



National Security Inspectorate

NACOSS Gold and ARC Gold Code of Practice for Management of Sub-Contracting NACP 3 (Issue 2)

This Code of Practice applies to companies holding NACOSS Gold approval and to alarm receiving centers holding ARC Gold (both formerly called NACOSS Recognition)

This Code of Practice is to be read in conjunction with the NACOSS Gold Regulations relating to Approval by NSI and the NACOSS Gold Approval Criteria. No company shall hold out or claim that it adheres to this Code, save by virtue of holding NSI Approval, or having obtained the written permission of NSI.

NACP 3

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National Security Inspectorate

Code of Practice for Management of Sub-Contracting

LIST OF CONTENTS

SECTION

- 0. EXPLANATORY FOREWORD**
- 1. SCOPE**
- 2. DEFINITIONS**
- 3. CLASSIFICATION OF CONTRACTED PERSONNEL**
- 4. SECURITY SCREENING OF CONTRACTED PERSONNEL**
- 5. RULES RESTRICTING USE OF SUB-CONTRACTORS ON SITE**
- 6. RECORD OF SUB-CONTRACTORS**
- 7. AUDITING OF CONTRACTED PERSONNEL**
- 8. RULES RELATING TO RECORDS, VEHICLES, TOOLS, ETC.**
- 9. NACOSS CERTIFICATE OF COMPLIANCE**
- 10. ALARM RECEIVING CENTRES**
- 11. OFFSHORE ISLANDS**
- 12. SUPPLIERS OF EQUIPMENT AND COMPONENTS**
- 13. ADDITIONAL NOTE FOR BS EN ISO 9002 FIRMS**
- 14. GENERAL NOTES**

APPENDICES

- A. MODEL TEXT FOR CERTIFICATE - FOR CLASS C CONTRACTED PERSONNEL**
- B. MODEL TEXT FOR CERTIFICATE - FOR CLASS B CONTRACTED PERSONNEL**
- C. EXAMPLE OF DECLARATION BY BUSINESSES PROVIDING PERSONNEL**
- D. FURTHER INFORMATION FOR FIRMS OPERATING BS EN ISO 9002 QUALITY MANAGEMENT SYSTEMS**

In this document, material (such as guidelines, information, recommendations, advice) that does not form a mandatory requirement of the Code is shown in italics.

0. EXPLANATORY FOREWORD

This explanatory foreword is given as a general introduction to the Code of Practice and some of its principal provisions. It does not form a substantive part of the Code of Practice.

0.1 Designated Tasks

*This Code of Practice designates certain core tasks (called "designated tasks") that **MUST NOT** be carried out at a customer's premises by anyone other than the partners, directors or PAYE employees of a NACOSS Recognised Firm. These "designated tasks" are listed in 2.9 of this Code of Practice.*

The person who carries out a "designated task" does not have to be on the staff of the particular NACOSS Recognised Firm that contracts with the customer. This NACOSS Recognised Firm (termed the "Primary Recognised Firm" - see 2.3) can sub-contract to another NACOSS Recognised Firm (termed a "Contracted NACOSS Firm" - see 2.6) and this other NACOSS Recognised Firm's staff personnel (partners, directors or PAYE employees) can carry out the "designated task(s)".

0.2 Tasks other than Designated Tasks

- (a) **INTRUDER ALARM WORK - CONTRACTS TAKEN ON BY FIRMS NOT YET "QUALITY ASSURED"**

In the case of work relating to INTRUDER ALARMS, all work at a customer's premises (whether a "designated task" [see 0.1 above] or not) has to be carried out by the staff personnel (partners, directors, or PAYE employees) of a NACOSS Recognised Installer of Intruder Alarms, unless the Primary Recognised Firm is a NACOSS Certificated Installer (ISO 9002 Quality Assured).

- (b) **INTRUDER ALARM WORK - CONTRACTS TAKEN ON BY FIRMS THAT ARE NACOSS "QUALITY ASSURED"**

ACCESS CONTROL AND CCTV WORK - CONTRACTS TAKEN ON BY "QA" OR "NOT-YET QA" FIRMS

Apart from the "designated tasks" and the above restriction regarding intruder alarm work for installers not yet in the NACOSS "Quality Assured" category, sub-contract personnel (such as employees of non-NACOSS firms, or self-employed persons) can be used, but their use is subject to tight controls which are set out in this Code of Practice, the extent and nature of these controls differing according to the task concerned.

Table 1 (called up by 5.2 of this Code of Practice) shows what is permitted, and what is not.

0.3 Classification of Contracted Personnel

In this Code of Practice, the term "contracted personnel" is used where we wish to refer specifically to actual human beings, as distinct from incorporated bodies such as limited companies.

In this Code of Practice, there are six classifications of contracted personnel:

X = a special classification for those from allied trades (carpet laying, carpentry, etc.).

M = a special classification for those representing the manufacturers of access control equipment.

D = a general classification for technically competent contracted personnel.

C = those who satisfy certain strict criteria.

B = those who meet all the criteria for Class C, plus additional requirements relating to their present and future employment status.

A = staff personnel (partners, directors and PAYE employees) of a NACOSS Recognised Firm.

0.4 **Security Screening**

All contracted personnel having access to confidential information which may cause a security breach have to have been security screened.

All contracted personnel used on customers' premises have to have been security screened, (except for the relaxations allowed in 4.1.1 and 4.1.2 in respect of Class X and Class M contracted personnel).

0.5 **Tax and National Insurance**

Tax and National Insurance considerations fall outside the remit of NACOSS. However, the following notes are given for information.

It is important to stress that the definitions of "staff personnel", "sub-contractor", and "contracted personnel" in this NACOSS Code of Practice are for NACOSS purposes only.

IT IS NOT INTENDED THAT THESE DEFINITIONS SHOULD CORRESPOND WITH THE DEFINITIONS APPLICABLE FOR TAX OR NATIONAL INSURANCE PURPOSES.

Attention is drawn to the Inland Revenue "Construction Industry Tax Deduction Scheme", which applies to certain payments made for work involving "construction operations". The regulations relating to the "Construction Industry Tax Deduction Scheme" provide for certain persons to hold an exemption certificate (known as a "714 sub-contractor's tax certificate"). NACOSS is advised that the Scheme (under which the "714 certificates" are issued) is governed by Sections 559 to 567 of the Income and Corporation Taxes Act 1988. Section 567(3)(j) of the 1988 Act expressly states that "the installation of security systems, including burglar alarms, closed circuit television and public address systems" are NOT "construction operations" for the purposes of the regulations established under this Act.

*If a firm makes payments without deducting PAYE or without making National Insurance contributions, then **it is the responsibility of that firm to ensure that the arrangements comply with the applicable Tax and National Insurance law and regulations**. In any case of doubt, a firm should consult its local Tax and National Insurance offices and/or its own professional advisors.*

1. SCOPE

1.1 This is a Code of Practice for use by NACOSS Recognised Firms and by persons or businesses, engaged by, through or under NACOSS Recognised Firms.

2. DEFINITIONS

In this Code, the following definitions apply:

2.1 "Recognised Firm" means a NACOSS Recognised Firm operating within the scope of its NACOSS Recognition.

2.2 "Customer" means a person, persons, company or other legal entity, not being a Recognised Firm, that contracts with a Recognised Firm for the said Recognised Firm to supply the installation, maintenance, servicing or monitoring of a security system.

2.3 "Primary Recognised Firm" means the Recognised Firm which contracts with the customer to supply the installation, maintenance, servicing or monitoring of the security system referred to in 2.2 above.

2.4 "Staff personnel" means:

(i) the managing partners of the Recognised Firm, or (where a Recognised Firm is an incorporated body) the directors thereof, and

(ii) employees from whose remuneration the Recognised Firm deducts Income Tax and National Insurance contributions.

- 2.5 "Sub-contractor" means any sole trader, partnership, incorporated company, corporation, public or local authority or other person or body engaged by, through or under the Primary Recognised Firm, other than the Primary Recognised Firm itself and the Staff Personnel of the Primary Recognised Firm.

NOTE: In this Code of Practice "sub-contractor" is a generic term. Some sub-contractors will be "contracted NACOSS Firms" (see 2.6) and/or "contracted personnel" (see 2.7).

- 2.6 "Contracted NACOSS Firm" means a Recognised Firm that is engaged as a Sub-contractor to the Primary Recognised Firm, the contracted NACOSS Firm operating within the scope of its NACOSS Recognition.

- 2.7 "Contracted personnel" (singular: "contracted person") means the natural persons engaged by, through or under the Primary Recognised Firm, other than staff personnel of the Primary Recognised Firm.

NOTE: *"Natural persons" means human beings, as distinct from incorporated bodies (such as limited companies). In law, an incorporated body (such as a limited company) is regarded as being an "artificial person", as distinct from a "natural person". However, employees and directors of a limited company are of course "natural persons". Sub-contract self-employed tradesmen engaged by a limited company are also "natural persons".*

The term "natural persons" therefore includes self-employed persons (such as sole-traders and partners in an un-incorporated business), employees of an un-incorporated business, employees of a limited company, and directors of a limited company.

By way of an example, if the Primary Recognised Firm (Firm P) sub-contracts a job to a sub-contractor (Firm Q), the personnel that Firm Q uses to do the job are "contracted personnel".

- 2.8 "Site" means the location or premises protected (or to be protected) by the security system referred to in 2.2 above, (or other location or premises occupied by the customer or prospective customer).

- 2.9 The full list of "designated tasks" is as follows:

2.9.1 The surveying of a site or of premises with a view to the designing or specifying of a security system (see def. 2.14).

2.9.2 The designing or specifying of a security system.

2.9.3 The preparation of a quotation for the supply of a security system (or for the supply of modifications to an existing security system).

2.9.4 The negotiation of a contract for the supply of a security system (or for the supply of modifications to an existing security system).

2.9.5 Attending emergency call-out in relation to an intruder alarm system.

2.9.6 Carrying out a routine maintenance visit in relation to an intruder alarm system.

Notwithstanding 2.9.5 and 2.9.6 above, where a Recognised Firm calls back a contracted person to carry out rectification work after a fault, error or defect has been identified (by the Recognised Firm's own staff personnel or by a Class A contracted person) in work carried out by the said contracted person, such rectification work is deemed not to be a "designated task".

NOTE 1: There follows a list of tasks which are NOT designated tasks. The list is not intended to be exhaustive.

- The installation, inspection, testing, commissioning and handover of a security system (intruder alarm system, access control system, or CCTV system).

- Carrying out previously agreed modifications to an existing **security system** (intruder alarm system, access control system, or CCTV system).
- Attending emergency call-out in relation to an **access control system**.
- Carrying out a routine maintenance visit in relation to an **access control system**.
- Attending emergency call-out in relation to a **CCTV system**.
- Carrying out a routine maintenance visit in relation to a **CCTV system**.

NOTE 2: 2.9.5 and 2.9.6 above do not apply in the case of certain offshore islands -- see 11 for details.

- 2.10 "Cabling work" means the installation of cables, conduits or trunking, but not extending to connection of security equipment.
- 2.11 "Specialist skills from allied trades" means carpet laying, carpentry, locksmithing, cabling work, electrical power contracting, and the like.
- 2.12 "Fully security screened" means screened in accordance with NACOSS Code of Practice NACP 1, security securing covering the **WHOLE** of the security screening period (as defined in NACP 1) having been completed.
- 2.13 "Security screened" means screened in accordance with NACOSS Code of Practice NACP 1.

NOTE: Persons who are subject to probationary employment as allowed for in NACP 1 (pending completion of security screening for the whole of the security screening period) may for the purposes of this Code of Practice be regarded as "security screened", but are not regarded as "fully security screened".

- 2.14 "Security system" means an intruder alarm system, access control system, or a CCTV (closed circuit television) system.

3. CLASSIFICATION OF CONTRACTED PERSONNEL

For the purposes of this Code of Practice, the following classifications apply:

Class X Contracted Personnel (a special classification for those from allied trades)

Persons (normally persons not determined as being experienced in the security systems industry) possessing **SPECIALIST SKILLS FROM ALLIED TRADES** such as carpet laying, carpentry, locksmithing, cabling work, or electrical power contracting.

Class M Contracted Personnel (a special classification for those representing the manufacturers of access control equipment):

Persons who:

- (a) are experienced in the security systems industry, and
- (b) are persons representing either the **MANUFACTURER** of access control equipment or the said manufacturer's authorised agent, and
- (c) have not been determined by the Recognised Firm which engages them (or which is contemplating engaging them) as satisfying the criteria for classification under Class A, Class B or Class C below.

Class D Contracted Personnel (a general classification for technically competent personnel):

Persons who:

- (a) have been fully security screened, and
- (b) are experienced in the security systems industry, and
- (c) are technically competent, and
- (d) have not been determined by the Recognised Firm which engages them (or which is contemplating engaging them) as satisfying the criteria for classification under Class A, Class B or Class C below.

Class C Contracted Personnel (those who satisfy certain strict criteria):

Contracted personnel (other than Class A contracted personnel) satisfying ALL the criteria (a) to (f) below:

(a) **Security Screening**

who have been fully security screened by the Recognised Firm that engages them; and

(b) **Direction and Control**

who work under the direction and control of the Recognised Firm which engages them, as if they were employees of the said Recognised Firm; and

(c) **Agreement to Obey Reasonable Instructions**

who have signed (and not withdrawn) a certificate (which shall be held on file by the Recognised Firm) undertaking that they agree to obey all reasonable instructions of the Recognised Firm as if they were employees of the said Recognised Firm; and

(d) **Confidentiality**

who have signed (and not withdrawn) a certificate (which shall be held on file by the Recognised Firm) in which they agree to be bound by the requirements of confidentiality of the Recognised Firm that engages them and that they will at no time divulge information appertaining to the said Firm or its clients to any third party without prior consent, and further agreeing to be bound by this even after expiry or cancellation of the certificate.

(e) **Training and Competence**

in respect of whom the Recognised Firm is able to demonstrate to the satisfaction of NACOSS that they are:

- technically competent; and
- properly trained and familiar with the Recognised Firm's internal procedures, practices, standards, and quality system (such training to include both induction training and on-going training); and

(f) **Training Records**

for whom the Recognised Firm maintains training records in the form required by NACOSS.

NOTE 1: In other words, it is permissible for Class C contracted personnel to be employees (including employees who are NOT directors) of a business engaged in the security systems industry.

NOTE 2: An example form of Certificate is given in Appendix A. Other equivalent forms of words are permitted.

Class B Contracted Personnel (those who meet all the criteria for Class C, plus additional requirements relating to their present and future employment status):

Contracted personnel (other than Class A contracted personnel) satisfying ALL the criteria (a) to (f) for Class C above, and additionally satisfying the further criteria (g) and (h) below:

(g) **Present Employment Status**

who have signed (and not withdrawn) a certificate (which shall be held on file by the Recognised Firm) undertaking that they do not work as employees for any person or business engaged in the security systems industry (save as employed directors of an incorporated body (such as a limited company) engaged in the security systems industry); and

(h) **Future Employment Status**

who have signed (and not withdrawn) a certificate (which shall be held on file by the Recognised Firm) in which they agree not to take up work as employees for any person or business engaged in the security systems industry (except that they may take up positions as employed directors of an incorporated body (such as a limited company) engaged in the security systems industry).

NOTE 1: Class B contracted personnel may be:

- *self-employed (e.g. sole-traders engaged in the security systems industry, or partners in an un-incorporated business engaged in the security systems industry), or*
- *employed directors of an incorporated business (e.g. a limited company) engaged in the security systems industry, or*
- *employees of a person or business not engaged in the security systems industry.*

They may not be non-director employees of a person or business (whether such business is operated by an incorporated body or is operated as an un-incorporated business) engaged in the security systems industry.

NOTE 2: There is nothing in this Code of Practice to prevent a person who is working part-time or intermittently as a Class B contracted person for one NACOSS Recognised Firm (Firm I) from working as a Class B contracted person for a second NACOSS Recognised Firm (Firm II) at times when he (she) is not actually being used by Firm I, provided the person gives the appropriate certificate to Firm II as well as to Firm I.

NOTE 3: An example form of Certificate is given in Appendix B. Other equivalent forms of words are permitted.

Class A Contracted Personnel (staff personnel (partners, directors, and PAYE employees) of a NACOSS Recognised Firm);

The staff personnel of a contracted NACOSS Recognised Firm.

4. SECURITY SCREENING OF CONTRACTED PERSONNEL

4.1 Security screening of contracted personnel used on site

4.1.1 The Primary Recognised Firm may at its sole discretion permit Class X contracted personnel who have not been security screened to be used on site, provided that such personnel are used only for specialist skills from allied trades - see Table 1 of this code of practice.

4.1.2 The Primary Recognised Firm may at its sole discretion permit Class M contracted personnel who have not been security screened to be used on site for the inspection, testing and commissioning of access control systems, provided the Primary Recognised Firm is satisfied that it is appropriate to do so.

4.1.3 Except as allowed in 4.1.1 and 4.1.2 above, contracted personnel shall not be used on site until they have been security screened.

NOTE: Personnel do not qualify as Class B, Class C or Class D contracted personnel until they have been fully security screened.

4.2 Security screening of contracted personnel who have access to confidential information (e.g., personnel used in a firm's offices, workshops, or monitoring station)

Contracted personnel (other than Class A contracted personnel) shall not be permitted access to confidential information about a customer, his premises, his property or about any security system, until they have been fully security screened.

4.3 Security screening of directly engaged contracted personnel

For persons directly engaged as contracted personnel by a Recognised Firm, the required security screening shall be carried out by the Recognised Firm that engages them.

4.4 Security screening of indirectly engaged contracted personnel

Where a Recognised Firm engages a Sub-contractor which is not a NACOSS Recognised Firm and the said Sub-contractor in turn supplies personnel (whether the employees of the non-Recognised Sub-contractor, or otherwise), the required security screening shall EITHER (a) be carried out by the said Recognised Firm, OR (b) the said Recognised Firm shall obtain from the non-Recognised Sub-contractor which supplies the personnel a written declaration that the required security screening has been duly carried out and completed.

An example declaration is shown in Appendix C. Other equivalent forms of words are permitted.

4.5 Responsibility for all security screening remains with Primary Recognised Firm

It is the responsibility of the Primary Recognised Firm to ensure that security screening is carried out in a thorough and correct manner.

5. RULES RESTRICTING USE OF SUB-CONTRACTORS ON SITE

Permission for use of Sub-contractors

5.1 The Primary Recognised Firm shall ensure that Sub-contractors are used ON SITE only if and to the extent that the written contract between the Primary Recognised Firm and its customer expressly permits, and then only as specifically allowed by this Code of Practice.

NOTE: Recognised Firms wishing to use sub-contractors may either (a) specifically advise individual customers that part (or the whole) of their contract may be sub-contracted and carried out by persons who are not employees of the said Recognised Firm, or (b) may include in their contract conditions a statement that sub-contracting may take place.

Types of work for which Sub-contractors may be used on site.

5.2 THE PRIMARY RECOGNISED FIRM SHALL ENSURE THAT CONTRACTED PERSONNEL ARE NOT USED ON SITE OTHERWISE THAN AS EXPRESSLY PERMITTED IN TABLE 1 OF THIS CODE OF PRACTICE.

In addition, contracted personnel shall not be used unless the other applicable requirements of this Code are satisfied.

Restriction on use of certain Sub-contractors on site prior to contract stage

5.3 There is a further restriction on the use on site of Class B, Class C, Class D, Class M and Class X contracted personnel, as stated below.

The first involvement on site of Class B, Class C, Class D, Class M and Class X contracted personnel shall not occur until a CONTRACT between the Primary Recognised Firm and the customer has been agreed and signed.

However, this further restriction does not apply where the Class B, Class C, Class D, Class M or Class X contracted person ACCOMPANIES a member of the staff personnel of the Primary Recognised Firm or accompanies a Class A contracted person and the member of the staff personnel of the Primary Recognised Firm or the Class A contracted person (as the case may be) takes the lead in consultations with the customer.

6. RECORD OF SUB-CONTRACTORS

- 6.1 A Recognised Firm shall keep a proper and detailed log (or other suitable record) of the work on which Sub-contractors engaged by, through or under the said Firm have been engaged. Such log (or other record) shall identify the Firms (in the case of a NACOSS Recognised Firm) or persons (in other cases) that have worked on each project.

The requirement to keep a log (or other record) does not apply where personnel are engaged only for specialist skills from allied trades (Class X Contracted Personnel).

7. AUDITING OF CONTRACTED PERSONNEL

Note: Attention is drawn to Section D5 of Appendix D to this Code of Practice.

Specific Additional Requirement Relating to Auditing of Intruder Alarms

In addition to the normal auditing of Sub-contractors and contracted personnel carried out by a Recognised Firm, the Primary Recognised Firm shall (by using its own staff personnel), as a minimum, thoroughly inspect and audit EACH OF THE FIRST FIVE intruder alarm installations on which each person who has been newly designated as a Class B or Class C contracted person (as the case may be) is used, and thereafter shall sample the said contracted person's work periodically.

8. RULES RELATING TO RECORDS, VEHICLES, TOOLS, ETC.

- 8.1 Full records (or copies thereof) relating to all work carried-out by Sub-contractors (including all necessary paperwork and records for a security system installation) shall be retained in the offices of the Primary Recognised Firm.
- 8.2 Recognised Firms shall require their Sub-contractors to permit the representatives of NACOSS to examine and inspect vehicles, office premises, workshops etc. used in the course of sub-contract work, and to co-operate in and facilitate such examinations and inspections.
- 8.3 Recognised Firms shall supply Class B, Class C and Class D contracted personnel with tool kit lists and shall take reasonable steps to check or audit the tool kits used by such personnel.
- 8.4 In the case of Class B, Class C and Class D contracted personnel, the Recognised Firm engaging such personnel shall retain copies of all relevant instrument calibration certificates.

9. NACOSS CERTIFICATE OF COMPLIANCE

- 9.1 The NACOSS Certificate of Compliance relating to the security system referred to in 2.2 above shall be issued in the name of the Primary Recognised Firm.

10. ALARM RECEIVING CENTRES

- 10.1 A Recognised Firm contracting to supply the monitoring of intruder alarms shall connect only to alarm receiving centres (formerly known as central stations) that are Recognised by NACOSS (or other alarm receiving centres approved by an independent third-party approvals organisation acceptable to NACOSS and complying with the requirements of BS 5979) in relation to the monitoring of intruder alarms.

11. OFFSHORE ISLANDS

As a relaxation, the maintenance (emergency call-out, and preventative maintenance) of intruder alarm systems on certain offshore islands (as defined below) is deemed NOT to be a "designated task" within the meaning of this Code of Practice.

The relaxation applies to any island off the coast of Great Britain having a population less than 100,000 and not linked to the mainland of Great Britain by road. For the purposes of this Code of Practice a tidal causeway is not regarded as a road.

The following is a list of islands to which the relaxation applies (it is not claimed that the list is exhaustive):

Channel Islands, Hebridian Islands (except Seil Island which is linked by road), Lindisfarne (linked by tidal causeway), Isle of Man, Orkney Islands, Shetland Islands.

The following islands do NOT qualify for the relaxation (it is not claimed that the list is exhaustive):

Anglesey (linked by road), Hayling Island (linked by road), Holy Island (off Anglesey) (linked by road), Isle of Portland (linked by road), Seil Island (Strathclyde) (linked by road), Isle of Sheppey (linked by road), Isle of Wight (estimated population 126,000).

12. SUPPLIERS OF EQUIPMENT AND COMPONENTS

This Code of Practice is not intended to restrict (and does not restrict) a NACOSS Recognised Firm from bringing on site representatives of the manufacturers or supplier of equipment or components used in a security system for the purpose of advising the NACOSS Recognised Firm or assisting with the resolution of an identified fault or problem, provided that the NACOSS Recognised Firm considers it appropriate for such representatives to attend the site and provided such representatives are at all times accompanied by a member of the staff personnel of a NACOSS Recognised Firm.

13. ADDITIONAL NOTE FOR BS EN ISO 9002 FIRMS

13.1 *Attention is drawn to BS EN ISO 9002:1994:clause 4.6 (formerly BS 5750:Part 2:1987:clause 4.5) and to the relevant NACOSS Quality Assurance Schedules.*

Further information is appended for guidance - see Appendix D.

14. GENERAL NOTES

14.1 **Responsibility**

Firms are reminded that they remain responsible for work which they have sub-contracted.

14.2 **Insurance**

Firms should check that their insurance policies provide adequate insurance cover for the engagement of Sub-contractors.

14.3 **Identification of Personnel**

Attention is drawn to the requirement for personnel visiting customers' sites or premises to carry appropriate means of identification (2.1 of NACOSS Code of Practice NACP 2).

Table 1

	CLASSES OF CONTRACTED PERSONNEL THAT MAY BE USED ON SITE	
	NACOSS Approved Installer	NACOSS Certificated Installer (ISO 9002 - Quality Assured)
"DESIGNATED TASKS" (see def. 2.9)	A	A
Work (other than 'designated tasks') relating to Intruder Alarms:		
- Not on Large Single Site (see Note 1)	A	AB (see Note 2)
- On Large Single Site (see Note 1)	A	ABC (see Note 3)
Work (other than 'designated tasks') relating to Access Control (except inspection, testing and commissioning)	ABCD (see Note 4)	ABCD (see Note 4)
Inspection, testing and commissioning of Access Control	AM (see Note 5)	AM (see Note 5)
Work (other than 'designated tasks') relating to CCTV	ABCD (see Note 6)	ABCD (see Note 6)
Specialist skills from Allied Trades	X (see Note 7)	X (see Note 7)

Notes to Table 1 (these notes form a substantive part of this Code of Practice, but apply only where identified in the Table).

- (1) An intruder alarm system is considered to be on a large single site if the labour content of the installation work for the complete intruder alarm system exceeds (or is budgeted to exceed) 80 man hours of work.
- (2) Class B contracted personnel may be used on site for the installing, inspecting, testing, commissioning and handing over of intruder alarm systems, but not for any "designated task" (i.e., not for surveying, designing, specifying, preparing a quotation, negotiating a contract, attending emergency call out, or carrying out a routine maintenance visit).
- (3) In the case of large single sites, Class B and Class C contracted personnel may be used on site to carry out the installing, inspecting, testing, commissioning and handing over of intruder alarm systems, but they shall not be used for any "designated task" (i.e., not for surveying, designing, specifying, preparing a quotation, negotiating a contract, attending emergency call out, or carrying out a routine maintenance visit).
- (4) Class B, Class C and Class D contracted personnel may be used on site to carry out the installing, handing-over and maintaining of access control systems, but not for inspection, testing or commissioning and not for any "designated task" (i.e., not for surveying, designing, specifying, preparing a quotation, or negotiating a contract).
- (5) Class M contracted personnel may be used for the inspection, testing and commissioning of access control systems, but not for any other task.
- (6) Class B, Class C and Class D contracted personnel may be used on site to carry out the installing, inspection, testing, commissioning, handing-over and maintaining of CCTV systems, but not for any "designated task" (i.e., not for surveying, designing, specifying, preparing a quotation, or negotiating a contract).
- (7) Contracted personnel of other classes may be used for specialist skills from allied trades, if suitably experienced and skilled.

Appendix A

MODEL TEXT FOR CERTIFICATE, TO BE GIVEN BY PERSONS APPLYING TO BECOME CLASS C CONTRACTED PERSONNEL

FROM: (Name of Person)

TO: (Name of Recognised Firm or Applicant Firm)

PART 1: CERTIFICATE

1. I hereby agree to obey all your reasonable instructions, as if I were your employee.
2. I agree to be bound by your requirements for confidentiality and I undertake that I will at no time divulge information appertaining to your firm or its clients to any third party without prior consent. I further agree to be bound by this even after the expiry or cancellation of this certificate.

This declaration and agreement continues in being and remains binding upon me from the date of signature (as shown below) until such time as I notify you in writing that I regard myself as no longer bound by it.

Signature

Date:

Note: A person may make concurrent declarations and agreements in this form to more than one NACOSS Recognised Firm.

<p>IMPORTANT NOTE: This is not a tax or National Insurance document. The parties are advised to check that the arrangements between them are in accordance with the applicable tax and National Insurance law and regulations.</p>

PART 2: WITHDRAWAL OF CERTIFICATE

I hereby notify you that I regard myself as no longer bound by the above declaration and agreement.

Signature

Date

Copies of this document are to be retained by both parties, i.e., by the firm and by the signatory.

Appendix B

MODEL TEXT FOR CERTIFICATE, TO BE USED BY PERSONS APPLYING TO BECOME CLASS B CONTRACTED PERSONNEL

From: (Name of Person)

To: (Name of Recognised Firm or Applicant Firm)

PART 1: CERTIFICATE

1. I hereby agree to obey all your reasonable instructions, as if I were your employee.
2. I hereby certify that I do not work as an employee for any person or business engaged in the security systems industry (save for any work as an employed director of a limited company or an employed director of an other incorporated body).
3. I hereby agree that for the duration of this agreement I will not work as an employee for any person or business engaged in the security systems industry (save for any work as an employed director of a limited company or as an employed director of an other incorporated body).
4. I agree to be bound by your requirements for confidentiality and I undertake that I will at no time divulge information appertaining to your firm or its clients to any third party without prior consent. I further agree to be bound by this even after the expiry or cancellation of this certificate.

This declaration and agreement continues in being and remains binding upon me from the date of signature (as shown below) until such time as I notify you in writing that I regard myself as no longer bound by it.

Signature

Date

Note: A person may make concurrent declarations and agreements in this form to more than one NACOSS Recognised Firm.

IMPORTANT NOTE: This is not a tax or National Insurance document. The parties are advised to check that the arrangements between them are in accordance with the applicable tax and National Insurance law and regulations.
--

PART 2: WITHDRAWAL OF CERTIFICATE

I hereby notify you that I regard myself as no longer bound by the above declaration and agreement:

Signature

Date

Copies of this document are to be retained by both parties, i.e., by the firm and by the signatory.

Appendix C

EXAMPLE OF DECLARATION BY BUSINESS PROVIDING PERSONNEL

From: (Here insert name and address of business providing personnel)

To: (Here insert name of Recognised Firm to which personnel are provided)

We agree that any personnel visiting the site or having access to confidential information concerning any sub-contracts awarded to us by you will have been fully security screened to the NACOSS Code of Practice for Security Screening of Personnel (NACP 1) (i.e., without invoking or relying on the provisional employment concession contained therein).

Where written confirmation of employment or employment gaps cannot be obtained, we will submit to you a copy of the person's full screening record for acceptance by a director or senior executive of your firm. The person will not be used on sub-contract work until we have received in writing the acceptance of your nominated director or senior executive.

We further agree to provide reasonable access to the above individual records during normal working hours to your duly authenticated representative and (if so requested by the National Approval Council for Security Systems) to a duly authenticated representative of the National Approval Council for Security Systems.

We will ensure the proper confidentiality and safe custody of all equipment and documentation relating to the security systems.

We understand that if non-compliance with the NACOSS Code of Practice is discovered, or non-compliance with the terms of this agreement, we are liable to be removed from your list of approved Sub-contractors.

*Signed for and on behalf of:
(here insert the name of the business)*

*Signature:
(a director, partner or other senior executive should sign)*

*Date:
(on which the document is signed)*

Appendix D

FURTHER INFORMATION FOR FIRMS OPERATING BS EN ISO 9002 QUALITY MANAGEMENT SYSTEMS

D1. *Attention is drawn to clause 4.6 of BS EN ISO 9002:1994.*

The clause applies to all sub-contract purchases, whether equipment, services (such as central monitoring services), or direct labour.

Attention is also drawn to the relevant NACOSS Quality Assessment Schedule.

D2. *This appendix is provided for information and guidance only. It does not form a substantive part of this Code.*

D3. *BS EN ISO 9002 firms should write procedures for the selection and ongoing assessment of Sub-contractors. These procedures should include the issue of lists of acceptable Sub-contractors.*

Where personnel other than the 'Staff Personnel' of a Recognised Firm are to be used on site or are to have access to confidential information, the lists should name the relevant individual personnel whether employees of a Sub-contractor business or self-employed.

The person(s) with authority for changing these lists should be designated in procedures.

D4. *The procedures should include written criteria for selecting and accepting Sub-contractors.*

D5. *The procedures should include a system for ongoing assessment and review of Sub-contractors.*

In the case of Sub-contractors working on site, the procedures should include a schedule of planned visits to the site and inspection of the work by a nominated competent person, inspection being carried out against written criteria.

The schedule can be related to the number of sub-contracts awarded (for example, it might specify that one out of every (say) ten sub-contracted installations should be visited for assessment, perhaps one in every five of the first twenty installations by a new Sub-contractor). Alternatively, each Sub-contractor may be inspected on site at stated intervals, say four-monthly.

A record of each assessment visit should be kept, giving the date of the visit, the name of the visitor, and a report on the inspection.

NOTE 1: The special assessment visits are separate from the installation inspections and commissioning and handover visits required in certain circumstances by section 5 of this Code.

NOTE 2: In the case of intruder alarms, a specific minimum auditing requirement is laid down for new Class B or Class C contracted personnel, in section 7 of this Code of Practice.

D6. *The lists of accepted Sub-contractors and a record of the installations sub-contracted to each Sub-contractor should be maintained at each location from which sub-contracting is arranged. The schedule of planned assessment visits should be available and the records (containing the written reports of assessment visits) should be kept at the location from which sub-contracting is arranged.*

D7. *It is recommended that a record of each assessment visit is also sent to and maintained by the person appointed by the company as being responsible for accepting and maintaining Sub-contractors on the company's accepted list. These records can be used in the regular reviews the authority should carry out on all Sub-contractors.*

D8. Should a firm become aware that an accepted Sub-contractor has failed (or is failing) to comply with the requirements of this Code of Practice or with any other of the requirements of the firm's quality system (particularly where the failure is with regard to security screening or technical assessment) then unless there is clear evidence of timely and effective corrective action the Sub-contractor should be removed from the company's list.

D9. The following records should be held at head office (or at regional office):

- a. the designated authority for accepting Sub-contractors.*
- b. the criteria for selection and acceptance of Sub-contractors.*
- c. the criteria for ongoing assessment of Sub-contractors including:*
 - frequency of assessment inspections*
 - criteria for inspections*
 - other records of performance*
- d. the lists of Sub-contractors, comprising:*
 - a record of individual persons accepted by a senior executive of a Recognised Firm under the concession allowed in the NACOSS Code of Practice for Security Screening of Personnel (NACP 1) where there are employment gaps.*

D10. The following records should be held by each branch placing sub-contracts:

- a. list of accepted Sub-contractors, comprising:*
 - NACOSS Recognised Firms*
 - other businesses, with individual named personnel*
 - Sub-contractor personnel (e.g., self-employed) directly engaged*
- b. a record of individual sub-contracts awarded to each Sub-contractor*
- c. a schedule of planned assessment visits*
- d. a written report of each planned assessment visit.*

AMENDMENT No. 1 to NACOSS Gold Code of Practice
NACP 3 (Issue 2)

Please ensure that this is kept with your copy of NACP 3

The NACOSS Gold Code of Practice for Management of Sub-contracting (NACP 3: Issue 2) is amended with immediate effect, as follows:-

In Table 1, in the right hand column of the Table, amend the entry
“AB (see Note 2)” to read “ABC (see Note 2)”.

In Note 2 to Table 1, insert the words “and Class C” after the words “Class B”.

* * * * *

The effect of this Amendment is to remove from the Code of Practice any distinction between the classes of contracted personnel who may be used on sites of differing sizes.

Personnel who can work on large sites, can now work on large or small sites.

It follows that there is now no need for personnel to meet the “Class B contracted personnel” criteria, in that “Class C contracted personnel” may now be used in all circumstances where “Class B contracted personnel” could previously be used. Consequently, the Certificates as illustrated in Appendix B of the Code of Practice are now no longer necessary.

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