



# INFORMATION PACK

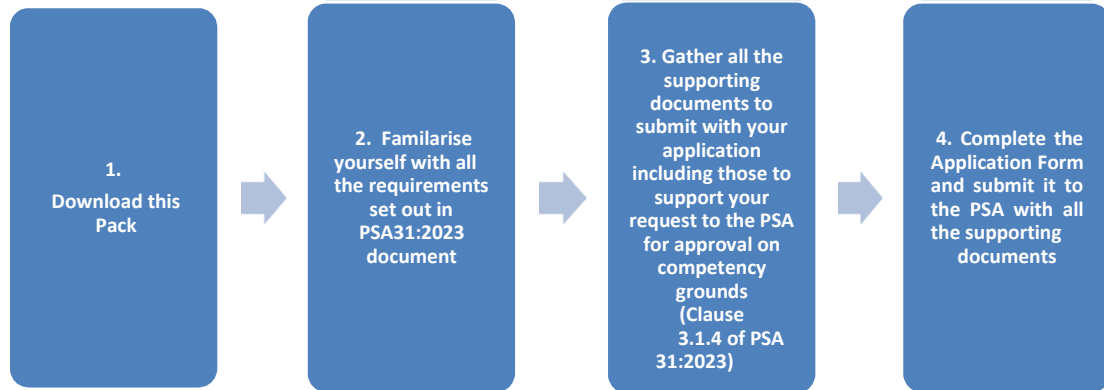
## For PSA 31:2023

The documents and information contained here only apply if you are a first-time applicant for any of the following sectors or if you wish to add one or more of the following sectors to an existing licence:

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

This pack contains an information note and the PSA 31:2023 document

## Before you submit your application



*'supporting documents' - What are these documents?*

- All applications must be accompanied by some documentation. Certain documents will apply to all applications and some will only apply depending on the circumstances. Familiarise yourself with the documentation that applies to you.
- **Remember that if any document is missing when you lodge your application the application will be rejected.**

*Checklist of Documents to Submit*

<p><b>ALL APPLICANTS MUST SUBMIT....</b></p>	<ul style="list-style-type: none"><li>• Evidence of Competency to satisfy Clause 3.1.4 of PSA 31:2023</li><li>• A Completed application form</li><li>• The licence fee payable by EFT</li><li>• Evidence of current e-Tax Clearance to include the Revenue Access Number</li><li>• For first-time applicants - Declaration of Turnover on the application form</li><li>• For those wishing to add to an existing licence - Auditors Turnover Certificate or confirmation of turnover from your accountant for an organisation that is already trading (full conditions attached to what you need to supply regarding turnover is contained on our downloadable application pack by clicking <a href="#">here</a>)</li></ul>
<p><b>SOME APPLICANTS WILL ALSO NEED TO SUBMIT....</b></p>	<ul style="list-style-type: none"><li>• A Certificate of Incorporation, dated within 4 weeks of the application for licence (applies to companies)</li><li>• A Certificate of Business Name (where the trade/business name is different to the name of the legal entity)</li><li>• A Foreign Criminal Record Certificate for any director, Shareholder with a holding of more than 5% of the share capital of the company, company secretary, partner or sole trader who has spent 6 months or more in a foreign jurisdiction</li></ul>

If you are unsure about any of these documents check our website

[www.psa-gov.ie](http://www.psa-gov.ie)

**OR**

email at [contractors@psa-gov.ie](mailto:contractors@psa-gov.ie)

**OR**

phone us at **062 32600**

# THE INSPECTION PROCESS



## *“What’s involved in the inspection and why do I need it?”*

- The PSA must satisfy itself that an organisation looking to enter the private security industry will provide a competent service to their clients and the public in general, that complies with the law. The level of service which is required by the PSA is set out in our published **PSA 31** document which is enclosed.
- Inspections may sound daunting however, if you prepare properly beforehand, it should be a quick and easy experience. In order to prepare properly you will need to familiarise yourself fully with the **PSA 31** document before ever lodging an application and undergoing an inspection.
- This pack includes a checklist to help you prepare for your inspection. Use it as a guide only: **it does not cover all of the documentation needed for inspection** and it is not a substitute for the PSA 31 document. It’s worth repeating, fully familiarise yourself with **all clauses** of the **PSA 31** document.

**Please note - for compliance to be achieved with the PSA 31:2023, your organisation must satisfy all of the requirements.**

**Any non-conformity that remains unresolved after the 5 weeks will result in a determination that you have failed to meet the requirements of the PSA 31:2023 Private Security Authority Inspection.**

# POST INSPECTION

## *“What happens after my Inspection?”*

- If the initial inspection finds areas where your organisation is not compliant with any aspect of the PSA 31 document, you will have **five weeks** to address the item (or items) where non-compliance has been found. If there are any non-conformances remaining at the end of the five-week period your organisation will be notified that compliance has not been achieved – you organisation will be advised that you have failed to meet the requirements of the PSA 31 Private Security Authority inspection. If your licence application is refused this will result in you losing the administration fee portion of the Licence Fee.
- To avoid your application failing and being refused, the PSA advises all potential applicants to **ensure their organisation will achieve full compliance on lodging an application, if not on the initial inspection, then within the five-week period afterward.**
- If you submit an application where you are not confident it will pass the inspection, you can withdraw this application at any time before the inspection begins and you will receive a full refund of the fee. If you withdraw your application after commencement of the PSA 31 inspection, the administration fee portion of the Licence Fee is forfeited.
- A new application with the supporting documentation can be submitted when you feel your organisation will pass the inspection.

**IMPORTANT:**

- (a) **YOUR ORGANISATION MUST BE AVAILABLE FOR INSPECTION WITHIN 4 WEEKS OF LODGING THE COMPLETED APPLICATION AND ASSOCIATED DOCUMENTATION OTHERWISE YOUR APPLICATION WILL FAIL AND YOU WILL NOT BE GRANTED A LICENCE.**
- (b) **IF THE DATE OF THE SCHEDULED PSA 31 INSPECTION DOESN'T SUIT CONTACT THE PSA IMMEDIATELY TO RE-SCHEDULE**

**A DECISION IS MADE ON YOUR APPLICATION**

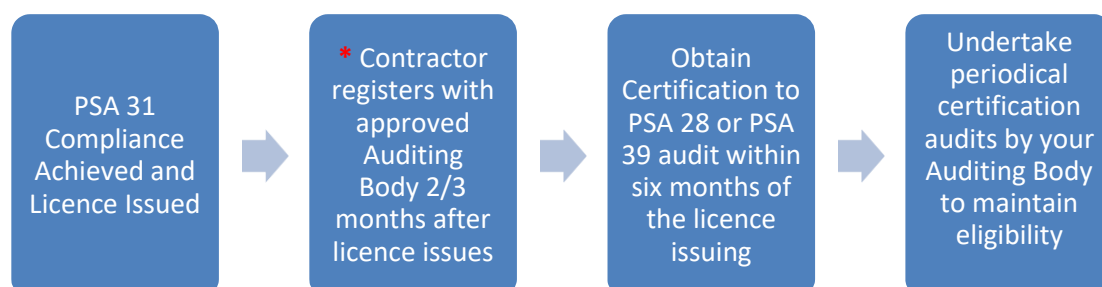
*“What happens next...?”*

- The PSA 31 publication is there to ensure that you can provide a competent private security service to clients and to reassure the public that you can provide a proper, compliant service.
- As you won't have any clients or contracts at this stage a more detailed audit to the prescribed standard must happen within six months of issue of the licence.
- Where a contractor is providing Security Guard (Static), Door Supervisor (Licensed Premises), Security Guard (Event Security), Door Supervisor (Event Security) or Enforcement Guard sectors services and has clients or contracts the following standards apply:

<b>SECTOR</b>	<b>PRESCRIBED STANDARD THAT APPLIES</b>
Security Guard (Static)	PSA 28:2013
Door Supervisor (Licensed Premises)	PSA 28:2013
Security Guard (Event Security)	PSA 39:2014
Door Supervisor (Event Security)	PSA 39:2014
Enforcement Guard	PSA 91:2023

**These standards can be found on our website at [www.psa-gov.ie](http://www.psa-gov.ie)**

## Once compliance with PSA 31 has been achieved



**\* not applicable in the enforcement guard sector – auditing of the PSA 91:2023 will be carried out by the PSA**

- Our website will give you the contact details of the Auditing Bodies that are operating in your sector.
- Go to [www.psa-gov.ie](http://www.psa-gov.ie) for more details

### REMEMBER

- ✓ **KNOW THE REQUIREMENTS IN PSA 31**
- ✓ **ENSURE THAT YOU HAVE ALL OF THE RELEVANT DOCUMENTS READY FOR INSPECTION**
- ✓ **LODGE YOUR APPLICATION ONLY WHEN YOU ARE FULLY PREPARED AND READY FOR AN INSPECTION**

## **CHECKLIST FOR APPLICANTS\***

Have I official documents to prove <b>ownership and shareholding</b> ? (Section 3.1)	<input type="checkbox"/>
Have I all the documents from the <b>Companies Registration Office</b> ? (Section 3.1)	<input type="checkbox"/>
Have I documents to <b>prove my competence</b> to provide a security service? (Clause 3.1.4)	<input type="checkbox"/>
Declaration giving <b>details of a beneficiary</b> who is not an owner, shareholder or director (Clause 3.1.9)	<input type="checkbox"/>
Have I a <b>compliant Organisation Chart</b> ready for inspection? (Clause 3.1.11)	<input type="checkbox"/>
<b>All Screening documents</b> ready (Section 3.2)	<input type="checkbox"/>
<b>All Financial documents ready</b> ; tax clearance, loans from directors/shareholders, bank statements, origins of funds, cash-flow plan, payment of staff, accounts, signatories to accounts (Section 3.3)	<input type="checkbox"/>
All <b>Insurance Documents</b> ready? (Section 3.4)	<input type="checkbox"/>
<b>Premises</b> Compliant with Section 3.5?	<input type="checkbox"/>
Statement of intention to comply with all <b>relevant legislation</b> ready? (Section 3.6)	<input type="checkbox"/>
All documents relating to <b>staff</b> in place? (Section 4.1)	<input type="checkbox"/>
All requirements relating to <b>uniform</b> in place? (Section 4.2)	<input type="checkbox"/>
All <b>training</b> documents prepared and ready for inspection? (section 5.1)	<input type="checkbox"/>
All risk assessment and safety statements prepared and ready for inspection? (Section 6.1)	<input type="checkbox"/>
All documents relating to the command and control system ready for inspection? (Section 6.2)	<input type="checkbox"/>
All documents relating to the Assignment Instructions and Incident Report ready for inspection? (Section 6.2)	<input type="checkbox"/>

**\*This checklist is intended only as a guide for applicants. It is not a substitute for, or comprehensive list of requirements for PSA 31:2023. It cannot be relied upon in any correspondence or interaction with the PSA on any matter.**