*11 July 2023 (by email)*

**Minutes of the meeting of the Smoke Control Association**

**at the FETA offices in Hare Hatch, Berkshire**

**on Tuesday 27 June 2023, commencing at 10.30am**

**Present**

David Mowatt Chair KIWA IFC Certification Limited

Chris Shepherd Guest Aliaxis

Tracie Reeves Guest Automatic Opening Vents (AOV) UK Ltd z

Andy Bartlett Belimo Automation UK Ltd z

Robin Fraser Belimo Automation UK Ltd z

Christina Kebbell BK Fire Limited z

Mike Backham BSB Engineering Services Ltd z

Chris Brown Chris Brown SCA z

Conor Logan Colt International Ltd

Chris O'Connor D+H UK z

Bradley Smith Delta Ventilation Ltd z

Matt Dye Delta Ventilation Ltd z

Stuart Woodhall Delta Ventilation Ltd

Bruce Thompson Elta Fans Ltd z

Luke Hammond Elta Fans Ltd z

Phil Kirkham Elta Fans Ltd

Simon Sheldon FDS

Ian Doncaster Fire And Smoke Solutions Ltd z

Dan Foster Fire Design Solutions Limited z

Granville Harris Fire Design Solutions Limited z

Lawrence Gaudy-Brown Flakt Woods Limited z

Paul Goldsmith FTG Ltd z

Ricky Cook JLA Fire & Security Limited z

Michael Crane SCA Marketing Keystone Communications z

Phil Wicketts Guest MPK Controls z

David Slater Nomico Electrical Co. Ltd z

Arjan de Voogd Novenco Building & Industry UK Ltd z

Craig Manley Novenco Building & Industry UK Ltd z

Simon Plummer Nuaire

Tony Breen Nuaire z

Andrew Mowat Parking Ventilation Equipment Ltd z

Paul Bennet PLP Fire Protection z

Nick Gray Powrmatic Ltd

Richard Yeadon PSB (UK) Ltd z

Robert Davison PSB (UK) Ltd z

Ian Davis S&P UK Ventilation Systems Ltd z

Jacquie Williams New Member SCS Aftercare Ltd

Nelson Godinho SE Controls z

Will Perkins SE Controls z

Steve Knight Guest Sertus

Shane White Guest Sertus

Colin White Smoke Control Dampers Ltd

Richard Arnott Smoke Control Solutions Ltd z

Tracy Townshend Smoke Vent Limited z

Anthony Munn Ventec 100 Ltd (TA) Vent Engineering z

Lorenzo Jones Ventec 100 Ltd (TA) Vent Engineering z

Richard Curran Guest W M Brown z

Andrew Glover WEG (U.K.) Limited z

Ron Burns Williaam Cox z

David Brown Windowmaster Control Systems Ltd z

Karen Andreassen Windowmaster Control Systems Ltd z

Michael Duggan Secretary FETA

*z = via Zoom*

***53 in attendance***

**1  Welcome and introducing any new members or guests**

Following the discussion on venues at the MDs Forum meeting on 20 April, we received the kind offer from David Brown of WindowMaster Control Systems Ltd to hold this meeting at their Kettering offices. However, the day before the meeting, there was a severe power and broadband outage at the premises, and it was no longer possible to hold the meeting there. The decision was made midday on Monday to switch to the FETA offices.

If joining remotely delegates had been asked to ensure their name is correctly displayed as we will use that for the minutes.

The ***FETA Competition Law Guidelines*** and the ***Guidelines to FETA committee procedures*** are available on [www.feta.co.uk/members/events-and-meetings/schedule-of-all-feta-meetings](http://www.feta.co.uk/members/events-and-meetings/schedule-of-all-feta-meetings). Attending the meeting will be taken as members' acknowledgement of the guidelines' existence.

The chair welcomed new member Jacquie Williams of SCS Aftercare Ltd to her first meeting. He also welcomed guests Chris Shepherd of Aliaxis, Shane White of Sertus, Steve Knight of Sertus and Richard Curran of W M Brown. The chair advised guests and members of the FETA competition guidelines and rules.

**2 Minutes from last meeting on 28 March 2023**

The minutes are prepared in accordance with the Guidelines to FETA committee procedures.

**2.1 Approval for accuracy**

Minutes are available to view/download at <http://www.feta.co.uk/members/committee-minutes>

The minutes were approved and the master copy was signed.

**2.2 Matters arising not on this agenda**

There were no matters arising not covered elsewhere on the agenda.

**3 SCA consultants / Promotion / Social Media / Webinars**

**3.1 Update from Chris Brown on his consultant’s work for the SCA since January.**

A report from CB was circulated by email ahead of the meeting and CB attended remotely to go through main points at the meeting.

Offers for the September issue of the CIBSE column would be welcome. If any member has an idea for a column, please email davidm@feta.co.uk. You do not need to do a complete article. Some bullet points or a brief outline is all that’s needed initially, and our PR company can develop it into a complete article.

Chris Brown has been the consultant for five and a half years and said this would be his last meeting of the Smoke Control Association as he had decided to ramp down on his consultancy work and ease into retirement. Conor Logan said that on behalf of all members he would like to thank Chris for the tremendous work he has done for the SCA, helping it rise to a new level of competence and professionalism which had become essential for the industry after 2017, and without Chris’s leadership the SCA could not have achieved so much in the five years.

DM explained that Keystone will take over the marketing of the SCA and had agreed to do this initially for a 6-month trial period. We have an estimate of cost from keystone which is within the existing budget. Michael Crane, who has been working closely with Chris Brown throughout is very familiar with the SCA and will be the principle contact / key account manager.

**3.2 Approving committee to review articles/presentations**

***Marketing working group***

One issue of late has been approving articles, so it is proposed to have a marketing committee to support the work that Michael Crane will be doing.

Volunteers at the meeting were - Ian Doncaster, Nev Loraine from Parking Ventilation Equipment Limited, Megan Bennett from Nuaire

***Technical working group***

Another part of the consultant’s job has been dealing with enquiries from the website. Many are very technical, so we would like to create a subcommittee of 4 or 5 technical experts from member companies to help with technical queries .

Volunteers at the meeting were: Simon Sheldon, Conor Logan, Anthony Munn, Ian Doncaster.

*Note: Andrew Mowat from Parking Ventilation Equipment Limited offered to assist with any online queries if they relate specifically to the car park ventilation system.*

**4 SCA guides**

**4.1 SCA WG Powered SHEVs and VSDs**

Will Perkins updated members. Initial testing with motors and drives, which WEG had conducted on behalf of the SCA without any charge, was very successful.

The next stage is to conduct two tests on fan/motor/drive systems at BSRIA and WP received a quote on 27 June which is around £10,000 (contingency to be added). The two tests will be to the procedure the working group has devised. 4 kw and 6kw.

WP will call a WG meeting in July.

WP and DM will discuss the possibility of the SCA making a contribution from the 2023 budget, bearing in mind the remaining balance would be used to pay for the remaining 6 months of marketing and other expenses such as CIBSE journal. *Post meeting note: DM has had discussions with Chris Yates.*

**4.2 Smoke Control Application Guide**

The WG is meeting regularly. Conor Logan updated on progress and likely timescales. Meeting monthly but still some way to go. No major issues so far.

**4.3 Service & Maintenance WG**

Lorenzo Jones updated members. The WG has been meeting and making progress. The WG is planning to issue a draft for comment/discussion soon.

They have been meeting every two to four weeks to attempt to get this finished. The Fire Industry Association has released guidance recently which impacts on the work the WG is doing. The WG met on 26 June and will include those FIA recommendations.

**4.4 Measuring Volumes at Smoke Control Damper WG**

Anthony Munn is leading this WG

The Measuring Volumes at Smoke Control Damper WG has now had two online meetings. They have agreed the WG’s aim is to produce a short guide on best practise on how and where flow readings should be taken and how extract and/or inlet volumes are calculated. But they also added to investigate possibility of measuring volumes at the fans. Simon Sheldon has arranged with Mike Backham a visit to the BSB factory to start some preliminary testing, with most of the WG volunteering to be in attendance. Lorenzo Jones and Stuart Woodhall are collaborating on existing sites to investigate different variables that effect measurements.

**4.5 SCA Working Group Part 9 Control Panels / Part 10**

Simon Sheldon updated members. The Controls WG has so far compiled draft guidance on Control Panels, Motor Control Centres and will now start to focus on requirements for Manual Controls. The WG has reached out to the NFCC and invited them to join for combined input into the requirements.

**4.6 Proposed guide to help NFCC officers assess whether commissioned Smoke Vent Systems are properly validated**

Nelson Godinho (SE Controls UK) attended a meeting between the SCA and NFCC. The NFCC is looking towards the SCA to help create a guide which will help their officers to assess smoke control installations and give questions / actions they need to assess on arrival at any building where Smoke Control has been installed.

It was felt this might be similar to the maintenance guide Lorenzo Jones’ WG is developing. Nelson said they were looking for something like a checklist; one or two pages at most.

NG would be happy to be help.

CK suggested that they add something in the Maintenance guide that service providers or thr “responsible person for the building” should provide a one page document that fire services can use.

NG, ID, SS volunteered to draft a brief/short guide.

**Action: NG / ID / SS**

**5 Installer Certification Scheme IFCC SDI 19**

Nothing to update.

**6 Membership criteria forms**

Sanctions for non-compliance (i.e. not returning the form) were implemented in April and an audit of all returns was carried out by the chair, David Mowatt, on 16 May.

**6.1 Compliance statements**

Conor Logan lead on Part - 1 on smoke curtains

Tony Breen/Phil Kirkham lead on Part - 3 fans

*Completed. MD Circulated 11.10.2022. MD to publish*

Paul White/Lorenzo Jones lead on Part - 7 on ductwork

*There was a meeting to discuss the SCA guidance on 18.11.2022*

PW has this.

Colin White/Paul White lead on Part - 8 damper

*Draft issued to Mike Duggan and Dave Mowatt. CW sent it on 8 June 22. A difference of opinion on C300 dampers. MD was asked to circulate to all SCA members. Circulated 11.10.2022. CW aiming to have a final document soon*

*Now finished; it will be circulated in the next two weeks*

Simon Sheldon lead on Part – 9 Control Panels

*Continuing drafting and on 2023.03.03 invited more members to participate*

Will Perkins/Ian Doncaster lead on Part -10 power supplies

*Work to be started. Expect a draft in first half of 2023.*

**7 Grenfell Tower Inquiry**

The Grenfell Tower Inquiry’s end of April Newsletter is available on <https://www.grenfelltowerinquiry.org.uk/> and contains the following on likely timings for publication of the final report in early 2024:

*“When the draft is nearing completion, it will be necessary to write under rule 13 of the Inquiry Rules to those who may be subject to criticism, explaining the basis on which such criticism may be made.*

*The Inquiry hopes to complete the drafting of the report before the end of 2023. Various practical steps will then need to follow, such as proof-reading, typesetting and printing, all of which take time. We shall send the report to the Prime Minister, as required by our terms of reference, as soon as we can but that will probably not be possible before the beginning of next year. The Prime Minister will decide when the report will be published and by whom, but we are ready to act quickly if he asks us to publish it, as we think likely.”*

**7.2 OPSS and Damper Discussions**

Update from David Mowatt on OPSS project with assistance from SCA

Office for Products and Safety Standards engaged initially with the SCA last year. So far they have been on one site visit in April 2023 and they have spoken to several members. A consultant, Tom Lock, is leading the project. Five key products on the back of Grenfell.

It was proposed to invite Tom Lock to the next meeting to give a brief presentation on what they are doing with smoke control products and have a discussion on any areas they have identified needing improvement.

Members who have been visited said OPSS are trying to help companies rather than catch companies out.

**8 Training**

Training was discussed in depth at the meeting of the SCA MDs Forum on 20 April. Chris O’Connor updated on the new direction for this.

CO’C had a virtual meeting with Paul White last week on training his new training company can provide. CO’C felt the working group was now making progress.

**9 Standards/Regulations**

**9.1 BSI/CEN reports**

Will Perkins gave an update on standards work, and has provided the following detailed update:

EN12101 part 2 NSHEVs No progress

prEN12101 part 9 controls No progress

CPR Acquis. The European Commission have begun a new approach to product standardisation as part of their overarching review of the Construction Products Regulation. The aim is to align requirements in national building codes with the essential characteristics of harmonised ENs. The hope is that national regulators will set performance characteristics and thresholds in their national building codes and product manufacturers would evidence conformance of their product through their declarations of performance. This should promote the free movement of goods between member states and any countries with free trade agreements with the EU. We have started this process for EN12101-2, part 9 and part 10 although it is very early days and it is expected this could take several years.

ISO 21927 parts 9 and 10 systematic reviews. Both standards were confirmed through the systematic review procedure, but the default position of ISO is to withdraw the standards unless 5 or more countries have adopted them into their national regulations. The ISO secretary has been contacted and will be sending out a request for confirmation that the standards are being referred at a national level (e.g., in codes of practice or industry guidance). This is normally sufficient for ISO to reconfirm standards.

BS 7346 part 7 and part 8. Both of these standards have been agreed to be revised. BSI will advise on the process before the next meeting of FSH 025 (28th September 2023).

MD was asked to remove the car parks item from the agenda.

**10 SCA Funds**

**10.1 SCA Consultants Fund**

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Income** | **Expenditure** | **Outstanding** |
| Balance brought forward as at 01.01.2023 | -£8,458.11 |   |   |
|   |   |   |   |
| Subscriptions Income 2023 | £49,106.25 |   | £765.00 |
| Consultants |   | £9,420.50 |   |
| Events |   | £1,844.48 |   |
| CIBSE |   | £4,395.00 |   |
| Promotional |   | £1,210.00 |   |
| Website |   | £142.80 |   |
| IT Costs |   | £107.36 |   |
| **Totals** | £49,106.25 | £17,120.14 |   |
|   |   |   |   |
| Balance as at 18.05.2023 | **£23,528.00** |   | £765.00 |

Two SCA members have withdrawn this year – Lareine Engineering and Axair Fans UK Ltd.

There has been one new member approved – Williaam Cox Ltd - and there are currently two more new members out for approval as at 18.05.2023. There have been an additional four new member applications received and these still required some criteria to be fulfilled before the approval process can take place.

There is one contribution outstanding for 2023 as at 18.05.2023.

**10.2 Estimated Budget for 2023**

SCA Consultant’s fee increased by 2% in line with HEVAC subscription increase for 2023.

**11 Managing Director Forum**

There was a meeting of the MD Forum again on 20 April at the FETA lunch venue. It is proposed to hold the next one alongside the next FETA annual lunch on 11 April.

**12 Date of meetings in 2023**

**Tuesday 10 October.**

We have received an offer to hold the meeting **at the offices of Elta Fans in Fareham**.

The view from the SCA MDs Forum meeting on 20 April was to hold at least one meeting a year as a “physical only” meeting without any remote participation. The proposal from the MDs Forum was to hold the October meeting as a “physical only” meeting and that was to be discussed at this meeting, but it was not discussed.

Placeholder invitations were issued in December/January to allow members to get the dates in their calendars. The agenda and final meeting arrangements will then be issued as an “update” to the Outlook invitation closer to the actual date*.* If any member would like to host a meeting, please let Mike Duggan know.

Members should check the notice/agenda for meetings which will be circulated three to four weeks before the meeting as dates (and format) sometimes change.

**13 Any other Business**

**13.1 Proposal to invite Paul White to attend SCA meetings to benefit from his expertise**

David Mowatt introduced the topic and referred to the email Mike Duggan had circulated to members ahead of the meeting, which is copied below:

*Both the chair of the SCA and the SCA staff at the FETA office have received some “objections” from members that Paul White is attending SCA meetings even though he is not from an SCA member company.  Initially he was representing member company Ventec, but that arrangement has finished.*

*As well as this, we also have some members who are very much in favour of Paul’s continued involvement in SCA meetings because of the experience, expertise and connection with various external organisations he has to offer which they feel would be a loss to SCA if Paul were not invited.*

*Because there are split views, we feel it best to discuss this at the forthcoming SCA meeting, reach a consensus decision either at the meeting or by ballot afterwards and then implement that decision.*

*I have a proposal from Lorenzo Jones from Ventec in favour of keeping Paul’s participation and involvement at SCA meetings as an invited smoke control expert so the SCA can benefit from his experience, expertise and connection with various external organisations he has to offer, which Lorenzo feels would be a loss to SCA if Paul were not invited.  That will be the basis of the discussion at the meeting, when all views will be welcome.*

Following a discussion, the consensus view of the meeting was that if a company wishes to participate in the SCA, they should apply to join the SCA and go through the same process as all members i.e. complete the membership criteria form, pay the consultants levy and pay the HEVAC subscription.

Members were happy to invite experts from non-member companies for specific topics whenever the need arose, but they felt a blanket invitation was not fair to other members.

**13.2 Terminology of different types of dampers**

Following the SCA column in the May edition of the CIBSE Journal, we received the concerns expressed in the attached document.

This topic was not discussed.

Chair …………………………………………………..……….. Date …………………….

 (*for approval at next meeting)*

**CHRIS BROWN REPORT FOR SCA, APRIL TO JUNE 2023**

**SCA CIBSE Journal columns**

The May column by Anthony Munn of Vent Engineering, was on the misuse of smoke control dampers being called AOVs and other misuse of terminology around different types of dampers, (fire dampers, fire and smoke damper, smoke control dampers) and the confusion between what smoke control and smoke clearances are.

The July column has been drafted by Allan Meek and will be on benefits of specifying BS7346-8 for smoke control projects (see copy at annex A).

We do not yet have a subject for the September column, suggestions / offers to draft should be emailed to David Mowatt dmowatt@feta.co.uk and myself cbrown@feta.co.uk .

**Fire Safety Event, 25-27 April – NEC, Birmingham**

This was the third time that the SCA has participated with a stand on a contra basis and this year we had three seminar slots.

Thanks to the ten SCA members who spent some time on the stand and particularly to the three seminar presenters:

Will Perkins - Product testing (subject of recent article published in the fire safety journal)

Alan Honeysett - Controls and compliance to prEN 12101-9 and ISO 21927-9

Conor Logan - Introduction to Pressurization

Each seminar was very well-attended and the three presentations are now available on the SCA website.

We spoke with five potential new SCA members, each have been invited to attend today’s meeting.

We welcome today

|  |
| --- |
| Air Design Systems |
| SCS Aftercare Ltd |
| Sertus |

I have recently spoken with the show organisers to give our feedback and discuss next year’s show. They have offered the same contra-deal and again, a seminar slot on each day of the show. We have accepted in principle.

The dates for next year are 30 April, 1 and 2 May.

**Miscellaneous**

Liaison with Dennis Davis of Fire Sector Federation, then with Simon Sheldon of FDS, re SCA attendance at FSF National Fire Strategy Lords event on 24 April

Research on Homes UK conference and exhibition, taking place in November. Subsequently DM has decided it’s not cost-effective to proceed.

**Smoke Control Association social media and PR activity**

News story on the Independent Review of the Construction Product Testing Regime

**LinkedIn Followers**

March 2,074

April 2,137

May 2,189

June 2,243

**Twitter Followers**

March 349

April 352

May 355

June 359

Fire Safety Events member presentations have provided the most engagement on socials recently.

Good growth on LinkedIn with followers and good engagement. (Increase of 169 followers in four months)

Twitter followers have grown too, albeit a little more slowly.

**Chris Brown**

**22nd June 2023**

 **Annex A**

**The benefits of specifying BS7346-8 for smoke control projects**

**Allan Meek** of the **SCA** examines the industry standard that can help eliminate confusion surrounding the way that smoke control systems are commissioned, installed, tested and maintained.

Over the past few years there have been several reasonably high-profile examples of failures of smoke control systems in occupied buildings and details published in the CROSS Safety Report suggest that an estimated 60-80% of buildings have failed cause and effect testing.

These failures have been attributed to flaws such as vents opening in the wrong direction, design critical vents not opening at all, or systems not 'locking out’ allowing the operation of vent doors beyond the fire floor.

Many of these issues can be put down to unfamiliarity on the part of specifiers and the Authority Having Jurisdiction (AHJ) who may not deal with complex smoke control systems on a regular basis and consequently have no system in place to monitor effective implementation. The prevalence of fire engineered solutions being employed instead of ADB compliant provision exasperates the issue as there is no handbook to refer to for a definitive answer.

There is however, a relatively simple way to avoid common problems and guarantee a positive outcome by managing design, installation, commissioning and maintenance in a systematic way - as detailed in BS 7346-8:2013 Components for Smoke Control Systems.

This standard provides a comprehensive route map for successful delivery of a smoke control solution, from design all the way through to handover and maintenance and can be applied to all system types. Areas covered include:

1. Identifying System Requirements
2. Planning and Design
3. Installation
4. Commissioning and Verification of Correct Operation
5. Maintenance and Servicing

The code defines the key processes to be managed and identifies roles and responsibilities for these with clear guidance on performance requirements and documentation to be provided. Evidence of compliance is required throughout the lifetime of the project and there are useful templates for areas like handover and performance testing. Employing this standard at the outset of projects would eliminate a high number of the faults that we have seen come to light recently.

As well as detailing all aspects of the design and installation process, the standard highlights certification and verification by authorised bodies and this provided the platform for the SCA introducing its IFC SDI 19 third party certification scheme – a mandatory requirement that all SCA members must sign up to as a membership requirement. This means every SCA member installing smoke control systems can demonstrate evidence of their competence in fire-strategy verification, system design, installation, and commissioning, with highly trained staff that comply with regulations and follow best practice.

*Allan Meek is a director of Group SCS. For a full list of SCA members or for information on joining the SCA, visit: www.smokecontrol.org.uk*