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## Overview

This standard is aimed at those who install mechanical fire protection systems, and sets out the skills, knowledge and understanding for you to prepare and produce quotations for mechanical fire protection. You will do this by scoping out the cost of systems and preparing and issuing quotations for these to clients.

## Performance criteria

### *You must be able to:*

- P1.** establish the information required to produce a quotation in order to meet client needs and to meet current relevant legislation and regulations, industry standard guidelines; your organisation's quality management procedures and health and safety codes of practice
- P2.** clarify and record details of anomalies that appear from original specifications, in data and information provided by others, site surveys or installation specification before establishing costs
- P3.** carry out a calculation based on suppliers' prices, unit costs for labour, plant, materials, overheads and profit margins
- P4.** maintain the confidentiality of information, sites and systems in line with current relevant legislation and regulations and your organisation's quality management procedures
- P5.** provide a quotation to the designated responsible person within agreed submission requirements
- P6.** establish the commercial basis of the contract, including price validity engineering options; variations and payment terms; exclusions and attendances; associated third parties
- P7.** confirm a clear programme of works to the client, including timescales

## Knowledge and understanding

### *You need to know and understand:*

- K1.** current relevant legislation and regulations; industry standard guidelines; your organisation's quality management procedures and health and safety codes of practice
- K2.** your organisation's processes and procedures involved in preparing quotations
- K3.** the information that you need in order to establish the costs of providing systems and produce a quotation
- K4.** why it is important to clarify anomalies, and record variations from original specifications when you are establishing costs
- K5.** what components are needed to provide systems that meet the specified requirements
- K6.** when to involve third parties when establishing costings and the information that you need to provide on the mechanical fire protection system to appropriate third parties in order to establish accurate costings
- K7.** where to find costs of system components
- K8.** the different formats for calculating and presenting costings, and when to use them
- K9.** why it is important to include clear and accurate details in estimates
- K10.** why it is important to ensure that information contained within the estimate is sufficient to confirm the clients' aims and objectives
- K11.** the typical constraints and limitations that might impact the estimate, and how to address them
- K12.** why it is important to maintain confidentiality of information
- K13.** how to advise clients and explain the benefits to them of the suitable and sufficient option from a number of possibilities of components and system arrangement
- K14.** the steps involved when establishing the commercial basis for contracts

**K15.** how to ensure that quotations take account of scope of works and any variations from industry standards

**K16.** the procedure you must follow to provide clients with a clear programme of works, including information on timescales

**K17.** what clients need to be aware of in terms of their responsibilities, as well as your organisation's responsibilities and those of relevant stakeholders

**K18.** your organisation's policies and procedures for providing quotations

**K19.** current relevant legislation and regulations; industry standard guidelines; your organisation's quality management procedures and health and safety codes of practice

**K20.** your organisations procedures for maintaining client confidentiality

**K21.** the relationship between types of fire and appropriate extinguishing mediums

**K22.** characteristics of different environments to which the mechanical fire protection system is being provided

**K23.** the requirements of different fire certification bodies and third-party certifications

**K24.** relevant quality management procedures and processes that relate to installed systems

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## Glossary

**data and information:** fire system documents (both manual and electronic) that contain technical and design characteristics

**variations:** changes required in the mechanical fire protection system to enable the system to cover all requirements and with due regard to the manufacturer's instructions

**designated responsible person:** could include, but not limited to, duty holder; building management; fire marshal/warden; maintenance engineer

**mechanical fire protection system:** a non-electrical device used for fire protection such as, sprinklers; gas systems; water mist and powder; foam and chemical systems; dry and wet risers; fire mains

**stakeholders:** could include: local fire authority; water undertaker; building control; insurers; government departments; environmental agencies; third party certification bodies

SFSMFP2

Prepare and produce quotations for mechanical fire protection systems



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