

Code of practice for

Static guarding, mobile patrol and keyholding services

ICS 13.310

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Committees responsible for this British Standard

The preparation of this British Standard was entrusted to Technical Committee GW/3, Manned security services, upon which the following bodies were represented:

- Association of British Insurers
- Association of Burglary Insurance Surveyors
- Association of Security Consultants
- British Retail Consortium
- British Security Industry Association
- British Telecommunications Plc
- Ex-Police in Industry and Commerce
- Inspectorate of the Security Industry
- International Professional Security Association
- Metropolitan Police
- Post Office
- Security Industry Training Organization

This British Standard, having been prepared under the direction of the Consumer Products and Services Sector Board, was published under the authority of the Standards Board and comes into effect on 15 June 1998

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Amendments issued since publication

Amd. No.	Date	Text affected
10317 Corr. No. 1	November 1998	Indicated by a sideline in the margin

The following BSI references relate to the work on this standard:
Committee reference GW/3
Draft for comment 97/700201 DC

ISBN 0 580 29534 6

Foreword

This British Standard has been prepared by Technical Committee GW/3. It supersedes BS 7499-1:1991 which is withdrawn.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

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1 Scope

This British Standard gives recommendations for the organization, staffing, operation and management of a company providing static and/or mobile guarding services and/or keyholding services on a contracted basis.

The recommendations of this British Standard do not apply to cash-in-transit or secure parcel services, investigation or bodyguarding services, or to store detectives or door supervisors on licensed premises.

2 Normative references

The following normative documents contain provisions that, through reference in this text, constitute provisions of this British Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. For undated references, the latest edition of the publication referred to applies.

BS 4737-1:1986, *Intruder alarm systems — Specification for installed systems with local audible and/or remote signalling.*

BS 4737-2:1986, *Intruder alarm systems — Specification for installed systems for deliberate operation.*

BS 5839-1:1988, *Fire detection and alarm systems for buildings — Code of practice for system design, installation and servicing*

BS 5979:1993, *Code of practice for remote centres for alarm systems.*

BS 6803-1:1993, *Vehicle security alarm systems — Specification for installed systems.*

BS 6803-3:1990, *Vehicle security alarm systems — Code of practice for the protection of vehicles and goods in transit.*

BS 7858:1996, *Code of practice for security screening of personnel employed in a security environment.*

BS ISO 9000 (all parts), *Quality management and quality assurance standards.*

3 Definitions

For the purposes of this British Standard, the following definitions apply.

3.1

company

organization providing contracted services for guarding premises and/or property and/or keyholding

3.2

client

individual or organization retaining a company to carry out services in accordance with an agreed contract

3.3

assignment instructions

operational document detailing specific contractual duties

3.4

controller

person designated to manage a control room and to report any variations in the manning of an assignment

3.5

control room

secure location from which a controller operates

3.6

keyholding

manned security service holding keys to a client's premises or equipment and responding to emergency calls

NOTE Keyholding may involve dual key systems. One key is held by the client, and another (different) key to the same premises or equipment is held by the company. Both keys are required to gain access to the premises or to operate the equipment.

3.7

check call

routine communication to verify the location and status of a guard or patrolman on an assignment

4 Company organization

4.1 Structure and principals

The company should have a management structure showing control and accountability at each level of operation.

The company should prepare annual accounts, certified by an accountant or solicitor, as appropriate, with complete details of expenditure and income. Accounts should be submissible for examination.

The company should, under normal circumstances, be able to present 2 years' audited trading accounts, except if starting as a subsidiary of an established company, or if staff experience and substantial backing are evident.

Ownership of the company should be established and directors' curricula vitae made available.

Any criminal conviction, discharged or undischarged bankruptcy of a principal or director of the company should be disclosed to the client on request.

4.2 Finances

The company should have sufficient working capital for its requirements. The fixed capital of the company should be sufficient for current and planned needs. Loans from directors and shareholders should be loan capital, subordinated to all other creditors.

