

BS 7858:2012



BSI Standards Publication

Security screening of individuals employed in a security environment – Code of practice

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Contents

Foreword *ii*

1	Scope	1
2	Terms and definitions	1
3	Risk management	2
4	Security screening process	3
5	Ancillary staff	13
6	Acquisitions and transfers	13
7	Subcontractors	13
8	Individuals employed in security screening	14
9	Records held after cessation of employment	14

Annexes

Annex A (normative) Example forms 16

Bibliography 27

List of tables

Form 1 – Oral enquiry — Previous employer	17
Form 2 – Oral enquiry – Other than previous employer	18
Form 3 – Request for confirmation of information given orally	19
Form 4 – Verification progress sheet	20
Form 5A – Application form	21
Form 5B – Authorization and compliance	24
Form 6 – Statutory declaration	25
Form 7 – Executive acceptance of risk	26

Summary of pages

This document comprises a front cover, an inside front cover, pages i to ii, pages 1 to 28, an inside back cover and a back cover.

Foreword

Publishing information

This British Standard is published by BSI Standards Limited, under licence from The British Standards Institution, and comes into effect on 1 May 2013. It was prepared by Technical Committee GW/3, *Manned Security Services*. A list of organizations represented on this committee can be obtained on request to its secretary.

Supersession

This British Standard supersedes BS 7858:2006+A2:2009, which will be withdrawn on 31 April 2013.

Use of this document

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 requirements are expressed in sentences in which the principal auxiliary verb is "shall".

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

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 security screening of individuals to be employed in an environment where the security and/or safety of people, goods and services, personal data or property is a requirement of the employing organization's operations and/or where such security screening is in the public and/or corporate interest.

NOTE 1 "Property" includes intellectual and physical property as well as cash and valuables.

NOTE 2 See Home Affairs Committee First Report: The Private Security Industry Volume 1 [1].

NOTE 3 Some insurers require BS 7858 as a part of the policy conditions and may have additional requirements for screening, e.g. a longer security screening period.

This British Standard applies equally to all individuals in relevant employment (see 2.8), including full-time and part-time employees, sole traders, partnerships, temporary and permanent employees, and to all levels of seniority, including directors. The objective of security screening is to obtain sufficient information to enable organizations to make an informed decision on employing an individual in a security environment.

2 Terms and definitions

For the purposes of this British Standard, the following terms and definitions apply.

2.1 ancillary staff

individual(s) involved in ancillary activities such as administration, personnel, building maintenance and cleaning

2.2 conditional employment

period of employment during which security screening is continuing

NOTE Successful completion of security screening is one criterion upon which the decision to grant confirmed employment is based.

2.3 confirmed employment

employment granted upon successful completion of security screening and any additional criteria applied by the organization

2.4 executive

director, partner or sole owner of the organization, or a manager of the organization duly authorized in writing by a director, partner or sole owner of the organization

2.5 individual

person required to be security screened

NOTE An individual might be new to the organization or an existing employee transferring roles within the organization.

2.6 limited security screening

along with information required and preliminary checks, the minimum amount of security screening necessary to be completed satisfactorily before an offer of conditional employment can be made

2.7 organization

company (including sole traders and partnerships), establishment, government or local authority department, or other body employing and/or contracting individuals, including volunteers, in an environment where the security and/or safety of people, goods and services, personal data or property is a significant consideration

2.8 relevant employment

employment which involves, or may involve, the acquisition of, or access to, information, assets or equipment, the improper use of which could involve the organization, any client of the organization, or any third party, in a security risk

NOTE 1 The definition applies to individuals irrespective of whether they are engaged full-time or part-time, on a permanent or temporary basis, and/or employed directly or as subcontractors.

NOTE 2 Further guidance on individuals considered under relevant employment can be found in The Information Commissioners Employment Practices Data Protection Code – Part 1: Recruitment and Selection [2].

2.9 screening controller

individual within an organization, responsible for making sure that the security screening process is being carried out correctly

2.10 screening officer

individual within an organization, engaged in security screening or a third party providing security screening services

2.11 security screening form(s)

suitable form(s) used to gather and record information required to security screen

2.12 security screening period

period of not less than five years immediately prior to the commencement of relevant employment or transfer to relevant employment, or back to the age of 16 if this date is more recent

2.13 subcontractor

company, agency worker(s), individual(s) and temporary worker(s) not directly employed by the organization, contracted to carry out work on behalf of the organization

2.14 wet signature

original signature written on a piece of paper, as opposed to a fax copy or an agreement offered orally or electronically

2.15 writing

legible document (hardcopy document or electronically stored document capable of being printed and/or viewed on screen)

NOTE For verification of identity of signatories to electronic documents, attention is drawn to The Electronic Communications Act 2000 [3].

3 Risk management

The organization should not employ individuals whose career or history indicates that they would be unsuitable for the role, given that such employment might allow opportunities for illicit personal gain, or the possibilities of being compromised, or opportunities for creating any other breaches of security.

NOTE 1 Attention is drawn to UK employment law, commercial insurance cover and the applicable terms and conditions of employment.

The organization should ensure that all individuals employed in security screening (see Clause 8), and those with authority to offer employment, maintain high standards of honesty and integrity in view of the special circumstances of the environment in which they are employed.

Although no system of security screening can provide absolute security, the organization should endeavour to ensure that the integrity of its personnel is established and maintained.

NOTE 2 An integral part of risk management is to provide a structured process for organizations to identify how objectives might be affected. It is used to analyse the risk in terms of consequences and their probabilities before the organization decides what further action is required.

NOTE 3 In some cases, where the verification procedures cannot be completed satisfactorily, employment might be prevented, terminated or employment offer withdrawn. It is emphasized that this is not necessarily an indication of unsuitability; it might simply not have been possible to obtain the required positive evidence.

4 Security screening process

4.1 Overview

The organization should carry out security screening in accordance with this British Standard prior to the engagement of individuals for relevant employment or to their being transferred to relevant employment from other duties.

NOTE 1 For acquisitions and transfers see Clause 6.

NOTE 2 Where labour is subcontracted see Clause 7.

The organization should ensure that employees already in relevant employment are security screened in accordance with this British Standard.

NOTE 3 Attention is drawn to the Data Protection Act 1998 [4] and the Employment Rights Act 1996 [5].

NOTE 4 It is not a provision of this British Standard that employees already screened to previous editions of this standard are re-screened, provided evidence of previous screening can be clearly demonstrated.

The full security screening process should be carried out in accordance with this standard, regardless of an individual's previous employment, even if that employment was in a security environment.

NOTE 5 Attention is drawn to the Rehabilitation of Offenders Act 1974 [6].

4.2 Administration

The screening controller should ensure that screening data is held confidentially and stored securely to prevent unauthorized access and alteration.

NOTE 1 Attention is drawn to the Data Protection Act 1998 [4] which requires organizations that are Data Controllers to notify the Information Commissioner's Office of the processing that is taking place.

NOTE 2 With regard to the storage of electronic data, attention is drawn to the following standards; BIP 0008-1 and BS ISO/IEC 27001 (BS 7799-2) and BS ISO/IEC 27002 (BS 7799-1).

The organization's security screening working practices should be regularly reviewed and updated if necessary, and should deal with such matters as clearing desks, locking filing cabinets, etc. at the end of the working day; security shredding and disposing of waste paper (including spoiled documents, etc.); the control of access to computers and data storage media, recordings of telephone conversations, etc.

NOTE 3 Attention is drawn to the Information Commissioner's Employment Practice Code [2], and the need to comply with any obligations in the Information Commissioner's Code.

Organizations should maintain the following in electronic or paper format:

- a) a separate file for each individual subjected to security screening. The files of all individuals currently employed but still subject to completion of screening should be identified separately from other employee files; and
- b) verification progress sheets (or equivalent) for each individual subjected to security screening.

Where applicable, records should clearly indicate that an individual is conditionally employed but still subject to completion of screening. Records should show prominently the dates on which such employment commenced and is to cease if screening is not completed within 12 or 16 weeks after the date of commencement, dependent on the security screening period.

The screening file should be retained during employment (see also Clause 9).

4.3 Provision of information

4.3.1 General

Written evidence should be obtained to see if there is anything in the individual's background which would reflect adversely upon their suitability for the proposed employment (see Clause 3).

NOTE When obtaining written references, it is important to be sure that the source is genuine. If considered necessary, extra checks can be made to verify the validity of facsimile numbers, postal and email addresses.

4.3.2 Authorizations

The security screening form should state that information is gathered to facilitate security screening in accordance with BS 7858, in order to determine whether individuals are suitable to be employed in a security environment.

The organization should make the individual aware at their interview or application, whichever is appropriate, that, with the individual's written permission, the organization is authorized to obtain the following in accordance with relevant legislation:

- a) *background career/history checks.* if permission to contact a current employer is withheld until an offer of employment is made, the individual should be informed that a condition of the offer of employment is that the offer can be withdrawn if the security screening is not concluded satisfactorily. The period of current employment should initially be verified by a personal reference and/or documents which substantiate employment;
- b) *a search of public record information.* e.g. County Court Judgments, bankruptcies, financial sanctions ¹⁾ and proof of identity and proof of address; and
- c) *a criminality check:* see 4.7j).

¹⁾ See http://www.hm-treasury.gov.uk/fin_sanctions_index.htm.

4.3.3 Information required

The organization should request the following information at the appropriate point of the screening process.

- a) The individual's personal details including:
 - 1) full name, including forename(s) and surname/family name(s);
 - 2) other and/or previous forename(s) and surname/family name(s) used during the security screening period;
 - 3) aliases, i.e. any name(s) used in addition to current or previous name(s) during the security screening period;
 - 4) full address history, including "from" and "to" dates, for the past five years;
 - 5) date of birth;
 - 6) National Insurance number;
 - 7) evidence of right to work in the UK ²⁾;
 - 8) SIA licence number and expiry date (if held).
- b) Details of the individual's education, employment, periods of self-employment (see 4.7), unemployment and gaps in employment (including career breaks, etc.) throughout the security screening period.

NOTE 1 If an individual does not want the organization to contact their current employer until an offer is made see 4.3.2a).

Organizations should extend the security screening period (see 2.12) to account for:

- 1) contractual or legislative considerations; and/or
 - 2) specific industry standards.
- c) The name of one referee, with personal knowledge of the individual, from whom a written character reference should be obtained.

The security screening form(s) should state that the individual(s) providing character references will be asked to confirm the nature of their relationship with the individual being security screened, and that they have known the individual for a minimum of two years immediately prior to the start of security screening. The security screening form(s) should also state that character references should not be obtained from previous employers, relatives (by blood or by marriage) and/or persons residing at the same address as the individual.
 - d) Details of all cautions or convictions for criminal offences, including motoring offences and pending actions, subject to the provisions of the Rehabilitation of Offenders Act 1974 [6].
 - e) Details of all bankruptcy proceedings and court judgments (including satisfied), financial judgments in the civil court made against the individual and individual voluntary arrangements with creditors from the previous six years.
 - f) An acknowledgement that misrepresentation, or failure to disclose material facts, either during application or throughout employment may constitute grounds for withdrawal of an employment offer or termination of employment and/or legal action.

²⁾ See www.direct.gov.uk/en/Employment/Understandingyourworkstatus and www.ukba.homeoffice.gov.uk/visas-immigration/working.

- g) A statement, in writing, authorizing the organization to approach current and former employers, government departments, individuals providing character references, etc. for verification of a continuous record of their career and history.

NOTE 2 See also 4.3.2.

NOTE 3 Authorization may be in the form of either a wet signature or electronic confirmation. Some organizations might only accept a wet signature.

NOTE 4 An example of the text that can be used is given in Annex A, Form 5B, which can be used as a separate form or as part of the application form.

- h) A declaration signed by the individual which acknowledges that employment is subject to satisfactory screening, that the individual consents to being screened and will provide information as required, that information provided is correct, and that any false statements or omissions could lead to termination of employment (a suitable example is provided in Annex A, Form 5B).

4.3.4 Interview

Organizations should interview the individual before any offer of employment is made.

NOTE It is preferable that interviews are carried out with the individual physically present. However, if a physical meeting is not possible at the interview stage then attention is drawn to 4.4c).

4.4 Preliminary checks

Preliminary checks should, as a minimum, include the following for each individual being security screened:

- a) Establishment of a screening file in accordance with 4.2a);
- b) All information requested in accordance with 4.3.3 has been supplied (e.g. through a fully completed application form) and a full review of the information provided to confirm that the individual is likely to complete security screening;

NOTE 1 Information can be supplied in either paper or electronic format. However, certain documentation such as documentation for confirming identity [see 4.4c)] and current address of residence [see 4.4d)] needs to be hardcopy originals.

NOTE 2 In some circumstances an original wet signature on the signed authorization to approach third parties will be required.

- c) Confirmation of identity including verification of documents.

NOTE 3 Acceptable documents are as in accordance with Group A and Group B of the SIA identity verification criteria ³⁾.

Wherever possible, the supporting documentation should be photographic i.e. passport or photo identification drivers licence. Verification should include visual inspection of original documents and retention of a copy. The visual inspection should compare details within the document against the physically present individual and a check for signs of tampering or alteration.

Organizations should also carry out verification checks according to the following circumstances:

- 1) *Individual holding a valid and current SIA licence* - The organization

³⁾ <http://www.sia.homeoffice.gov.uk/Pages/licensing-id-checklist.aspx>

should see the original licence and verify it against the public register of licence holders. The document details should be cross-checked against other information provided by the individual.

NOTE 4 As part of the SIA licence application process, identity documents are checked.

A copy of the public register search result should be retained on file.

NOTE 5 Further verification of identity documents may be carried out at the discretion of the organization using electronic means.

- 2) *Individual not holding a valid and current SIA licence* - The organization should be able to demonstrate that they have taken necessary steps to confirm the identity of the individual.

NOTE 6 Additional electronic verification may be undertaken for example a passport can have its Machine Readable Zone (MRZ) verified by using a passport scanner or using an online service or using a third party organization. Third parties may also be able to carry out checks on other types of documents to provide further verification where required by the organization.

A copy of the document(s) produced should be retained in the screening file together with details of who examined and copied the original document and evidence of any additional electronic check(s). Details within the document(s) should be cross-checked against other information provided by the individual.

NOTE 7 Examples of authentic documents, such as an SIA licence, passport and visa stamps, can be found on Government department web sites. For SIA licensing and details of acceptable identity documents, refer to www.sia.homeoffice.gov.uk.

NOTE 8 Attention is drawn to the Immigration, Asylum and Nationality Act 2006 [7], Accession (immigration and worker registration) Regulations 2011 [8], Sections 15 to 26 of The Immigration (restrictions on employment) Order 2007 [9] and The Immigration (employment of adults subject to immigration control) (maximum penalty) Order 2008 [10].

NOTE 9 Information relating to the prevention of illegal working can be found on the Home Office UK Border Agency website www.ukba.homeoffice.gov.uk.

- d) Confirmation of current address of residence: the documents that should be presented are listed on the SIA website (<http://www.sia.homeoffice.gov.uk/>) and conform to the SIA requirements for licensing.

Copies of the documents should be retained in the screening file, with details of who examined and copied the original document.

Any documents presented to establish proof of address of residence should be checked for authenticity.

- e) The individual's public financial information: the organization should establish these details by direct reference through a credit reference agency or its agent. The organization should include the following official public record information in the search:
- 1) confirmation that the individual is listed on the electoral roll;
 - 2) if not listed on the electoral roll then confirmation that the individual is known at the current address of residence;
 - 3) linked postal address for the previous five years should also be searched to ensure no adverse information is listed;
 - 4) county court judgments (CCJs) including IVAs;
 - 5) bankruptcy orders;

- 6) aliases;
- 7) date of birth.

NOTE 10 An individual's public financial information is not a credit check.

If an individual has opted out of appearing on the electoral roll, other forms of evidence such as recent utility bills, bank statements, etc. should be requested to confirm the individual's current address of residence.

If a concern appears during the search, the individual should be invited by the organization to make representation about the concern. If the organization is satisfied with the individual's representation and the organization is satisfied that the individual's financial history does not constitute a risk as described in paragraph one of Clause 3, then the following should apply.

- i) If single or multiple CCJ(s) are in excess of £10,000 (whether satisfied or not) an executive of the organization, having reviewed the documentation, signs to accept the risk.
- ii) If the individual is bankrupt, an executive of the organization, having reviewed the documentation, signs to accept the risk.
- iii) If the individual is a Director of another organization, an executive of the employing organization, having reviewed the documentation, signs to accept the risk.

NOTE 11 The organization may agree executive acceptance of risk procedures on a block or on an individual basis with their insurers.

NOTE 12 For some contracts, e.g. potential terrorist targets, organizations may consider checking the Consolidated list of financial sanctions targets in the UK ⁴⁾.

4.5 Conditional employment

4.5.1 General

NOTE Completing full security screening before employing an individual is preferable.

An organization should not make an offer of conditional employment unless:

- a) the level of risk in the intended employment has been considered and is acceptable;
- b) preliminary checks (4.4) have been completed satisfactorily; and
- c) limited security screening (4.5.2) has been completed satisfactorily.

Conditional employment should end if full security screening is not completed satisfactorily within the time period allowed.

4.5.2 Limited security screening

In addition to the preliminary checks (4.4), the organization should obtain the following for each individual being security screened.

- a) Confirmation of a continuous record of career and history (see 4.7) for a minimum period of three years immediately prior to the date of application (or back to the age of 16 if this date is more recent).

NOTE 1 At the discretion of the organization, oral confirmation (e.g. by telephone) of career and history or other documentary evidence e.g. payslips,

⁴⁾ A consolidated list can be found at http://www.hm-treasury.gov.uk/fin_sanctions_index.htm

bank statements, etc. can be accepted as part of limited security screening. Written confirmation of oral security screening enquiries does not need to be obtained as part of limited security screening (i.e. prior to commencement of conditional employment), but does need to be obtained as part of completing the security screening recommended in 4.7.

- b) One character reference, which, at the discretion of the organization, can be an oral character reference. A character reference should not be obtained from previous employers, relatives (by blood or by marriage) and/or persons residing at the same address as the individual. It is emphasized that oral procedures do not provide a substitute for a written reference. The character reference should cover a minimum period of two years immediately prior to the date of application and should be subject to the following.
 - 1) The character referee should be asked to confirm whether anything is known about the individual being security screened which would reflect adversely upon the individual's suitability for the employment concerned.
 - i) Where individuals providing the character references are contacted by telephone, the telephone number of the individual called should be ascertained independently. A telephone number supplied by the individual being security screened should not be relied upon. Where other means are used, the identity of the individual contacted should be verified.
 - ii) Information given orally by the referee and/or individual providing the character reference should be noted at the time of the enquiry (see Annex A, Form 2).
 - iii) If conditional employment has been authorized, a written request should be sent to the referee and/or individual providing an oral character reference asking for written confirmation of the information provided (see Annex A, Form 3).
 - 2) The screening file should record:
 - i) the name of the screening officer responsible for each oral reference; and
 - ii) the name of the screening controller that reviewed the file and confirmed that the limited security screening has been completed.

Forms 1, 2, 3 and 4 in Annex A (or other equally effective means) should be used to monitor and record all actions taken and retained in the screening file.

Wherever practicable, the authorization of an offer of conditional employment should be made by an individual independent of the security screening process.

Where an individual is offered conditional employment following limited security screening but before full security screening has been completed, the terms and conditions of their employment should clearly state that confirmed employment is subject to satisfactory completion of full security screening within the period allowed (see 4.6) and that conditional employment will end if full security screening is not completed satisfactorily within the time period allowed.

4.6 Period allowed for completion of full security screening for individuals in conditional employment

Full security screening should be completed within the following time periods:

- a) for 5 year security screening, not later than 12 weeks after conditional employment has commenced; or

- b) for a longer period, not later than 16 weeks after conditional employment has commenced.

Cases extending beyond the maximum (12 weeks or 16 weeks) may be extended by a maximum of 4 weeks subject to evidence that written requests to verify information supplied have been made and subject to approval by an Executive. The decision to extend should be recorded on the Executive Acceptance of Risk form (Annex A, Form 7) which should be retained and easily accessible on request. Where screening has not been completed successfully, an individual should not continue in relevant employment after expiry of the period allowed for security screening.

NOTE Where the screening file is completed within 31 days of the end of the period allowed the individual may be offered the opportunity of returning to relevant employment. After 31 days the individual needs to be rescreened.

4.7 Completion of screening (verification of information)

Verification of information should be completed within the period allowed for completion of security screening (see 4.6).

For security screening purposes, the organization should establish by direct reference to current and former employers, government departments, educational authorities, etc., with confirmation from them in writing, details of education, employment, periods of self-employment and unemployment of the individual being security screened for the whole of the security screening period with no unverified periods greater than 31 days.

Where it is not possible to establish by direct reference to current and former employers, the organization should follow the additional guidance in obtaining acceptable alternative evidence to verify the relevant period [see 4.7g)].

For security screening purposes, the organization should seek verification of the following, confirmation obtained in writing and copies retained.

- a) *Date of leaving full-time education*: falling within the security screening period should be confirmed. For individuals who left an educational establishment at the end of a school year (summer term), the period up to 1st November of that year should be considered as part of the school career. For individuals leaving at other times of year, the period of grace should be limited to two months. If it is not possible to verify the date of leaving full-time education with the educational establishment, the referees should be asked to confirm the date of leaving.
- b) *Periods and type of employment*: (e.g. full-time, part-time, casual or occasional) should be obtained from previous employers, although a current employer should not be contacted without the individual's prior written permission.

NOTE 1 When obtaining references in writing, it is important to be sure that the source is genuine. If necessary, extra checks can be made to verify the validity of facsimile numbers, postal and email addresses. In addition, the organization may consider asking:

- i) the reason for the individual leaving;
 - ii) whether anything is known about the individual that would reflect adversely upon their suitability for the proposed employment; and
 - iii) whether former employers would re-employ the individual.
- c) *Periods of registered unemployment*: obtained from the Department for Work and Pensions (DWP), or other government agencies. If a government department states that records are unavailable, the period for which the record is not available should be treated as an unverified period [see 4.7g)].

- d) *Periods of self-employment, nature of the business and reason for termination*: examples of acceptable evidence include documents from HM Revenue and Customs, banks, accountants, solicitors, trade or client references, etc., as appropriate.
- e) *Periods of residence abroad*: should be obtained where possible by, e.g. approaches to employers, confirmation of dates obtained from passports and work permits by contact with appropriate embassies and consulates.
- f) *Periods of extended travel abroad* (longer than 31 days): for periods where an individual has been abroad (i.e. travelling and also possibly casual working), confirmation of dates should be sought by the screening officer to satisfy themselves that from the evidence submitted, it is reasonable to accept that the individual was abroad during the dates specified. Acceptable evidence could include: airline tickets, holiday booking paperwork, non EU visa and passport stamps, personal references, card payment/bank statement, currency exchange receipts, mobile phone bill, employment references whilst working abroad.
- g) *Career and history record incomplete*: where the record of career and history is incomplete, the screening officer should seek alternative evidence to verify the duration and the reasons for the incomplete record. Examples of potential evidence should include NI records or two or more different items from: payslips (start and finish of a period), P60s, P45 (to show date of leaving), redundancy letter (confirming end of a period), contract of employment or offer letter (to show start of employment), bank statements (to show regular payment of wages/salary), proof of long service, company identification, any correspondence from the employer to the employee over the period.

The period should be independently confirmed by a character referee. A character reference should not be obtained from previous employers, relatives (by blood or by marriage) and/or persons residing at the same address as the individual. The character referee should be asked to confirm that they have personal knowledge of the individual being security screened during the gap period in question.

NOTE 2 In exceptional cases, the method described in item 4.7h) may be used.

- h) *Statutory Declaration*: Only when the security screening process in accordance with Clause 4 cannot be demonstrably completed, a Statutory Declaration made before a solicitor, commissioner for oaths, notary public or justice of the peace by the individual being security screened, may be used as an alternative (see Annex A, Form 6). A Statutory Declaration should only be used to cover:
 - 1) one incomplete period of no more than six months in the most recent five years of the security screening period, or
 - 2) incomplete period(s) not exceeding a total of six months in any five year period in the preceding years where screening is undertaken for a period longer than five years. This procedure should only be used with the prior approval of:
 - i) a partner in the organization; or
 - ii) the sole owner of the organization; or
 - iii) a director of the organization; or
 - iv) a senior executive of the organization duly authorized in writing by i), ii) or iii).

NOTE 3 Form 7 given in Annex A may be used.

- i) *One written character reference* (this may be a written reference from the

person contacted for an oral reference as part of limited security screening): the character reference should cover a minimum period of two years immediately prior to the date of application and the character referee should be asked to confirm whether anything is known about the individual being security screened which would reflect adversely upon the individual's suitability for the employment concerned. A character reference should not be obtained from previous employers, relatives (by blood or by marriage) and/or persons residing at the same address as the individual.

- j) The organization should ensure that at least one of the following is either held by, or has been obtained for, the individual being security screened:
- 1) SIA licence for the appropriate sector (if applicable);
 - 2) ACPO Appendix C check (police letter) under the ACPO Security Systems Policy ⁵⁾;
 - 3) Basic Disclosure from the appropriate government body ⁶⁾.

NOTE 4 In the case of a security systems company operating in England, Wales or Northern Ireland, 4.7j)2) would be required unless the company is one that does not need to be registered with the Police (for example a company that does not do any police-calling security systems, or is in a police area where the Police Force does not apply the Appendix C check and the check is not available from other Police Forces).

NOTE 5 Attention is drawn to the need to comply with any obligations set out in the Code of Practice and Explanatory Guide published by the Criminal Records Bureau [11].

NOTE 6 Where an individual is employed in a position that is likely to bring them into contact with children or vulnerable adults, e.g. working in an occupied hospital or school, a higher level of disclosure might be necessary.

It might be necessary for individuals to provide information about themselves in order to complete the verification procedures.

NOTE 7 Effective security screening is dependent upon those having knowledge of the individual being security screened supplying information and references. It is hoped that individuals and organizations will cooperate in supplying information and references when requested, unless there are good and substantial reasons for not doing so.

An organization should not make an offer of confirmed employment unless full security screening has been completed satisfactorily.

4.8 Review of the screening process

The screening controller should operate a systematic administrative system, which ensures that security screening procedures are continually reviewed for each employee throughout the security screening period. Records relating to an individual being security screened should clearly show the dates on which employment commenced and is to cease.

A verification progress sheet (or other equally effective means) should be used to record the action taken.

NOTE An example verification progress sheet is given in Annex A, Form 4.

⁵⁾ This applies in England, Wales and Northern Ireland only.

⁶⁾ At the time of writing the appropriate government bodies are Disclosure Scotland, Access Northern Ireland and where appropriate the Criminal Records Bureau.

5 Ancillary staff

The recommendations given in this British Standard should be applied to all ancillary staff (see 2.1) engaged in relevant employment (see 2.8) who have access to sensitive information, assets or equipment.

The organization should have in place procedures which ensure that individuals who have not been security screened are restricted from having access to sensitive information, assets or equipment.

6 Acquisitions and transfers

If an organization acquires the business or an undertaking of another organization and the operations of the combined organization are such as to require security screening for part or all of the transferring business or undertaking, then the security screening of all relevant individuals in the transferring business or undertaking should be reviewed.

If it cannot be established from records that security screening in accordance with this British Standard has already taken place for any member of staff in relevant employment, then security screening should be undertaken within the screening period, commencing on the date of acquisition or transfer of the business or undertaking. Any previously unscreened employee who, as a result of the acquisition or transfer, is employed in a position requiring security screening should also be screened in accordance with this standard.

NOTE Where retrospective security screening discloses transferred employees who are unable to meet the recommendations of this British Standard, attention is drawn to the Data Protection Act 1998 [4] and the Employment Rights Act 1996 [5].

7 Subcontractors

NOTE 1 Attention is drawn to Private Security Industry Act, 2001 [12].

The recommendations given in this British Standard should be applied to all subcontractors who, through contractual arrangements, are engaged in relevant employment (see 2.8).

Before an organization can allow individuals from a subcontractor to be engaged in relevant employment, the organization should either:

- a) ensure that the subcontractor provides evidence that it operates in accordance with the recommendations given in this standard and in accordance with the terms and conditions of the organization's insurance policy; or

NOTE 2 Evidence can include:

- 1) current proof of certification by a UKAS accredited certification body which includes BS 7858 in the scope or an SIA approved contractor. In both cases a written statement that the individual(s) being supplied have been screened in accordance with BS 7858 is required; or
 - 2) a fully completed BS 7858 screening file relevant to their current contract.
- b) carry out full security screening of all of the relevant contracted personnel.

8 Individuals employed in security screening

8.1 General

The screening controller(s) and screening officer(s) should be security screened in accordance with the recommendations of this British Standard. An individual should not self-screen.

The screening controller(s) and screening officer(s) should sign a confidentiality ⁷⁾ agreement, covering both the period of employment and post employment, relating to the disclosure of the organization's confidential information and/or material with respect to individuals and employees past, present and future.

Where the tasks of interviewing, security screening, and deciding whether to employ and whether to terminate employment are carried out within a separate department, the departmental personnel should be adequately supervised at all times and attention given to the division of functions and authority within the department for internal control purposes.

The screening controller(s) and screening officer(s) should also be mindful of the difference between personal opinion and fact when recording information about individuals.

8.2 Training

People engaged in interviewing and security screening should be trained for the duties envisaged. Training should fully cover the recommendations given in this British Standard, the essential elements of the Data Protection Act [4] and awareness of the SIA's licensing requirements, and include an explanation of security requirements and their ongoing nature. Training records should be maintained.

NOTE The organization may consider sending the screening controller involved in such activities on appropriate external courses organized for this purpose.

8.3 Outsourced security screening

Where security screening services are outsourced, the organization should ensure that the recommendations given in this British Standard are applied.

9 Records held after cessation of employment

After cessation of employment, the following records should be maintained for seven years:

- a) written provision of information (see 4.3; Form 5A or its equivalent);
- b) a signed statement in accordance with 4.3.3g);
- c) proof of identity;
- d) character references;
- e) confirmation of continuous record of career and history including:
 - 1) periods of registered unemployment;
 - 2) records of self-employment;
 - 3) periods of residence abroad;
- f) verification progress sheet (Form 4);

⁷⁾ Sometimes known as a non-disclosure agreement.

- g) employment verification and personal references (Form 5A or its equivalent);
- h) Statutory Declaration (Form 6);
- i) Executive Acceptance of Risk (Form 7).

**Annex A
(normative)****Example forms**

NOTE Forms 1, 2 and 3 refer to the taking of references orally, Form 4 is the verification progress sheet, Form 5A is the personal reference and employment verification (authorization to obtain references), Form 6 is a pro forma Statutory Declaration and Form 7 is the Executive acceptance of risk.

These forms may be modified in any convenient style, but should still record all this information.

Form 1	Oral enquiry – Previous employer
Form 2	Oral enquiry – Other than previous employer, e.g. character reference
Form 3	Request for confirmation of information given orally
Form 4	Verification progress sheet
Form 5A	Application form
Form 5B	Authorization and compliance
Form 6	Statutory declaration
Form 7	Executive acceptance of risk

This Annex comprises the pro forma recommended throughout the text of this standard.

Form 1 – Oral enquiry — Previous employer

1. Employee (applicant)

Surname:

Forename(s):

2. Previous employer

Name of company:

Location:

Telephone number:

Name of contact individual:

Dates employed:

- as stated by employee:

* - as confirmed:

- as stated by employee:

* - as confirmed:

* Would re-employ?

* Reason for not re-employing

.....
.....

*Anything known about the individual that would reflect adversely upon their suitability for the proposed employment?

.....
.....

Signed:
(Screening officer)

Date:

Signed:
(Screening controller)

Date:

* Where response indicates that applicant is NOT suitable for proposed employment, bring to immediate attention of screening controller responsible for security screening.

Form 2 – Oral enquiry – Other than previous employer

1. Applicant

Surname:

Forename(s)

2. Referee

Name of company:

Location:

Telephone number:

Reference required and period (e.g. character/self-employment):

.....

.....

Information supplied by applicant:

.....

.....

As stated by referee:

.....

* Reason(s) for not recommending employment?

.....

*Anything known about the individual that would reflect adversely upon their suitability for the proposed employment?

.....

Signed:
(Screening officer)

Date:

Signed:
(Screening controller)

Date:

* Where response indicates that applicant is NOT suitable for proposed employment, bring to immediate attention of screening controller responsible for security screening.

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Form 3 – Request for confirmation of information given orally

Name:

Address:

.....

We refer to our conversation with you on.....about

Mr/Mrs/Miss/Ms.....

In connection with the application made to us by the above-named for employment as:
.....

Details of the information which you supplied to us orally are enclosed and we would be obliged if you would kindly confirm that these details fairly reflect the information you supplied.

Due to the nature of our business, it is vitally important that we employ only individuals of integrity who are likely to be able to resist the opportunities for improper personal gain which such employment might offer and who are responsible and conscientious.

The appropriate British Standard requires us to obtain written confirmation of all references we receive in connection with applicants for employment.

A copy of a Form of Authority signed by the applicant is enclosed and also a stamped addressed envelope for the favour of your reply.

Yours faithfully,

.....

Form 4 – Verification progress sheet

Surname:			First name(s):				
DOB:		N.I. No.	12/16 week screening period from:	DD/MMM/YYYY	To: DD/MMM/YYYY		
Information given by the applicant			Code	Request sent	Confirmation		Audit
From MM/YY	To MM/YY	Employer/History			From	To	
5-year screening completed:							
Character references			Letters to Applicant				
Name	Request sent	Comments	Request sent	Code	Reply rec.	Audit	
			COPY	ORG	N/A	COMMENTS	AUDIT
Accession state worker registration card			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Birth certificate			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Consumer information check			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Current passport			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Discharge certificate			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
EU photographic driving licence			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Marriage certificate			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Proof of address			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SIA licence			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Work permit/visa			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sanctions list check			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
AUTHORIZATION		CONDITIONAL			CONFIRMED		
Authorized signature							
Authorized date							
Employment start date							
Declined signature							
Declined date							
CODES							
AR	Accountant's reference	CL	Chaser letter		CR	Character reference	
DR	Documentation request	ER	Education reference		FI	Further information request	
SDR	Statutory declaration request	TR	Trade reference		WR	Work reference	

Form 5A – Application form

STRICTLY CONFIDENTIAL

Attached documents:	Signed application form	<input type="checkbox"/> (tick when complete)
	Proof of ID	<input type="checkbox"/>
	Proof of address	<input type="checkbox"/>
	Right to work	<input type="checkbox"/>

PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK

Title Mr/Mrs/Ms/Other First Name:.....

Surname:.....

Maiden/Former name (list all previous first names and surnames):.....

Current address:.....

..... Post code:.....

Please state ALL previous addresses where you have lived for the past six years, continue on a separate sheet if necessary:

..... Post code :.....

..... Post code :.....

..... Post code :.....

Position applied for:.....

Home Tel Work Tel:

Mobile:..... E-mail:..... Date of birth:.....

Nationality: Marital status:.....

National Insurance No:.....

Do you hold a current full/provisional* driving licence? Yes No (*Delete as appropriate)

State any driving conviction in the past five years

Do you hold a current SIA licence? Yes No

SIA licence number Expiry date

Are you subject to Immigration Control? Yes No

If yes, do you have an unrestricted entitlement to take up employment in the UK? Yes No

Have you, ever been fined, cautioned, sentenced to imprisonment or placed on probation for a criminal act (subject to the Rehabilitation of Offenders Act)? Yes No

Are there any alleged offences outstanding against you? Yes No If yes to either question, give details

.....

Have you, ever been made bankrupt or have any Court Judgements against you, whether satisfied or not, within the last 6 years? Yes No

Has any order been made against you by a Civil or Military Court or Public Authority? Yes No

If yes give details

Form 5A – Application form (Continued)

EMPLOYMENT RECORD

Starting with your last or present employer, give details of your employment history for the last 5 years, including details of full time education if it falls within that period. Include periods of self-employment and military service. For any periods of unemployment give the address of the DWP Office to which you reported or the name of a person (not a relative) who can confirm your whereabouts.

IF YOU DO NOT WISH US TO CONTACT YOUR CURRENT EMPLOYER PLEASE TICK HERE []

Name and full address of current employer or name of Job Centre/DWP Office	Details	Unemployment/employment dates
--	---------	-------------------------------

Name:	Position held:	Month/Year
-------	----------------	------------

Address:	Reporting to:	From: /
----------	---------------	---------

Tel:	Reason for leaving:	To: /
------	---------------------	-------

Fax:

Name and full address of current employer or name of Job Centre/DWP Office	Details	Unemployment/employment dates
--	---------	-------------------------------

Name:	Position held:	Month/Year
-------	----------------	------------

Address:	Reporting to:	From: /
----------	---------------	---------

Tel:	Reason for leaving:	To: /
------	---------------------	-------

Fax:

Name and full address of current employer or name of Job Centre/DWP Office	Details	Unemployment/employment dates
--	---------	-------------------------------

Name:	Position held:	Month/Year
-------	----------------	------------

Address:	Reporting to:	From: /
----------	---------------	---------

Tel:	Reason for leaving:	To: /
------	---------------------	-------

Fax:

Name and full address of current employer or name of Job Centre/DWP Office	Details	Unemployment/employment dates
--	---------	-------------------------------

Name:	Position held:	Month/Year
-------	----------------	------------

Address:	Reporting to:	From: /
----------	---------------	---------

Tel:	Reason for leaving:	To: /
------	---------------------	-------

Fax:

Form 5A – Application form (Continued)

Personal reference

Give the name and address of at least one person, who has known you well for at least two years, is still in contact with you and who will provide a written reference. This person should have known you for at least two years and not be a previous employer, relative or resident at the same address as yourself.

Name.....

Address.....

.....

.....

Post Code

Tel No.....

Occupation.....

How long known

Form 5B – Authorization and compliance**DECLARATIONS**

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and understand that any false statement or omission to the Company or its representatives may render lead to termination of employment without notice. I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835 in confirmation of previous employment or unemployment. I authorize the Company or its agents to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment/unemployment record. I consent to the Company's reasonable processing of any personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by the Company. Subject to the Access to Medical Reports Act 1988, I consent to the results of such examinations to be given to the Company and authorize the Company to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies. I further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

DATA PROTECTION ACT 1998

The Company will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers.

By returning this form to the Company you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom).

Your information will be held on our computer database and/or in our paper filing systems. By signing below you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

DISCLOSURE

You are applying for a position of trust and in the event of being offered employment by the Company we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of the CRB Code of Practice/Disclosure Scotland and/or Company our policy statement regarding ex-offenders. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document you allow the Company to see a copy of the Disclosure. The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the CRB Code of Practice. By signing below you agree to this process.

SCREENING

Any offer of employment is subject to satisfactory screening, that the applicant consents to being screened and will provide information as required. That the information provided is correct, and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

Applicant name:

NI number:

Applicant signature:

Date:

Form 6 – Statutory declaration

I [full name]

of [address]

.....

DO SOLEMNLY AND SINCERELY DECLARE as follows:-

*(see below)

and I make this solemn Declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

SIGNED:

DECLARED at.....

in the County of.....

on this [] day, the [] of [] 20[]

Before me []

Solicitor/Commissioner for Oaths

*insert matter to declare, for example:

- that I was self-employed as a [job title] for the period(s) from [date] to [date];
- that I was registered as unemployed for the period(s) from [date] to [date];
- that I was employed as a [job title] for the period(s) from [date] to [date] by [name of employer] of [address];
- that I was not employed from [date] to [date] because [state reason];
- that I was known as [state previous name] for the period from [date] to [date].

Form 7 – Executive acceptance of risk

Risks identified during the consumer information search are to be signed-off. An Executive of the organization, having reviewed the documented evidence, may sign-off the security screening file.

Applicant’s name:

Applicant’s address:

Date conditional employment commenced:

Items requiring acceptance of risk:

Screening Controller:

Date:

Executive Declaration:

The above named applicant’s security screening file has been reviewed and I have/have not accepted this applicant as being appropriate having considered **BS 7858:2012** because:*

.....
.....
.....

* Executive to provide reason for sign-off.

Name:	Signed:
Position:	Date:

An individual independent to operations and the screening process should perform the Executive sign-off.

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For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BIP 0008-1, *Evidential Weight and Legal Admissibility of Information Stored Electronically – Code of Practice for the Implementation of BS 10008*

BS ISO/IEC 27001 (BS 7799-2), *Information technology – Security techniques – Information security management systems – Requirements*

BS ISO/IEC 27002 (BS 7799-1), *Information technology – Security techniques – Code of practice for information security management*

Further reading

BS 5979, *Remote centres receiving signals from fire and security systems – Code of practice*

BS 7499, *Static site guarding and mobile patrol services – Code of practice*

BS 7872, *Manned security services – Cash-in-transit services (collection and delivery) – Code of practice*

BS 7958, *Closed-circuit television (CCTV) – Management and operation – Code of practice*

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