

EQA Security Certification Regulations

This document is Supplemental to the EQA Scheme Regulations. It is designed to cover the extra requirements for the Security Certification Schemes listed below.

Door Supervision and Security Guarding (PSA 31:2014 and PSA 28:2013)

Event Security (PSA 31:2014 and PSA 39:2015)

Intruder Alarm Installation (I.S. EN 50131-1, I.S. CLC TS 50131-7 and SR 40:2005)

CCTV Installation (PSA 2006_12 and SR 40:2005)

CCTV Monitoring and Alarm Monitoring Centres (PSA 33:2014)

Private Investigation (PSA 42:2015)

Locksmith (PSA 55:2016)

EQA (Ireland) conduct audits of the above standards in accordance with the requirements of the Private Security Authority (PSA). These regulations have been developed to reflect the current auditing guidelines of the PSA. Where there is a change to the PSA auditing guidelines or where there is a conflict with the PSA auditing guidelines, the PSA auditing guidelines shall take precedence.

Door Supervision and Security Guarding (PSA 31:2014 and PSA 28:2013)

Prior to offering services as a Door Supervision Contractor or a Security Guarding Contractor, it is required to obtain certification to PSA 31:2014. Once trading, it is required to meet the requirements of PSA 28:2013.

1. Audit Requirements

a. Phase 1 Assessment (Applicants who are not yet trading):

An EQA auditor(s) will visit the company offices/premises to confirm the security company is in a position to offer services to the public. The audit will be conducted in accordance with PSA 31:2014, a copy of which is available on the PSA website.

On approval by the EQA assessment committee, a PSA 31:2014 certificate valid for six months will be issued to the client. Provided all other requirements have been met, the PSA will issue a full license. The PSA require contractors to have a phase 2 assessment within 6 Months of receiving a PSA license

b. Phase 2 Assessment:

An EQA auditor(s) will visit the contractors offices/premises and at least one site where door supervision and/or security guarding is taking place. The audit will be conducted in accordance with PSA 28:2013, a copy of which is available on the PSA website.

EQA are required to inform the PSA if a PSA 28:2013 audit does not take place within the agreed timeframe.

c. On-going surveillance inspections of offices, premises and site installations:

EQA will carry out periodic surveillance audits in accordance with PSA 28:2013 at a sufficient frequency to verify continuing conformity with the scheme regulations and applicable standard(s). Minimum period is once per year.

d. Re-certification Audits:

EQA certificates are issued for 2 years. A new certificate will be issued on expiry subject

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to a successful PSA 28:2013 audit. Certificates will be issued for 2 years from the date of expiry of the previous certificate.

2. Ongoing Requirements

- a. EQA must be granted access to all relevant documentary material, records, personnel, active sites and complaints (as per scheme regulations, it is a requirement that a complaint file detailing customer/client complaints and resulting actions is held by all certified companies).
- b. It is not possible to exclude any activities within the Republic of Ireland from the scope of the PSA 28:2013 audit (all activities carried out under the auspices of a PSA license are subject to audit).
- c. EQA reserve the right to conduct un-announced surveillance visits (in most cases, this would only occur in response to a complaint).

Event Security (PSA 31:2014 and PSA 39:2014)

Prior to offering services as an Event Security Contractor, it is required to obtain certification to PSA 31:2014. Once trading, it is required to meet the requirements of PSA 39:2014.

1. Audit Requirements

- e. Phase 1 Assessment (Applicants who are not yet trading):
An EQA auditor(s) will visit the company offices/premises to confirm the security company is in a position to offer services to the public. The audit will be conducted in accordance with PSA 31:2014, a copy of which is available on the PSA website.

On approval by the EQA assessment committee, a PSA 31:2014 certificate valid for six months will be issued to the client. Provided all other requirements have been met, the PSA will issue a full license. The PSA require contractors to have a phase 2 assessment as soon as event security is being provided to the public and no later than 6 Months following issue of the PSA license
- f. Phase 2 Assessment:
An EQA auditor(s) will visit the contractors offices/premises and at least one site where event security is taking place. The audit will be conducted in accordance with PSA 39:2014, a copy of which is available on the PSA website.

EQA are required to inform the PSA if a PSA 39:2014 audit does not take place within the agreed timeframe.
- g. On-going surveillance inspections of offices, premises and site installations:
EQA will carry out periodic surveillance audits in accordance with PSA 39:2014 at a sufficient frequency to verify continuing conformity with the scheme regulations and applicable standard(s). Minimum period is once per year.
- h. Re-certification Audits:
EQA certificates are issued for 2 years. A new certificate will be issued on expiry subject to a successful PSA 39:2014 audit. Certificates will be issued for 2 years from the date of expiry of the previous certificate.

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2. Ongoing Requirements

- d. EQA must be granted access to all relevant documentary material, records, personnel, active sites and complaints (as per scheme regulations, it is a requirement that a complaint file detailing customer/client complaints and resulting actions is held by all certified companies).
- e. It is not possible to exclude any activities within the Republic of Ireland from the scope of the PSA 39:2014 audit (all activities carried out under the auspices of a PSA license are subject to audit).
- f. EQA reserve the right to conduct un-announced surveillance visits (in most cases, this would only occur in response to a complaint).

Intruder Alarms (I.S. EN 50131-1, I.S. CLC TS 50131-7 and SR 40)

Meeting the requirements of the I.S. EN 50131-1, I.S. CLC TS 50131-7 and SR 40 standards is a requirement of the Private Security Authority (PSA) for a full Intruder Alarm Installer license. The PSA will issue a temporary license to applicants who have registered with a certification body (and meet all other requirements for a temporary license). The temporary license will allow the applicant time to install the required intruder alarm systems for an audit to take place.

1. Audit Requirements

- a. Initial Assessment:

An EQA Auditor will visit the company offices/premises to confirm compliance with the SR 40 (Electronic security services - intruder alarm, access control and CCTV systems), I.S. EN 50131-1 (Alarm systems - intrusion systems - part 1: system requirements) and I.S. CLC TS 50131-7 (Alarm systems - intrusion systems - part 7: application guidelines) standards.

An EQA auditor will visit a minimum of 4 Intruder Alarm installations to ensure compliance with I.S. EN 50131-1 and I.S. CLC TS 50131-7.

Subject to a recommendation from the lead auditor and approval by the assessment committee to award certification, EQA will issue an SR 40 certificate and a joint I.S. EN 50131-1 and I.S. CLC TS 50131-7 certificate. These certificates will be valid for 2 years
- b. On-going surveillance inspections of offices, premises and Intruder Alarm Installations:

EQA will carry out periodic surveillance audits at a sufficient frequency to verify continuing conformity with the scheme regulations and applicable standard(s). Minimum period is once per year. A minimum of 2 Intruder Alarm installations will be viewed at each Surveillance visit.
- c. Re-certification Audits:

EQA certificates are issued for 2 years. New certificates will be issued on expiry subject to a successful audit. Certificates will be issued for 2 years from the date of expiry of the previous certificates. A minimum of 2 Intruder Alarm installations will be viewed at a re-certification visit.

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2. Ongoing Requirements

- a. EQA must be granted access to all relevant documentary material, records, personnel, and complaints (as per scheme regulations, it is a requirement that a complaint file detailing customer/client complaints and resulting actions is held by all certified companies). The installer must cooperate with EQA in gaining access to installed intruder alarm systems.
- b. All Intruder Alarms installed must be installed in accordance with EN 50131 standards. A certificate of Conformance (see below) must be issued for each alarm installed and/or significant upgrade of an existing alarm.
- c. EQA reserve the right to conduct un-announced surveillance visits (in most cases, this would only occur in response to a complaint).

3. EQA Certificates of Conformance

- a. All registered clients are given a username and password to access the EQA on-line tool for generation of certificates of conformance. Certificates must be issued for every intruder alarm installed or significant upgrade to an existing alarm (e.g. replacement of the alarm panel with another make of panel).
By issuing a certificate of conformance for an alarm, the installer is taking responsibility for compliance of the alarm with the standard(s).
- b. Certificates of conformance may be purchased on-line or by making a payment to EQA (EQA will add credits to the on-line system on receipt of payment).
- c. Credits purchased are non-refundable. If an installer is suspended or withdrawn, it will not be possible to issue certificates until such time as certification is restored.
- d. It is required to comply with the terms and conditions for use of the on-line tool for generation of certificates.

CCTV (PSA 2006_12 and SR 40)

Meeting the requirements of the PSA 2006_12 and SR 40 standards is a requirement of the Private Security Authority (PSA) for a full CCTV Installer license. The PSA will issue a temporary license to applicants who have registered with a certification body (and meet all other requirements for a temporary license). The temporary license will allow the applicant time to install the required CCTV systems for an audit to take place.

1. Audit Requirements

a. Initial Assessment:

An EQA Auditor will visit the company offices/premises to confirm compliance with the SR 40 (Electronic security services - intruder alarm, access control and CCTV systems) and PSA 2006_12 (CCTV installation) standards.

An EQA auditor will visit a minimum of 4 CCTV installations to ensure compliance with PSA 2006_12 and SR40. Where an installer already has a license to install intruder alarms or where an initial audit for Intruder Alarms is taking place at the same time as the CCTV audit, the minimum number of CCTV installations to be inspected is 2.

Subject to a recommendation from the lead auditor and approval by the assessment committee to award certification, EQA will issue an SR 40 certificate and a PSA 2006_12 certificate. These certificates will be valid for 2 years

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- b. On-going surveillance inspections of offices, premises and CCTV Installations:
EQA will carry out periodic surveillance audits at a sufficient frequency to verify continuing conformity with the scheme regulations and applicable standard(s). Minimum period is once per year. A minimum of 2 CCTV installations will be viewed at each Surveillance visit.
- c. Re-certification Audits:
EQA certificates are issued for 2 years. New certificates will be issued on expiry subject to a successful audit. Certificates will be issued for 2 years from the date of expiry of the previous certificates. A minimum of 2 CCTV installations will be viewed at a re-certification visit.

2. Ongoing Requirements

- a. EQA must be granted access to all relevant documentary material, records, personnel, and complaints (as per scheme regulations, it is a requirement that a complaint file detailing customer/client complaints and resulting actions is held by all certified companies). The installer must cooperate with EQA in gaining access to installed CCTV systems.
- b. All CCTV installed must be installed in accordance with PSA 2006_12 standards. A certificate of Conformance (see below) must be issued for each CCTV System installed.
- c. EQA reserve the right to conduct un-announced surveillance visits (in most cases, this would only occur in response to a complaint).

3. EQA Certificates of Conformance

- a. All registered clients are given a username and password to access the EQA on-line tool for generation of certificates of conformance. Certificates must be issued for every CCTV System installed or significant upgrade to an existing CCTV System.
By issuing a certificate of conformance for a CCTV system, the installer is taking responsibility for compliance of the alarm with the standard(s).
- b. Certificates of conformance may be purchased on-line or by making a payment to EQA (EQA will add credits to the on-line system on receipt of payment).
- c. Credits purchased are non-refundable. If an installer is suspended or withdrawn, it will not be possible to issue certificates until such time as certification is restored.
- d. It is required to comply with the terms and conditions for use of the on-line tool for generation of certificates.

CCTV Monitoring and Alarm Monitoring Centres (PSA 33:2014)

Meeting the requirements of the PSA 33:2014 standard is a requirement of the Private Security Authority (PSA) for Security Guard (Alarm Monitoring) and Security Guard (CCTV Monitoring) licenses. PSA 33:2014 lists the additional standards required in order to obtain a license. Depending on whether the monitoring station is a new build and whether monitoring is Alarm and/or CCTV, the additional requirements will include IS 228, EN 50518, SR 45 and SR 25.

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1. Audit Requirements

a. Initial Assessment:

As very few new monitoring stations are built each year, discussions should take place with the PSA on a case by case basis as to whether a limited number of Alarms and/or CCTV systems can be monitored pending certification and licensing. All new monitoring stations must be built in accordance with EN 50518-1:2013

An EQA Auditor(s) will visit the Monitoring station to confirm compliance with PSA 33:2014 (CCTV Monitoring and Alarm Monitoring Centres) standard. This will include certification to the following standards

EN 50518-1 Monitoring and alarm receiving centre Part 1 “Location and Construction Requirements”, EN 50518-2 Monitoring and alarm receiving centre Part 2 “Technical Requirements” and EN 50518-3 Monitoring and alarm receiving centre Part 3 “Procedures and requirements for operation”. These standards are required for Alarm and/or CCTV monitoring centres. Where a monitoring centre is only monitoring CCTV systems, these standards must be applied to the extent possible.

SR 25:2005 is required for Alarm Monitoring Centres

SR 45:2013+A1:2014 is required for CCTV Monitoring Centres

Subject to a recommendation from the lead auditor and approval by the assessment committee to award certification, EQA will issue a PSA 33:2014 certificate together with other applicable standards as per above. Certificates are issued for 2 years

b. On-going surveillance:

EQA will carry out periodic surveillance audits at a sufficient frequency to verify continuing conformity with the scheme regulations and applicable standard(s). Minimum period is once per year.

For existing CCTV Monitoring and Alarm Monitoring Centres, certification to EN 50518 may be replaced with certification to IS 228. This is subject to change in accordance with PSA requirements

EQA are required to inform the PSA if audits do not take place within the agreed timeframe.

c. Re-certification Audits:

EQA certificates are issued for 2 years. New certificates will be issued on expiry subject to a successful audit. Certificates will be issued for 2 years from the date of expiry of the previous certificates.

2. Ongoing Requirements

- a. EQA must be granted access to all relevant documentary material, records, personnel, and complaints (as per scheme regulations, it is a requirement that a complaint file detailing customer/client complaints and resulting actions is held by all certified companies).
- b. EQA reserve the right to conduct un-announced surveillance visits (in most cases, this would only occur in response to a complaint).

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Private Investigation (PSA 42:2015)

Meeting the requirements of the PSA 42:2015 standard is a requirement of the Private Security Authority (PSA) for private investigation license applications.

It is not permitted to provide Private Investigative services without a PSA license, it is possible to meet the PSA 42:2015 requirements prior to operating as a private investigator (there is no phase 1 auditing requirement or temporary license requirement for private investigators)

1. Audit Requirements

a. **Initial Assessment:**

An EQA Auditor will visit the company offices/premises to confirm compliance with the PSA 42:2015 standard.

Subject to a recommendation from the lead auditor and approval by the assessment committee to award certification, EQA will issue a PSA 42:2015 certificate. This certificate will be valid for 2 years

b. **On-going surveillance inspections of offices, premises:**

EQA will carry out periodic surveillance audits at a sufficient frequency to verify continuing conformity with the scheme regulations and applicable standard(s). Minimum period is once per year. EQA are required to inform the PSA if audits do not take place in accordance with the schedule

c. **Re-certification Audits:**

EQA certificates are issued for 2 years. New certificates will be issued on expiry subject to a successful audit. Certificates will be issued for 2 years from the date of expiry of the previous certificates.

2. Ongoing Requirements

c. EQA must be granted access to all relevant documentary material, records, personnel, and complaints (as per scheme regulations, it is a requirement that a complaint file detailing customer/client complaints and resulting actions is held by all certified companies).

Where client confidentiality must be maintained, restricted access to some materials may be acceptable for auditing purposes.

d. It is not possible to exclude any activities within the Republic of Ireland from the scope of the PSA 42:2015 audit (all activities carried out under the auspices of a PSA license are subject to audit).

e. EQA reserve the right to conduct un-announced surveillance visits (in most cases, this would only occur in response to a complaint).

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Locksmith (PSA 55:2016)

Meeting the requirements of the PSA 55:2016 standard is a requirement of the Private Security Authority (PSA) for Locksmith license applications.

It is not permitted to provide Locksmith services without a PSA license, it is possible to meet the PSA 55:2016 requirements prior to operating as a Locksmith (there is no phase 1 auditing requirement or temporary license requirement for Locksmiths)

1. Audit Requirements

d. Initial Assessment:

An EQA Auditor will visit the company offices/premises to confirm compliance with the PSA 55:2016 standard.

Subject to a recommendation from the lead auditor and approval by the assessment committee to award certification, EQA will issue a PSA 55:2016 certificate. This certificate will be valid for 2 years

e. On-going surveillance inspections of offices, premises:

EQA will carry out periodic surveillance audits at a sufficient frequency to verify continuing conformity with the scheme regulations and applicable standard(s). Minimum period is once per year. EQA are required to inform the PSA if audits do not take place in accordance with the schedule

f. Re-certification Audits:

EQA certificates are issued for 2 years. New certificates will be issued on expiry subject to a successful audit. Certificates will be issued for 2 years from the date of expiry of the previous certificates.

2. Ongoing Requirements

- f. EQA must be granted access to all relevant documentary material, records, personnel, and complaints (as per scheme regulations, it is a requirement that a complaint file detailing customer/client complaints and resulting actions is held by all certified companies). Where client confidentiality must be maintained, restricted access to some materials may be acceptable for auditing purposes.
- g. It is not possible to exclude any activities within the Republic of Ireland from the scope of the PSA 55:2016 audit (all activities carried out under the auspices of a PSA license are subject to audit).
- h. EQA reserve the right to conduct un-announced surveillance visits (in most cases, this would only occur in response to a complaint).