

EQA Product Certification Regulations

This document is Supplemental to the EQA Scheme Regulations. It is designed to cover the extra requirements for the Product Certification Schemes listed below.

Guarding Security Services (I.S. 999:2004)

Intruder Alarms (I.S. EN 50131-1, I.S. CLC TS 50131-7 and SR 40)

Alarm Receiving Centres (I.S. 228:1997 and SR 41:2005)

C.C.T.V. (PSA 2006_12 and SR 40:2005)

Guarding Security Services (I.S. 999:2004)

Meeting the requirements of the IS 999 standard is a requirement of the Private Security Authority (PSA) for Door Supervisor (Licenced Premises) and Security Guard (Static) license applications.

1. Audit Requirements

- a. Phase 1 Assessment (Initial applicants who are not yet trading):
An EQA Auditor will visit the company offices/premises to confirm the security company is ready to offer services to the public which will be in accordance with the I.S. 999:2004 standard.
On approval by the EQA assessment committee, a Six Month Phase 1 certificate will be issued to the client.
- b. Phase 2 Assessment:
An EQA auditor will visit the company offices/premises and an active site(s) to confirm the security company is offering services in accordance with the I.S. 999:2004 standard.
On approval by the EQA assessment committee, a two year certificate will be issued to the client.
- c. On-going surveillance inspections of offices, premises and site installations:
EQA will carry out periodic surveillance audits at a sufficient frequency to verify continuing conformity with the scheme regulations and applicable standard(s). Minimum period is once per year.
- d. Re-certification Audits:
EQA certificates are issued for 2 years. A new certificate will be issued on expiry subject to a successful surveillance audit.

2. Ongoing Requirements

- a. EQA must be granted access to all relevant documentary material, records, personnel, active sites and complaints (as per scheme regulations, it is a requirement that a complaint file detailing customer/client complaints and resulting actions is held by all certified companies).
- b. It is not possible to exclude any activities within the Republic of Ireland from the scope of the I.S. 999 audit (all activities carried out under the auspices of a PSA license are subject to audit).
- c. EQA reserve the right to conduct un-announced surveillance visits (in most cases, this would only occur in response to a complaint).

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Intruder Alarms (I.S. EN 50131-1, I.S. CLC TS 50131-7 and SR 40)

Meeting the requirements of the I.S. EN 50131-1, I.S. CLC TS 50131-7 and SR 40 standards is a requirement of the Private Security Authority (PSA) for Intruder Alarm Installer license applications.

1. Audit Requirements

a. **Initial Assessment:**

An EQA Auditor will visit the company offices/premises to confirm compliance with the SR 40 (Electronic security services - intruder alarm, access control and CCTV systems), I.S. EN 50131-1 (Alarm systems - intrusion systems - part 1: system requirements) and I.S. CLC TS 50131-7 (Alarm systems - intrusion systems - part 7: application guidelines) standards.

An EQA auditor will visit a minimum of 4 Intruder Alarm installations to ensure compliance with I.S. EN 50131-1 and I.S. CLC TS 50131-7.

Subject to a recommendation from the lead auditor and approval by the assessment committee to award certification, EQA will issue an SR 40 certificate and a joint I.S. EN 50131-1 and I.S. CLC TS 50131-7 certificate. These certificates will be valid for 2 years

b. **On-going surveillance inspections of offices, premises and Intruder Alarm Installations:**

EQA will carry out periodic surveillance audits at a sufficient frequency to verify continuing conformity with the scheme regulations and applicable standard(s). Minimum period is once per year. A minimum of 2 Intruder Alarm installations will be viewed at each Surveillance visit.

c. **Re-certification Audits:**

EQA certificates are issued for 2 years. New certificates will be issued on expiry subject to a successful surveillance audit.

2. Ongoing Requirements

a. EQA must be granted access to all relevant documentary material, records, personnel, and complaints (as per scheme regulations, it is a requirement that a complaint file detailing customer/client complaints and resulting actions is held by all certified companies). The installer must cooperate with EQA in gaining access to installed intruder alarm systems.

b. All Intruder Alarms installed must be installed in accordance with EN 50131 standards. A certificate of Conformance (see below) must be issued for each alarm installed.

c. EQA reserve the right to conduct un-announced surveillance visits (in most cases, this would only occur in response to a complaint).

3. EQA Certificates of Conformance/Completion Certificates

a. EQA Certificates of Conformance / Completion Certificates are issued to registered clients. Once issued, the Certificates are non-transferable. Transfer of certificates would lead to withdrawal of certification.

b. EQA Certificates of Conformance / Completion Certificates may only be issued by clients on the EQA register of certificated clients. If registration is suspended, certificates may not be issued during the period of suspension. If registration is withdrawn, any un-used certificates must be returned to EQA.

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- c. EQA Certificates of Conformance / Completion Certificates are five part documents as detailed below
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|------------------|--|
| Original (White) | Customer (Purchaser of alarm system) |
| Copy 1 (Pink) | Customer (For insurance purposes) |
| Copy 2 (Blue) | EQA |
| Copy 3 (Yellow) | Alarm Receiving Centre (ARC). To be given to customer or provided to ARC if installer is arranging monitoring on behalf of customer. |
| Copy 4 (Green) | Installers Copy |
- d. EQA Certificates of Conformance / Completion Certificates must be issued prior to the expiry date detailed on the certificate (EQA will ensure that all books of certificates sold to clients are valid for a minimum of 12 Months)
- e. EQA Certificates of Conformance / Completion Certificates are sold in books of 20. Blue copies must be returned to EQA at least every quarter (if no certificates have been issued, a declaration stating this should be sent to EQA). Certificates for the first quarter (Jan ~ Mar) must be returned before 30th April, certificates for the second quarter (Apr ~ Jun) must be returned before 31st July, certificates for the third quarter (Jul ~ Sep) must be issued before 30th October and certificates for the last quarter (Oct ~ Dec) must be returned before 31st January of the preceding year.
- f. EQA will monitor the return of Blue certificates prior to issue of a new book of Certificates (EQA may refuse to provide a book of certificates unless all outstanding Blue copies have been returned). Any certificates incorrectly completed or otherwise damaged must also be returned (there should be no omissions in the sequence of certificate numbers returned).
- g. If the remaining certificates in a book of certificates have expired, the expired certificates should be returned to EQA and a new book of certificates purchased (EQA will offer a credit for un-used certificates).

Alarm Receiving Centres (I.S. 228 and SR 41)

Meeting the requirements of the I.S. 228 and SR 41 standards is a requirement of the Private Security Authority (PSA) for Security Guard (Monitoring Centre) license applications.

1. Audit Requirements

- a. **Initial Assessment:**
An EQA Auditor will visit the company offices/premises to confirm compliance with the SR 41 (Electronic security services - monitoring services) and I.S. 228 (Monitoring centres for intruder alarm systems) standards.
Subject to a recommendation from the lead auditor and approval by the assessment committee to award certification, EQA will issue an SR 41 certificate and an I.S. 228 certificate. These certificates will be valid for 2 years
- b. **On-going surveillance inspections of offices, premises and Intruder Alarm Installations:**
EQA will carry out periodic surveillance audits at a sufficient frequency to verify

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continuing conformity with the scheme regulations and applicable standard(s). Minimum period is once per year.

c. Re-certification Audits:

EQA certificates are issued for 2 years. New certificates will be issued on expiry subject to a successful surveillance audit.

2. Ongoing Requirements

- a. EQA must be granted access to all relevant documentary material, records, personnel, and complaints (as per scheme regulations, it is a requirement that a complaint file detailing customer/client complaints and resulting actions is held by all certified companies).
- b. It is not possible to exclude any activities within the Republic of Ireland from the scope of the I.S. 228 audit (all activities carried out under the auspices of a PSA license are subject to audit).
- c. EQA reserve the right to conduct un-announced surveillance visits (in most cases, this would only occur in response to a complaint).

CCTV (PSA 2006_12 and SR 40)

CCTV is not yet a licensed activity by the PSA. The date when licensing will commence has not yet been announced by the PSA. EQA expect to formally launch a certification scheme as soon as the date has been announced and the requirements for certification have been finalised.

Currently the proposed certification requirements for licensing of CCTV installers are compliance PSA 2006_12 (Requirements for CCTV Certification) and SR 40 (Electronic security services - intruder alarm, access control and CCTV systems) standards.

We would recommend that any company which is planning to apply for a CCTV installers license should make themselves familiar with the above standards