A MINIMUM COMPLIANCE CHECKLIST FOR PROCURING SCOTTISH SECURITY GUARDING SERVICES

The BSIA have written this guide to aid you in selecting a Scottish security guarding company to help you choose the quality of service you require.

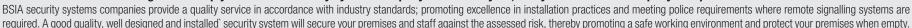
A quality security guarding service that meets legislative requirements, works to industry standards and promotes excellent staff working conditions can ensure that the security you require meets and exceeds your expectations and ensures a safe and secure working environment for you and your staff.



LEGISLATIVE FINANCIAL PROBITY STAFF EMPLOYMENT CONDITIONS The UK regulator for contracted guarding services in the UK is the Security Does your security guarding company have: STAFF PAY AT LEAST MINIMUM WAGE Industry Authority (SIA). All security officers are required by Law to hold **3-YEARS AUDITED ACCOUNTS** STATUTORY HOLIDAY ENTITLEMENT an **SIA licence**. Ensure the company providing your security only uses licensed security officers. **PAYE SCHEME** STATUTORY SICK PAY SIA LICENCED OFFICERS **VAT REGISTRATION** ACCESS TO STAKEHOLDER PENSION ADHERENCE TO WORKING TIME DIRECTIVE The SIA manages a voluntary approved contractor scheme (ACS) for security quarding companies. **ACS** could be a relevant factor in choosing **INSURANCE** your Security Guarding Company. The Scottish Government requires ACS **OTHER QUESTIONS TO ASK** for all Government contracts. Your security guarding company should have the following insurances: **NUMBER OF EMPLOYEES** ACS **EMPLOYERS REFERENCES – AT LEAST TWO EFFICACY CERTIFICATIONS TO BE SHOWN ACCREDITED INSPECTORATES PUBLIC TO BE SHOWN AWARDS** BSIA security guarding companies are required to be Inspected by an **WRONGFUL ARREST** PAST CONTRACT EXPERIENCE - WHERE, WHOM FOR AND HOW LONG inspectorate accredited by the United Kingdom Accreditation Services LOSS OF KEYS **HAVE THE CONTRACTS BEEN HELD?** (UKAS) for ISO 9001 and to relevant British Guarding Standards. Ensure that the guarding company you chose is Inspected by a UKAS STAFF TURNOVER [% PER YEAR FOR LAST 3 YEARS] accredited inspectorate. (EXCLUDING TAKEOVERS) **CONTRACT MANAGEMENT** ISO 9001 Your security guarding company should supply a: TRADE ASSOCIATION MEMBERSHIP **UKAS ACCREDITED INSPECTORATE** MANAGEMENT TEAM **British Security Industry Association CONTRACT MANAGER** Other **STANDARDS** ROSTERING You guarding company should be working to and have the following British **SOURCES OF INFORMATION** standards (where applicable) embedded in their third party inspection regime. CONTRACT INFRASTRUCTURE **BS 7499** – Code of Practice for static site guarding and mobile patrol **BRITISH SECURITY INDUSTRY ASSOCIATION** www.bsia.co.uk services. Your security guarding company should supply the **BS 7858** – Code of practice for security screening of personnel employed following to meet your requirements: SECURITY INDUSTRY AUTHORITY/APPROVED CONTRACTOR SCHEME in a security environment. www.sia.homeoffice.gov.uk **COMMUNICATIONS (RADIOS, ETC) BS 7984-1** – Code of practice for keyholding and response services. UNITED KINGDOM ACCREDITATION SERVICE BS 7499 **UNIFORMS (SUITABLE FOR CONTRACT)** www.ukas.com **BS 7858 VEHICLES (IF REQUIRED)** BRITISH STANDARDS INSTITUTE FOR BRITISH STANDARDS **CONTROL ROOM (24/7 IF REQUIRED)** BS 7984-1 www.bsigroup.co.uk

GUIDE FOR PROCURING SCOTTISH SECURITY SYSTEM SERVICES

The BSIA have written this guide to help you select a security system company that meets your, and your insurance company's requirements.





POLICE SCOTLAND

The Police Scotland security systems policy sets out the police requirements for alarm systems installed by compliant companies to gain a police response to your premises. Compliant companies can apply for a police Unique **Reference Number (URN)** which is used to identify your individual security system within the police database to ensure your alarm activation has an immediate response. Ensure that your security system company is police compliant and they can supply a URN.

(www.scotland.police.uk)

Is your security systems company:

POLICE COMPLIANT?

and

SSAIB

CAN THEY SUPPLY A URN?
ACCREDITED INSPECTORATES
Police Scotland require security systems companies to be certified by an inspectorate accredited by the United Kingdom Accreditation Services (UKAS) to EN 45011 and to relevant British Standards listed in the Police Scotland security systems policy. The two inspectorates approved by Police Scotland are: National Security Inspectorate (NSI) (www.nsi.org.uk) and Security Systems and Alarms Inspection Board (SSAIB) (www.ssaib.org)
Ensure that your security company is inspected either by:
NCI

For other information please contact:

British Security Industry Association Kirkham House John Comvn Drive t: 0845 389 3889

Worcester info@hsia.co.uk **WR3 7NS** www.bsia.co.uk



STANDARDS

Technical Standards

Your security system company should be working to and have embedded in their third party inspection regime:

PD 6662 – Scheme for the application of European standards for intrusion and hold-up alarm systems.

BS EN 50131 Series – Intrusion and Hold up alarm standards.

BS EN 50136 Series – Alarm Transmission standards.

BS 8243 – Installation & configuration of intruder and hold-up alarm systems designed to generate confirmed alarm conditions

BS DD 263 – System commissioning, maintenance and remote support.

Note: where applicable, IA1501 – Industry Agreement on Interim Update of PD 6662: 2010 should be used.

Does your company comply with:

PD 6662	В	3S 8243	
BS EN 50131	D	DD 263	
BS EN 50136			

PERSONNEL VETTING STANDARDS

Security company personnel who have access to client's security arrangements should have:

A DISCLOSURE SCOTLAND CERTIFICATE from www.disclosurescotland.co.uk and

BE SECURITY VETTED TO BS 7858

Security screening of individuals employed in a security environment

TRADE ASSOCIATIONS

Security system companies that are members of a trade association demonstrate a commitment to raising standards and quality of service. Ensure your security system company is a member of:

OTHER TRADE ASSOCIATION

ISO 9001 QUALITY MANAGEMENT SYSTEM (QMS)

ISO 9001 provides a proven framework for managing and demonstrating continual improvement within a security systems company.

SO 9001	
Other QMS	

EXTERNAL BELLS or REMOTE MONITORING

Your security system can either, sound an external bell outside your premises to alert neighbours or the public that your premises are being burgled/robbed or it can send an alarm signal to an alarm receiving centre manned 24/7 which can contact the police (if your security system meets the Police Scotland policy requirements) and vour kevholders.

EXTERNAL BELLS	
REMOTE MONITORING	

INSURANCE REQUIREMENTS

DOES THE COMPANY HAVE FULL PUBLIC ANI
EMPLOYER'S LIABILITY INSURANCE COVER?

OTHER QUESTIONS TO ASK	
REFERENCES	
ISSUED AT LEAST TWO CERTIFICATES OF CONFORMANCE	
AWARDS	
SECURE PREMISES	
QUALIFIED INSTALLATION ENGINEERS	
ON-CALL REPAIR/MAINTENANCE ENGINEERS	

SOURCES OF INFORMATION

BRITISH SECURITY INDUSTRY ASSOCIATION - www.bsia.co.uk BRITISH STANDARDS INSTITUTION - www.bsigroup.co.uk

The security of your premises and staff is your responsibility. Buy a security system from a quality security systems company that meets the Police Scotland Security Systems Policy.