

SR 40:2005 Check Items

Certification to SR 40:2005 is a requirement for Intruder Alarm, CCTV and Access Control installer licensing by the Private Security Authority (PSA).

Summary of requirements:

- **Current tax clearance certificate**
- **Public liability insurance**
- **Employer's liability and vehicle insurance** (where applicable)
- **Premises / offices are appropriate for the effective management of the business and that the security of records is maintained** (e.g. held in a secure and locked cabinet)
- **Certificate of Incorporation** (limited companies)
- **Registration of trade name(s)** (unless registered company name or name of sole trader is also the trading name)
- **Signed statement of compliance with legislation** (Health, Safety & Welfare at Work Act:2005, Organisation of Working Time Act:1997, Private Security Services Act:2004, Taxation and Social Welfare Acts, National Wiring Rules)
- **Company information** (Information provided to clients must include, registered name, trading name, Contact details, PSA license details(when licensed), total cost of service to be provided)
- **Sub-contractors** (if any work has been subcontracted, details of the sub-contractors PSA license must be on file together with a written agreement with the sub-contractor).
- **Photo ID cards** (to include the requirements detailed in section 5.5 of the SR 40 standard)
- **Code of conduct**
- **Vehicle maintenance and confirmation of driving licenses**
- **Equipment register** (sign out of all equipment by employees)

Employee Screening / Staffing: (screening is required for all employees involved in installation of alarms or who have access to client files)

- **Screening of directors** (the directors of a limited company must be screened regardless of the size of the company)
- **Sole traders** (Self Screening required, Month to Month CV and Character References in place)
- **Application form looking for details of career, referees, criminal record etc.**
- **Formal contracts in place for all employees** (to include the requirements detailed in section 5.3 of the SR 40 standard)
- **A file in place for each individual employee**
- **Details of employee history for the past 10 years (or since school leaving) on a Month by Month basis** (information to be verified within 20 weeks of employment start).
- **Character references (at least 2) for all employees and director(s)**

Training: SR 40 can be issued for Intruder Alarm Installation, CCTV Installation and/or Access Control Installation. Evidence of training is required for each activity which will be included on the SR 40 certificate (an SR 40 certificate issued for Intruder Alarms alone will not meet the requirement for Access Control or CCTV licensing).

- **Training Officer** (a training officer(s) must be appointed)
- **Training Records** (evidence that staff are competent either from industry experience or formal training)
- **Refresher Training** (regular review of the requirements for refresher training)

The PSA have also published a guide to SR 40 on their website (see link below)

([http://www.psa.gov.ie/Website/psa/psa.nsf/newsitems/6BA7A02B73D43D798025740B003C35A9/\\$file/SR40%20Brief%20guide.pdf](http://www.psa.gov.ie/Website/psa/psa.nsf/newsitems/6BA7A02B73D43D798025740B003C35A9/$file/SR40%20Brief%20guide.pdf)).

For Guidance Purposes Only: EQA Audits are conducted to SR 40:2005 and PSA auditing guidelines. For further information, please contact EQA at (01) 473 4188 or <mailto:info@eqa.ie>