



An tÚdarás Slándála Príobháidí
The Private Security Authority

PSA LICENSING REQUIREMENTS

**Phase 1 Requirements for the Licensing
of Contractors in:**

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

PSA 31:2023

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
Enforcement Guard	PSA 91

These requirements apply to contractors who are applying for a first time or add-on PSA licence in these sectors.

They are designed to provide clear guidance to applicants in these sectors and to enable them to put in place the necessary framework 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 the details of any changes to these Licensing Requirements will be published on our website.

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SCOPE

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

<u>Sector</u>	<u>Operational Standard*</u>
Security Guard (Static)	PSA 28
Door Supervisor (Licensed Premises)	PSA 28
Security Guard (Event Security)	PSA 39
Door Supervisor (Event Security)	PSA 39
Enforcement Guard	PSA 91

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 control and supervising 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 licenses.

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.*

Process

Applicants should also read the relevant operational standards for the sector(s) in which they wish to apply for a licence, in addition to this requirements document.

- Applicants should be aware that meeting the requirements set out in this document is only part of the process of applying for a licence.
- All of the documents required must be produced in advance of the inspection and provided to the authorised official.
- Organisations must at the very minimum meet all of the requirements outlined in this document. Compliance with all clauses must be fully achieved.
- Organisations who fail to meet the clauses will be given **5 weeks** from the date of notification to correct all outstanding issues.
- If outstanding issues have not been rectified within the timeframe the application for a PSA licence may be refused.
- Successful completion of this process does not automatically guarantee the granting of a licence.
- In relation to applicants in the Security Guard (Static), Door Supervisor (Licensed Premises), Security Guard (Event Security) and Door Supervisor (Event Security) sector(s), only auditing 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 auditing bodies.
- In relation to applicants in the Enforcement Guard sector, the PSA will provide auditing services for licensing purposes.

1. GENERAL

1.1 PSA Phase 1 Licensing Requirements

The PSA Phase 1 Licensing requirements document sets out the requirements' to be achieved and maintained by contractors applying for a first licence from the PSA in the Security Guard (Static), Door Supervisor (Licensed Premises), Security Guard (Event Security), Door Supervisor (Event Security) and Enforcement Guard sectors. Contractors seeking a licence from the PSA must comply with the PSA Phase 1 Licensing Requirements. A contractor's compliance must be assessed against the requirements in accordance with these guidelines.

1.2 Audits

1.2.1 The purpose of the audit is to demonstrate the contractor's compliance with the PSA Phase 1 Licensing requirements document and their ability to provide a service.

1.2.2 All audits must involve a visit to the contractors address:

- Where the contractor does not hold a PSA licence the visit must be to the address which will is stated on the application form.
- Where the contractor does hold a PSA licence the visit must be to the address as stated on their PSA licence.

Where the address on the application form is the administrative office and is outside of Ireland, a visit to the address outside of Ireland must take place.

1.2.3 Audits must be conducted in accordance with these guidelines.

1.2.4 Audit reports will be in the format set out in **Annex A**.

1.2.5 On successful completion of PSA 31, organisation's must provide details to the PSA of the auditing body it has engaged to carry out the audit to the prescribed standard for the licensing of the sector applied for. This is relevant to Security Guard (Static), Door Supervisor (Licensed Premises), Security Guard (Event Security) and Door Supervisor (Event Security) sectors.

1.2.6 Organisations have 6 months following completion of PSA 31 to arrange for their selected auditing body to carry out an audit for full compliance to PSA Licensing Requirements:

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

In relation to the Enforcement Guard sector PSA 91, the PSA will provide certification services for licensing purposes.

1.3 Audit Compliance

1.3.1 Full compliance with PSA 31 must be achieved.

1.3.2 Where an organisation fails to satisfy any of the requirements of the requirements document, a notification of the non-compliances together with details of the required corrective action will be issued. Organisation's will have 5 weeks in which to make corrective action and provide details to the PSA.

1.3.3 When corrective action(s) have been completed, a further inspection may be undertaken. If outstanding issues have not been rectified within the 5 week timeframe the application for a PSA licence may be refused.

1.3.4 Finalised audit reports will detail non-compliance(s) and corrective action(s).

1.4 Audit Reports

An audit report must be produced for each audit completed. The audit report shall be retained by the Compliance & Inspectorate Division of the PSA.

2. DEFINITIONS

- 2.1 Ancillary Staff:** All security organisation staff not directly employed in duties falling within the definition of occupations covered by this document who have, or may have, access to information of a confidential nature.
- 2.2 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 is available on the PSA website.
- 2.3 Assignment Instructions:** Set of written instructions drawn up by the organisation in agreement with the customer specifying the operational requirements for the delivery of the service.
- 2.4 Assignment or Site:** The premises, property, area or complex at which the service is carried out.
- 2.5 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 licenses being applied for.
- 2.6 Basic Training:** Qualification required by all security guarding and door supervision employees to meet the mandatory training requirements in respect of PSA licensing.
- 2.7 Body Camera:** A device with audio, video and photographic recording capability that is worn on clothing and is used to record activities by Enforcement Guards or Enforcement Managers.
- 2.8 Client:** 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.
- 2.9 Check-in Call:** Routine communication to verify the location and status of an officer on an assignment.
- 2.10 Command and Control System:** Secure facility where operational procedures are monitored and/or managed.
- 2.11 Contract:** 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.

2.12 Controller: The person fulfilling the role and duties of a Command and Control System Officer.

2.13 Door Supervisor (Event Security): The provision of security services as a Door Supervisor at, in or in the vicinity of any premises or any other place where a public or private event or function is taking place or about to take place:

- a) controlling, supervising, regulating or restricting entry to the premises or place,
- b) controlling or monitoring the behaviour of persons therein for the purposes of event security,
- c) removing persons therefrom because of their behaviour;

2.14 Door Supervisor (Licensed Premises): The provision of security services as a Door Supervisor at on in the vicinity of licensed premises.

2.15 Enforcement Guard: An Enforcement Guard means a person other than a sheriff, county registrar or court messenger who for remuneration, as part of his or her duties, is authorised to perform any of the following functions:

- a) removing one or more persons from any premises or any other place in order to take possession of the premises or place,
 - b) controlling, supervising or restricting entry by one or more persons to any premises or any other place in order to take possession of the premises or place, or
 - c) seizing goods or other property in lieu of an outstanding debt.
- Which said authorisation is conferred by or under an enactment, pursuant to a court order, in accordance with an agreement or a consent, pursuant to a contract, or otherwise in accordance with the law.

2.16 Enforcement Manager: A senior person within the organisation responsible for ensuring compliance with all PSA licensing regulations and requirements for the provision of the primary service and who has responsibility for the implementation of the Security Management Plan.

The Enforcement Manager shall be on site when the security service is being provided.

The Enforcement Manager will be considered as a manager of the organisation for the purposes of section 22(3)(b)(i) of the Private Security Services Act.

2.17 Entertainment Area: The specific area of a venue where the entertainment or social performance takes place and where the provision of a security service is undertaken by a Door Supervisor (Event Security) provider. The Entertainment Area includes areas where alcohol and food are served.

2.18 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.

Representative of the client or venue who has overall responsibility for the management of the event.

Note: Where the client or venue does not provide an Event Controller this role shall be undertaken by the Event Security Manager.

2.19 Event Controller: Representative of the client or venue who has overall responsibility for the management of the event.

Note: Where the client or venue does not provide an Event Controller this role shall be undertaken by the Event Security Manager.

2.20 Event Security Manager: The organisation's representative responsible for the overall management and supervision of security services reporting directly to the event controller.

2.21 Identity Badge: The identification card or licence card held by the employee to be visibly worn (subject to certain exemptions) by operational security staff whilst on duty, the design and conditions of which are as specified from time to time by the PSA.

2.22 Induction (Training): The organisation-specific induction briefing session covering organisation structure, ethos, policies and including the organisation's and employee's roles and responsibilities.

2.23 Licence Card: The official identification card issued by the PSA to each individual employee licence holder to verify his or her licence status.

2.24 Organisation: A sole trader, partnership or body corporate applying for a PSA licence or providing a PSA licensed service.

2.25 Primary Service: The service provided for which the organisation and the client have agreed remuneration will be paid and a service or services will be provided, all or part of which will comprise a security service covered by this document.

- 2.26 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.
- 2.27 Private Security Authority (PSA):** The regulatory and licensing authority for the private security industry in the Republic of Ireland.
- 2.28 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.
- 2.29 Relevant Employment:** 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.
- 2.30 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 document. It involves carrying out detailed enquiries to ensure that all those involved in the organisation are competent and of good character.
- 2.31 Screening Period:** Period of not less than five years prior to the date of the application for relevant employment or transfer to relevant employment.
- 2.32 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.

2.33 Security Guard (Static): The provision of security services as a Security Guard who guards property for the purposes of preventing loss, damage or waste by crime, fire, carelessness or flood.

2.34 Security Guard (Event Security): The provision of patrols or other protective services in relation to persons or property in any premises or any other place where a public or private event or function is taking place or about to take place, including the controlling, supervising, regulating, restricting and directing the movements of persons at an event or function.

Note: Security Guard (Event Security) does not include guarding or protective services provided in relation to a specific individual or specific individuals.

2.35 Standard: Document(s) setting out the licensing requirements of the PSA and prescribed by the PSA for the licensing of contractors.

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

2.37 Verification: Confirmation by sight of written records.

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 share capital of the company must be properly identified. This does not apply in the case of a body corporate.

The name and contact details of each person who owns part of the organisation or who has control over the organisation shall be recorded in the audit report together with the name and contact details of the organisation's management.

Organisations must provide auditors with a signed and dated statement outlining all beneficiaries and those with a material interest. The auditor may request a formal share certificate as evidence of ownership.

Auditors shall refer to reliable sources of information such as the CRO.

Where the company is a body corporate, details of shareholdings are not required. However, details of senior management responsible for the licensable sectors should be recorded.

- 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.

The names and contact details of all directors including the company secretary shall be recorded. The auditor shall confirm that the details provided correspond to the director details recorded with the Companies Registration Office. A record of screening of each individual must be examined.

- 3.1.3 Screening must include details of employment and current and previous directorships, shareholdings etc.

The results of the screening of principals and directors including the company secretary shall be audited for compliance with screening requirements. The audit report shall confirm that screening requirements were met.

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) Possession of a PSA contractor licence in the Security Guard (Static), Door Supervisor (Licensed Premises), Security Guard (Event Security) and Door Supervisor (Event Security) sectors for the previous 5 years in the case of Enforcement Guard sector applicants only, or
- c) Such other means as may be approved by the PSA.

The auditor shall examine the verified evidence of 5 years continuous experience of providing a security service. Where an organisation does not meet the 5 years continuous experience requirement it must first have received approval by the PSA that the other means are satisfactory.

3.1.5 Details of former businesses, directorships, partnerships, or sole traders etc. of directors shall be recorded and held on file, these records shall be available to an authorised official.

The auditor shall be provided with details of any former businesses, directorships, company secretary, partnerships, or sole traders of each director. Where none are declared, a signed written declaration must be provided.

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 available to an authorised official on request.

The organisation shall confirm to the auditor if any principal or director is or has been bankrupt. Details of the bankruptcy shall be inspected in the organisation's files and the name of the person involved and the period of the bankruptcy recorded in the audit report. Where none are declared, a signed written declaration must be provided.

3.1.7 All directors, principals and proposed management, supervisory and operational staff shall hold a current PSA employee licence where they are carrying out an activity that is subject to PSA licensing. This licence must, as a minimum, cover the main service the organisation intends to provide.

The auditor shall be provided with the name and PSA licence number of any director of the organisation who is also an employee of the organisation. The PSA licence of such directors shall be inspected. The names of such directors and the details of their PSA licence should be recorded in the audit report.

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.

The organisation shall confirm to the auditor if any of the principals hold a beneficial interest in any other organisation subject to licensing by the PSA. If confirmed, the details shall be inspected and the names, contact details of such principals and details of the other licensed entity shall be recorded. A written declaration signed and dated by the principal must be provided, including where none are declared.

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 clause 3.1.1 or clause 3.1.2.

The organisation shall confirm to the auditor the name and contact details of 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 clause 3.1.1 or clause 3.1.2. The details of such persons shall be recorded by the auditor in the audit report. A written declaration signed and dated by the principal must be provided, including where none are declared.

3.1.10 All proposed 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.

The auditor shall be provided with the name and PSA licence number of all proposed operational supervisory and management staff who will undertake licensable activities. These details shall be recorded in the audit report.

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.

The auditor shall inspect the detailed organisation chart which should show all persons involved/proposed to be involved in the organisation. The organisation chart shall detail all roles necessary for operation of a security service.

The organisation chart shall clearly set out who is responsible for each aspect of the business. Examples of what aspects may be involved include (but are not limited to):

- Sales
- Payroll
- Health & Safety
- Operations
- Command and Control

The organisation shall confirm to the auditor if any third parties provide or will provide regular outsourced services to or on behalf of the organisation. Where third party services are provided these should be detailed on the organisation chart. In cases of services provided by third parties, it is sufficient to record the name of the third party on the organisation chart.

Confirmation that the organisation chart meets the requirements shall be recorded in the audit report.

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

In the case of a limited company, the auditor shall inspect the certificate of incorporation and record the details in the audit report. Where applicable, the certificate of business name should be inspected for each business name used by the organisation and details recorded in the audit report.

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 B**.

The auditor shall inspect the screening records of the principals and directors including the company secretary.

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.

The auditor shall verify that the screening covers the ten year period prior to the start-up of the business or from leaving school for principals, directors and company secretary.

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.

The auditor shall verify that the screening covers the five year period prior to the start-up of the business or from leaving school.

3.2.4 The screening period must have no periods unaccounted for.

The auditor shall ensure that there are no gaps in the screening periods. Screening must be conducted on a month-by-month basis.

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.

The auditor shall inspect all documents used in the screening process and confirm in the audit report that they meet the Phase 1 requirements.

3.3 Finances

3.3.1 The organisation shall 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, organisation's 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/body corporate 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)

If the company is not based in Ireland, applicants must email: **nonrestaxclearance@revenue.ie** and request its tax clearance certificate.

The auditor shall inspect the organisation's tax clearance record through Revenue.ie and verify that it relates to the organisation and is in date. The following details from the tax clearance certificate shall be recorded in the audit report:

- Tax Certificate Number
- Issue Date/Printed Date
- Valid Until Date

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.

The organisation shall confirm in writing to the auditor whether or not there are any loans to the organisation from the director and/or shareholders. The auditor shall verify that all such loans are recorded in the organisation's cash-flow plan as loan capital. The following details shall be recorded in the audit report:

- Date of loan
- Amount of loan
- Who the loan is from
- Amount of any repayments made
- Date of repayments

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.

The auditor shall inspect all bank statements of the organisation from date of incorporation/start-up to date of audit and ensure that any start-up capital is included in these statements. Details of any transactions not normally associated with the start-up of a new business should be queried with the organisation and details recorded in the audit report.

Where the organisation is not a start-up business and has previously traded in other PSA licensable or non-licensable activities, the organisation shall provide a copy of its profit and loss account for its last trading period.

3.3.4 The organisation, where requested must produce details of the origin of all funds used in the start-up of the business.

The auditor shall enquire into the origin of the business's start-up funds, details shall be recorded in the audit report.

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 C** to this document.

The auditor shall inspect the organisation's cash flow plan and satisfy themselves that the projections and figures underpinning the plan are reasonable and are in line with a start-up company within the industry. A copy shall be attached to the audit report.

Examples of what the cash-flow statement might take into account are:

- Application of legally binding minimum rates of pay
- Insurance and other fixed costs, both once-off and recurring
- Director's loans and/or investment capital
- Personal money used in start-up

3.3.6 The cash flow plan should also provide detail of the organisation's projected earnings from potential clients and contracts.

The auditor shall inspect the organisation's cash flow plan and confirm in the audit report that it meets the Phase 1 requirement.

3.3.7 The organisation must set out its proposals on the means and method of payment of all staff.

The auditor shall inspect the business's proposed method of payment to ensure that the organisation is sufficiently prepared to meet its obligations.

The auditor shall inspect records which should reflect:

- How payment will be made (for example, directly to bank accounts)
- The frequency of payment (weekly or fortnightly and whether in advance or in arrears)
- Legally binding minimum rate of pay (as applicable)

3.3.8 The organisation must provide details of all accounts held in Financial Institutions.

The auditor shall inspect details of all financial accounts held by the organisation.

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

The auditor shall inspect the statement(s) from each financial institution detailing all signatories on account(s). Copies shall be attached to the audit report.

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
- Personal Attack
- Death in Service

The auditor shall inspect the organisation's insurance quote(s) and verify that the quote is relevant to the nature of the business. The audit report shall record areas covered and the maximum liability in each area.

Note: For a body corporate based outside the Republic of Ireland and proposing to operate within the Republic of Ireland, the quote must relate only to the proposed operations in the Republic of Ireland.

3.4.2 The organisation shall have sufficient funds to cover three times the value of the insurance excess amount of their insurance policy. These funds shall be held in an organisation bank account separate to the organisation's operational account.

Where the insurance quote includes an insurance excess amount, the auditor shall confirm that three times the excess amount is held in funds by the company. These funds shall be held in an organisation bank account separate to the organisation's operational account.

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.

This only applies after a business successfully complete Phase 1. Confirmation that the insurance has been taken out in line with the quote supplied at clause 4.4.1 prior to the issue of a full PSA licence.

3.4.4 Organisation's shall not self-insure in whole or in part for the services they provide.

The organisation shall provide the auditor with a signed declaration confirming that the organisation does not self-insure in whole or in part for the services they provide.

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.

The authority shall visit the administrative office of the organisation and confirm that all records, business documents, certificates, correspondence and files necessary for 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.

The auditor shall inspect the plan of the administrative office and be satisfied with the current and proposed security features.

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

The auditor shall confirm that the administrative office will be protected by an intruder alarm system which will be installed and maintained in accordance with prevailing PSA requirements.

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.

The auditor shall inspect the organisation's written records and confirm that it contains the name, address and contact number of the intruder alarm installer as well as details of the maintenance and service history. The name and PSA licence number of the installer shall be recorded in the audit report.

3.5.5 The alarm shall be remotely monitored by:

- a) a PSA licensed Alarm Monitoring Centre. The organisation shall keep a written record of the name, address and contact number of the PSA licensed alarm monitoring centre providing this service, **or**
- b) such other means as may be approved by the PSA.

The auditor shall confirm that the alarm is remotely monitored by one of the following:

- PSA licensed monitoring centre. The auditor shall inspect the organisation's written record of the name, address and contact number of the monitoring centre providing this service. The name and PSA licence number of the monitoring centre shall be recorded in the audit report, or
- Monitoring centre, where the administrative office is located outside of Ireland, certified to EN 50518 / BS 5979 or equivalent standard recognised by the PSA.

3.5.6 The organisation must produce a written proposal for keeping all confidential records safe and secure.

The auditor shall inspect the organisation's proposals for keeping all confidential records safe and secure and be satisfied that the proposals are fit for purpose.

3.5.7 The organisation must produce a written proposal for protecting electronic records against unauthorised access, alteration, disclosure, loss or destruction.

The auditor shall inspect the organisation's proposals to protect electronic records against unauthorised access, alteration, disclosure, loss or destruction and be satisfied that the proposals are fit for purpose.

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.

The organisation shall provide the auditor with a copy of their procedures on the retention of records. The procedures must be 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 organisation's 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. Safety, Health 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
13. Employment Regulation Orders (ERO)
14. Irish Human Rights and Equality Commission Act 2014

Relevant verification shall be available to all statutory bodies and their agents, including but not limited to:

- The Private Security Authority
- Auditors appointed by the Private Security Authority

Reference to Clause 3.7 of PSA 28:2013, PSA 39:2014 and PSA 91 2023.

The organisation shall provide the auditor with a current statement, signed by a principal of the organisation, confirming compliance with all relevant legislation and shall state specifically its compliance and future compliance with the above. The statement at **Annex D** shall be attached to the audit report.

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 2004, as amended, regulations thereunder and the standards prescribed for licensing.

The organisation shall advise the auditor of the name of the person appointed as the person responsible. The name together with confirmation that they are a member of the management team shall be recorded in the audit report.

4. STAFFING

4.1 General

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 organisation's 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

The auditor shall inspect the organisation's staff recruitment policy document and be satisfied that the document reflects and is relevant to the organisation and the proposed service being undertaken.

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:

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

The auditor shall inspect the organisation's screening policy document and confirm that the screening procedures meet with the PSA requirement of PSA 28 and/or PSA 39 and/or PSA 91 at clause 4.1.

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

The auditor shall inspect the personnel files for each principal and confirm that each file includes completed screening records.

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

The terms of employment document must comply with clause 4.2 of the PSA requirements document PSA 28 and/or PSA 39 and/or PSA 91. The auditor shall inspect the organisation's terms of employment and confirm that the document meets the PSA requirements and employment legislation.

Note: Any document setting out terms of employment in respect of relevant security personnel must show compliance with the relevant requirements of the conditions set down in the Employment Regulation Order for the Security Sector (as applicable).

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

The code of conduct must reflect clause 4.3 of the PSA requirements document PSA 28 and/or PSA 39 and/or PSA 91. The auditor shall inspect the organisation's employee code of conduct and confirm that the document meets the PSA requirements.

4.2 Uniform

4.2.1 A sample of the organisation's uniform must be available for inspection by authorised officials.

The auditor shall inspect a specimen of the organisation's uniform and confirm that it meets the requirements under clause 4.5.3 of the PSA requirements document PSA 28 and/or PSA 39 and/or PSA 91.

Where the contractor is to engage in the provision of Event Security services the auditor shall verify that the uniform meets the requirements of clauses 4.5.3 and clause 4.5.5 of the PSA requirements document.

Where the contractor is to engage in the provision of Enforcement Guard services the auditor shall verify that the uniform meets the requirements of clauses 4.5.2 and clause 4.5.4 of the PSA requirements document.

4.2.2 The uniform must be clearly distinguishable from that of a member of the civil protection services.

The auditor shall confirm that the uniform is clearly distinguishable from that 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.

The auditor shall confirm that the colouring and lettering meet the criteria.

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.

The auditor shall confirm the aspects of the unique identity number.

4.2.5 In the case of Enforcement Guard the organisation shall provide each Enforcement Manager and each Enforcement Guard with an identical style of outer clothing, in this standard referred to as the uniform. The uniform shall remain the property of the organisation.

Where the contractor is to engage in the provision of Enforcement Guard services the auditor shall verify that the uniform meets the requirements of clauses 4.5.2 and clause 4.5.4 of PSA 91.

4.2.6 Each Enforcement Guard uniform shall include colouring and lettering so to be readily distinguishable from the public and in a crowd. The uniform shall be green.

Lettering clearly indicating the word "ENFORCEMENT GUARD" shall be placed on the front left breast and the word "ENF. GUARD" on the back of the uniform and both should be clearly visible from a distance of 15 meters.

The word "ENFORCEMENT GUARD" shall be in uppercase letters and be not less than 1.5 centimetres high on the front left breast of the uniform.

The word "ENF. GUARD" shall be not less than 10 centimetres high on the back of the uniform.

All lettering shall be permanently affixed to the uniform.

The auditor shall confirm that the colouring and lettering meet the criteria in accordance with clause 4.5.2 of PSA 91.

4.2.7 Each Enforcement Guard uniform shall 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 working environments.

The auditor shall confirm the uniforms contain a unique identity number in accordance with clause 4.5.4 of PSA 91.

4.2.8 The Enforcement Guard uniform shall display insignia identifying the organisation providing the service and the wearer as an organisation employee. The organisation's insignia shall be clearly visible when the uniform is worn in normal working environments.

The auditor shall confirm that the organisation's insignia is clearly visible in accordance with clause 4.5.5 of PSA 91.

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.

The policy shall comply with the training requirements contained in PSA Licensing Requirements - Security Guard (Static) and/or Door Supervisor (Licensed Premises) - PSA 28 and/or PSA Licensing Requirements – Security Guard (Event Security) and/or Door Supervisor (Event Security) - PSA 39 and/or PSA Licensing Requirements - Enforcement Guard - PSA 91. The auditor shall inspect the organisation's training policy document and verify that it has been authorised at senior management level within the organisation.

The auditor shall inspect the organisation's training policy document and confirm that the document meets the PSA requirements.

5.1.2 The organisation must appoint a member of the management team as training administrator.

The organisation shall advise the auditor of the name of the person appointed as the training administrator. The name together with any relevant qualifications and confirmation that they are a member of the management team shall be recorded in the audit report.

5.1.3 The training policy must include proposals on induction training and on-site training.

The auditor shall confirm that the training policy document includes proposals on induction training and on-site training. Details of the organisation's qualified trainer (if applicable) shall be recorded in the audit report.

5.1.4 The training policy must include proposals on the retention of training records.

The auditor shall confirm that the training policy document includes proposals on the retention of training records.

6. OPERATIONS

All documents produced and presented must reflect the security activities that are to be undertaken by the organisation. Organisation's 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.

Auditors shall ensure that where sample documents are presented they reflect both the organisation and the service being offered. A 'copy and paste' from other companies is insufficient.

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 organisation's ability to carry out a risk assessment survey for each site of a potential client.

The auditor shall inspect the organisation's risk assessment procedures document. The auditor shall satisfy themselves that the proposals are fit for purpose.

6.1.2 The organisation must produce a sample Risk Assessment Survey in accordance with the risk assessment guidelines contained in **Annex E** 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.

The auditor shall inspect the organisation's risk assessment survey and be satisfied that it reflects the service being offered and meets the PSA requirements.

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

The auditor shall inspect the organisation's safety statement and confirm that it contains the following:

- Reference to Safety, Health and Welfare at Work Act 2005
- Reference to Safety, Health and Welfare at Work (General Application) Regulations 2007
- Signature of principal(s)
- Organisation's policy statement included
- Resources for dealing with safety, health and welfare issues identified
- Safety Representative(s) identified
- Fire Warden(s) identified
- First Aider(s) identified
- Assembly point(s) identified

6.1.4 The organisation for Event Security shall have a sample Event Security Management Plan.

The Event Security management plan must reflect clause 6.4 of the PSA requirements document PSA 39. The auditor shall inspect the organisation's Event Security management plan and confirm that the document meets the PSA requirements.

6.1.5 The organisation for Enforcement Guard shall have a sample Security Management Plan.

The auditor shall inspect the organisation's Security Management Plan and confirm that the document meets the PSA requirements. The Security Management plan must reflect clause 6.1 of the PSA requirements document PSA 91.

6.1.6 Relevant to applicants in the Enforcement Guard sector only, applicants must produce a proposal document on the use of Body Cameras that should reflect the requirements of clause 6.1 of PSA 91. This proposal must include the Body Camera User Policy referenced at clause 6.1.6 of PSA 91.

The auditor must ensure that the proposal document on Body Cameras meets the requirements of clause 6.1 of the PSA requirements document PSA 91.

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, enforcement 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.

The Command and Control System must reflect clause 6.2 of the PSA requirements document PSA 28 and or clause 6.3 of PSA 39 and or clause 6.7 of PSA 91.

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 and/or PSA 91
- 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

The auditor shall be satisfied that the command and control system proposals can be demonstrated and verified.

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

The audit shall inspect the command and control system manual and confirm that it covers procedures for the operation of the command and control system and procedures for dealing with all foreseeable contingencies.

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.

For an organisation seeking an Event Security licence, the auditor shall inspect the organisation's proposals for command and control during periods when a venue is in lockdown including pre and post event building stages.

6.3 Assignment Instructions and Incident Report Log

6.3.1 The organisation must produce a sample of site specific 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.

The Assignment Instructions must reflect clause 6.4 of PSA requirements document PSA 28 and/or clause 6.9 of PSA 39 and/or clause 6.11 of PSA 91.

6.3.2 Relevant to applicants in the Enforcement Guard sector, applicants must produce a sample Enforcement Guard individual assignment instruction that should reflect the requirements of clause 6.11.5 of PSA 91.

The audit shall inspect the individual assignment instructions which must reflect clause 6.11.5 of PSA 91.

6.3.3 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

The Incident Report Log must reflect clause 6.3.2 of PSA requirements document PSA 28 and/or clause 6.7 of PSA 39 and/or clause 6.8 of PSA 91. The auditor shall inspect the organisation's Assignment Instructions document and confirm that the document meets the PSA requirements.

The sample Incident Report Log must provide for all the items set out in clause 6.3.2 and/or clause 6.7 and/or clause 6.8 above and must also provide for:

- Procedures for contacting An Garda Síochána and the emergency services where appropriate
- A facility to confirm that a copy has been given to the client
- A facility to record the identity of the security supervisor, where one is present

ANNEX A

Sample Phase 1 Audit Report

1. Contractor Name	
2. Compliance & Inspectorate Division Reference	
3. Date(s) of Inspection	
4. Person(s) Interviewed	
5. Sector(s) within Scope Of Audit	
6. Follow-Up Inspection to be Scheduled Y/N?	
7. If 6. Is Y, proposed date of Follow-Up Inspection	
8. Follow Up/Action Taken	
9. Details of Interview(s)	

Clause Reference	Items Inspected	Inspector's Finding(s)	Compliant Y/N	Corrective or Remedial Action Required
3.1 Ownership				
3.1.1 Names and contact details to be recorded:				
3.1.2 Names and contact details to be recorded:				

Clause Reference	Items Inspected	Inspector's Finding(s)	Compliant Y/N	Corrective or Remedial Action Required
3.1.3 Confirmation that screening requirements have been met.				
3.1.4 Confirmation that evidence of 5 years continuous experience was produced.				
3.1.5 Details of former businesses.				
3.1.6 Details of any bankrupt person:				
3.1.7 Details of any director who is an employee:				
3.1.8 Details of any beneficial interest in another organisation:				
3.1.9 Details of any person who has a beneficiary or major interest in the organisation:				
3.1.10 Name and PSA licence number of all supervisory and management staff who undertake licensable activities:				
3.1.11 Organisation chart and details of third party services:				
3.1.12 Details of certificates of incorporation and business name:				

Clause Reference	Items Inspected	Inspector's Finding(s)	Compliant Y/N	Corrective or Remedial Action Required
3.2.1 Screening records inspected:				
3.2.2 Required screening periods for principals met:				
3.2.3 Required screening periods for employees met:				
3.2.4 Details of any gaps in screening:				
3.2.5 Screening documents meet requirements:				
3.3.1 Tax Clearance inspected:				
3.3.2 Details of any director or shareholder loans:				
3.3.3 Bank Statements:				
3.3.4 Details of start-up funds:				
3.3.5 Cash Flow Plan:				
3.3.6 Details of projected earnings:				
3.3.7 Details of means and method of paying staff:				

Clause Reference	Items Inspected	Inspector's Finding(s)	Compliant Y/N	Corrective or Remedial Action Required
3.3.8 Details of all financial accounts:				
3.3.9 Details of all signatories on account(s):				
3.4.1 Details of insurance:				
3.4.2 Details of insurance excess, and details of funds held:				
3.4.3 Confirmation that insurance is in place before commencement:				
3.4.4 Confirmation that organisation is not self-insuring in whole or part.				
3.5.1 Confirm all records, etc. stored in secure confidential manner:				
3.5.2 Plan of office inspected and security features identified:				
3.5.3 Confirm protection by intruder alarm:				
3.5.4 Examine details of alarm installer and maintenance history if relevant:				

Clause Reference	Items Inspected	Inspector's Finding(s)	Compliant Y/N	Corrective or Remedial Action Required
3.5.5 Confirm details of alarm monitoring:				
3.5.6 Safety and security of records fit for purpose:				
3.5.7 Protection of electronic records fit for purpose:				
3.5.8 Verify procedure on the retention of records:				
3.6.1 Examine statement on compliance with legislation:				
3.6.2 Examine details of appointed PSA compliance officer:				
4.1.1 Examine Staff Recruitment Policy Document:				
4.1.2 Examine Screening Policy Document:				
4.1.3 Personnel files inspected:				

Clause Reference	Items Inspected	Inspector's Finding(s)	Compliant Y/N	Corrective or Remedial Action Required
4.1.4 Examine Terms of Employment Document:				
4.1.5 Examine Employee Code of Conduct Document:				
4.2.1 Uniform inspected:				
4.2.2 Confirm that uniform is distinguishable:				
4.2.3 Confirm colouring and lettering: (EVENT SECURITY)				
4.2.4 Confirm aspects of identity number: (EVENT SECURITY)				
4.2.5 Confirm Enforcement Guard & Enforcement Manager & Enforcement Guards have an identical style of uniform. (ENFORCEMENT GUARD)				
4.2.6 Confirm colouring and lettering: Green uniform. (ENFORCEMENT GUARD)				
4.2.6 Confirm aspects of identity number: (ENFORCEMENT GUARD)				

Clause Reference	Items Inspected	Inspector's Finding(s)	Compliant Y/N	Corrective or Remedial Action Required
4.2.7 Confirm insignia of organisation is clearly visible on uniform: (ENFORCEMENT GUARD)				
5.1.1 Examine Training Policy Document:				
5.1.2 Confirm details of Training Administrator:				
5.1.3 Verify induction training and on-site training:				
5.1.4 Verify Training Policy document has proposals on retention of training records.				
6.1.1 Examine Risk Assessment Procedures Document:				
6.1.2 Inspect Risk Assessment Survey document:				
6.1.3 Inspect Safety Statement:				

Clause Reference	Items Inspected	Inspector's Finding(s)	Compliant Y/N	Corrective or Remedial Action Required
6.1.4 Examine Event Security Management plan if required:				
6.1.5 Examine Enforcement Guard Event Management Plan (ENFORCEMENT GUARD)				
6.1.6 Examine proposal document on the use of Body Cameras – must include Body Camera User Policy. (ENFORCEMENT GUARD)				
6.2.1 Examine Command & Control System proposals:				
6.2.2 Verify Command & Control system:				
6.2.3 Examine Command & Control System Manual:				
6.2.4 Verify Command and Control during periods when a venue is in lockdown (Event Security) proposals				
6.3.1 Examine sample Assignment Instructions examined:				
6.3.2 Examine sample Enforcement Guard individual assignment instruction:				

Clause Reference	Items Inspected	Inspector's Finding(s)	Compliant Y/N	Corrective or Remedial Action Required
(ENFORCEMENT GUARD)				
6.3.3 Examine sample Incident Report Log:				

Inspector Name:

Report Date:

ANNEX B

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: _____
(HR Manager or principal of the organisation)

Dated: ____ / ____ / ____

4. Employment Refused:

Signed: _____
(HR Manager or principal of the organisation)

Dated: ____ / ____ / ____

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

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												
Total Cash In												
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 Employer PAYE / PRSI Income / Corporation Tax VAT												
Other Outgoings												
Total Cash Out												
Cash Flow: Surplus/(Deficit)												
Opening Cash Balance												
Closing Cash Balance												

ANNEX D

Declaration of Compliance with Legislation

To be completed not more than 2 weeks prior to PSA 31 Audit.

Organisation Name: _____

Address: _____

Registration No. _____

PSA Licence No. _____

I/We confirm our intention to be in full compliance with all legislation including but not limited to the legislation indicated below:

- 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 Act(s)
- Data Protection Acts
- Taxation and Social Welfare Acts(s)
- Payment of Wages Act
- Immigration Acts
- Employment Regulation Orders (ERO)
- Irish Human Rights and Equality Commission Act 2014

Authorised Signatory: _____

Date: _____

ANNEX E

Risk Assessment Template

Company Name:				Project:			
Location to be assessed:		Ref:		Date:			Page
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 & 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 & 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