



PSA LICENSING REQUIREMENTS

A Comparison of the PSA Licensing Requirements – Door Supervision and Security Guarding (2013) Against the Requirements of IS 999:2004

December 2013

Introduction

This Comparison Document highlights the main changes which will take place with the introduction of the new licensing requirements for contractors in the Door Supervision and Security Guarding sectors. The document should be read in conjunction with *PSA Licensing Requirements – Door Supervision and Security Guarding (2013)* and the standard *IS 999:2004*.

The *PSA Licensing Requirements – Door Supervision and Security Guarding (2013)* will take effect on the 1st May 2014. IS 999 will not be accepted for licensing purposes after that date. Contractors applying for a licence on or after the 1st May 2014 must comply with *PSA Licensing Requirements – Door Supervision and Security Guarding (2013)*. Contractors licensed before the 1st May 2014 will be required to comply with the new Requirements Document at their first audit following the 1st May 2014.

This Comparison Document **does not** form part of the licensing requirements for contractors. It is an information document only and should not be read as a legal interpretation of the licensing requirements.

December 2013

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**Comparison between the PSA Licensing Requirements – Door Supervision and Security Guarding (2013)
and I.S. 999 (2004)**

1. Scope

PSA Requirements Document (2013)	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
Scope	Scope	A	The PSA documents requires contractors to agree to the sharing of information between the contractors certification body and the PSA.

2. Definitions

PSA Requirements Document (2013)	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
2.2 Approved Certification Body		A	A new definition in the PSA standard.
2.3 Assessment	2.3 Assessment	C	Assessment in the PSA standard s for the purpose of 'certifying competence'. IS999 states it to be for the purpose of 'establishing competence'.
2.4 Assignment Instruction	2.4 Assignment Instruction	C	The PSA standard defines it as 'a set of written instructions drawn up by the organisation in agreement with the customer specifying the contractual duties'. Defined in IS999 as a 'document detailing the specific duties to be performed on site'.
2.5 Assignment or Site	2.5 Assignment or Site	C	Defined as 'the premises, property or complex' by IS199, the word 'area' is added by this by the PSA standard.
2.7 Basic Training	2.6 Basic Training	C	Defined in the PSA standard as 'qualification required by all security guarding and door supervision employees to meet the mandatory training requirements in respect of PSA licensing'. Defined by IS999 as 'basic level of instruction to be given to all existing officers'.
2.8 Client	2.8 Client	C	Defined in the PSA standard as 'Individual or organisation retaining a security service covered by this document to carry out agreed services, responsible for remunerating the organisation in accordance with an agreed contract or other form of oral or written agreement to provide such services. Defined in IS999 as 'individual or organisation retaining a guarding security service to carry out agreed services, responsible for remunerating the company in accordance with an agreed contract.'
2.9 Command & Control System	2.10 Command & Control System	C	Defined in the PSA standard as 'secure facility where operational procedures are monitored and/or managed'. Defined in IS999 as 'the location from which all relevant activities, information, status and reports from officers and sites are supervised, recorded and approved'.
2.10 Contract	2.24 Specification	C	Defined in IS999 as 'document setting out the proposed services to be applied under a contract'. Replaced in the PSA standard by 'Contract' which is defined as 'document, agreed and signed by both the service provider and the client, setting out the proposed services to be supplied and the details of the quotation, terms, conditions, responsibilities and undertakings'.
2.11 Controller	2.9 Controller	C	Defined in the PSA standard as 'The person fulfilling the role and duties of a Command and Control System Officer'. Defined in IS999 as 'the command and control system officer'.

PSA Requirements Document (2013)	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
2.12 Identity Badge		A	A new section in the PSA standard, defined as 'the identification card or licence card to be visibly worn.....by operational security staff whilst on duty.....'
2.13 Induction (Training)	2.6 Basic Training 2.19 Security Industry Induction Training	C, A	Defined in the PSA standard as 'the organisation-specific induction briefing session covering organisation structure, ethos, policies and including the organisation's and employee's roles and responsibilities'. 2.6 of IS999 defines 'basic level of instruction required to be given to all newly inducted officers'. 2.19 of IS999 defines 'basic level of instruction required to be given to all newly inducted officers'.
2.16 Primary Service	2.14 Guarding Security Service	A C	Not defined in IS999 but it does define the 'Guarding Security Service' The PSA standard does define the 'primary service' that is contracted for and it is less specific than IS999.
2.17 Principal (of the organisation)		A	Defined by the PSA standard as '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 document'.
2.19 Qualified Trainer		A	The PSA standard sets out the minimum qualifications for a 'qualified trainer' under the regulations.
2.20 Relevant Employment	2.18 Relevant Employment	C	Defined in IS999 as 'employment which involves or may involve, the use, acquisition of, or access to, knowledge of a confidential nature, the improper use of which could involve the company, its clients or any third party, in a security risk'. Defined in the PSA standard as 'employment which involves the provision of a licensable security service or employment which involves, or may involve, the use, acquisition of, or access to, knowledge of a confidential nature, the improper use of which could involve the organisation, its clients, or any third party, in a security risk'.
2.21 Screening	2.21 Screening	C	Defined in IS999 as 'the process of checking history and background of potential employees'. Defined in the PSA standard as '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 document'.
2.22 Screening Period	2.22 Screening Period	C	The screening period has been reduced from ten years in IS999 to five years in the PSA standard.
2.23 Security	2.23 Security	C	Defined in IS999 as 'the safeguarding of life, the protection of property of all kinds from loss through accident, theft, fraud, fire, explosion, damage or waste and incorporating all aspects of loss prevention'. Defined in the PSA standard as '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'.
2.24 Training Administrator	2.25 Training officer	C	IS999 defines training officer as 'member of staff appointed to supervise and record all aspects of training within the company'. The PSA standard defines a training administrator as 'person appointed to supervise and record all aspects of training within the organisation.

3. Organisation

PSA Requirements Document (2013))	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
3 Organisation	3 Company Organisation	C	The requirements in this section of IS999 relate to 'the company' as service provider whereas the PSA standard broadens this to 'organisation', which is defined in 2.15.
3.1.1 Ownership	3.1.1 Ownership	C	IS999 requires that 'ownership of a company shall be clearly established and individuals having a shareholding in excess of twenty per cent shall be identified'. The PSA standard requires that 'except in the case of a plc, ownership and management of the service provider shall be clearly stated in writing, and all individuals having ownership, shareholdings or control of more than 5% and the company secretary shall be properly identified'.
3.1.3 Ownership	3.1.3 Ownership	A	The PSA standard stipulates that 'where directors involved in operational activities are also employees of the organisation they shall hold a current PSA employee licence covering, as a minimum, the primary service provided by the organisation.
3.1.5 Ownership		A	The PSA standard requires that '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 Ownership		A	The PSA standard requires that 'all operational supervisory and management staff shall hold a current PSA employee licence for each sector they operate in'.
3.2.1 Finance		A	Under the PSA standard, 'the organisation shall ensure that a valid tax clearance certificate is held on site at the registered offices of the organisation'.
3.2.3 Finance		A	The PSA standard requires that 'each organisation shall produce and make available on request by authorised officials a cash flow statement for the current accounting period. For new organisations a cash flow forecast for the first 12 months of business shall be provided. A suggested template is provide at Annex A.
	3.2.1	D	The IS999 requirement to ensure the fixed capital adequacy of the company is deleted.
3.3 Insurance	3.3.2	C	The PSA regulations now state that the relevant insurances are to be in place for the nature of the business undertaken. This is a change to the prescriptive section in IS999.
3.4.2 Premises		A	The PSA standard requires that '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, contact number and PSA licence number of the intruder alarm installer as well as details of the maintenance and service history'.
3.4.3 Premises		A	The PSA regulations go on to state that 'the alarm shall be remotely monitored by a PSA licensed Alarm Monitoring Centre. The organisation shall keep a written record of the name, address, contact number and PSA licence number of the centre providing the service.
3.5.1 Organisation information		A	The organisation shall clearly state its PSA licence number(s) for all categories for which it is licensed to provide services on all organisational letterheads, contracts and advertising and promotional documents and/or media.

PSA Requirements Document (2013)	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
	3.5.1	D	Requirement in IS999 to supply the client with information in relation to the name, address, principles etc., of the service provider is deleted.
3.5.2 Organisation information	3.5.2	A, D	<p>The following are the changes in the organisation information to be included in the contract provided to the client;</p> <p>(a) Total costing must now include vat, (f) Safety statement to be provided to the client (g) Details of complaints procedure and complaints management procedure to be provided (h) Scope of the service to be provided</p> <p>The following parts from IS999 3.5.2 are deleted (c) Specific insurance coverage details (g) Contingency planning</p>
3.5.3 Organisation information		A	The PSA regulations now require the service provider to retain a signed copy of the contract and provide one to the client. Or, in the case where it cannot get a signed copy back from the client, to retain proof that such a copy was furnished to them, by registered post or email.
3.5.4 Organisation information		A	The PSA regulations stipulate that permitted sub-contractors shall be compliant with the PSA regulations and hold a current PSA licence, before they are engaged.
	3.5.2.1 Event Security	D	The IS999 section on event security, site survey and risk assessment is deleted in the PSA regulations.
3.6.1 – 3.6.2 Quotations		A	Under the PSA regulations, a written quotation shall be provided and if agreed and accepted, shall form part of the contract or general terms & conditions. The quotation shall include the total service cost, incl. vat and specify the payment methods.
3.7.1 Compliance with Legislation		C	<p>The PSA regulations require the organisation to have and make available a statement (signed by a principle), confirming its compliance with all relevant legislation and specifically, where relevant, the following legislation;</p> <ul style="list-style-type: none"> - Health, Safety and Welfare at Work Act(s). - Organisation of Working Time Act(s). - Private Security Services Acts. - Taxation and Social Welfare Acts. - Payment of Wages Act. - Immigration Acts. <p>In addition, the organisation shall make verification available to all statutory bodies and their agents, including, but not limited to:</p> <ul style="list-style-type: none"> - The PSA - National Employment Rights Authority - Approved Certification Body

4. Staffing

PSA Requirements Document (2013)	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
4.1.1.2	4.1.2	C	The requirement for screening under the PSA regulations will now apply to all those offered employment, under IS999 it applied to 'all selected personnel'.
4.1.1.4	4.2.5	A	All applicants for relevant employment shall be required to provide the following: (a) An acknowledgement, signed and dated by the applicant, that misrepresentation, or failure to disclose material facts may constitute grounds for dismissal. (b) A signed statement authorising an approach to former employers, State Institutions, personal referees, etc., for verification of their career and employment record (refer to the PSA regulations, Annex A, Form 1 for a suggested format).
4.1.1.5	4.2.10	C	Provisional employment should be for a period of 6 months and in no case shall exceed a period of nine months. IS999 states that provisional employment shall in no case exceed 1 year.
4.1.1.6	4.1.5	C	The copies required to be held on file must now be certified copies.
4.1.1.8	4.1.6	C	In the PSA standard, the employment regulations shall apply, where relevant, to ancillary staff including temporary ancillary staff. In IS999, the requirements applied to full and part-time employees at all levels.
4.1.1.9	4.2.1	C	Screening shall be not less than 5 years or from the date of leaving school, whichever is the shorter. IS999 has the same requirements but with a 10 year screening period.
4.1.1.10	4.1.8	C	IS999 has an explicit requirement that persons employed are not normally employed beyond the age of 65, this is dropped from the PSA standard.
4.1.1.12	4.2.9	C	IS999 required screening to be completed within 20 weeks of employment commencing, the PSA standard reduces this period to 13 weeks.
4.1.1.13	4.2.2	C	The PSA regulations require full screening (4.1.1.9) except for in the following circumstances; a) the individual holds a current PSA licence, b) has, immediately prior to the commencement of this employment, been employed by another licenced security provider and, c) that previous employer has carried out full screening within the preceding 5 years and these screening records have been transferred (with the individual's consent) from the previous to the current employer. Where a, b, & c apply, screening shall cover the gap between the date of the previous screening and the date of commencement of this employment. IS999 required full screening in all cases, even if the employee was previously employed by and screened by another guarding service provider.

PSA Requirements Document (2013)	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
4.1.1.14		A	Where the provisions of 4.1.1.13 apply, the previous employer shall, upon receipt of a written request by an immediately subsequent employer covered by this document, forward those parts of the employee's personnel file relating to details of screening (but only with each individual employees consent) and training undertaken by the previous employer. Any requested details in relation to other parts of the personnel file held by the previous employer shall be released only where the employee gives permission in writing to the previous employer to release such details.
4.1.2.1 – Pre employment interview	4.2.5 4.2.6	C	The PSA standard requires that, prior to the interview, the applicant shall submit a curriculum vitae or other documentation containing; a) A list of the applicant's previous employers along with dates worked for each employer. b) Contact details for previous employers listed. c) Periods of unemployment. d) Applicant's current place of residence. e) Periods of Education 4.2.5 (a) in IS999 requires that the candidate provides career details & history during the screening period. It's not stated exactly when it's required to be provided.
4.1.2.2 Interview	4.1.4	C	The PSA regulations require a personal interview, of a duration sufficient to assess the following, shall be conducted by the organisation; a) The general ability of the applicant and the general demeanour of the applicant. b) Verification of personal documents e.g. birth certificate, driving licence, passport, service records, current security Licence, work visa etc. Only one document should be necessary. c) The applicant's previous employment history and experience, including reason(s) for leaving previous employments. d) The level of occupational fluency in respect of reading, writing and oral communication in the English language. e) The applicant's experience, if any, in the fields of security guarding or door supervision, as applicable. IS999 required the interview to assess; a) The applicant's ability in respect of reading, writing and verbal communications, b) The interviewer's opinion in respect of physical and mental ability and applicant's demeanor, c) Verification of [personal documents such as birth cert., driving licence, passport, service records etc.
4.1.2.3		A	Interview notes evidencing that the requirements set out in 4.1.2.2 above have been addressed shall be taken by the organisation and retained on the personnel file of the applicant.
4.1.3.1 Character references	4.2.3	C	The PSA regulations require the organisation to make at least 2 direct reference attempts, in writing, to obtain the necessary records. There is no reference to a minimum no. of attempts in IS999.

PSA Requirements Document (2013)	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
4.1.3.2 references	4.2.11	C	<p>The PSA regulations require that, where initial references in respect of provisional employment are taken by telephone, the following procedures shall be used;</p> <ul style="list-style-type: none"> a) Information given on the telephone by a referee shall be noted at the time of making the telephone call and shall be signed and dated by the member of staff making the telephone call and retained on the individuals screening file (see Annex A, 2 for a suggested format). b) A written request for written confirmation of the information given by telephone shall be forwarded to the referee within two working days of the telephone call being made (see Annex A, Form 3 for a suggested format). c) The screening process shall not be regarded as complete until written evidence is obtained (this includes at least two attempts, in writing, required under 4.1.3.1 above). d) The progress sheet shall be used to monitor and record the action taken (see Annex A, Form 4 for a suggested format). <p>In relation to references, IS999 requires that;</p> <ul style="list-style-type: none"> a) The phone no. of the person called shall be verified independently. b) Same as section a) in the PSA standard. c) Same as section b) in the PSA standard. d) Same as c) in the PSA standard with the explicit requirement to make 2 attempts as per 4.1.3.1 e) Same as d) in the PSA standard.
4.1.4.1 Qualifications		A	<p>The PSA regulations require that, prior to employment starting, the organisation shall ensure that the applicant has the qualifications/awards for the duties for which (s)he is being employed. Holding a PSA licence shall be evidence of having met the standards necessary for obtaining the licence.</p>
4.1.5.1 Work permits etc.	4.1.7	C	<p>The organisation shall ensure that all necessary documentation for work visa applications and permissions/authority to work is fully completed before the individual is employed. This applies to renewal of such applications also.</p> <p>IS999 requires that a person subject to work permits produces, at the interview, a valid current permit a record of this shall be entered on that person's file.</p>
4.1.5.2		A	<p>The organisation shall keep a register of work permits and work permit applications for employees and shall make a documented review of these permits at least every 6 months and shall keep these review records.</p>
4.1.5.3		A	<p>The register in 4.1.5.2 shall be kept at the address recorded on the Private Security Services Licence.</p>
4.1.6.1	4.2.19	C	<p>The basic details of the employee, covering verifiable history within the industry, dates employed, positions held, disciplinary offences and a comment on suitability for employment in the security industry shall be retained for not less than five years from the date the employment ceases. This information shall be verifiable in the form of readily retrievable records at the company premises.</p> <p>IS999 requires that the records are held for 10 years and does not require the retention of verifiable industry history.</p>
4.1.6.2		A	<p>Requires that records are controlled and kept secure and are held in compliance with Data Protection Commissioner recommendations.</p>

PSA Requirements Document (2013)	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
4.1.6.3	4.2.13	C	The requirement to keep a list of personnel in employment by the organisation now includes all personnel and not only those employed on a provisional basis.
4.2.1	4.3.1	C	The IS999 requirement to provide all employees with a contract of employment is amended to provide them with a staff handbook as well (note that 4.2.2 goes on to speak about 'terms of employment' whereas 4.2.1 speaks about 'contract of employment', see also 4.3.1 for 'terms').
4.2.2	4.3.2	C	The following are the new or amended requirements in the PSA regulations in relation to terms of employment to be furnished under 4.2.1; f) Now includes shift variables j) Refers to registered address, IS999 refers to address l) Refers to disciplinary and grievance procedure, was disciplinary and appeals procedure. n) Copies of collective agreements to be available. Under IS999 copies are to be supplied. o) Appeals procedure. Covered by IS999 in section l. q) The Equality Policy shall be furnished r) Workplace bullying & harassment policy. IS999 covered it in section o). s) E-mail, telephone and internet policy shall be furnished.
4.3.1 Conduct	4.4.3	C	The following are the new or amended requirements in the PSA regulations in relation to the code of conduct to be included in the terms of employment; b) Permission to leave their place of employment must now be given by an authorised officer (note – 'authorised officer' is not defined, 'authorised official' is defined). k) Notify only 'relevant criminal offence' or motoring offences to the employer, IS999 required all such offences to be notified. Note also that 'relevant criminal offence' is not defined. m) Authorisation now required to use client's equipment or facilities as well as those of the employer. n) Continuously satisfy the requirements of PSA licensing. o) Wear a correct identity badge or licence card, as prescribed by the PSA, at all times whilst on duty.
4.4.1 Identification	4.5.1	C	ID required can now be either a company badge or a PSA badge, if a company badge is issued it must comply with PSA criteria. IS999 requires the ID badge to confirm their position in the organisation and states that the badge remains the property of the company.
4.4.2		A	All employees shall be instructed on PSA requirements for wearing an identity badge.
4.4.3	4.5.2	C	The review period for company issued badges is changed from 'periodic' to 'at least every 24 months'.
	4.5.5	D	The requirement to store and maintain a register of door security personnel is deleted.
4.5.1 Uniform	4.6.1	A	It is now required that, if the client requests that company employees do not wear a uniform, this will be requested in writing from the client by the organisation.
4.5.5		A	The cost of uniforms shall be borne by the organisation.
4.5.6		A	Employees not returning uniforms upon leaving the employment can have the cost of the uniform deducted from monies due to them.
4.6 Threats & Violence		A	Entire section added by PSA

5. Training

PSA Requirements Document (2013))	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
5.1.1 Training	5.1.1	C C D	The training policy must now be documented and authorised at senior level. IS999 does not stipulate the policy must be documented but does require it to be authorised at board level. The requirement for the training policy to have a pre-commencement awareness programme is deleted.
5.1.2	5.1.2	C	The training administrator shall be appointed from the management team. IS999 requires the training officer to be a 'member of staff'.
5.1.3		A	Verified records of all training shall be held by the organisation.
5.1.4		A	The training policy shall include a commitment to assess the effectiveness of all operational staff and to provide additional training where required.
5.2 Induction Training		C	The PSA regulations stipulate the content of induction training and that it must now be delivered before starting operational duties. IS999 allowed it to be completed within 13 weeks of commencement of operational duties.
	5.4	D	The IS999 requirements in relation to the delivery format and duration of induction training are deleted.
5.3.1 Site Related Training	5.2.1	C	Amended to allow this training to be provided by a qualified trainer in addition to experienced staff members.
5.3.2	5.2.2	C	Amended to state that employees in receipt of on-site training shall comply with any requirements for new entrants as prescribed by the PSA.
5.3.3		A	A detailed site-specific training plan in accordance with relevant assignment instructions shall be documented. The training plan shall reflect the required knowledge and skills necessary to carry out the particular duties associated with each site.
5.3.4		A	Once deployed on a site for the first time, employees shall be trained in accordance with the requirements set out in the detailed site-specific training plan
5.3.5		A	Requires training to be delivered by a competent staff member and that the training be recorded and records retained.
5.4 Basic Training		A	The organisation shall ensure that all relevant operational security staff are qualified for each service activity provided e.g.;
			a) Guarding Services b) Door Security
5.5.1 Trainers & Training		A	Unless expressly provided for within this document, all training shall be delivered by qualified trainers, as defined in 2.19 of this document.
5.5.2		A	For delivery and assessment of all training conducted during the period of employment of the individual with the organisation, the employer shall satisfy itself as to the competency and qualifications of trainers.
5.6.1 Specialist Training		C	Training in specialised equipment/duties that is provided to employees, must be certified as having been received by those employees. IS999 merely requires that the facility to provide such training exists.
5.6.2		A	Where risks are identified, in the course of carrying out a risk assessment under 6.1.1, additional training, specific to these risks, shall be provided where basic training has not addressed the nature of the risk(s) involved.

PSA Requirements Document (2013)	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
5.7.1	5.7.1 / 5.2.3	A	<p>The training policy shall provide for the provision of training to;</p> <ul style="list-style-type: none"> a) maintain competence, and b) address changes in methods, procedures, technology or relevant legislation since the staff member was last subject to structured training. <p>Such training shall be carried out every two years, and shall be delivered and assessed by a qualified trainer/assessor or the organisation's qualified training officer.</p> <p>A record of refresher training provided to each employee covered by this clause shall be recorded and shall list</p> <ul style="list-style-type: none"> a) the date training was carried out, b) the topics covered by the training, and c) the identity of the person who provided the training.
5.8.1 Management Training		C	<p>Subject to PSA requirements and any associated guidelines, the organisation shall ensure that all operational supervisory and management staff receives documented training in consideration of their position and responsibilities.</p> <p>IS999 requires this training to be;</p> <ul style="list-style-type: none"> a) 'adequate', and b) Carried out and certified by a recognised, approved training body.
5.9.3 Training Records		A	<p>An employee shall be provided with copies of his training records, on request.</p>
5.9.4		A	<p>Verification of all training shall be available for inspection by authorised officials at the organisation's premises.</p>
5.9.5		A	<p>All refresher training undertaken by employees shall be recorded and the record held and retained on the employee's personnel file by the employer.</p>

6. Operations

PSA Requirements Document (2013)	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
6.1.1 Risk Assessments	3.5.2.1	C	The organisation shall carry out a risk assessment survey on each site documenting the potential risks including risks to the health and safety of each employee on duty at the site. IS999 has requirements for risk assessments only in relation to event security.
6.2.1 Command & Control		C	This section now refers also to door security staff
6.2.2		A	Organisation information supplied to clients will clearly indicate whether the command and control system is a; a) Dedicated fixed location, or b) Contracted facility, or c) Shared 3rd party facility.
6.2.3		C C A	Following are the changes to the requirements in the PSA standard as relate to command and control systems; d) updated to 'foreseeable contingencies' e) also updated to 'foreseeable contingencies' i) all command and control staff shall be required to partake in practice drills for responses to emergency situations which might endanger the health and safety of staff. Such drills shall take place at least once every 12 months and the outcome(s) of the drills shall be documented and recorded.
6.2.4		A	The following additional provisions shall apply where the organisation operates its own dedicated fixed location command and control facility; a) The equipment, furnishings and layout of the command and control system shall be consistent with the efficient operation of the system. b) Heating, lighting and ventilation shall be provided to ensure a reasonable working environment. c) The command and control system shall be a restricted area open only to those authorised to enter. A means of secure physical restriction shall exist to prevent access by unauthorised persons to the command and control system.
6.2.5		A	Where a contracted facility is used the organisation shall ensure by initial inspection and documented report that the facility satisfies the requirements of this section and that adequate documented and physical procedures are in place to ensure security of all clients information and access media. The contract shall include a provision for ongoing periodic inspection and reporting on the contracted facility by the organisation, unless the client states, in writing, that such a provision is not required.
6.2.6		A	Where a shared third party facility is used the organisation shall ensure adequate documented and physical procedures are in place to ensure security of all clients' information and access media.
6.2.7		A	The organisation shall hold and maintain an up-to-date list of clients in its command and control centre. This list shall contain the name, address and contact number of each client. This list shall be housed in a secure locked facility. Control and access to the list shall be restricted through procedure and installed security hardware.

PSA Requirements Document (2013)	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
6.2.8		A	The secure housing of the list referred to in 6.2.9 above shall apply in respect of the command and control systems in the following manner; f) Dedicated fixed location facility. g) Contracted facility. The list shall be securely housed in these facilities during operational hours and may be removed to the administrative premises set out in 3.4.1 outside of operational hours. In respect of a shared 3rd party command and control facility, no list shall be held or maintained outside of operational hours. In such facilities the list shall be removed to the administrative premises set out in 3.4.1 above outside of operational hours.
6.3.2	6.1.14	C	The PSA regulations are amended to; f) 'where possible' names and addresses of all relevant persons present
6.3.3	6.2.2	C	A record of all reported incidents shall be maintained for a minimum of three years. IS999 requires the same records to be held in the command and control system for a minimum of 1 year.
6.3.4	6.2.3	C	Entries shall be numbered sequentially and serially and shall include time, date, record of notification of the client and the name of the controller completing the record. IS999 requires to be numbered serially and time, date and name of the controller completing the record.
6.3.5	6.1.17	C	There shall be in place an organisation escalation policy for client liaison. IS999 requires there to be in place a company policy for client liaison.
6.3.6	6.2.4	C	A record of all check-in calls from client premises/site shall be kept for a minimum of three years. IS999 requires the records of all check in calls to be kept for 1 year.
6.3.7	6.2.6	C	A facility shall exist for the checking and reviewing of reports and reporting procedures periodically by senior management of the organisation. IS999 requires that a facility exist for the checking of reports and reporting procedures periodically.
6.3.8	6.2.8	C	The PSA regulations now include a requirement to record the licence number of any person employed on such site.
6.4.2	6.3.2	C	The assignment instructions shall be agreed and endorsed by the client. Any alteration to the instructions shall be endorsed by the organisation and the client as soon as practicable. Where the client chooses not to endorse assignment instructions the organisation shall maintain evidence on file of e-mailing or postage (registered) or delivery to the client and any subsequent correspondence. IS999 does not allow for a situation where the client may not endorse changes to instructions.

PSA Requirements Document (2013)	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
6.4.4	6.3.4	C	<p>Assignment instructions shall include;</p> <ul style="list-style-type: none"> a) The procedure for contacting the organisation's command and control system. b) The number of personnel involved in the assignment and their responsibilities. <p>IS999 requires the instructions to include;</p> <ul style="list-style-type: none"> a) The location and details of the site or valuables to be protected, with relevant contact names provided to the client and the agreed means of access b) The location of the company's command and control system c) The number of personnel involved in the assignment and their responsibilities.
6.4.5			<p>Details of changes to the items to be included in the assignment instructions are;</p> <ul style="list-style-type: none"> f) Welfare facilities for staff. g) Access control and searching facilities h) The accountability for, and any restrictions concerning employees. j) Risk assessment. k) Confirmation of on-site training and familiarisation for each officer. l) Level of supervision on site and role of supervisor(s). m) implementation of PSA ID requirements. n) Sign-off on assignment instructions by both a senior officer of the organisation and relevant operational staff.
6.5.2		A	All confidential information held in electronic format by the organisation shall be backed up at least once a week. Back-up records shall be held in such a manner that a threat or threats to the integrity of one set of records will not pose a threat to the other set.
6.6.2	6.5.2	C	The type of fire extinguisher that must be carried in company vehicles is changed from a multi-purpose to a dry powder type.
6.6.3	6.5.3	C	Employers shall ensure that driving licences of staff involved in driving operational vehicles are valid for the duration of each such employee's period of employment. Copies of all driving licences shall be held on the employee's file.
6.7.1	6.6.1	C	The requirement that vehicles/equipment used in the provision of services, conform to recognised standards is deleted.

7. PSA Compliance

Part 2 Provisions for Guarding Security Services

Part 3 Provisions for Door Supervision Services

PSA Requirements Document (2013)	I.S. 999 (2004)	Addition (A), Deletion (D), Change (C)	Details
7 PSA Compliance		A	Entirely New Section
Part 2 Provisions for Guarding Security Services		A	Entirely New Section
Part 3 Provisions for Door Supervision Services		A	Entirely New Section