



SR 40:2005 Check Items

Certification to SR 40:2005 is a PSA requirement for renewal of Intruder Alarm Installer licenses (and for new license applications since 1st August 2007).

A brief guide to SR 40 is available on the PSA website. A copy of this standard is available from ILI: www.standards.ie, Tel: 01-857 6730.

Summary of requirements:

- **Current tax clearance certificate**
- **Public liability insurance**
- **Employer's liability and vehicle insurance** (where applicable)
- **Premises / offices are appropriate for the effective management of the business and that the security of records is maintained** (as a minimum files must be kept in a secure and lockable cabinet)
- **Certificate of Incorporation** (limited companies)
- **Registration of trade name(s)** (unless registered company name or name of sole trader is also the trading name)
- **Signed statement of compliance with legislation** (Health, Safety & Welfare at Work Act:2005, Organisation of Working Time Act:1997, Private Security Services Act:2004, Taxation and Social Welfare Acts, National Wiring Rules)
- **Company information** (Information provided to clients must include, registered name, trading name, Contact details, PSA license details, total cost of service to be provided)
- **Sub-contractors** (if any work has been subcontracted, details of the sub-contractors PSA license must be on file together with a written agreement with the sub-contractor).
- **Photo ID cards** (to include all requirements as listed in SR 40)
- **Code of conduct**
- **Vehicle maintenance and confirmation of driving licenses**
- **Equipment register** (sign out of all equipment by employees)

Employee Screening / Staffing (screening is required for all employees involved in installation of alarms or who have access to client files)

- **Screening of directors** (the directors of a limited company must be screened regardless of the size of the company)
- **Sole traders** (Some sole traders are exempt from the requirement to screen themselves, please contact EQA)
- **Application form looking for details of career, referees, criminal record etc.**
- **Formal contracts in place for all employees** (as per SR 40 requirements)
- **A file in place for each individual employee**
- **Details of employee history for the past 10 years (or since school leaving) on a Month by Month basis** (information to be verified within 20 weeks of employment start).
- **Character references (at least 2) for all employees including director(s)**
- **Work Permits in place for any non-EU nationals**
- **Training** (evidence that staff are trained either by experience or formal training, ongoing training in place, training officer appointed to coordinate training)

For Guidance Purposes Only: EQA Audits are conducted to SR 40:2005 and PSA auditing guidelines. It is a requirement to purchase a copy of the standard.