



A BRIEF GUIDE TO SR40 FOR INSTALLERS OF ELECTRONIC SECURITY SYSTEMS

What is SR 40:2005?

- is the recommended quality management standard for installers of **Intruder Alarm, Access Control and CCTV Electronic Security Systems**.
- it supplements the technical specifications set out in other relevant Irish and European standards.

What does SR 40:2005 cover?

- four broad areas
 - **company organisation** (includes partnerships and sole traders).
 - **operations**.
 - **staffing**.
 - **training**.

What documentation must I keep for possible inspection?

- current **tax clearance** certificate.
- current public and employer **liability insurance** certificates.
- current **car insurance** certificate.

Where must I keep records and documents?

- **in an administrative office** where all relevant records are maintained in a secure and confidential manner.

What must I give my client?

- **all relevant information** (registered name and phone no of company, cost of the service to be provided, a signed statement confirming compliance with all relevant legislation where requested, compliance with relevant standards and details of your PSA licence(s) and any sub-contractor's PSA licence).

What are my obligations when it comes to selecting staff?

- must carry out detailed **pre-employment checks** to ensure that all employees are competent and of good character.
- must **screen all company personnel** involved in or having access to details of Intruder Alarm, Access Control and CCTV Electronic Security Systems.



- must hold an **assessment interview** for persons subject to screening
- must maintain an up-to-date **personnel file** for each staff member.
- must be **prior verification** of all personal documents submitted by the screened persons to be interviewed (e.g. birth certs, PSA licence if applicable, driving licence, passport and employment records, work permits if required, etc). Copies of the original documents or authorised copies must be held on file.

Do these selection requirements only apply to full-time staff?

- the selection requirements apply to **both part time and full time** staff and all levels of seniority in the company including directors.

What do I need to do to make sure I'm screening correctly?

- screening period must be **not less than ten years** or from date of leaving school (whichever is the shorter).
- screening records from previously licensed employer can be **obtained on request**.
- must, where practicable, request from a job applicant **details** such as continuous employment history, referees, criminal convictions as well as signed authorisations to make necessary enquiries.
- must **verify the information** obtained where the information is not available in the Private Security Authority licence.
- screening must be completed not later than **twenty weeks** after employment commenced.
- an employee subject to a satisfactory screening must be subject to a strict system of **monitoring and supervision** during the screening period.
- also applies to **temporary staff** and to staff taken on when the company takes over another company.

What other obligations do I have in relation to staff?

- must give employees **clear contract of employment**.
- must provide a **code of conduct** for employees.
- must ensure that employees carry a **photographic identity card** confirming their position within the company.
- must have a **training policy** that meets the training requirements as laid down by the Private Security Authority.
- must **appoint a training officer(s)**.
- must ensure that all operational supervisory and management staff receives **appropriate training**.
- must ensure that **training records** are maintained and inspected.



The Private Security Authority
An tÚdarás Slándála Príobháidí

What are some of the other operational requirements for a company under SR40:2005?

- **clear and unambiguous routines** must be established for all staff to deal securely with any confidential information to which they have access.
- records of annual inspections of **driving licences** to be kept.
- **vehicles and equipment** must be in working order and regularly maintained.

The foregoing is brief summary of some of the information in SR40:2005; the full document must be consulted for guidance on the Standard, along with the relevant technical specifications set out in other relevant Irish and European standards. The full Standard Recommendation can be obtained from the National Standards Authority of Ireland, 1 Swift Square, Northwood, Santry, Dublin 9.
This is not a legal document and cannot be relied upon as a legal interpretation of the standard. Any queries on this or the complete standard should be addressed to the National Standards Authority of Ireland or the Private Security Authority.