

# Manned security services — Cash-in-transit services (collection and delivery) Code of practice

ICS 03.080.20

## Committees responsible for this British Standard

The preparation of this British Standard was entrusted by Technical Committee GW/3, Manned security services, to Panel GW/3/-/5, Cash-in-transit, upon which the following bodies were represented:

Association of Chief Police Officers  
Association of British Insurers  
Association of Security Consultants  
British Banker's Association  
British Security Industry Association  
Ex-Police in Industry and Commerce  
Home Office  
International Professional Security Association  
Joint Security Industry Council  
Metropolitan Police  
National Security Inspectorate  
Security Industry Training Organization

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The following BSI references relate to the work on this British Standard:  
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### Amendments issued since publication

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| 16744    | 31 October 2006 | Addition of "for a minimum of 10 years" to <b>6.1.2</b> |
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## Foreword

This British Standard has been prepared by Technical Committee GW/3 at the request of users and providers of cash-in-transit services. It provides recommendations for the organization and conduct of such services. It supersedes BS 7872:1996 which is withdrawn.

NOTE Some European countries have drawn up legislation for the provision of cash-in-transit services. Providers of cash-in-transit services who are considering operating within European countries other than the UK should ensure that they are fully conversant with any legislation which might apply.

As a code of practice, this British Standard takes the form of guidance and recommendations. It should not be quoted as if it were a specification, and particular care should be taken to ensure that claims of compliance are not misleading.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Users' attention is drawn to legislation concerning health and safety at work, data protection, the rehabilitation of offenders, race and equal opportunity, in particular:

- The Data Protection Act 1998 [1];
- The Employment Protection Regulations 1996 [2];
- The Health and Safety at Work etc. Act 1974 [3];
- The Race Relations Regulations 1994 [4];
- The Rehabilitation of Offenders Act 1974 [5].

**Compliance with a British Standard cannot confer immunity from legal obligations.**

### Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 11 and a back cover.

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## 1 Scope

This British Standard gives recommendations for the organization, staffing, operation and management of companies providing a cash-in-transit (CIT) service (collection and delivery) on a contracted basis.

## 2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

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

BS 4737-2, *Intruder alarm systems — Part 2: Specifications for installed systems for deliberate operations*.

BS 5979, *Code of practice for remote centres receiving signals from security systems*.

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

## 3 Terms and definitions

For the purpose of this standard the following terms and definitions apply.

### 3.1

#### **cash-in-transit (CIT) service**

service provided by a company for the secure transport of cash, securities and other valuable goods

### 3.2

#### **customer**

individual or organization that employs a CIT company to carry out agreed services, and is responsible for remunerating the company in accordance with an agreed price and contract

### 3.3

#### **service schedule**

document setting out the proposed services to be supplied under a contract

### 3.4

#### **control room area**

area from which the operation of secure premises is controlled

### 3.5

#### **secure premises**

any building which provides storage or handling facilities for valuable goods and which demonstrates adequate security in relation to the risk

### 3.6

#### **vault**

part of the secure premises that provides safe storage for valuable goods

## 4 Company organization

### 4.1 Structure and principles

**4.1.1** The company should possess a definitive management structure, with effective control and accountability at each level of operation.

**4.1.2** The company should be prepared to submit its annual accounts to any relevant interested parties for examination.

**4.1.3** The company should be able to present two years' audited trading accounts, unless it is starting business as a subsidiary of an established company or is a new company whose managers are experienced in the field of CIT and have substantial financial backing.