

## Choosing a suitable Security Company? The ISIA Checklist

### Company Organisation:

- Does the company supply details of its structure, principals and ultimate owners?
- Have you seen 2 years satisfactory audited trading accounts or other evidence of sound financial standing?
- Has the company a current Tax Clearance Certificate?
- Can the company show adequate insurance cover to its own needs and your needs?
- Does the company supply a satisfactory written contract, or agree to use a contract supplied by you?

### Staff Selection and Vetting:

- Does the company carry out 10 years or more retrospective screening of potential employees?
- Is there a senior executive responsible for this function?
- Are all previous employers contacted and is evidence of contact documented?
- Are all gaps in employment explored and accounted for?
- Is the vetting procedure documented and recorded?

### Training:

- Does the company have a qualified trainer?
- Does the company carry out one days induction training?
- Does the company carry out refresher courses?
- Does the company keep records of the training done by each employee?
- Do any of their security guards have any recognised security qualifications?

## **Terms and Conditions:**

- Does the company provide reasonable terms and conditions for their security officers, including holidays, pension schemes and appropriate sickness arrangements?
- Has the company a Employee Selection, Application and screening procedure?
- Have the company employees read and signed a copy of the Health & Safety Statement?
- Is there an Employment Contract for each employee?
- Are you happy that the security officers do not work excessive hours and that the 48 hour rule is observed?
- Are the security officers being paid in line with statutory requirements of JLC agreements?

## **Control & Supervision:**

- Is the guard properly supervised, directly or remotely?
- Does the company operate a control room and is it secure and well managed?
- Have you visited the company premises and does it comply with building and safety/health regulations?
- Are appropriate records kept on the running of an assignment?
- Have you approved a copy of Assignment Instructions for your site?
- Are you happy with the system of night/weekend supervision?
- Are incidents reported to the appropriate managers?
- Are the guards properly trained in radio communication?

## **Management and Quality Standards:**

- Are you satisfied that the company operates to the Irish Standard, IS 999?
- Is the company certified to any recognised quality standard?
- Is the company subject to a Complaints & Disciplinary Procedure?
- Is the company a member of any recognised Security Association?
- Is the company regularly inspected and regulated independently?