, Certification and Audit**

- i. An application from a manufacturer for Scheme membership will be accepted on a provisional basis until their products have been accredited and/or certificated according to the technical requirements of the Scheme
- ii. Test reports and other evidence of compliance required will be treated in the strictest of confidence
- iii. If a company does not meet the quality and performance standards of the scheme or the evidence submitted is not conclusive to satisfy the scheme requirements, the applicant will be notified. If sufficient additional information cannot satisfy the issues raised, the BWF reserves the right, with the agreement of the applicant, to refer to a third party technical assessor for a second opinion (e.g. BRE). Costs to be agreed and settled directly between the applicant and the appointed assessment body

- iv. Accredited Stair Manufacturers will include **all** their stairs in the Scheme (excluding only those stairs manufactured for applications outside the scope of the Scheme)
- v. A manufacturer's membership of the Scheme will be suspended if the company has not achieved the relevant accreditation/certification within twelve months of the date of receipt of the application. The membership will be reactivated and confirmed when the accreditation/certification process is completed
- vi. Accredited Scheme Manufacturers will be audited not less than once every two years to ensure that they continue to comply with the requirements of accreditation and/or certification
- vii. A company may be subjected to a re-audit at the discretion of the BWF should a concern be highlighted. This may be recharged to the company.
- viii. Where the technical standard does not require independent third party certification, the Scheme managing agent will appoint a suitably qualified auditor to undertake accreditation and audit inspections, subject to the confirmation of the Scheme Members' Meeting
- ix. The Scheme will appoint a third party certification body to provide independent certification of the products and processes provided by the members where this is required by the technical standard. This appointment will be renewable every four years, and may be terminated by either party with twelve months' notice
- x. Members will provide access to their premises, products and records for the purpose of audit
- xi. Every stair manufactured under the Scheme will be required to carry the appropriate BWF Stair Scheme badge. Proceeds from selling badges to the scheme members will be used exclusively to support marketing of the scheme.
- xii. Scheme Members will be required to keep records of labeled stairs for a minimum of ten years.

### **B.3 Scheme Management**

- i. The BWF will act as managers of the Scheme, acting on behalf of the scheme members
- ii. The administration charges will be agreed as part of the annual budget
- iii. All records, accounts and relevant information relating to the Scheme shall be the property of the BWF
- iv. The scheme chairman will initially be appointed by the BWF Executive Committee and thereafter will be voted from the membership annually at the first scheme members meeting of the year
- v. Supporting the Chairman a scheme Management Committee will be appointed from the membership – this committee will be made of the Chairman, Vice Chairman and a suitable representative of the BWF based on nominations and an open vote (if necessary)
- vi. The Chairman should be eligible and prepared to sit on the BWF Executive Board, representing the scheme

- vii. The scheme Management Committee will take a leadership role, developing strategy and approving any activity that is time critical and impractical to hold decision making until the next scheme meeting. The Management Committee will establish working groups to focus on key areas of scheme development (e.g. Scheme Marketing, Technical Matters etc),
- viii. The responsibilities of the BWF will include, but is not restricted to;
  - a) Ensuring the proper management of the Scheme
  - b) Arranging and running Scheme meetings as necessary
  - c) Formulating, agreeing with Scheme members and delivering strategies and activity plans to:
    - d) increase awareness of the Scheme and its activities
    - e) promote the use of members' stairs
    - f) communicate the benefits of using accredited and certificated stairs to relevant audiences, including building control officers, architects, specifiers, contractors, site managers, housebuilders and developers
    - g) represent the interests of Scheme members in ensuring that the regulatory environment is as favourable as possible to the use of timber stairs in appropriate applications
    - h) managing PR activities
    - i) increasing Scheme membership
    - j) Developing appropriate strategic relationships
    - k) Raising invoices, collecting payments and paying suppliers
    - l) Preparing budgets, managing funds and maintaining accounts.

### **B.4 Scheme Meetings**

- i. The Scheme will hold a meeting of all members at least twice a year. Meetings will include reports covering Scheme membership, finances and promotional activities and relevant technical issues
- ii. At least one Scheme Members' Meeting each year will include on the agenda a technical review of the Scheme, its requirements and the relevant standards
- iii. The Scheme Certification Partner will attend Scheme members' meetings to report on Scheme participation, to highlight certification requirements and propose any changes to certification rules
- iv. The Scheme Members' Meeting may agree to establish working groups for specific purposes to meet in between meetings
- v. The Scheme Chairman may convene open meetings on specific topics outside the main meeting. All members are eligible to attend open meetings.

### **B.5 Alterations to the Rules**

- i. Alterations to these Rules may be made at any open Meeting called for that purpose or at any, provided at least two weeks notice of the proposed alterations has been duly given prior thereto to the Secretary in writing. On receipt of the said notice the proposed alterations to the Rules shall be at once communicated to Members for their consideration.
- ii. A Member's Resolution shall not be binding on the Directors of the Federation but in the event that the Board of Directors resolve not to accept the terms of any Member's Resolution that has been put to and passed a vote the committee shall call on the Directors who shall be obliged to convene a meeting of the scheme.

## **B.6 Dissolution of the Scheme**

- i. The Scheme may be dissolved only by the following procedure:-
- ii. The BWF Council shall pass a resolution by secret ballot and with not less than two thirds of the votes cast in favour, recommending that the Scheme be dissolved. Two months' notice shall be given of the intention to propose such a resolution.
- iii. A copy of the resolution passed by the Council shall be sent to every member together with a summary of the reasons for the proposed dissolution and a summary of the reasons for not dissolving the Federation if so required by any dissenting members of the Executive Council.
- iv. A Special General Meeting shall be called to consider the proposed resolution to dissolve the Scheme and at this meeting the resolution shall be voted on by a ballot taken in accordance with scheme rules. Any member appointed may vote on the resolution either in person or by post.
- v. In the event of the resolution dissolving the Federation or the Scheme being passed as provided herein the Executive Council shall appoint a Liquidator who shall deal with the assets and liabilities of the scheme in accordance with these Rules.
- vi. Where these Rules are silent on any point the Liquidator shall use the relevant provisions of the Companies Act 1985 or any amendment or re-enactment thereof regarding voluntary liquidation of a company.
- vii. In the event of the BWF Stair Scheme being dissolved under Rule 8.1 the property and funds of the Scheme shall be returned to the members, net any management charge for works undertaken or required in the dissolution of the scheme, at the date when the resolution dissolving the scheme was passed and excluding any ex Members or Members whose subscriptions or label purchases at that date were in arrears. Returns shall be allocated in proportion to the contribution to the scheme paid by those members during the current and previous two years.

## **B.7 Restrictive Trade Practices**

- i. The Federation shall not be concerned with any agreement or recommendation which affects or might be concerned with any agreement or held to affect the prices charged or the terms or conditions upon which goods or works are or are to be supplied, unless the prior approval of the Executive Council has been obtained for such agreement or arrangement or recommendation and upon the direction of the Executive Council it has been registered under the Restrictive Trades Practices Act 1976 or any amendment or re-enactment thereof.
- ii. Members shall comply with any Order made by or any undertaking given by the Confederation or Federation to the Restrictive Practices Court.



- iii. No recommendation, either expressed or implied, shall be made in respect of the use of any conditions or contract upon which the name of the Federation either alone or jointly with others may appear.
- iv. Members should be aware of their obligations under the Competition Act 1998 and the Enterprise Act 2002. Members will not at any time engage in any discussion on subjects that are prohibited by the Competition Act 1998 or The Enterprise Act 2002. In particular the issue of prices and market share or any other issues covered by the legislation will not be raised or discussed

## **Appendix C: Factory Production Control System (FPCS)**

*Members will to show that they have a suitable ISO9001 covering their manufacturing processes or an audited Factory Production Control System in place to ensure that the products are manufactured consistently.*

Note: The description of the Factory Production Control system follows the requirements of BS EN 15644:2008, traditionally designed prefabricated stairs made of solid wood. Specifications and requirements

### **C.1 General**

C.1.1 The FPC system shall control materials, components, equipment and production processes to ensure that the manufactured stairs conform to the stated performance characteristics.

C.1.2 The results of inspections, tests or assessments, requiring action, and any action taken when control values or criteria are not met, shall be recorded and the records shall be retained for the period specified in the manufacturer's written procedures.

C.1.3 The manufacturer shall appoint a person to be responsible for the FPC system and shall provide sufficient and competent personnel to establish, document and maintain the system.

### **C.2 Equipment**

C.2.1 Testing equipment

Weighing, measuring and testing equipment shall be calibrated and regularly inspected according to frequencies and criteria documented in the manufacturer's written procedures.

C.2.2 Manufacturing equipment

Equipment used in the manufacturing process shall be regularly inspected and maintained to ensure use, wear, or failure does not cause inconsistency in the manufacturing process. Inspections and maintenance shall be carried out, recorded and the records shall be retained in accordance with the manufacturer's written procedures.

### **C.3 Raw materials and components**

C.3.1 The specifications of all incoming raw materials and components shall be documented as shall the inspection scheme for ensuring their conformity. Members must ensure that there is a system in place to control material quality, specification and performance of incoming material or components. This specification should be used for checking material conformance at goods inwards inspection. A system of dealing with product non conformance should be developed by Member companies to quarantine and prevent non conforming material from entering production.

### **C.4 Production process**

C.4.1 The FPC system shall document the various stages in the production process, identify the checking procedures and those individuals responsible for all stages of production.

C.4.2 During the production process itself, a record shall be kept of all checks, their results and any corrective actions taken. This record shall be sufficiently detailed and accurate to

demonstrate that all stages of the production phase, and all checks, have been carried out satisfactorily.

## **C.5 Product testing and evaluation**

C.5.1 The manufacturer shall establish procedures to ensure that the stated values of all of the characteristics are maintained. The means of control are:

- a) Test and/or inspection of incomplete products or parts during the production process;
- b) Test and/or inspection of finished products.

C.5.2 Test and/or inspection shall be performed and evaluated in accordance with a test plan (including frequencies and criteria) prepared by the manufacturer and in accordance with the requirements of the Stair Accreditation Scheme.

## **C.6 Non-conforming products**

C.6.1 The manufacturer shall have written procedures which specify how non-conforming products shall be dealt with. Any such events shall be recorded as they occur and these shall be kept for the period defined in the manufacturer's written procedures.

*BWF provides a full support service for achieving Factory Production Control, or ISO9001 via:*

[www.bwf.org.uk/total-support-services](http://www.bwf.org.uk/total-support-services)

*BWF has developed a material specification template system that can be adopted by Members if required.*

## Appendix D – BRE Global (LPCB) Certification process and charges

The following are typical charges in 2014 and are all subject to VAT at the standard rate.

D.1 The BWF Stair Scheme certification partner for fire protected stairs is BRE Global. Certification can be provided for stairs tested successfully to the method determined under project BD2569 commissioned by the Department for Communities and Local Government (DCLG).

### D.1.1 Bespoke stair system

D.1.1.1 This will be the certification route for manufacturers wishing to have certification for their own stair systems.

D.1.1.2 Fire performance test in accordance with BD2569

- |  |              |
|--|--------------|
| a) 1 test                                | £5,500 + VAT |
| b) 2 tests (during same test commission) | £7,150 + VAT |

D.1.1.3 Certification

- |  |               |
|--|---------------|
| a) Single "system" application   | £3,150 + VAT  |
| b) Multiple "system" application<br><i>dependant on scope required</i> | c£4,500 + VAT |

D.1.1.4 Annual Red Book listing fees (a requirement of BRE approval)

- |                        |                 |
|------------------------|-----------------|
| a) First product       | £530 + VAT      |
| b) Additional products | £100 + VAT each |

### D.1.2 Generic system assessment based on tests conducted by DCLG

D.1.2.1 DCLG has confirmed that the test information determined during the BD2569 project is in the public domain and can be used by a manufacturer for certification against the "generic" system employed during the programme.

- |  |  |
|--|--|
| a) Assessment fee to determine scope of generic systems<br>£1,250 + VAT                                      |  |
| b) Generic system product certification for BWF members<br>£2,500 + VAT based on outcome of above assessment |  |

**D.1.3 Cross listing fees**

D.1.3.1 BWF Stair Scheme members can apply for certification of fire protected stairs in their own name but applied to a previously certificated system manufactured by another Stair Scheme member. This process is known as cross listing.

These fees are based on the number of companies wishing to cross list at the same time under one application.

<b>Number of companies</b>	<b>One-off cross listing fee</b>
1	£750 + VAT
2-3	£670 + VAT each
4-5	£590 + VAT each
6-7	£510 + VAT each
8-9	£430 + VAT each
10 or more	£350 + VAT each

D.1.3.2 Annual Red Book listing fees per company

- a) First product £530 + VAT [3]
- b) Additional products £100 + VAT each

[3] £430 + VAT company fee and £100 + VAT for first listed product.

## Appendix E – Scheme Pricing

### 6. Subscriptions

#### 6.1 Accredited Stair Manufacturers:

1. Accredited Stair Manufacturers will pay an annual subscription based on the total declared value of stairs sales from the financial year immediately prior to the start of each Scheme year.

**Table 2 – Subscription rates for BWF Member accredited stair manufacturers.**

Declared Stairs Turnover	Scheme Joining BWF Member
Up to £1m	£250 + VAT
£1m - £2m	£350 + VAT
£2m - £5m	£450 + VAT
Over £5m	£650 + VAT

Members will additionally be charged an audit fee of £200 + VAT every two years.

**Note:** Whilst standard audit cycle will be biennial,

Every stair manufactured under the Scheme is required to carry the BWF Stair Scheme badge, these will be purchased via the BWF at the prices listed below:

- i. BWF Members            £180 + VAT per reel (a reel = 1,000 badges)

For General Access (Common) flight and domestic badges, companies may order smaller batches of 100 labels for £50 + VAT.

**Note:** the subscriptions for companies joining via the Timber Staircase Association are collected independently and an equivalent contribution based on proportion of turnover is made to the running of the scheme. Companies joining via this route will pay cost price for badges (£25 per 1,000) as the “equivalent” contribution to marketing funds has already been made.

BWF Members opting to self-print labels will make an “equivalent” scheme contribution based on the turnover of their stair business.

- ii. It is not necessary to order badges each subscription year

#### 6.3 Certification associated with Level C

BRE Global (LPCB) Certification Charges are all paid directly to the certification body and detailed in Appendix C

#### 6.4.1 Approved Scheme Suppliers:

Approved Scheme Suppliers will pay a fixed rate annual subscription:

BWF Associate Members	£1,000 + VAT
Non BWF Associate Members	£2,000 + VAT

**6.4.2 Accredited Stair Installers:**

Accredited Stair Specialists will pay a fixed rate subscription of £250 + VAT