



# INTERNATIONAL PROFESSIONAL SECURITY ASSOCIATION

## APPLICATION FOR COMPANY MEMBERSHIP

Please tick type of Membership applied for:

Security Company

Systems / Equipment Company

Training Company

Associated Company

Consultant Company

Please see [www.ipsa.org.uk](http://www.ipsa.org.uk) for definitions

### COMPANY DETAILS

Registered Company name: \_\_\_\_\_

Trading name (if different): \_\_\_\_\_

Company address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tel. No.: \_\_\_\_\_ Website: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Is the Company a subsidiary or part of another Company? Yes / No

If "Yes" who: \_\_\_\_\_

Previous trading names: \_\_\_\_\_

Please list any other branches of the Company: \_\_\_\_\_

Has the Company made a previous application for membership? Yes / No If "Yes" when: \_\_\_\_\_

Number of Employees: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Commenced trading: \_\_\_\_\_ Estimated annual turnover: £ \_\_\_\_\_

Companies House registration number: \_\_\_\_\_ VAT registration number (incl. EU companies): \_\_\_\_\_

Company's Insurer, or Insurance Broker: \_\_\_\_\_

Company's geographical area of operation: \_\_\_\_\_

Please briefly describe the Company's products / services / activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Specialist equipment used by the Company? e.g., vehicles, radios, handcuffs, guard dogs, etc.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Office use only:

Membership number \_\_\_\_\_ Date received \_\_\_\_\_

Payment \_\_\_\_\_ Receipt \_\_\_\_\_

## DIRECTORS / PARTNERS / PROPRIETORS

All DIRECTORS / PARTNERS / PROPRIETORS of the company must complete a **PERSONAL INFORMATION** form (PI.1/1) and provide individual **CVs** which must be submitted together with this application.

## COMPANY NOMINATED PERSON

In accordance with the IPSA Constitution, the person hereafter named on this application form, will have full voting rights.

**Full Name:** Mr/Mrs/  
**Job Title:** \_\_\_\_\_  
**Private Address:** \_\_\_\_\_  
\_\_\_\_\_ **Post Code:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

All staff of your organisation are required to abide by the Association's Constitution, Rules and Ethical Code Of Conduct as a condition of Company Membership. These documents can be downloaded from the IPSA website.

**The Director, Partner, or, Proprietor named above is now required to sign the following declaration:-**

**Application Statement: -**

I, \_\_\_\_\_ being the person referred to in this application, by my signature below, hereby certify:-

That to the best of my knowledge, the information I have provided on this application form, is complete and correct and understand that misrepresentation of any of the facts I have now given, or my failure to disclose a relevant matter, will be deemed grounds for terminating this application for company membership. I understand that in the event of my application being unsuccessful, the joining fee is not refundable.

I authorise the IPSA, to approach any government agency, or clients including the referees nominated on this form, to verify the information I have provided. I further hereby give my consent for the IPSA to conduct credit reference checks as they deem necessary, during the period of my membership.

I agree that when the Company is accepted as a member, we will be bound by the Associations Constitution and Rules and accept the IPSA Ethical Code of Conduct and Code of Conduct as part of those rules.

I agree to Company Member details being listed by the Association in IPSA publications and on the IPSA website.

I understand that the personal data I have provided will now be processed and then retained in the manner prescribed. Further I understand that the Company may only use the IPSA logo for commercial purposes, whilst it is the holder of a current "Certificate of Membership".

I have enclosed payment of the initial Joining fee & Annual Subscription.

I further undertake to pay all future Annual Fees as determined by the International Council and I understand that if I choose to relinquish membership part way through a membership year, fees are not refundable. I understand that where an IPSA Inspection is required, I will be invoiced for the Inspection. Details of Inspection Fees are listed on the IPSA website [www.ipsa.org.uk](http://www.ipsa.org.uk) or can be obtained from the Association office.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**FAILURE TO PROVIDE ANY OF THE INFORMATION REQUESTED ON THIS APPLICATION FORM MAY LEAD TO NON-ACCEPTANCE OF YOUR APPLICATION FOR MEMBERSHIP IN ACCORDANCE WITH THE PROVISIONS OF THE ASSOCIATIONS CONSTITUTION AND RULES.**

**THE INTERNATIONAL COUNCIL HAS THE RIGHT TO REFUSE OR DEFER ANY APPLICATION WITHOUT ASSIGNING ANY REASON. THE ASSOCIATION FURTHER RESERVES THE RIGHT TO IMMEDIATELY TERMINATE MEMBERSHIP SHOULD IT LATER BE FOUND THAT ANY INFORMATION GIVEN IN THIS APPLICATION FORM WAS MADE KNOWING IT TO BE INCORRECT OR TO BE A FALSE STATEMENT.**

# MEMBERSHIP APPLICATION CHECK LIST

## ITEMS TO BE RETURNED WITH APPLICATION

1. Copy of TWO years trading accounts or a copy of the last filed accounts or, if the Company has been trading for less than two years, Management Accounts for the twelve months immediately prior to the date of this application  Enclosed
2. Evidence that the Company's insurance cover meets IPSA's Insurance requirements. (IPSA Schedule can be downloaded from the IPSA website)  Enclosed
3. Company Organisational Chart and Authorisation Table  Enclosed
4. Company Brochure (if website used in place of brochure, ensure website URL provided on front of form)  Enclosed  Web
5. Copy of Company's General Staff Procedures  Enclosed
6. Copy of Employee Application Form  Enclosed
7. Specimen Contract of Employment  Enclosed
8. Specimen Assignment Instructions  Enclosed  N/A
9. Specimen Contract between Company and Client  Enclosed
10. Specimen Keyholding Contract  Enclosed  N/A
11. Details of at least FOUR Client Companies to whom IPSA can apply for references  Enclosed
12. Copy of Business Radio Licence  Enclosed  N/A
13. Details of Acquisition of any other Security Company  Enclosed  N/A
14. Completed Forms (PI.1) and C V 's for each Director, Partner or Proprietor  Enclosed
15. Copy of Company Training Policy supporting Vocational Training  Enclosed  N/A
16. Copy of Company's Induction Training Syllabus  Enclosed  N/A
17. The names of the employees conducting training and copies of their training qualifications or details of subcontracted training arrangements  Enclosed  N/A
18. The required payment  Enclosed

UK companies are required to provide evidence that they comply with the recommendations of the relevant British Standards for their sector, e.g. BS 7499 & BS 7858 for guarding activities, and the IPSA ethical codes of conduct, as well as any insurance, training or other association requirement. Evidence of compliance with British Standards is by annual inspection either by the IPSA Inspectorate or a UKAS accredited inspection body.

**19. Please select one of the following options:**

We require an inspection by the IPSA Inspectorate  Requested

We are enclosing evidence (certificate) of an inspection by a UKAS accredited inspection body which covers the British Standards applicable to the sector of membership applied for (e.g. SSAIB, NSI, any SIA ACS inspection)  Enclosed

We are applying from a sector with no applicable British Standards (e.g. training company) or we operate only outside the UK  N/A

In the event of the Company not being fully compliant with the standards set, as long as they meet certain basic criteria, they will be given the status of Probationary Company. The status will then be reviewed following each annual inspection.

Please note Probationary Companies must state the word "Probationary" next to the IPSA logo if displayed or with any mention of their IPSA membership on all company documents, vehicles etc.

## SUBSCRIPTION FEES

Please check our website: [www.ipsa.org.uk](http://www.ipsa.org.uk) or contact the IPSA office for current membership and inspection rates.

Please enclose payment for the Joining Fee and Annual Subscription with your application form.

Payments can be made to the Association by the following methods:

- Cheque (made payable to IPSA)
- Credit / debit card
- BACS payment
- A sterling draft - drawn on a bank in the United Kingdom
- International Money Order (drawn in sterling)

We regret that currencies other than pounds sterling can not be accepted due to bank charges involved.

Please note:

- Joining fees are payable on application and are not refundable.
- Inspection is not included in subscription fees and where an IPSA inspection is required, this will be invoiced separately. Inspection Fee costs are detailed on the IPSA website or available from the IPSA office.

### Card payments (MasterCard / Visa / Switch / Maestro / Solo):

I authorise IPSA to debit my credit/debit card the following amount: £ \_\_\_\_\_

Card Number: \_\_\_\_\_ Start Date: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
Name on Card: \_\_\_\_\_ Issue No.: \_\_\_\_\_ CVV (Security) No. \_\_\_\_\_

Signed: \_\_\_\_\_

To assist our marketing, can you tell us where you heard about IPSA: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE RETURN THE COMPANY MEMBERSHIP APPLICATION FORM AND ALL REQUESTED ITEMS TO:-

International Professional Security Association  
Railway House  
Railway Road  
Chorley  
PR6 0HW  
England

***We recommend the use of recorded delivery or courier.  
Receipt of applications will be acknowledged within two weeks.***

## COMPANY APPLICATION FORM PERSONAL INFORMATION - PI.1/1

To be completed by **EACH** individual Company Executive Director, Partner or Proprietor

*The information requested on this form together with any other information you have provide in support of this application, may be used to process your membership. IPSA Membership status is conditional upon satisfactory security screening as determined from time to time by the IPSA. All documents provided with this form, will be retained and held thereafter, in your Company file.*

*Should your application be unsuccessful, all documentation relating to this application will be destroyed 12 months from the date entered on this form. It is IPSA policy to destroy personal records 5 years after membership ceases.*

**Company Name:** \_\_\_\_\_

### PERSONAL INFORMATION

**Surname:** \_\_\_\_\_

**Forename(s):** \_\_\_\_\_

**Private Address:** \_\_\_\_\_

\_\_\_\_\_ **Post Code:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Tel No.:** \_\_\_\_\_ **Mobile Phone No.:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_

**Position held with Company:** \_\_\_\_\_

**Date of joining Company:** \_\_\_\_\_

**SIA Licence Number:** \_\_\_\_\_

### Background Declaration.

**Please answer Yes or No to the following questions. Answering YES will not automatically reject your membership application, but failing to answer any question, will.**

*Have you ever been barred from acting as a Company Director* **YES / NO**

*Have you ever been convicted of any Criminal offence* **YES / NO**

*Have you ever been convicted of a military offence* **YES / NO**

*Have you ever had a Civil Court judgement made against you* **YES / NO**

*Have you ever been Cautioned, Warned or Reprimanded by the Police* **YES / NO**

*Are there any alleged or otherwise outstanding offences pending against you* **YES / NO**

*Have you ever been declared Bankrupt or Insolvent* **YES / NO**

*Have you ever been subject to an attachment of earnings order* **YES / NO**

*Has a County Court judgement ever been awarded against you* **YES / NO**

**If you have answered YES to any of the above questions, you are required to provide full details of the circumstances. Please note that under the Rehabilitation of Offenders Act 1974, you are not obliged to reveal a spent conviction.**

**Personal References**

Please provide the details now requested of two persons who know you well, at least 10 years (not relatives or employees nor directors of your company) who we can approach for personal references.

**Reference 1.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How Long Known: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Reference 2.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How Long Known: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Professional References**

You are also required to provide two professional references from persons who can confirm your business activities and are prepared to vouch for your good character. You may use Directors from another company, Trade Associations, Accountants, Solicitors etc.

**Reference 3.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How Long Known: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Reference 4.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

How Long Known: \_\_\_\_\_ E-mail: \_\_\_\_\_

# IPSA COMPANY MEMBERS' INSURANCE REQUIREMENTS

**SC - Security Company**

**SE - Systems / Equipment Company**

**TC - Training Company**

**AC - Associated Company**

**CC - Consultant Company**

INSURANCE COVER	SC	SE	TC	AC	CC
1. <b>EMPLOYER'S LIABILITY</b> In accordance with current statute	X	X	X	X	X
2. <b>PUBLIC LIABILITY (THIRD PARTY)</b> Extended to include:	X	X	X	X	X
(a) Accidental bodily injury to any person and/or loss or damage to property	X				
(b) Liability for property that you are working upon.		X		X	
(c) Liability to and of Sub-Contractors (if necessary)	X	X	X	X	X
(d) Use of guard dogs (if necessary)	X				
3. <b>EFFICACY/CONTRACTUAL LIABILITY</b> To provide indemnity for bodily injury and/or loss or damage to property arising out of failure to carry out the contracted duties including deliberate acts, wilful default or neglect by the insured or his employees.	X			X	
4. <b>FIDELITY GUARANTEE</b> To provide cover for any loss occurring as a result of an act of fraud, dishonesty or embezzlement by an employee.	X			X	
5. <b>MONEY INSURANCE</b> Policy to be on full liability basis, if Cash in Transit work undertaken.	X				
6. <b>PROFESSIONAL IMDEMNITY FOR CONSULTANCY WORK</b> To include libel and slander for investigations and reports.	O		X		X
7. <b>PRODUCTS EFFICACY LIABILITY, INCLUDING WRONGFUL ADVICE</b> To provide indemnity for bodily injury and/or loss or damage to property arising from malfunction of a product or negligence or wilful default or from wrongful advice.		X		X	
8. <b>LOSS OF KEYS/CONSEQUENTIAL LOSS</b> following loss of keys (if necessary)	X			O	
9. <b>PRODUCTS LIABILITY</b> To provide indemnity for bodily injury and/or damage to property caused by any product.		X		X	
10. <b>WRONGFUL ARREST</b>	X				
11. <b>PERSONAL ACCIDENT</b>	O	O	O	O	O
12. <b>MOTOR INSURANCE</b> Minimum of third party risks	X	X	X	X	X

**X – REQUIRED O - STRONGLY RECOMMENDED**

THIS SCHEDULE COVERS A WIDE VARIETY OF BUSINESSES. IF AN APPLICANT'S INSURER, BROKER OR SOLICITOR ADVISES APPLICANT THAT ANY OF THE ABOVE REQUIREMENTS ARE UNNECESSARY FOR THE APPLICANT'S OPERATIONS, THEN WRITTEN CONFIRMATION OF THE ADVICE MUST BE SUPPLIED.



# International Professional Security Association

## ETHICAL CODE OF CONDUCT



This Ethical Code Of Conduct is prescribed by the International Professional Security Association in the absence of legislative control over persons providing a service or otherwise employed in the security industry. It consists of those basic requirements deemed essential to ensure that members involved in the field of industrial, commercial or domestic security maintain proper standards.

Members of whatever category shall not act in a manner reasonably likely to bring discredit upon the Association. Failure to do so or adhere to the principles set out below shall lead to consideration of suitability for membership.

### **CORPORATE MEMBERS SHALL, WHERE APPROPRIATE TO THE CATEGORY OF MEMBERSHIP:**

**ARTICLE CE 1** Maintain full records concerning:

- (A) All contracts for the provision of services and equipment. Full details of that service or equipment shall be kept together with information related to any person employed.
- (B) Details of all personnel employed by the company.

**ARTICLE CE 2** Provide an administrative office where such records, together with all professional and business documents, certificates, correspondence, files and the like, necessary to the proper conduct of business transactions, shall be kept.

**ARTICLE CE 3** Prepare annual accounts, certified by an accountant or solicitor, with complete details of expenditure and income.

**ARTICLE CE 4** Be prepared to submit business records and accounts for examination by the International Council or suitably qualified nominee.

**ARTICLE CE 5** Ensure the confidentiality of information received whilst tendering for or carrying out any contract to supply a service or equipment. This applies not only at the time but subsequently and agreements entered into later shall not override this obligation.

**ARTICLE CE 6** Act at all times, in a manner consistent with a client's interests, to protect and enhance the image and reputation of the International Professional Security Association.

### **Relationship with the Police Service**

**ARTICLE CE 7** Not enter into any commitment assuming the powers and authority of the civil police.

**ARTICLE CE 8** Endeavour to maintain good relations and liaison with members of the Police Service and, in particular, co-operate with those involved in the prevention and detection of crime. Also maintain good relations within the community.

**ARTICLE CE 9** Ensure that the Chief Officer of Police, in whose area a company operates, is informed in writing of the nature of the company and the security services it offers.

**ARTICLE CE 10** Act at all times in a competent and professional manner which does not contravene any aspect of criminal or civil law.

### **Insurance Cover:**

**ARTICLE CE 11** Hold adequate insurance cover (as defined by the Association), including public and employer liability, at a level commensurate with the nature of the business undertaken and number of persons employed.

**ARTICLE CE 12** Use only vehicles which have the necessary insurance cover.

### **Vehicles and other Equipment**

**ARTICLE CE 13** Ensure that vehicles and other equipment are suitable for the use intended and operated in accordance with the law.

**ARTICLE CE 14** When using equipment in connection with the undertaking or supplying equipment to a client ensure that it conforms to approved standards.

### **Persons Employed**

**ARTICLE CE 15** Employ only persons of competence and integrity, preferably on a full time basis. Where employment is on occasional or part-time basis pre-employment checks must be thorough, comprehensive and of no lesser standard than procedures adopted in respect of full-time employees.

Be prepared to assist other corporate members with their pre-employment checks, by exchanging information relating to former employees, provided that the former employee has agreed in writing to the exchange of information.

**ARTICLE CE 16** Supervise all employees in accordance with health and safety legislation and to ensure proper conduct of the undertaking.

**ARTICLE CE 17** Not employ any person on a part-time basis who is receiving unemployment benefit, or any other which requires the recipient to declare he/she is unemployed.

**ARTICLE CE 18** Not require any employees to work abnormally long hours to the detriment of health or efficiency. Only in exceptional circumstances should the working day exceed twelve hours.

**ARTICLE CE 19** Provide training, at all levels, of such duration and scope as is compatible with the efficient discharge of the task involved and safety of the employee. Whether conducted 'In-house' or 'Contracted Out' training at all levels must be conducted by qualified trainers in

an environment conducive to effective learning. Training shall comply with the requirements of Company Member Inspection Guidance Notes.

Provide training, at all levels, specific to assignment and required specialist skills. Also provide continuation, refresher and contingency training.

**ARTICLE CE 20** Carry out full pre-employment enquiries to ensure that only suitably qualified persons are engaged. To this end an application form, approved by the International Professional Security Association, must be used which requires the support of not less than two referees. It is recommended that corporate members should include the Association's "Code Of Conduct" (Article CC1 to CC 13, inclusive) in their employee's terms and conditions of employment.

**ARTICLE CE 21** When making unsolicited telephone calls to consumers in order to promote the sale of security systems, members should observe the following guidelines:

- (A) Callers should identify themselves and their company and make clear the purpose of the call at the start of the call. They should ask whether the timing of the call is convenient. Call should not be made after 9 pm, unless by invitation.
- (B) Callers should not ask consumers for details of their security arrangements and should not play on consumers' fear of intruders, or otherwise mislead, exaggerate or use partial truths. They should answer any questions honestly and fully.

### **Identity Cards**

**ARTICLE CE 22** All employees must be issued with and carry at all times an identity card which must clearly show the following:

- (A) Company name, address and telephone number
- (B) Employee's name, photograph and signature
- (C) Expiry date

### **Uniform**

**ARTICLE CE 23** Unless otherwise requested by the client, any uniform provided to an employee should display insignia identifying the company employee; it should be readily distinguishable from that of a member of the civil emergency services or HM Forces.

The insignia should be clearly visible when the uniform is worn in normal working environments. The company should provide for periodic cleaning and renewal of uniforms.

### **Dogs**

**ARTICLE CE 24** Where a company (or any member of their staff) employ the use of a dog, the keeping and use of the dog must be in accordance with the "Guard Dog Act 1975" and where applicable, any local authority regulation in force. In Eire the regulations of the "Control of Dogs Act 1986 (Guard Dog) Regulation 1988" must be complied with. The company's insurers must be notified of the use dogs.

All persons who hold membership of the International Professional Security Association:

**ARTICLE CC 1** Shall not neglect nor, without due and sufficient cause, omit to promptly and diligently discharge a required task whilst at work.

**ARTICLE CC 2** Shall not leave a place of work without due permission or sufficient cause.

**ARTICLE CC 3** Shall not knowingly make or sign any false verbal or written statement of whatever description.

**ARTICLE CC 4** Shall not, without due and sufficient cause, destroy, mutilate, alter nor erase any document or record.

**ARTICLE CC 5** Shall not, without authority, divulge any matter which is confidential to the employer or his clients past or present.

**ARTICLE CC 6** Shall not corruptly solicit or receive any bribe or other consideration from any person, or fail to account for moneys or property received in connection with the employer's business.

**ARTICLE CC 7** Shall not be uncivil to persons encountered in the course of work, or make unnecessary use of authority in connection with the discharge of the employer's business.

**ARTICLE CC 8** Shall not act in a manner reasonably likely to bring discredit upon the employer, a client or fellow employee.

**ARTICLE CC 9** Shall not feign or exaggerate any sickness or injury with a view to evading work.

**ARTICLE CC 10** Shall not wear the employer's uniform or use his equipment without authority.

**ARTICLE CC 11** Shall maintain proper standards of appearance and deportment whilst at work.

**ARTICLE CC 12** Shall not work whilst under the influence of alcohol or drugs or consume any alcohol or drugs whilst at work.

**ARTICLE CC 13** Shall on conviction for any criminal or motoring, or, having been cautioned, summoned, or, charged by the police, with a criminal or motoring offence, inform the employer forthwith.