



## PSA LICENSING REQUIREMENTS

Phase 1 Requirements for the Licensing of  
Contractors in:

Door Supervisor (Event Security)

Door Supervisor (Licensed Premises)

Security Guard (Event Security)

Security Guard (Static)

**PSA 31:2019**

**June 2019**

## Requirements for Phase 1 of Licensing

This document has been developed for new contractors who wish to apply for a licence in the following sectors:

Security Guard (Static) - PSA 28

Door Supervisor (Licensed Premises) - PSA 28

Security Guard (Event Security) - PSA 39

Door Supervisor (Event Security) - PSA 39

These requirements only apply to contractors who do not hold a PSA licence in these sectors. They are designed to provide clear guidance to first time applicants in these sectors to enable them to put in place the necessary framework to allow them to apply for a licence.

Where an organisation has provided security services in these sectors without a licence they cannot avail of the Phase 1 Licensing Requirements.

Once a contractor commences providing a security service they must operate in accordance with the PSA requirements of that licence.

Phase 1 Licensing Requirements shall be reviewed from time to time and any changes will be published on our website.

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# 1. SCOPE

This requirements document sets out the minimum standard that must be met by contractors applying for a first licence in the following sectors.

Security Guard (Static)	- PSA 28
Door Supervisor (Licensed Premises)	- PSA 28
Security Guard (Event Security)	- PSA 39
Door Supervisor (Event Security)	- PSA 39

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. However this is just a first step, contractors must also be aware of the requirements of the sector in which they intend to apply for a licence.

Only auditing bodies approved by the PSA may provide certification services for licensing purposes. Contractors should check the PSA website, [www.psa.gov.ie](http://www.psa.gov.ie), for a list of approved auditing bodies.

## 1.1 Process

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 auditing body.

Applicants must first satisfy the criteria of this document in advance of applying for a licence. However, applicants should also read the requirements document for the sector in which they wish to apply for a licence, in addition to this document.

Applicants should be aware that meeting the requirements set out in this document is only the first step in the process of applying for a licence. Organisations who apply for certification must, at the very minimum meet all of the requirements outlined in this document. All of the documents required must be produced in advance of inspection and provided to the authorised official.

Successful completion of this process does not automatically guarantee the granting of a licence. **Applicants must engage the services of a PSA approved auditing body following successful completion of this process.**

## 2. DEFINITIONS

- 2.1 **Approved Auditing Body.** An auditing body which has been approved by the PSA to audit and certify contractors who are currently licensed or who apply for a licence with the PSA. A list of approved auditing bodies are available on the PSA website.
- 2.2 **Authorised Officials.** Personnel from the PSA or approved Auditing Bodies, or other officers who are authorised by statute to enter the premises of a contractor and who can request documentation and information in relation to security services being provided or licences being applied for.
- 2.3 **Event.** A gathering of people either at public or private locations for entertainment or social performances or other purposes e.g. sporting, trade events or social functions, held within temporary or fixed, indoor and outdoor locations on a regular, occasional or once off basis. Event Security is the provision of security services at such an event.
- 2.4 **Organisation.** A partnership, a limited company, an unlimited company or sole trader applying for a PSA licence or providing a PSA licensed service.
- 2.5 **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. A sole trader, for the purposes of this requirements document should be regarded as the principal.
- 2.6 **Private Security Authority (PSA).** The regulatory and licensing authority for the private security industry in the Republic of Ireland.
- 2.7 **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 people are protected from criminal action or the effects of criminal action. The protection of property of all kinds from loss through accident, theft, fraud, fire, explosion, damage or waste.

## 3. ORGANISATION

### 3.1 Ownership

- 3.1.1 Ownership and management of the organisation must be clearly stated in writing. The company secretary, and all individuals who have a shareholding or control of more than 5% of the company must be properly identified. This does not apply in the case of a plc.
- 3.1.2 The names of all directors of the organisation must be properly recorded in the Companies Registration Office, and must be as named. Screening of all directors must be carried out as set out in section 3.2. A record of this screening must be recorded and held on file, these records must be available to an authorised official.
- 3.1.3 Screening must include details of employment and current and previous directorships, shareholdings etc.
- 3.1.4 An organisation applying for a licence must provide evidence that they possess the competence to provide a security service. Competence may be demonstrated by the following means:
- a. 5 years continuous experience in the sector for which a licence is sought within the previous 10 years, or
  - b. such other means as may be approved by the PSA.
- 3.1.5 Details of former businesses, directorships, partnerships, or sole trades etc. of directors must be disclosed.
- 3.1.6 Details of any bankruptcy whether discharged or undischarged of a principal or director of the organisation must be held on file and must be disclosed to a client on request.
- 3.1.7 Directors involved in operational activities who are also employees of the organisation must hold a current PSA employee licence. This licence must, as a minimum, cover the main service the organisation intends to provide.
- 3.1.8 Where a principal has a beneficial interest in another organisation subject to licensing by the PSA, a declaration of that interest must be made.
- 3.1.9 All principals must sign a declaration providing details of any person who is a beneficiary of the organisation or any person that may hold a major interest in the organisation and who has not been identified at section 3.1.1 or 3.1.2.

3.1.10 All operational, supervisory and management staff must hold a current PSA employee licence where they are carrying out an activity that is subject to PSA licensing.

3.1.11 The principal must ensure that an organisation chart is prepared and available for inspection. The organisation chart must show details of all persons involved and all persons proposed to be involved in the organisation. The chart must include details of any third party who will provide additional services to or for the organisation such as sales, payroll and accounts.

3.1.12 Where it applies, the organisations certificate of incorporation and/or certificate of business name must be available for inspection.

## **3.2 Screening**

3.2.1 All principals and directors including the company secretary must undergo screening. Copies of screening documentation must be held on file.

[Organisations may use the screening progress sheet provided for in Annex A.](#)

3.2.2 The screening period for principals, directors and company secretaries must cover the preceding ten years or from the date of leaving school, whichever is the shorter period.

3.2.3 The screening period for all employees and all other persons subject to screening must cover the preceding five years or from the date of leaving school, whichever is the shorter period

3.2.4 The screening period must have no periods unaccounted for.

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

Note: CVs or other personal documents are not acceptable as evidence of screening.

### [What is screening?](#)

[Screening is the process and criteria used to check the history and background of individuals. It involves carrying out detailed enquiries to ensure that all those involved in the organisation are competent and of good character.](#)



### 3.3 Finances

- 3.3.1 The organisation must be tax compliant. Holders of eTax Clearance certificates shall provide their Tax Reference Number (TRN) and Tax Clearance Access Number (TCAN) and allow authorised officials access to Revenue.ie to allow verification.

Where access to the Revenue On-line System (ROS) is carried out by an agent, organisations shall provide in addition to the above an up to date 'hard copy' of the certificate, the date it was printed showing at the bottom of the document.

[What is tax clearance?](#)

[A Tax Clearance Certificate is a written confirmation from Irish Revenue that a person's tax affairs are in order at the date of issue of the Certificate.](#)

[Organisations should apply to Revenue for a Tax Clearance certificate. In general, Pay As You Earn \(PAYE\) customers will apply for eTC using \[myAccount\]\(#\), while business customers will apply through \[Revenue Online Service \\(ROS\\)\]\(#\).](#)

- 3.3.2 Loans received by the organisation from directors and/or shareholders must be recorded as loan capital. Where there are such loans, all other creditors will have priority.
- 3.3.3 The organisation must produce bank statements from the date of start-up/incorporation to the date of audit. All start-up capital must be included in these statements.
- 3.3.4 The organisation, where requested must produce details of the origin of all funds used in the start-up of the business.
- 3.3.5 The organisation must produce a cash flow plan for the first 6 months of operations. This plan should provide sufficient detail of the expected costs that will be incurred during the period and must be signed off by all principals and directors. A suggested format can be found in Annex to this document.
- 3.3.6 The cash flow plan should also provide detail of the organisations projected earnings from potential clients and contracts.
- 3.3.7 The organisation must set out its proposals on the means and method of payment of all staff.
- 3.3.8 The organisation must provide details of all accounts held in financial institutions.

3.3.9 The organisation must provide a statement detailing all signatories of the organisations account(s) from their financial institution.

## **3.4 Insurance**

3.4.1 The organisation must provide an insurance quote for the proposed business. The quote must be sufficient to provide insurance cover for the nature of the business being proposed. This should include, based on the security service being undertaken, 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 The organisation must have sufficient funds to cover three times the value of the insurance excess amount on their insurance policy.

3.4.3 All insurance must be in place before an organisation commences providing a security service. Evidence of this must be produced to the PSA prior to the issue of a licence.

## **3.5 Premises**

3.5.1 The organisation must have an administrative office where records, together with all professional and business documents, certificates, correspondence and files necessary to the proper conduct of business must be kept in a secure confidential manner.

3.5.2 The organisation must produce a detailed plan of its administrative office outlining all current and proposed security features.

3.5.3 Any administrative office covered by 3.5.1 above must be protected by an intruder alarm system installed and maintained by a PSA licensed contractor.

3.5.4 The organisation must 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.

- 3.5.5 The alarm must be remotely monitored by a PSA licensed Alarm Receiving Centre (ARC). The organisation must keep a written record of the name, address and contact number of the PSA licensed ARC providing the service.
- 3.5.6 The organisation must produce a written proposal for keeping all confidential records safe and secure.
- 3.5.7 The organisation must produce a written proposal for protecting electronic records against unauthorised access, alteration, disclosure, loss or destruction.
- 3.5.8 The organisation must have written procedures 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 must provide a statement of its intention to comply with all relevant legislation. This statement must be signed by a principal of the organisation. Where required by the security service being undertaken, this statement must specifically state, the organisations intention to comply with the following:
  - 1. Planning and Development Act(s)
  - 2. Licensing of Indoor Event Act(s)
  - 3. Code of Practice for Safety at Indoor Concerts (Dept of the Environment and Local Government:1998)
  - 4. Code of Practice for Safety at Outdoor Pop concerts and other Outdoor Musical Events (Dept of Education:1996)
  - 5. Code of Practice for Safety at Sports Grounds (Dept. of Education 1996)
  - 6. Health, Safety and Welfare at Work Act(s)
  - 7. Organisation of Working Time Act(s)
  - 8. Private Security Services Act(s)
  - 9. Data Protection Acts
  - 10. Taxation and Social Welfare Acts(s)
  - 11. Payment of Wages Act
  - 12. Immigration Acts 1999 to 2004
  - 13. Employment Regulation Orders (ERO)
- 3.6.2 The organisation shall appoint a member of the management team responsible for ensuring that the organisation operates in accordance with the provisions of the Private Security Services Act, regulations thereunder and the standards prescribed for licensing.

## 4. STAFFING

### 4.1 General

All documents produced and presented must reflect the security activities that are to be undertaken by the organisation. Organisations must produce documents under each heading. Where an existing document is not available, a sample document may be used. A sample document should be prepared on a real situation or be based on a contract to a customer, or a potential customer.

A Blank Template will not be enough to be considered a sample.

4.1.1 The organisation must produce a staff recruitment policy document.

[What is a recruitment policy?](#)

[A recruitment policy is a written statement on how your organisation intends to recruit. It should outline your organisations practices and ensure consistency in your employee recruiting process. Issues that should be considered:](#)

- [Legal and equality requirements.](#)
- [Job description\(s\) and specification.](#)
- [Selection process.](#)

4.1.2 The organisation must produce a screening policy document. This document must set out in detail the screening procedures to be followed by the organisation and must reflect the screening requirements that are set out in PSA Requirements documents for:

- Door Supervisor (Event Security)
- Door Supervisor (Licensed Premises)
- Security Guard (Event Security)
- Security Guard (Static)

4.1.3 A personnel file must be created for each principal and director, which must include completed screening records.

4.1.4 The organisation must produce a document which will detail the 'terms of employment' to be offered to employees.

4.1.5 The organisation must produce a document setting out the 'code of conduct' for employees.

## **4.2 Uniform**

- 4.2.1 A sample of the organisation's uniform must be available for inspection by authorised officials.
- 4.2.2 The uniform must be clearly distinguishable from that of a member of the civil protection services.
- 4.2.3 In the case of Event Security, the uniform must include colouring and lettering and be easily distinguishable from patrons and other staff or venue employees. The word "SECURITY" must be in uppercase letters on the front left breast and across the back of the uniform. The lettering must not be less than 1.5 centimetres high on the front of the uniform and must not be less than 10 centimetres high on the back of the uniform. All lettering must be permanently affixed to the uniform.
- 4.2.4 Each Event Security uniform must contain a unique identity number on the front and back. The unique identity number must not be less than 7 centimetres high and must be clearly visible when the uniform is worn in normal conditions.

## **5. TRAINING**

### **5.1 Training**

- 5.1.1 The organisation must produce a clear training policy document which has been authorised at senior management level within the organisation. The policy must meet the requirements set out in the requirements document for the sector in which they wish to apply for a licence
- 5.1.2 The organisation must appoint a member of the management team as training administrator.
- 5.1.3 The training policy must include proposals on induction training and on-site training.

## 6. OPERATIONS

### 6.1 Risk Assessments and Safety Statements

6.1.1 The organisation must produce a risk assessment procedure document. The document should clearly demonstrate the organisations ability to carry out a risk assessment survey for each site of a potential client.

6.1.2 The organisation must produce a sample risk assessment survey in accordance with the risk assessment guidelines contained in Annex B to this document. A sample document should be prepared on a real situation or be based on a contract to a customer, or a potential customer.

What is a risk assessment survey?

A risk assessment\* survey is a written document that records a three step process.

1. Identifying the workplace hazards that are under your control.
2. Assessing the risks presented by these hazards.
3. Putting control measures in place to reduce the risk of these hazards causing harm to the public and to employees.

6.1.3 The organisation must produce a safety statement which must comply with all national and European legislation.

What is a safety statement?

A safety statement\* is a written commitment on how your organisation will manage safety and health. It should include, but not be limited to the following:

- Health and Safety Policy.
- The names and titles of those responsible for health and safety matters.
- The duties as an employer and duties of employees on health and safety matters.
- Plans and procedures for dealing with emergencies.
- First aid and fire safety procedures.
- Procedures for incident reporting and investigation.

\*The Health and Safety Authority have developed a free Safety Management and Risk Assessment Tool to allow certain businesses to prepare risk assessments and a safety statement for their workplace. [BeSMART.ie](http://BeSMART.ie)

6.1.4 The organisation, for Event Security, shall have a sample event security management plan.

## **6.2 Command and Control System**

6.2.1 The organisation must provide proposals for a command and control system.

### **What is a Command and Control System?**

A command and control system is a requirement that allows guarding, door security, mobile patrol and mobile supervisory staff to receive or request advice or assistance for routine and emergency situations.

It is required for the recording of all appropriate routine and emergency matters. It allows management to deal quickly and efficiently with the organisation's contractual responsibilities.

6.2.2 The proposals should be sufficient to meet the requirements of the services to be provided. The proposals must include the following information:

- The location of the command and control system
- If the system is to be provided by a third party
- The facilities to be available
- The security of the command and control system
- Details of how the organisation will meet the Command and Control System requirements of PSA 28 and/or PSA 39
- The ability to demonstrate or verify the system as a viable Command and Control System or the ability to test the Command and Control System

6.2.3 The organisation must provide a command and control system manual.

6.2.4 Applicants for an Event Security licence who intend to provide a security service during periods when a venue is in lockdown, including pre and post event building stages, must produce proposals for a command and controls system to support this service.

## 6.3 Assignment Instructions and Incident Report Log

6.3.1 The organisation must produce a sample of assignment instructions.

What are assignment instructions?

Assignment instructions are a set of written directions which set out full operational guidelines for the effective security of a venue, detailing emergency procedures, lines of communication and accountability. They should include:

- The procedure for contacting the organisation's command and control system.
- Details of the service to be provided to a client.

6.3.2 The organisation must produce a sample incident report log.

What is an incident report log?

An incident report log is a written record giving a full account of incidents, including date, time and location. A report should detail any unusual occurrence encountered by staff in the performance of their duty.



## ANNEX A SCREENING PROGRESS REPORT\*

Name of Applicant: \_\_\_\_\_

PPS No: \_\_\_\_\_

1. Employments contacted

	Date	Employers Name	Date Letter Sent	Initials	Date of Reply	Initials
1						
2						
3						
4						
5						

2. Screening reviewed

Date of review: \_\_\_ / \_\_\_ / \_\_\_      Person Reviewing: \_\_\_\_\_

Action: \_\_\_\_\_      Initials: \_\_\_\_\_

3. Offer of Employment

Signed: \_\_\_\_\_      Date: \_\_\_ / \_\_\_ / \_\_\_  
(HR Manager or Principal of the company)

4. Employment refused

Signed: \_\_\_\_\_      Date: \_\_\_ / \_\_\_ / \_\_\_  
(HR Manager or Principal of the company)

\* This form is to be retained on the individual's file for any subsequent inspection.

## ANNEX B

### Risk Assessment Template

<b>Company Name:</b>				<b>Project:</b>			
<b>Location to be assessed:</b>		<b>Ref:</b>		<b>Date:</b>			<b>Page</b>
Ref	Activity/Element	Actual/Potential Hazards	Risk Rating			Existing Controls	Further Controls/Actions Required
			L	S	R		
1							
2							
3							
4							
5							

**KEY to TEMPLATE:**

L= Likelihood of risk occurring (rating is within the range of 1 to 5 with 1 being the least likely to occur and 5 being the most likely to occur)    S = Potential Severity (rating is within the range of 1 to 5 with 1 being the least severe consequences and 5 being the most severe consequences) R= Risk (this is arrived at by multiplying the numerical values assigned to the likelihood and potential severity respectively as above),

i.e.  $L \times S = R$  on a scale of 1 to 25 with 25 being highest risk

# ANNEX C

## CASH FLOW TEMPLATE

Cash Flow Statement For The												To
Cash In	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Sales												
Own Funds												
Loans												
Overdraft												
Other Incomings												
<b>Total Cash In</b>												
Cash Out	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Sales Costs												
Rent												
Insurance Costs												
Wages												
Equipment Costs												
Uniform Costs												
Overheads												
Loan Repayments												
Tax												
<ul style="list-style-type: none"> <li>• Employer PAYE / PRSI</li> <li>• Income / Corporation Tax</li> <li>• VAT</li> </ul>												
Other Outgoings												
<b>Total Cash Out</b>												
<b>Cash Flow: Surplus/(Deficit)</b>												
<b>Opening Cash Balance</b>												
<b>Closing Cash Balance</b>												