

QP 03-01

SECURITY SCREENING & TRAINING

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1. INTRODUCTION

- 1.1 Security vetting may be undertaken by either an outside agency or by ourselves.

This procedure details the steps to be taken, when carrying out vetting ourselves, to ensure that all personnel are adequately vetted prior to being employed.

- 1.2 The responsibility for offering employment and authorising final adequacy of the screening process lies with the Operations/Business Manager.
- 1.3 In addition it covers a system of continuous monitoring to ensure that the circumstance of employees have not altered to an extent that they are no longer able to perform their duties.
- 1.4 Unless otherwise stated all actions will be undertaken by the Operations/Business Manager who is also the Screening Controller (for BS7858), though he may delegate as he sees fit.

1.6 PART A – STANDARD VETTING

- 1.6.1 For all personnel, we will obtain two references, if possible one to be from the last employer.
- 1.6.2 The object is to obtain verification of the following and confirmation obtained in writing:
- a) Name, Date of Birth and Address
 - b) Career information for the last 5 years
 - c) Applicant is suitable for the post and of good character.

1.7 PART B – VETTING IN ACCORDANCE WITH BS7858.

- 1.7.1 Should we be required to carry out vetting to BS7858 we will decide on whether to use an outside agency or undertake vetting ourselves.

2. SUBCONTRACTORS (for BS7858)

- 2.1 We do not currently employ sub contractors who are engaged in relevant (security) employment. We are aware that if this changes in the future actions in accordance with NSI regulations and BS7858 will need to be implemented.

3 TRAINING

- 3.1 Training will be reviewed, by the manager/supervisor concerned, appropriate to the type of training the employee is receiving eg:
- a) If attending college, as per the course requirements or upon receipt of a report from the college.
 - b) If in house at frequent intervals until the 'Training Programme' has been completed and the trainee is deemed to be competent.
 - c) On an annual basis if neither a or b apply.
- 3.2 Records will be completed by the manager or trainer and signed by both the trainee and the trainer.
The Matrix will be updated by the Operations/Business Manager.

4. ASSOCIATED FORMS

Application Form
Application for Employment - Office Records
Telephone Enquiry - Other than Previous Employer
Telephone Enquiry - Previous Employer
Request for Confirmation of Information given on the Telephone
Character Reference - General
Character Reference Previous Employer
Training Programmes
Training Matrix

SECURITY SCREENING PROCEDURE FLOW CHART

