

PSA 74:2019 Summary Checklist

The following is a **summary** guide to the items which EQA auditors check on a PSA 74:2019 (Security Service Providers) audit and does not cover all areas of PSA 74:2019.

Please refer to the following document available on the PSA Website www.psa.gov.ie

- PSA Licensing Requirements Security Service Providers (PSA 74: 2019)

ORGANISATION

Ownership

- Details of the owners and/or management must be documented, and all individuals having shareholdings must be identified (where applicable).
- All directors must be identified with supporting evidence of screening.
- Certificate of Incorporation / Business name as applicable (with copy of original).
- Organisation chart.
- 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.
- Organisation must provide evidence of competency in the sector.

Finance

- Valid Tax Clearance Certificate.
- Details of any loans from the directors or shareholders.
- Cash flow plan for the current accounting period (only on request by the PSA).
- Signed statement in respect of approved signatories for cheques or bank accounts.

Insurance

- Document evidence that relevant insurance cover is in place; namely:
 - Employer liability (not applicable if no staff are employed)
 - Public liability
 - Motor insurance

And, as the services provided dictate:

- Product liability
- Professional indemnity
- Deliberate act
- Fidelity
- Defamation
- Efficacy
- Consequential loss of keys
- Wrongful arrest
- The organisation shall have funds to cover three times the value of the insurance excess.

Premises

- Administrative office with licensed alarm and licensed monitoring system.

Organisation information

- Written contracts to be provided (where a contract is required by a client).
- Contracts to be signed by both the supplier and the recipient of the services.

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- Where subcontractors are used, evidence from the subcontractor of compliance with the prescribed standard(s), as well as evidence of a PSA license.

Quotations

- Each organisation must provide written quotations. (Verbal quotations will be sufficient for emergency callouts only.)

Compliance with Legislation and PSA Licensing

- Signed statement of compliance with relevant legislation. Relevant legislation to include:
- Safety, Health and Welfare at Work Act(s).
- Organization of Working Time Act(s).
- Private Security Services Acts.
- Taxation and Social Welfare Acts.
- Payment of Wages Act.
- Immigration Acts.
- National and EU product compliance legislation.
- Building Regulations.
- Data Protection.

STAFFING

Selection and Pre-Employment Screening

- Screening must be fully completed in respect of all relevant staff, principals and directors.
- For Directors, a letter of confirmation from the accountant confirming they have worked in the company for more than 5 years will cover screening for that person.
- Screening shall apply to full- and part-time staff as well as temporary staff.
- Screening in respect of new staff shall be completed no later than 10 weeks after employment has commenced.
- The screening period shall not be less than 5 years or from school leaving, whichever is the shorter term.
- CV detailing work history for past 5 years with no gaps is required, where gaps are present then references from applicable third parties are acceptable to confirm gap in work history.
- Only documents from third parties such as employers, solicitors, accountants, colleges, etc. are acceptable for the purposes of screening.
- Probationary employment shall be for a period of 6 months and in no case exceed 9 months.
- Documented evidence of satisfactory annual medical examination for all staff over 65.
- A list of all staff currently employed must be maintained.
- Staff files must be retained for a minimum period of 5 years from the date the employment ceases.

Terms of Employment

- All staff must be issued with a contract of employment and a staff handbook within 2 months of commencement of employment.
- The following policies or records should be documented and available:
 - Training policy;
 - Staff contracts of employment;
 - Code of conduct;
 - Individual staff files;

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- Staff handbook.
- Equality Policy

Code of Conduct

- A code of conduct must be signed by all employees, see clause 4.3.1 for requirements to be outlined in the code of conduct.

Identification

- All employees must have an identity badge in the form of an organisation issued badge which satisfies relevant PSA criteria.
- Periodic reviews of badges must not exceed 2 years.
- Formal arrangements for retrieval of badges must be in place.

TRAINING

- Documented training policy required.
- Appointment of a training administrator.
- Induction training provided.
- Procedures in place to assess the effectiveness of employees, and records of any refresher training if required.
- Specialist training must be delivered by a qualified trainer.
- Employees must be trained for all systems according to manufacturer guidelines.
- Training records must be maintained, signed by the employee and countersigned by the training administrator.

OPERATIONS

Security

- Policy in place covering Compliance to Data Protection Acts 1988 to 2018
- Storage methods in respect of confidential documents and data.
- Valid firewall and antivirus software (if applicable).
- Written permission from clients for disclosure of client details (where applicable).
- Written requests from authorised representatives, **and** written authorisations from clients, to surrender keys held by the organisation.
- All records of visits to client premises shall be kept for a minimum of 3 years, or documented evidence that all client specific records have been returned.

Vehicle and Equipment

- All liveried vehicles shall clearly display the organisation's name, badge/logo and contact numbers.
- All operational vehicles and equipment used in connection with the provision of services shall be in working order and be regularly maintained.
- All employees shall sign for all equipment issued and give an undertaking to return any equipment issued immediately on request.

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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 organisation's bank accounts.
2. Where the organisation state that no bank accounts exist then a statement to that effect signed by the principals shall be provided to the EQA auditor.
3. Statement signed by a principal of the organisation confirming it complies with all relevant legislation. This statement should be dated within 2 weeks of the EQA audit date.
4. Where "none" is declared for clauses 3.1.7 to 3.1.10, a signed written declaration must be provided to the auditor.
5. Organisation Chart.
6. Statement signed by the principal of the organisation confirming compliance with all current legally enforceable agreements or legislation in respect of rates of pay and all associated conditions.
7. Statement (if applicable) on notifying the PSA in respect of a change in business name, address, etc.

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