

BS 8507-2:2009



BSI Standards Publication

Code of practice for close protection services –

Part 2: Services outside of the
United Kingdom

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Summary of pages

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Foreword

Publishing information

This part of BS 8507 is published by BSI and came into effect on 31 July 2009. It was prepared by Technical Committee GW/3, *Manned security services*. A list of organizations represented on this committee can be obtained on request to its secretary.

Information about this document

References are made within this document to United Kingdom legislation. This is not necessarily binding on operations outside of the United Kingdom but is provided for information.

Please note that activities within the confines of British Embassy properties and British High Commissions abroad are governed by United Kingdom legislation.

The Private Security Industry Act 2001 [1] contains provisions for regulating the United Kingdom private security industry, including close protection. A person falling within the definition of providing security industry services within the United Kingdom under the Private Security Industry Act 2001 [1] is required to be licensed in accordance with that Act. The Act can be found online at <http://www.the-sia.org.uk/home>.

Attention is also drawn to the Data Protection Act 1998 [2], the Disability Discrimination Act 1995 (as amended) [3], the Human Rights Act 1998 [4], the Race Relations Act 1976 [5], the Rehabilitation of Offenders Act 1974 [6] and the Sex Discrimination Act 1975 [7]. If there is any inconsistency between this British Standard and any national legislation in the country of operations, then the local legislation prevails.

Use of this document

As a code of practice, this part of BS 8507 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.

Any user claiming compliance with this part of BS 8507 is expected to be able to justify any course of action that deviates from its recommendations.

Presentational conventions

The provisions of this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is "should".

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

The word "should" is used to express recommendations of this standard. The word "may" is used in the text to express permissibility, e.g. as an alternative to the primary recommendation of the clause. The word "can" is used to express possibility, e.g. a consequence of an action or an event.

Notes and commentaries are provided throughout the text of this standard. Notes give references and additional information that are important but do not form part of the recommendations. Commentaries give background information.

Contractual and legal considerations

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

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

1 Scope

This British Standard gives recommendations for the management, staffing and operational accountability for the provision of all aspects of close protection services outside of the United Kingdom of Great Britain and Northern Ireland, and Crown Dependencies. Additionally, this code might be used by those who wish to purchase close protection services.

NOTE Recommendations for operations within the United Kingdom are given in BS 8507-1.

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 7858, *Security screening of individuals employed in a security environment – Code of practice*

3 Terms and definitions

For the purposes of this part of BS 8507, the following terms and definitions apply.

- 3.1 client**
person or organization requesting the close protection service
- 3.2 close protection operative (CPO)**
person with specialized training who performs close protection services
- 3.3 close protection services**
services to establish and maintain a safe environment for a principal at risk
- 3.4 licence**
document issued by an authorized body to engage in such licensable conduct as might be described in the licence
- 3.5 personal protection operative (PPO)**
close protection operative assigned specifically to remain with the principal
- 3.6 principal(s)**
person or persons being afforded protection
- 3.7 risk assessment**
continuous process of collection, collation and analysis of information to identify possible danger(s)
- 3.8 service provider**
person or organization providing services to the client
- 3.9 sub-contractor**
person or organization providing close protection services under the direction of the service provider

3.10 local sub-contractor

person or organization in the region of operations providing a service to the close protection team

NOTE Local sub-contractors may include drivers, caterers, administrators, guides and interpreters.

3.11 team leader

competent person nominated to take charge of and be responsible for a team of CPOs and to provide liaison between the team, the principal and the service provider

3.12 threat assessment

ongoing evaluation of threats and vulnerabilities to determine the possibility, nature and level of danger, harm or loss to the principal

4 Service provider

4.1 Structure

The service provider should possess a clearly defined management structure showing control and accountability at each level of operation.

The service provider should operate a complaints management system.

NOTE 1 Attention is drawn to the guidance given in BS ISO 10002.

Details of the senior manager or executive officer responsible for the operations should be established and a curriculum vitae made available to prospective clients on request. Also details of the owner of the service provider should be made available. Any unspent criminal convictions or undischarged bankruptcy of the executive officer or owner should be disclosed on request.

NOTE 2 Attention is drawn to the Rehabilitation of Offenders Act 1974 [6], whose provisions govern such disclosure in the United Kingdom.

4.2 Finances

The service provider should have sufficient working capital for its requirements. The capital reserves of the service provider should be sufficient for current and planned needs.

The service provider should be able to present two years' certified trading accounts, except if it is starting as a subsidiary of an established service provider. Alternatively, the service provider should be able to provide evidence that staff experience and financial backing are commensurate with the level of trading.

The service provider should prepare annual accounts in accordance with applicable accounting standards. The accounts should be certified by an accountant. Accounts should be available on request for agencies, organizations or individuals with an appropriate interest in the bona fide nature of the service provider.

4.3 Insurance

The service provider should possess insurance cover commensurate with the services provided and the number of persons employed, e.g. public liability, contractual, efficacy, employer's liability, vehicle insurance and fidelity guarantee, medical evacuation and repatriation insurance, travel insurance and personal insurance.

Where a service provider uses sub-contractors, the service provider should ensure there is sufficient insurance cover commensurate with the business undertaken.

5 Resources

5.1 Premises

The service provider should have an administrative office(s) and/or operational centre(s) where records, professional and business documents, certificates, correspondence, files and other documents necessary for conducting business transactions should be kept in a secure manner. The location of records and documentation, both local and centralized, should be clearly defined by the service provider.

5.2 Directly employed staff

5.2.1 Selection and screening

All persons undertaking, or having access to, details of close protection duties should be selected and screened in accordance with BS 7858.

If employees are acquired through a takeover, the service provider should satisfy itself that the recommendations of this subclause have been fully met.

They should also be able to demonstrate appropriate skills and competencies in reading, writing and verbal communication sufficient to perform their roles effectively.

Prospective employees should be asked to confirm that there is nothing in their circumstances that would be detrimental to their operational commitments.

5.2.2 Health

The service provider should ensure that the health and physical condition of personnel remains compatible with the duties and region to which they will be deployed.

The service provider should ensure that personnel have the required, in-date inoculations, medication and insurance for the duration of their deployment outside of the United Kingdom.

NOTE Where there are health and safety risks or medical concerns about personnel, it is reasonable for a service provider to ask that person(s) to undergo a medical examination to ensure fitness for duty.