

PSA 31:2014 Phase 1 Check List

The following is a **summary** guide to the items which EQA check on a PSA 31:2014 Phase 1 audit.

Please refer to the following documents available on the EQA Website www.eqa.ie (Downloads section)

- PSA Standard for-Door Supervision and Security Guarding
- Comparison of the above standard to IS 999:2004.

Ownership:

1. List of Shareholders in excess of 5% and details of who the company secretary is (Where applicable)
2. Certificate of Incorporation / Business name as applicable (copy of original)
3. Organisation Chart: proposed organisation structure
4. Where applicable, all principles of the organisation shall sign a declaration setting out their beneficial interests in other organisations subject to licensing by the PSA.

Screening:

1. All Principles and Directors including the company secretary shall undergo screening
2. Verification of directors, curriculum vitae (CV) of owners/directors (detailing employment history by Month for 5 years), 2 references for owners/directors, verification of information on subsidiaries and/ or parent company or trading name.
3. Only documents from third parties such as employers, solicitors, accountants etc are acceptable for purposes of screening.

Finances:

1. Valid Tax clearance certificate
2. Details of any loans from the Directors or Shareholders
3. Bank Statements
4. Cash Flow Plan
5. Method of payment in respect of payroll arrangements
6. Signed statement in respect of approved signatories for cheques or bank accounts.

Insurance:

1. Documented evidence that relevant insurance cover is planned.

Premises:

1. Administrative office with licensed alarm and monitoring facilities
2. Proposals regarding the storage of confidential documents and data.
3. Data Protection Procedure

For Guidance Purposes Only: Audit will be conducted by reference to PSA 31:2014

Legislation:

1. Signed statement of compliance with relevant legislation

Staffing:

1. The following proposed policies / forms should be documented and available.
 - A. Recruitment Policy
 - B. Screening Policy
 - C. Specimen terms of employment
 - D. Code of conduct
 - E. Individual staff files

Training:

1. Documented Training Policy required
2. Appointment of Training Administrator
3. Training must be delivered by a qualified trainer or competent member of staff depending on the type of training provided.

Uniform:

1. Specimen uniform and proposed insignia to be available.

Operations:

1. Risk assessment procedure
2. Sample risk assessment survey
3. Safety Statement in compliance with National and European legislation.
4. Command and Control system Manual
5. Sample assignment instructions
6. Sample incident report log.

Documentation:

The organisation is required to provide the EQA auditor with **copies** of the following documentation:

1. Statement signed by a principal of the organisation which details all persons who are signatories to the organisations bank accounts.
2. Where the organisation state that no bank accounts exist then a statement to that effect signed by the principles shall be provided to the EQA auditor.
3. Statement signed by a principal of the organisation confirming its intention to comply with all relevant legislation.
4. Cash Flow Plan

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