



PSA LICENSING REQUIREMENTS

Phase 1 Requirements For The Licensing of

**Door Supervisor (Event Security)
Door Supervisor (Licensed Premises)
Security Guard (Event Security)
and
Security Guard (Static)
Contractors
(PSA 31:2014)**

November 2014

PSA Phase 1 Licensing Requirements

These requirements have been developed by the Private Security Authority for the licensing of contractors in the Door Supervisor (Licensed Premises) , Security Guard (Static) and Event Security sectors. These requirements apply to contractors who do not hold a PSA licence in these sectors and who have not provided security services in these sectors. Where a contractor has provided security services in these sectors without a licence they cannot avail of the *Phase 1 Licensing Requirements*. Such contractors must meet the PSA Licensing Requirements for Door Supervision and Security Guarding (PSA 28:2013) in the case of the Door Supervisor and Security Guard sectors and PSA Licensing Requirements for Event Security (PSA 39:2014) for the Event Security sector.

Once a contractor commences providing a security service they shall operate in accordance with PSA 28:2013 and/or PSA 39:2014.

Phase 1 Licensing Requirements shall be reviewed from time to time and any changes notified to PSA approved certification bodies.

November 2014

CONTENTS

1.	SCOPE	4
2.	DEFINITIONS	5
3.	ORGANISATION	6
3.1	Ownership	6
3.2	Screening	7
3.3	Finances	7
3.4	Insurance.....	8
3.5	Premises.....	8
3.6	Compliance with Legislation.....	9
4.	STAFFING	9
4.1	General	9
4.2	Training	9
4.3	Uniform.....	10
5.	OPERATIONS	10
5.1	Risk Assessments and Safety Statement.....	10
5.2	Command and Control System.....	11
5.3	Assignment Instructions and Incident Report Log.....	11

1. SCOPE

This requirement document provides a specification for compliance with licensing by the Private Security Authority and applies to contractors applying for a first licence in the following sectors, Security Guard (Static), Door Supervisor (Licensed Premises) and Security Guard (Event Security) and Door Supervisor (Event Security).

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 in the Republic of Ireland. 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 seeking a first 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, 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 the contractors certification process between the PSA and the contractor's certification body. When a contractor applies for certification to these requirements, the certification body is obliged to notify the PSA.

2. DEFINITIONS

- 2.1 Approved Certification Body.** A certification body approved by the PSA to provide certification services in respect of guarding services or door supervision services.
- 2.2 Assignment Instructions.** Set of written instructions drawn up by the organisation in agreement with the customer specifying the contractual duties.
- 2.3 Assignment or Site.** The premises, property, area or complex at which the service is carried out.
- 2.4 Authorised Officials.** Personnel of the PSA, Certification Bodies approved by the PSA or 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 Command and Control System.** Secure facility where operational procedures are monitored and/or managed.
- 2.6 Induction (Training).** The organisation-specific induction briefing session covering organisation structure, ethos, policies and including the organisation's and employee's roles and responsibilities.
- 2.7 Organisation.** A limited or unlimited company, a partnership or sole trader providing services relating to security guarding, door supervision or event security for which a relevant and applicable PSA licence is required.
- 2.8 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.
- 2.9 Private Security Authority (PSA).** The regulatory and licensing authority for the private security industry in the Republic of Ireland.
- 2.10 Qualified Trainer.** Means a trainer with the following minimum qualifications:
- (a) A Level 5 Security Industry Trainer Award, or
 - (b) A Level 6 Train the Trainer Award together with a Level 4 Minor Award in Guarding Skills or Door Security Procedures or Security Industry Awareness, or
 - (c) A Level 6 Special Purpose Award in Training and Development together with a Level 4 Minor Award in Guarding Skills or Door Security Procedures, or
 - (d) A qualification or award which is equivalent to either a), b) or c) above on the National Framework of Qualifications.

2.11 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.

2.12 Security. The safeguarding of life, the taking of measures to prevent unauthorised entry or attempted unauthorised entry into premises, the provision of a secure environment where the physical person or persons is/are protected from criminal action or the effects of criminal action, or the protection of property of all kinds from loss through accident, theft, fraud, fire, explosion, damage or waste.

2.13 Training Administrator. Person appointed to supervise and record all aspects of training within the organisation.

3. ORGANISATION

3.1 Ownership

3.1.1 Except in the case of a plc, ownership and management of the service provider shall be clearly stated in writing, and all individuals having shareholdings or control of more than 5% and the company secretary 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 an authorised person on request.

3.1.3 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.

3.1.4 Where directors involved in operational activities are also employees of the organisation they shall hold current PSA employee licence covering, as a minimum, the primary service provided by the organisation.

3.1.5 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.

3.1.6 All principals shall sign a declaration detailing any person who is a beneficiary of the organisation or any person that may hold a material interest in the organisation and who has not been identified at 3.1.1 or 3.1.2.

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 PSA licensing, carried out by such staff.

3.1.8 A detailed organisational chart showing all persons involved/proposed to be involved in the organisation shall be available for inspection. The chart shall include details of any third parties who will provide regular ancillary services to or on behalf of the organisation such as sales, payroll and accounts.

3.1.9 Where applicable, the organisations certificate of incorporation and/or certificate of business name shall be available for inspection.

3.2 Screening

3.2.1 All principals and directors including the company secretary shall undergo screening.

3.2.2 The screening period shall not be less than five years or from school leaving, whichever is the shorter duration.

3.2.3 Screening shall cover the whole of the screening period with no periods unaccounted for.

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

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

3.3 Finances

3.3.1 The organisation shall ensure that a valid tax certificate is held on site at the registered offices of the organisation.

3.3.2 Loans from directors and/or shareholders shall be loan capital, subordinated to all other creditors.

3.3.3 Each organisation shall produce bank statements from date of incorporation/start up to date of audit which should include start up capital.

3.3.4 Each organisation shall produce and make available on request by authorised officials a cash flow plan for the first 6 months of operations.

3.3.5 Each organisation shall set out its proposals on the means and method of payment of staff.

3.3.6 The organisation shall provide a statement signed by a principal of the organisation detailing all persons who are the signatories to the organisations bank accounts.

3.4 Insurance

3.4.1 The organisation shall provide evidence that it has sought insurance cover for the proposed business. All insurance's shall be relevant to the nature of the business undertaken. This includes, where the service provided dictates, but is not limited to cover for the following:

- Employer liability and public liability
- Motor insurance
- Deliberate act
- Fidelity
- Defamation
- Efficacy
- Loss of keys and consequential loss of keys
- Wrongful arrest
- Professional indemnity

3.4.2 All insurance shall be in place before a contractor commences providing a security service.

3.5 Premises

3.5.1 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.

3.5.2 The organisation shall provide a detailed plan of the administrative office identifying current and proposed security features.

3.5.3 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 and contact number of the intruder alarm installer as well as details of the maintenance and service history.

3.5.4 The alarm shall be remotely monitored by a PSA licensed ARC. The organisation shall keep a written record of the name, address and contact number of the PSA licensed ARC providing this service.

3.5.5 The organisation shall provide proposals for keeping all confidential records safe and secure.

3.5.6 The organisation shall provide proposals to protect electronic records against unauthorised access, alteration, disclosure, loss or destruction.

3.5.7 Procedures shall be in place to ensure that all records are retained in accordance with the recommendations of the Office of the Data Protection

Commissioner.

3.6 Compliance with Legislation

3.6.1 The organisation shall provide a statement signed by a principal of the organisation, of its intention to comply with all relevant legislation and shall state specifically its intention to comply, where relevant, with the following:

- Planning and Development Act(s)
- Licensing of Indoor Event Act(s)
- Code of Practice for Safety at Indoor Concerts (Dept of the Environment and Local Government:1998).
- Code of Practice for Safety at Outdoor Pop Concerts and other Outdoor Musical Events (Dept. Of Education: 1996)
- Code of Practice for Safety at Sports Grounds (Dept. Of Education: 1996)
- 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 1999 to 2004

4. STAFFING

4.1 General

4.1.1 The organisation shall have a staff recruitment policy document.

4.1.2 The organisation shall have a screening policy document which shall set out in detail the screening procedures to be followed by the organisation.

4.1.3 A personnel file shall be established for each principal which shall include completed screening records.

4.1.4 The organisation shall have a specimen terms of employment document.

4.1.5 The organisation shall have an employee code of conduct document.

4.2 Training

4.2.1 The organisation shall have a clearly defined, documented training policy, authorised at senior management level within the organisation. The policy shall comply with the requirements contained in the relevant

standard(s) required for PSA licensing.

4.2.2 The organisation shall appoint a member of the management team as training administrator.

4.2.3 The training policy shall include proposals on induction training and on-site training.

4.2.4 Procedures shall be in place for the maintenance of training records.

4.2.5 All training shall be provided by a qualified trainer.

4.3 Uniform

4.3.1 A specimen of the organisation's uniform shall be available for inspection by authorised officials.

4.3.2 The uniform shall be readily distinguishable from that of a member of the civil protection services.

4.3.3 In the case of Event Security, the uniform shall include colouring and lettering so to be readily distinguishable from patrons and other staff or venue employees. Letters indicating the word "SECURITY" shall be placed on the front left breast and on the back of the uniform and should be clearly visible from a distance of 50 meters.

The word "SECURITY" shall be in uppercase letters and be not less than 1.5 centimetres high on the front left breast of the uniform and not less than 10 centimetres high on the back of the uniform. All lettering shall be permanently affixed to the uniform.

4.3.4 Each Event Security uniform must contain a unique identity number on the front and back. The unique identity number shall be not less than 7 centimetres high and shall be clearly visible when the uniform is worn in normal work environments.

4.3.5 The organisation's insignia, where relevant, shall be clearly visible when the uniform is worn in normal working environments.

5. OPERATIONS

5.1 Risk Assessments and Safety Statement

5.1.1 The organisation shall have a risk assessment procedures document.

5.1.2 The organisation shall complete a sample risk assessment survey.

5.1.3 The organisation shall have a safety statement which shall comply with all national and European legislation.

5.1.4 The organisation, where required, shall have a sample event security management plan

5.2 Command and Control System

5.2.1 The organisation shall provide proposals for a command and control system. The proposals should be sufficient to meet the scope of the services to be provided. The proposals shall include the following information:

- (a) the location of the command and control system,
- (b) if the system is provided by a third party,
- (c) the facilities available,
- (d) the security of the command and control system.
- (e) details of how the organisation shall meet the Command and Control System requirements of PSA 28:2013 and/or PSA 39:2014 once the organisation obtains contracts.

5.2.2 The organisation shall produce a command and control system manual covering procedures for the operation of the command and control system and procedures for dealing with all foreseeable contingencies.

5.2.3 Organisations seeking an Event Security licence who intend providing a security service during periods when a venue is in lockdown including pre and post event building stages, shall provide proposals for a command and control system to support this service.

5.3 Assignment Instructions and Incident Report Log

5.3.1 The organisation shall have sample assignment instructions.

5.3.2 The organisation shall have a sample incident report log.