

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

The UK regulator for contracted guarding services in the UK is the Security Industry Authority (SIA). All security officers are required by Law to hold an **SIA licence**. Ensure the company providing your security only uses licensed security officers.

SIA LICENCED OFFICERS

The SIA manages a voluntary approved contractor scheme (**ACS**) for security guarding companies. **ACS** could be a relevant factor in choosing your Security Guarding Company. The Scottish Government requires **ACS** for all Government contracts.

ACS

ACCREDITED INSPECTORATES

BSIA security guarding companies are required to be Inspected by an inspectorate accredited by the United Kingdom Accreditation Services (**UKAS**) for ISO 9001 and to relevant British Guarding Standards. Ensure that the guarding company you chose is Inspected by a UKAS accredited inspectorate.

ISO 9001

UKAS ACCREDITED INSPECTORATE

STANDARDS

Your guarding company should be working to and have the following British standards (where applicable) embedded in their third party inspection regime.

BS 7499 – Code of Practice for static site guarding and mobile patrol services.

BS 7858 – Code of practice for security screening of personnel employed in a security environment.

BS 7984-1 – Code of practice for keyholding and response services.

BS 7499

BS 7858

BS 7984-1

FINANCIAL PROBITY

Does your security guarding company have:

3-YEARS AUDITED ACCOUNTS

PAYE SCHEME

VAT REGISTRATION

INSURANCE

Your security guarding company should have the following insurances:

EMPLOYERS

EFFICACY

PUBLIC

WRONGFUL ARREST

LOSS OF KEYS

CONTRACT MANAGEMENT

Your security guarding company should supply a:

MANAGEMENT TEAM

CONTRACT MANAGER

ROSTERING

CONTRACT INFRASTRUCTURE

Your security guarding company should supply the following to meet your requirements:

COMMUNICATIONS (RADIOS, ETC)

UNIFORMS (SUITABLE FOR CONTRACT)

VEHICLES (IF REQUIRED)

CONTROL ROOM (24/7 IF REQUIRED)

STAFF EMPLOYMENT CONDITIONS

STAFF PAY AT LEAST MINIMUM WAGE

STATUTORY HOLIDAY ENTITLEMENT

STATUTORY SICK PAY

ACCESS TO STAKEHOLDER PENSION

ADHERENCE TO WORKING TIME DIRECTIVE

OTHER QUESTIONS TO ASK

NUMBER OF EMPLOYEES

REFERENCES – AT LEAST TWO

CERTIFICATIONS TO BE SHOWN

AWARDS TO BE SHOWN

PAST CONTRACT EXPERIENCE – WHERE, WHOM FOR AND HOW LONG HAVE THE CONTRACTS BEEN HELD?

STAFF TURNOVER [% PER YEAR FOR LAST 3 YEARS] (EXCLUDING TAKEOVERS)

TRADE ASSOCIATION MEMBERSHIP

British Security Industry Association

Other

SOURCES OF INFORMATION

BRITISH SECURITY INDUSTRY ASSOCIATION

www.bsia.co.uk

SECURITY INDUSTRY AUTHORITY/APPROVED CONTRACTOR SCHEME

www.sia.homeoffice.gov.uk

UNITED KINGDOM ACCREDITATION SERVICE

www.ukas.com

BRITISH STANDARDS INSTITUTE FOR BRITISH STANDARDS

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.

BSIA security systems companies provide a quality service in accordance with industry standards; promoting excellence in installation practices and meeting police requirements where remote signalling systems are required. A good quality, well designed and installed security system will secure your premises and staff against the assessed risk, thereby promoting a safe working environment and protect your premises when empty.

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.

Is your security systems company:

POLICE COMPLIANT? (www.scotland.police.uk)

and

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:

NSI

or

SSAIB

For other information please contact:

British Security Industry Association

Kirkham House

John Comyn Drive

Worcester

WR3 7NS

t: 0845 389 3889

info@bsia.co.uk

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 **BS 8243**

BS EN 50131 **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:

BRITISH SECURITY INDUSTRY ASSOCIATION

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.

ISO 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 your keyholders.

EXTERNAL BELLS

REMOTE MONITORING

INSURANCE REQUIREMENTS

DOES THE COMPANY HAVE FULL PUBLIC AND 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