

BS 8549:2016



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Security consultancy – Code of practice

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Foreword

Publishing information

This British Standard is published by BSI Standards Limited, under licence from The British Standards Institution, and came into effect on 31 August 2016. It was prepared by Subcommittee GW/3/-/26, *Security Consultancy*, under the authority of Technical Committee GW/3, *Private Security Management & Services*. A list of organizations represented on this committee can be obtained on request to its secretary.

Supersession

This British Standard supersedes BS 8549:2006, which is withdrawn.

Information about this document

This is a full revision of the standard, and introduces the following principal changes:

- new recommendations with regard to:
 - data backup;
 - implementation, verification and testing;
- the addition of Annex A, Example code of conduct.

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.

Any user claiming compliance with this British Standard 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.

Requirements in this standard are drafted in accordance with *Rules for the structure and drafting of UK standards*, subclause J.1.1, which states, “Requirements should be expressed using wording such as: ‘When tested as described in Annex A, the product shall ...’”. This means that only those products that are capable of passing the specified test will be deemed to conform to this standard.

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, resourcing and operation for the provision of contracted security consultancy services.

NOTE 1 The services offered by a security consultancy might include, but are not limited to:

- a) *assessing and identifying security risks to the customer's organization;*
- b) *advising on the adequacy of resilience, existing procedures, defences and processes – and outlining areas of possible improvement;*
- c) *development and maintenance of policies and plans etc.;*
- d) *strategic planning;*
- e) *crisis management;*
- f) *budget management;*
- g) *providing training to the customer's members of staff;*
- h) *pre-employment screening;*
- i) *workplace investigation, see also BS 102000;*
- j) *asset and lone worker tracking;*
- k) *acting as an expert witness in court cases (civil and criminal); and*
- l) *compliance management.*

This British Standard also assists procurers wishing to contract such services to ensure the service fits the end user requirements and risk profile.

NOTE 2 Security consultancy services can be provided by any legally defined trading style, e.g. self-employed, a sole trader, a partnership, a limited liability partnership or an incorporated company.

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 British Standard the following terms and definitions apply.

3.1 customer

individual(s), public or corporate body retaining the services of a consultancy

3.2 deliverable

measurable and tangible outcome of the project as agreed with the customer

3.3 milestone

checkpoint within the life of the project identifying when one or multiple groups of activities have been completed

3.4 operational centre

centre where activities of a business, organization, etc. are administrated and take place

NOTE This can be physical or virtual.

3.5 scope of work

document detailing specific contractual services

3.6 security consultancy

individual or organization that is the prime provider of contracted services

NOTE This definition also applies to a security consultant acting in a self-employed capacity, a sole trader, a partnership, limited liability partnership or an incorporated company.

3.7 security consultant

individual giving advice with regard to:

- a) security policies, processes and procedures in relation to any risk to property, people or other tangible/intangible assets; or
- b) the use of any services involving the activities of security operatives

3.8 security operative

individual or company that performs activities relating to the provision of security services

3.9 supplier

individual or company (and the persons employed, including all levels of subcontractor, by that individual or company) that provides the consultancy with information, equipment and/or labour which is used in providing the service to the customer

3.10 technical expert

individual who provides specific knowledge or expertise for the fulfilment of the contract

4 The consultancy

4.1 Code of conduct

The consultancy should produce a code of conduct which sets out its approach to services, by which it abides and which is available to the customer.

The code of conduct should cover, but not be limited to, the consultancy's values, obligations, duties, practices and compliance.

In particular, the code of conduct should include:

- a) responsibility and accountability;
- b) honesty and integrity;
- c) conflicts of interest;
- d) compliance with the law;
- e) authority, respect and courtesy;
- f) equality;
- g) confidentiality;
- h) general conduct; and