



An tÚdarás Slándála Príobháidí  
The Private Security Authority

## **PSA LICENSING REQUIREMENTS**

# **PRIVATE INVESTIGATORS (PSA 42:2015)**

Standard For The Licensing Of  
Private Investigator Contractors

August 2015

## FORWARD

This Requirements Document has been developed by the Private Security Authority for the licensing of contractors in the Private Investigator sector. The 1<sup>st</sup> November 2015 has been set as the critical date for the licensing of Private Investigators. Contractors wishing to provide Private Investigator services from that date will require the appropriate PSA licence.

The PSA wishes to thank the many groups and individuals who contributed to the development of this document including those who participated in the public consultation process.

August 2015

## Contents

<b>1.</b>	<b>SCOPE .....</b>	<b>3</b>
<b>2.</b>	<b>DEFINITIONS .....</b>	<b>4</b>
<b>3.</b>	<b>ORGANISATION .....</b>	<b>7</b>
3.1	Ownership.....	7
3.2	Finances.....	8
3.3	Insurance .....	8
3.4	Premises .....	8
3.5	Organisation Information .....	9
3.6	Quotations in pursuance of Contracts or Business.....	9
3.7	Compliance with Legislation.....	10
<b>4.</b>	<b>STAFFING .....</b>	<b>11</b>
4.1	Selection and Pre Employment Screening .....	11
4.2	Terms of Employment.....	14
4.3	Code of Conduct.....	15
4.4	Identification .....	15
<b>5.</b>	<b>TRAINING.....</b>	<b>17</b>
5.1	Training Policy and Responsibility.....	17
5.3	Refresher Training.....	17
5.4	Specialist Training.....	17
5.5	Supervisory and Management Training .....	17
5.6	Training Records.....	17
<b>6.</b>	<b>OPERATIONS .....</b>	<b>19</b>
6.1	Security.....	19
6.2	Vehicles and Equipment .....	19
<b>7.</b>	<b>COMPLIANCE WITH PSA LICENSING.....</b>	<b>21</b>
7.1	Compliance With Standards .....	21
7.2	PSA Licensing Requirements.....	21
<b>ANNEX A.....</b>		<b>23</b>
<b>ANNEX B.....</b>		<b>27</b>

## 1. SCOPE

This standard provides a specification for compliance with licensing by the Private Security Authority and applies to contractors seeking licences in the Private Investigator sector.

**It is important to note that this standard only applies to security providers subject to PSA licensing,**

The Government of Ireland through the Private Security Services Act, 2004, established the Private Security Authority as the national regulatory and licensing body for the private security industry. Amongst the functions of the Authority are:

- The inspection and compliance of persons providing security services and maintaining and improving standards in the provision of those services.
- Specifying standards to be observed in the provision of security services.
- Specifying qualifications or requirements for the granting of licences.

Contractors licensed by the Private Security Authority (PSA) and those seeking a licence from the PSA must comply with this Requirements Document. Only certification bodies approved by the PSA may provide certification services for licensing purposes. Contractors should check the PSA website, [www.psa.gov.ie](http://www.psa.gov.ie), for a list of approved certification bodies.

By applying for and holding a licence, contractors agree to the sharing of information relating to this document, the contents herein and any audit (including audit reports) undertaken for the purposes of PSA licensing between the PSA and the contractor's certification body. Where a contractor fails to comply with the requirements of this document, the certification body is obliged to notify the PSA.

Only the most recent edition of the Requirements Document specified by the PSA shall apply for licensing purposes. To ascertain the edition applicable visit the PSA website, [www.psa.gov.ie](http://www.psa.gov.ie).

This document is for the purpose of licensing by the Private Security Authority and should not be interpreted as meeting any other statutory obligations of a contractor.

## 2. DEFINITIONS

- 2.1 Ancillary Staff.** All security organisation staff not directly employed in duties falling within the definition of occupations covered by this standard who may have access to information of a confidential nature.
- 2.2 Approved Certification Body.** A certification body approved by the PSA to provide certification services in respect of this requirements document
- 2.3 Assessment.** Test carried out to certify the competence of all officers.
- 2.4 Authorised Officials.** Personnel of bodies authorised by statute to enter the premises of the service provider and request documentation and information pertaining to their official functions.
- 2.5 Basic Training.** Qualification required by all employees to meet the mandatory training requirements in respect of PSA licensing.
- 2.6 Client.** Individual or organisation retaining and maintaining a security service covered by this standard to carry out agreed services, responsible for remunerating the organisation in accordance with an agreed contract or other form of oral or written agreement to provide such services.
- 2.7 Contract.** Document, agreed and signed by both the service provider and the client, setting out the proposed services to be supplied and the details of the quotation, terms, conditions, responsibilities and undertakings.
- 2.8 Employee.** A person who provides a security service as private investigator in the course of employment or a self-employed person whose sole function is to provide a security service as a private investigator to a licensed organisation.
- 2.9 Identity Badge.** The photographic identification card or licence card held by each private investigator and employee and to be carried by all operational staff whilst on duty, the design and conditions of which are as specified from time to time by the PSA.
- 2.10 Induction (Training).** The organisation-specific induction briefing session covering organisation structure, ethos, policies and including the organisation's and employee's roles and responsibilities.
- 2.11 Licence Card.** The official identification card issued by the PSA to each individual employee licence holder to verify his or her licence status.
- 2.12 Licensed Private Investigator.** A person who is the holder of a Private Investigator Licence granted by the PSA.
- 2.13 Organisation.** A limited or unlimited company, a partnership or sole trader providing security services for which a relevant and applicable PSA licence is required.

- 2.14 Primary Service.** The service provided for which the organisation and the client have agreed remuneration will be paid and a service or services will be provided, all or part of which will comprise a security service covered by this standard.
- 2.15 Principal (of the organisation).** Managing Director, Partner, Majority Owner, authorised member of the Board, Chief Financial Officer, Chief Executive Officer or any person authorised, in writing, by any of these persons to enter into contracts or agreements on behalf of the service provider covered by the provisions and requirements' of this standard.
- 2.16 Private Investigator.** A person who in the course of a business, trade or profession conducts investigations into matters on behalf of a client and includes a person who:
- (a) obtains or furnishes information in relation to the personal character, actions or occupation of a person,
  - (b) obtains or furnishes information in relation to the character or kind of business in which a person is engaged,
  - (c) searches for missing persons,
  - (d) obtains or furnishes information in relation to the loss or damage of property.
- Note: For the purpose of this standard a Private Investigator does not include-
- (i) a person who undertakes technical surveillance counter measures,
  - (ii) a person who provides information technology security services,
- or such other person as the Authority may decide.
- 2.17 Private Security Authority (PSA).** The regulatory and licensing authority for the private security industry in the Republic of Ireland.
- 2.18 Relevant Employment.** Employment which involves the provision of a licensable security service including persons who fall within the definition of Employee at **2.8** or employment which involves, or may involve, the use, acquisition of, or access to, knowledge of a confidential nature, the improper use of which could involve the organisation, its clients, or any third party, in a security risk.
- 2.19 Screening.** The selection process and criteria used to check the history and background of potential employees to assist the organisation in its recruitment of new staff covered by this standard.
- 2.20 Screening Period.** Period of not less than five years prior to the date of the application for relevant employment or transfer to relevant employment.
- 2.21 Site.** The premises, property, area or complex at which the service is carried out.

- 2.22 Training Administrator.** A person within the organisation appointed to supervise and record all aspects of training within the organisation.
- 2.23 Verification.** Confirmation by sight of written records held at the organisation's premises.

## **3. ORGANISATION**

### **3.1 Ownership**

- 3.1.1** Ownership and management of the service provider shall be clearly stated in writing, and all individuals having shareholdings or control shall be properly identified.
- 3.1.2** The names of all directors of the organisation shall be established and recorded and a record of the results of the screening of such directors to be held on file and shall be disclosed to the client on request.
- 3.1.3** From the 1<sup>st</sup> December 2015 an organisation applying for a licence must provide evidence that they possess the competence to provide a security service. Competence may be demonstrated by the following means:
- a) 5 years continuous experience in the field of investigation within the previous 10 years, or
  - b) such other means as may be approved by the PSA.

*Note: Where an organisation is a limited or unlimited company at least one director must demonstrate that they possess the required competence, where an organisation is a partnership at least one partner must demonstrate that they possess the required competence, all sole traders must demonstrate that they possess the required competence.*

- 3.1.4** Where directors involved in operational activities are also employees of the organisation they shall hold a current PSA employee licence covering, as a minimum, the primary service provided by the organisation.
- 3.1.5** Details of discharged or undischarged bankruptcy of a principal or director of the organisation shall be held on file and disclosed to the client on request.
- 3.1.6** Where applicable, all principals of the organisation shall sign a declaration setting out their beneficial interests in other organisations subject to licensing by the PSA.
- 3.1.7** All operational supervisory and management staff shall hold a current PSA employee licence in accordance with PSA requirements, for each activity subject to the PSA licensing, carried out by such staff.



## 3.2 Finances

- 3.2.1** The organisation shall ensure that a valid tax clearance certificate is held on site at the address recorded on the Private Security Services Licence during the term of the licence.
- 3.2.2** Loans from directors and/or shareholders shall be loan capital, subordinated to all other creditors.
- 3.2.3** Each organisation shall produce and make available on request by authorised officials a cash flow statement for the current accounting period. For new organisations a cash flow forecast for the first 12 months of business shall be provided. (see Annex C for suggested format)

## 3.3 Insurance

- 3.3.1** All insurance's shall be relevant to the nature of the business undertaken. Motor insurance, Deliberate Act insurance and Professional Indemnity insurance are essential requirements. Other insurance cover necessary may include, where the service provided dictates, but is not limited to cover for the following:

- Employer liability
- Public Liability
- Product Liability
- Efficacy

## 3.4 Premises

- 3.4.1** The organisation shall have an administrative office where records, together with all professional and business documents, certificates, correspondence and files necessary to the proper conduct of business shall be kept in a secure confidential manner.
- 3.4.2** Any administrative office covered by **3.4.1** above shall be protected by an intruder alarm system installed and maintained in accordance with prevailing PSA requirements. The organisation shall keep a written record containing the name, address, contact number and PSA licence number of the intruder alarm installer as well as details of the maintenance and service history.
- 3.4.3** The alarm shall be remotely monitored by
- a) a PSA licensed Alarm Monitoring Centre or,
  - b) a 24 hour monitoring system with signalling to at least 3 different locations.

### **3.5 Organisation Information**

**3.5.1** The organisation shall clearly state its PSA licence number(s) for all categories for which it is licensed to provide services on all organisational letterheads, contracts and advertising and promotional documents and/or media.

**3.5.2** The organisation shall provide each client with a contract in writing or other equivalent form. Such contract shall include the following minimum provisions in respect of the organisation providing the service:

- (a) Total costing (including VAT) for the service to be provided and the arrangements for payment.
- (b) Obligations to the client, with references to any specialist advice to be provided (survey), contracted duties and compliance with industry standards or codes of practice.
- (c) Agreement on conditions for the use of subcontractors, where applicable.
- (d) Period of the contract and requirements for its termination with specific reference to any exclusions, penalty clauses or other restrictions.
- (e) Details of complaints procedures and complaints management procedures.
- (f) The scope of the service to be provided.
- (g) Statement of compliance with the provisions of the Data Protection Acts.

**3.5.3** The contract shall be signed by a principal of the organisation and of the client and a copy retained by each. Where the client chooses not to sign or return a contract the organisation shall maintain evidence on file of postage (registered) or delivery of the contract to the client and any subsequent correspondence.

**3.5.4** Where the use of subcontractors is provided for under the terms of the contract or agreement, the organisation which is the party contracted to provide the service to the client shall require the subcontractor to provide evidence of compliance with prescribed standard(s), as well as evidence of holding a current valid PSA licence, before engaging the services of that subcontractor.

### **3.6 Quotations in pursuance of Contracts or Business**

**3.6.1** Each organisation shall provide each prospective client with a clear written quotation which shall, if agreed and accepted, form part of the contract.

**3.6.2** The documented quotation shall include the total cost for the service and method(s) of payment.

### **3.7 Compliance with Legislation**

**3.7.1** The organisation shall have and make available to a client or potential client a current statement signed and dated by a principal of the organisation, of its compliance with all relevant legislation and shall state specifically its compliance, where relevant, with the following:

- Health, Safety and Welfare at Work Act(s).
- Organisation of Working Time Act(s).
- Private Security Services Acts.
- Data Protection Acts.
- Taxation and Social Welfare Acts.
- Payment of Wages Act.
- Immigration Acts.
- National and EU product compliance legislation.

Relevant verification shall be available to all statutory bodies and their agents, including but not limited to:

- The Private Security Authority.
- National Employment Rights Authority.
- Certification bodies approved by the Private Security Authority.
- The Data Protection Commissioner.

## **4. STAFFING**

### **4.1 Selection and Pre Employment Screening**

#### **4.1.1 General**

- 4.1.1.1 The organisation shall carry out detailed pre-employment enquiries to ensure that all personnel are competent and of good character.
- 4.1.1.2 All persons offered employment by the organisation for posts involving services subject to licensing by the PSA or posts involving access to details of clients shall be screened.
- 4.1.1.3 Self-employed persons whose sole function is to provide a security service as a private investigator to the organisation shall be screened.
- 4.1.1.4 All agency staff engaged by the organisation for posts involving services subject to licensing by the PSA or posts involving access to details of clients shall be screened
- 4.1.1.5 A personnel file shall be established for each person subject to screening.
- 4.1.1.6 All applicants for relevant employment shall be required to provide the following:
  - (a) An acknowledgement, signed and dated by the applicant, that misrepresentation, or failure to disclose material facts may constitute grounds for dismissal.
  - (b) A signed statement authorising an approach to former employers, State institutions, personal referees, etc., for verification of their career and employment record (see Annex A, Form 1 for a suggested format).
- 4.1.1.7 Probationary employment shall be for a period of 6 months and in no case shall exceed a period of nine months.
- 4.1.1.8 Certified copies of all relevant personnel and screening documentation shall be held on file.
- 4.1.1.9 The requirements in Section 4.1 shall be applied equally to full-time and to part-time employees and at all levels of seniority, including directors.
- 4.1.1.10 The relevant provisions of these requirements shall apply to all ancillary staff including those employed on a temporary basis.
- 4.1.1.11 The screening period shall not be less than five years or from school leaving, whichever is the shorter duration.

4.1.1.12 The employee shall be classed as 'employed subject to satisfactory screening' whilst screening is continuing and shall be subject to a strict system of monitoring and supervision during this period.

4.1.1.13 Screening covering the whole of the screening period shall be completed no later than ten weeks after employment has commenced.

4.1.1.14 Full screening for the period covered under 4.1.1.9 above shall apply. Screening for a shorter period can be carried out where:

- a) an employee or director holds a current PSA licence, and
- b) has, immediately prior to the commencement of this employment, been employed by another licensed security provider, and
- c) the previous employer referred to in b) has carried out the full screening requirements within the preceding five years.

Where a), b) and c) above apply, screening shall be carried out from the date the screening by the previous employer had been conducted until the commencement of this employment.

4.1.1.15 Where the provisions of 4.1.1.14 apply, the previous licensed employer shall, upon receipt of a written request by an immediately subsequent employer covered by this standard, forward those parts of the employee's personnel file relating to details of screening and training undertaken by the previous employer. Any requested details in relation to other parts of the personnel file held by the previous employer shall be released only where the employee gives permission in writing to the previous employer to release such details.

#### **4.1.2 Pre Employment Interview**

4.1.2.1 Prior to the interview the applicant shall submit a curriculum vitae or other documentation containing:

- (a) A list of the applicant's previous employers along with dates worked for each employer.
- (b) Contact details for previous employers listed.
- (c) Details of relevant training, qualifications and experience together with supporting documentation.
- (d) Periods of unemployment.
- (e) Applicant's current place of residence.

4.1.2.2 A personal interview of a duration sufficient to assess the following shall be conducted by the organisation:

- (a) The general ability, both physical and intellectual of the applicant and the overall demeanour of the applicant.
- (b) Verification of personal documents e.g. birth certificate, driving licence, passport, service records, current security licence, work visa etc.
- (c) The applicant's previous employment history and experience, including reason(s) for leaving previous employments.
- (d) Verification of qualifications/training.

- (e) The level of occupational fluency in respect of reading, writing and oral communication in the English language.
- (f) The applicant's experience, if any, in the security industry.

4.1.2.3 Interview notes evidencing that the requirements set out in 4.1.2.2 above have been addressed shall be taken by the organisation and retained on the personnel file of the applicant.

#### **4.1.3 Character and Other References**

4.1.3.1 Screening procedures shall include direct reference to former employers, educational authorities, etc., with confirmation by them, in writing, of periods of employment contributing to a continuous record of the career or history of the person being screened for the whole of the screening period, on a month-to-month basis. The direct reference shall include at least one attempt, in writing, by the organisation to obtain the continuous record referred to in this requirement.

4.1.3.2 Where initial references are taken by telephone the following procedures shall be used:

- (a) The telephone number of the person called shall be confirmed independently.
- (b) Information given on the telephone by a referee shall be noted at the time of making the telephone call and shall be signed and dated by the member of staff making the telephone call and retained on the individuals screening file (see Annex A, Form 2 for a suggested format).
- (c) A written request for written confirmation of the information given by telephone shall be forwarded to the referee within two working days of the telephone call being made (see Annex A, Form 3 for a suggested format).
- (d) The screening process shall not be regarded as complete until written evidence is obtained.
- (e) The progress sheet shall be used to monitor and record the action taken (see Annex A, Form 4 for a suggested format).

4.1.3.3 Only documents from third parties such as employers, colleges, Department of Social Protection, solicitors, accountants, etc., are acceptable for screening purposes.

*Note. For the purposes of this document CVs or other personal documents are not acceptable as evidence of screening.*

#### **4.1.4 Evidence of Qualifications/Awards**

4.1.4.1 Prior to commencement of employment the organisation shall ensure that the applicant has any qualifications or awards necessary for the duties to which the applicant will be employed.

#### **4.1.5 Work Permits, Authorisations and Permissions**

- 4.1.5.1 The organisation shall ensure that all necessary documentation for work visa applications and permissions/authority to work is fully completed before the individual is employed. This applies to renewal of such applications also.
- 4.1.5.2 The organisation shall maintain a register of all employees who have applied for and obtained permission or authorisation from the State to work in Ireland. The organisation shall review the validity of these permissions or authorisations at least every 6 months and shall keep a documented record of such reviews.
- 4.1.5.3 The organisation shall ensure that the register at 4.1.5.2 is held on site at the address recorded on the Private Security Services Licence.

#### **4.1.6 Maintenance and Retention of Records**

- 4.1.6.1 The basic details of the employee, covering verifiable history within the industry, dates employed, positions held, disciplinary offences and a comment on suitability for employment in the security industry shall be retained for not less than five years from the date the employment ceases. This information shall be verifiable in the form of readily retrievable records held at the company premises.
- 4.1.6.2 All records covered by 4.1.6.1 above shall be kept safe and secure against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction. Employers shall ensure that the records are retained for no longer than is necessary and in accordance with the recommendations of the Office of the Data Protection Commissioner.
- 4.1.6.3 A list of all personnel currently employed both on a permanent and a probationary basis shall be maintained, and in the case of those employed on a probationary basis, giving the dates on which probationary employment commenced and is to cease for each individual.

#### **4.1.7 Screening and Acquired Companies**

- 4.1.7.1 Where it cannot be established by the records of an acquired organisation that screening to the required standard has already occurred, then this shall take place within a period not exceeding thirteen weeks from the date of acquisition.

### **4.2 Terms of Employment**

- 4.2.1 All employees shall receive a clear, concise and unambiguous contract of employment and a staff handbook.
- 4.2.2 In addition to any mandatory requirements, terms of employment shall include the following information:

- a. Job title.
- b. Effective start date.
- c. Probationary period.
- d. Pay and Allowances
- e. Hours of work, days of work, shift frequency and shift variables.
- f. Holiday entitlement.
- g. Sick pay (conditions of payment) and pension entitlement.
- h. Industrial injury procedure.
- i. Location of place of work (employer's address).
- j. Equipment to be supplied.
- k. Disciplinary and grievance procedures.
- l. Terms of notice and termination.
- m. Copies of any Collective Agreement covering the employment.
- n. Appeals procedure.
- o. The Organisation's Health and Safety Statement.
- p. The Organisation's Equality policy.

### **4.3 Code of Conduct**

**4.3.1** All employees shall be instructed that under the terms and conditions of employment they shall:

- (a) Complete the required tasks promptly and diligently, unless there is due and sufficient cause not to.
- (b) Ensure that all oral or written statements made by them, of whatever description, are true and accurate.
- (c) Maintain carefully all documents and ensure that any alterations, disposal, or erasure of documents is carried out only with proper authorisation.
- (d) Maintain confidentially on any matter relating to the employer or his clients either past or present.
- (e) Ensure that any actions taken by them are such as not to bring discredit on the employer, the client or fellow employees.
- (f) Immediately notify any conviction for a relevant criminal or motoring offence to the employer.
- (g) Not allow unauthorised access to a clients premises.
- (h) Ensure that they use employer's equipment or facilities only with authorisation.
- (i) Continuously satisfy the requirements of PSA licensing.
- (j) Carry a correct identity badge or licence card, as prescribed by the PSA, at all times whilst on duty.

**4.3.2** The code of conduct shall be signed by all employees.

**4.3.3** Employers shall treat employees with courtesy and respect.

### **4.4 Identification**

**4.4.1** The organisation shall ensure that all employees have an identity badge either in the form of an organisation issued badge, satisfying criteria prescribed by the PSA or alternatively the PSA issued licence card.



- 4.4.2** All employees shall be instructed on PSA requirements for carrying an identity badge.
- 4.4.3** Where the organisation provides its own identity badge, it shall ensure its periodic review. The duration between periodic reviews cannot exceed 24 months.
- 4.4.4** There shall be in place formal arrangements for the withdrawal of organisation issued identity badges from an employee on request.

## **5. TRAINING**

### **5.1 Training Policy and Responsibility**

- 5.1.1 The organisation shall have a clearly defined, documented training policy, authorised at senior management level within the organisation. The policy shall cover theoretical and practical skills and meet any training requirements laid down by the Private Security Authority.
- 5.1.2 The organisation shall appoint a member of the management team as training administrator.
- 5.1.3 The training policy shall include a commitment to assess the effectiveness of all operational staff and to provide additional training where required.

### **5.2 Induction Training**

Training shall include a detailed organization- specific, induction session covering organization structure, ethos, policies and employee roles and responsibilities for all newly recruited employees. This element of training shall be delivered before the employee commences operational duties. Each employee shall acknowledge receipt of this training and associated documentation by signing a declaration. Such training shall be delivered by a competent member of staff and shall be recorded and this record retained.

### **5.3 Refresher Training**

- 5.3.1 Procedures shall exist to assess the effectiveness of all employees, and where required refresher training shall be carried out.

### **5.4 Specialist Training**

- 5.4.1 Employers shall ensure that employees required to carry out duties or use equipment of a specialist nature are certified as having received the appropriate training in the subject matter.

### **5.5 Supervisory and Management Training**

- 5.5.1 Subject to PSA requirements and any associated guidelines, the organisation shall ensure that all operational supervisory and management staff receive documented training in consideration of their position and responsibilities.

### **5.6 Training Records**

- 5.6.1 The training administrator shall ensure that proper training records are maintained.
- 5.6.2 Individual training records relating to training provided by the organisation shall indicate the date, training organisation, details of certification and subject(s) covered. These training records shall be signed by the employee and countersigned by the training administrator and retained as part of the employee's record.

- 5.6.3** Verification of all training shall be available for inspection on site at the address recorded on the Private Security Services Licence.
- 5.6.4** All refresher training undertaken by employees shall be recorded and the record held and retained on the employee's personnel file by the employer.
- 5.6.5** Records shall indicate where further training is required.

## **6. OPERATIONS**

### **6.1 Security**

**6.1.1** Procedures shall be established for all staff to ensure the security of information and property to which they have access during the course of their employment.

**6.1.2** Organisations shall have security measures in place to prevent any unauthorised or unlawful access, disclosure, loss, destruction or damage to information held.

**6.1.3** Organisations shall have procedures in place to ensure the security of information held in an electronic format. Appropriate security measures such as passwords and encryption shall be in place and back up records held securely. Confidential records held in an electronic format shall be backed up at least once a week. Back up records shall be held securely and in such a manner that a threat to the integrity of one set of records will not pose a threat to the other set.

**6.1.4** Organisations shall have procedures in place to ensure the security of

- (i) all information obtained from a client,
- (ii) all information obtained during the course of an investigation on behalf of a client,
- (iii) all information relating to the provisions of services to a client.

The procedures shall ensure that all such information obtained under (i) or (ii) is handed over to the client at the conclusion of the investigation.

Organisations must comply with the requirements of Data Protection legislation.

**6.1.5** Organisations shall keep confidential any knowledge of their clients' business or operations acquired through the provision of services. Any details, the disclosure of which can be reasonably construed as compromising the business or security of the client, shall not be disclosed or made known in any way to a third party or third parties, except with the express written permission of the client. Where written permission is granted, the organisation shall retain this on file and shall produce this if requested by an appropriate authority.

**6.1.6** All records shall be kept for a minimum of three years and shall include details of the service provided and the name and PSA licence number or works number of the person(s) who provided any licensable services. Upon expiration of the required retention period the organisation shall dispose of the relevant records in a secure and confidential manner.

Note: National legislative requirements may entail retention of records for longer periods of time.

### **6.2 Vehicles and Equipment**

**6.2.1** Employers shall ensure that driving licences of staff involved in driving operational vehicles are valid for the duration of each such employee's period of employment. Driving licences shall be inspected annually and a record of this kept on file.

- 6.2.2** All vehicles and equipment used in connection with the provision of services shall be in working order and be regularly maintained.
- 6.2.3** All employees shall sign for all equipment issued and give an undertaking to return any equipment issued immediately on request.

## **7. COMPLIANCE WITH PSA LICENSING**

### **7.1 Compliance With Standards**

- 7.1.1** Organisations shall maintain compliance with this standard during the term of the licence. Failure to maintain compliance may result in the PSA taking action against the licensee up to and including the revocation of the licence.
- 7.1.2** Organisations shall be subject to an audit by an approved certification body at least once during each calendar year or at such intervals as the PSA may prescribe. The purpose of the audit is to verify compliance with the specified standards.
- 7.1.3** Organisations shall provide the certification body with access to all documents required to undertake the audit. Where documents, such as contracts, contain information relating to the client's business, this information may be redacted for the audit.
- 7.1.4** An audit report shall be completed by the approved certification body for each audit undertaken and the organisation shall agree to the certification body providing a copy of the report to the PSA.
- 7.1.5** Organisations shall give their permission to the approved certification body to provide the PSA with information in accordance with provisions 7.1.3 and 7.1.4.
- 7.1.6** Where an organisation fails to undertake or complete an audit the certification body shall notify the PSA of the failure and the reason for same.
- 7.1.7** Where an organisation is found to be noncompliant with a standard the certification body shall notify the PSA of the reason for the non compliance and any resulting action taken against the organisation.

### **7.2 PSA Licensing Requirements**

- 7.2.1** The organisation shall ensure that an inspector appointed by the PSA may at any time enter any place where a security service is being provided and provide any information requested by an inspector in the course of any inspection or investigation.
- 7.2.2** During the term of the licence organisations shall comply with all relevant and current legislation and specifically the following:
- a) The Private Security Services Acts and Regulations.
  - b) Organisation of Working Time Acts.
  - c) Taxation and Social Welfare Acts.
  - d) Payment of Wages Acts.
  - e) Immigration Acts.
  - f) Health and Safety at Work Regulations
  - g) European Product Legislation

**7.2.3** The organisation shall within 7 days notify the PSA in writing if any of the following occur:

- a) Change of name of the licence holder.
- b) In the case of a body corporate, change in company directors.
- c) In the case of a partnership, change in partners.
- d) Change of ownership of the company. In the case of a body corporate this includes a change in any shareholding above 5%.
- e) Change of address from which the security service is being provided.
- f) Change of registered address if this is different from address at e) above.
- g) Change in the legal status of the licence holder.
- h) Any conviction against the licence holder whether in relation to the business of the licence holder or other matter. In the case of a body corporate this includes any convictions against a company director. In the case of a partnership this includes any conviction against a partner.

**ANNEX A**

**Screening Forms**

*Form 1*

**FORM OF AUTHORITY**

I, \_\_\_\_\_, (BLOCK CAPITALS) hereby authorise

\_\_\_\_\_  
\_\_\_\_\_

to supply full details of my employment record with the company or business in furtherance of my current application for employment in event security.

1. Address at time of employment with the company \_\_\_\_\_

\_\_\_\_\_

2. PPS No. \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



Form 2

**RECORD OF ORAL ENQUIRY**

Name of Applicant: \_\_\_\_\_

PPS No: \_\_\_\_\_

Name of Previous Employer: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Person Contacted: \_\_\_\_\_

Dates Employed: - As stated by employee: From \_\_\_\_\_ To \_\_\_\_\_

- Confirmed by employer: From \_\_\_\_\_ To \_\_\_\_\_

- Would re-employ? \_\_\_\_\_

- Reasons for not re-employing\*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reasons why applicant would not be suitable to work in event security:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ (~~Date~~ on making enquiry)

Signed: \_\_\_\_\_ (Manager)  
\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_  
\_\_\_\_\_

\* Where response indicates that applicant is not suitable for proposed employment bring to immediate attention of Manger responsible for screening/recruitment.

Form 3

**REQUEST FOR WRITTEN CONFIRMATION OF INFORMATION PROVIDED ORALLY**

RE. Name of Applicant: \_\_\_\_\_

PPS No: \_\_\_\_\_

We refer to our conversation with you on the \_\_\_\_\_ regarding an application for employment in the Private Investigation industry made by the above named applicant.

Details of the information which you provided to us orally are enclosed and we would be obliged if you would kindly confirm that these details fairly reflect the information supplied.

Our business is licensed by the Private Security Authority and is obliged by the Authority's regulations to obtain written confirmation of all references we receive in connection with applications for employment.

A copy of a Form of Authority signed by the applicant is enclosed and also a stamped addressed envelope for favour of your reply.

Yours faithfully

---

Human Resources Manager

Form 4

**SCREENING PROGRESS REPORT\***

Name of Applicant: \_\_\_\_\_

PPS No: \_\_\_\_\_

## 1. Employments contacted

	<b>Date</b>	<b>Employers Name</b>	<b>Date Letter Sent</b>	<b>Initials</b>	<b>Date of Reply</b>	<b>Initials</b>
1						
2						
3						
4						
5						

## 2. Screening reviewed

Date of review:    /    / \_\_\_    Person Reviewing: \_\_\_\_\_

Action: \_\_\_\_\_ Initials: \_\_\_\_\_

## 3. Offer of Employment

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(HR Manager or Principal of the company)

## 4. Employment refused

Signed: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(HR Manager or Principal of the company)

\* This form is to be retained on the individual's file for any subsequent inspection.

**ANNEX B**

**CASH FLOW TEMPLATE**

Cash Flow Statement For The Period												To
Cash In	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Sales												
Own Funds												
Loans												
Overdraft												
Other Cash Incomings												
<b>Total Cash In</b>												
Cash Out	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Sales Costs												
Rent												
Wages												
Overheads												
Loan Repayments												
Taxes												
Other Cash Outgoings												
<b>Total Cash Out</b>												
<b>Cash Flow: Surplus/(Deficit)</b>												
<b>Opening Cash Balance</b>												
<b>Closing Cash Balance</b>												

