

BS 7872:2011



BSI Standards Publication

Manned security services – Cash and valuables in transit services (collection and delivery) – Code of practice

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Foreword

Publishing information

This British Standard is published by BSI and came into effect on 31 August 2011. 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This British Standard supersedes BS 7872:2002+A1:2006, which is withdrawn.

Information about this document

This is a full revision of the standard, and introduces updated recommendations to take account of current legislation, particularly the Private Security Industry Act 2001 [1], and current good practice within the industry.

Assessed capability. Users of this British Standard are advised to consider the desirability of quality system assessment and registration against BS EN ISO 9001 by an accredited third-party certification body.

Service certification/inspection. Users of this British Standard are advised to consider the desirability of third-party certification of service conformity with this British Standard and BS 7858. Users seeking assistance in identifying appropriate conformity assessment bodies or schemes may ask BSI to forward their enquiries to the relevant association.

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 in this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is "should".

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.

Particular attention is drawn to the following specific acts and regulations.

- The Private Security Industry Act 2001 [1];
- The Employer's Liability (Compulsory Insurance) (Amendment) Regulations 2011 [2];
- The Employer's Liability (Compulsory Insurance) (Amendment) Regulations (Northern Ireland) 2009 [3];
- The Health and Safety at Work etc. Act 1974 [4];

- The Data Protection Act 1998 [5];
- The Personal Protective Equipment Regulations 2002 [6];
- The Road Vehicles (Construction and Use) (Amendment) Regulations 2011 [7];
- The Equality Act 2010 [8];
- The Employment Protection Act 1975 [9];
- The Passenger and Goods Vehicles (Recording Equipment) (Tachograph Card) Regulations 2006 [10];
- The Passenger and Goods Vehicles (Recording Equipment) (Tachograph Card) Regulations (Northern Ireland) 2007 [11];
- The Road Vehicles (Registration and Licensing) (Amendment) (No. 2) Regulations 2010 [12];
- The Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 2010 [13];
- The Fire Safety (Employees' Capabilities) (England) Regulations 2010 [14];
- The Fire Safety (Scotland) Amendment Regulations 2010 [15];
- The Fire Safety Regulations (Northern Ireland) 2010 [16];
- The Building Regulations 2010 [17];
- The Building Regulations (Amendment) Act (Northern Ireland) 2009 [18];
- The Building (Scotland) Amendment Regulations 2011 [19];
- The Workplace (Health, Safety and Welfare) Regulations 1992 [20];
- The Workplace (Health, Safety and Welfare) Regulations (Northern Ireland) 1993 [21].

1 Scope

This British Standard gives recommendations for the organization, staffing, operation and management of companies providing a cash and valuables-in-transit (CVIT) service (collection and delivery) on a contracted basis.

NOTE It is recognized that CVIT companies might provide a wide range of services that are not specifically covered by this standard (e.g. ATM replenishment, cash processing).

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

BS 7858, *Security screening of individuals employed in a security environment – Code of practice*

BS EN 356:2000, *Glass in building – Security glazing – Testing and classification of resistance against manual attack*

BS EN 1063:2000, *Glass in building – Security glazing – Testing and classification of resistance against bullet attack*

PD 6662:2010, *Scheme for the application of European standards for intrusion and hold-up alarm systems*

3 Terms and definitions

For the purpose of this standard the following terms and definitions apply.

- 3.1 cash and valuables-in-transit (CVIT) service**
service provided by a company for the secure transport of cash, securities and other valuable goods
- 3.2 collection authorization card**
card issued to CVIT delivery employees to verify their presence and purpose to customers, allocated on the day of delivery for a specific route of service
- 3.3 control room**
area from which the operation of secure premises can be controlled
- 3.4 customer**
individual or organization that contracts a CVIT company to carry out agreed services
- 3.5 secure premises**
location in which cash securities and other valuable goods are kept and are protected against loss or theft through security measures
- 3.6 vault**
designated part of the secure premises that provides safe storage for cash and/or valuables

4 CVIT company organization

4.1 Structure and principles

4.1.1 The CVIT company should comprise a definitive management structure, with effective control and accountability at each level of operation.

NOTE Users of this British Standard are advised to consider the desirability of quality system assessment and registration against BS EN ISO 9001 by an accredited third-party certification body.

4.1.2 A complaints management process should be implemented.

NOTE Further information regarding complaints management processes can be found in BS ISO 10002.

4.1.3 The CVIT company should make its annual accounts available to the customer for examination, where required, unless it is a starting business as a subsidiary of an established company or a new company whose managers are experienced in the field of CVIT, in which case it should be able to demonstrate that it has substantial financial backing.

NOTE It is important that the CVIT company is aware of the need to have sufficient working capital to meet its requirements and of having fixed capital that is sufficient to meet its current and anticipated needs.

4.1.4 An outline of the security procedures and processes specific to the service being provided should be documented and given to the customer prior to or at the start of the contract (e.g. confirmation of the identity of CVIT personnel, receipting process).

4.2 Insurance

4.2.1 The CVIT company should possess public, contractual, efficacy and employer liability insurance cover at a level commensurate with the nature of the CVIT undertaking and the number of persons employed. All vehicles used for CVIT operations should be appropriately insured.

NOTE Attention is drawn to the Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2011 [2] and the Employer's Liability (Compulsory Insurance) (Amendment) Regulations (Northern Ireland) 2009 [3].

4.2.2 In addition, fidelity guarantee should be available and the limit of the insurer's liability should be confirmed for special risks of the industry, e.g. loss of cash, loss of keys and product liability.

4.2.3 The CVIT company should agree with the customer the terms and conditions on which work is to be undertaken and should indicate their insured liabilities.

5 Operations

5.1 Surveys and risk assessments

5.1.1 Prior to, or at the commencement of a contract, the CVIT company should carry out a survey and risk assessment of the customer's premises and immediate vicinity. The survey and risk assessment should be carried out by employees who have undertaken appropriate training for the role, as designated and defined by the CVIT company.

5.1.2 The documentation used for this purpose should include vehicle parking, access to the premises and the anticipated public presence at or en route to the collection/delivery points.

5.1.3 A revised survey and risk assessment should be carried out when major changes (such as building alterations) are made to the premises or service. The company should brief the customer in their operating security and service procedures. The company should inform the customer of any changes made to the premises or service offered.

NOTE Attention is drawn to the Health and Safety at Work etc. Act 1974 [4].

5.1.4 Site-specific risks that are not covered by standard company procedures should be effectively communicated to the CVIT employees servicing the site.

5.1.5 Records should be kept of the results of all surveys and risk assessments.

NOTE Attention is drawn to the Data Protection Act 1998 [5].

5.2 Operational support

5.2.1 A procedure should be established by the CVIT company that enables employees to procure assistance or advice whilst they are carrying out their duties and to provide them with support.

5.2.2 Vehicles carrying out CVIT services should be equipped with a communication system such as a telephone or radio. Procedures should be in place for communications equipment to be regularly checked. The CVIT company should define the regularity of checks in procedural documentation, based on the type of communications equipment used and its function.

5.3 Equipment

5.3.1 Equipment used in connection with CVIT operations should be fit for purpose, as determined by the CVIT company. Equipment should be maintained in accordance with the manufacturer's recommendations. Procedures should be put in place for equipment to be regularly checked by CVIT employees. The CVIT company should define the regularity of checks in procedural documentation, based on the type of equipment used and its function.

5.3.2 The CVIT company should carry out regular checks on its employees for their correct use of equipment. The CVIT company should define the regularity of checks in procedural documentation, based on each employee's duties and the type of equipment being used.

NOTE Attention is drawn to the Personal Protective Equipment Regulations 2002 [6].

5.3.3 Employees should be required to sign for equipment issued by the CVIT company and to give an undertaking to return these on termination of their employment, where applicable.

5.4 Vehicles

Vehicles used for CVIT services should be checked regularly to ensure that they are fit for use. The CVIT company should define the regularity of checks in procedural documentation, based on the type of vehicle used and its function.

NOTE Attention is drawn to the Road Vehicles (Construction and Use) (Amendment) Regulations 2011 [7].

5.5 Documents and document control

5.5.1 The CVIT company should have a secure, lockable administrative office in which all records, professional documents and files are kept. The process for record management and retention should take account of the needs of the CVIT company and the customer, as agreed between the two parties.

NOTE Attention is drawn to the Data Protection Act 1998 [5].

5.5.2 The CVIT company should maintain a system of document control for all areas affecting security, CVIT employees and customer service. A process should be implemented to check that documentation relating to working practices, forms and systems is current and, where relevant, has been issued to CVIT employees.

NOTE Attention is drawn to the Data Protection Act 1998 [5]. Electronic information management systems are covered in BS 10008, BIP 0008-1, BIP 0008-2 and BIP 0008-3.

6 Employees

6.1 Selection and security screening

6.1.1 The ten-year history of personnel involved in CVIT duties, or having access to details of CVIT duties, should be security screened in accordance with BS 7858.

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

6.1.2 Where employment is on an occasional or part-time basis, employment checks should be to the same standard and extent as those applied to full-time employees.

NOTE Attention is drawn to the Equality Act 2010 [8].

6.2 Terms of employment

6.2.1 Employees should receive standard operating procedures along with a clear, concise and unambiguous contract of employment.

NOTE Attention is drawn to the provisions of the Employment Protection Act 1975 [9].

6.2.2 The CVIT company should advise employees that any breach of security procedures might be regarded as a breach of their terms and conditions of employment.

6.3 Identification

6.3.1 Employees should be issued with a photographic identity card confirming their employment with the CVIT company. They should be instructed to carry this photographic identity card at all times while on duty.

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

6.3.2 The CVIT company should renew photographic identity cards for each employee at least once every three years.

6.3.3 Each photographic identity card should be uniquely numbered and include the following information:

- a) company name and address;
- b) employee name, photograph (taken at the time of card issue), signature and employee number;
- c) expiry date.

NOTE It might be advisable to consider implementing anti-counterfeiting measures, such as holographic cards.

6.3.4 The expiry date should be not later than three years from the date of issue.

6.3.5 A formal process should be put in place for the withdrawal or cancellation of the identity card of an employee who is leaving the CVIT company's employment.

6.3.6 A collection authorization card should be issued to CVIT employees before starting operational duties and retrieved from the employee at the end of their shift.

6.4 Uniform

6.4.1 The CVIT company should provide employees with a uniform. The uniform provided should be easily distinguishable from that of a member of the civil emergency services or HM Forces.

6.4.2 The CVIT company should provide for the renewal of uniforms.

NOTE It is advisable for the CVIT company to regularly check uniforms for renewal. It is also advisable for the CVIT company to define the regularity of checks in procedural documentation, based on the employee's duties and their requirements.

6.4.3 The CVIT company should provide suitable protective equipment commensurate with the degree of risk, as determined by the CVIT company.

NOTE Attention is drawn to the Personal Protection Equipment Regulations 2002 [6].

6.4.4 Employees should be required to maintain a standard of appearance that is determined by the CVIT company, whilst at work.

6.4.5 Employees should be required to sign for uniforms issued by the CVIT company and to give an undertaking to return these on termination of their employment, where applicable.

6.5 Drivers

6.5.1 Prior to or at the start of employment, the CVIT company should assess its drivers for their ability to drive the relevant company vehicles. A copy of each driver's current driving licence should be kept on file. The original current driving licence should be inspected at intervals of not more than six months. The CVIT company should maintain records of all accidents involving CVIT company vehicles and employees' driving convictions.

NOTE 1 Attention is drawn to the Passenger and Goods Vehicles (Recording Equipment) (Tachograph Card) Regulations 2006 [10], the Passenger and Goods Vehicles (Recording Equipment) (Tachograph Card) Regulations (Northern Ireland) 2007 [11] and the Road Vehicles (Registration and Licensing) (Amendment) (No. 2) Regulations 2010 [12].

NOTE 2 An on-line DVLA-approved licence-checking service might be considered.

6.5.2 CVIT employees whose duties include driving should be required to report to the CVIT company any conviction resulting in a driving licence endorsement.

6.6 Training

6.6.1 General

6.6.1.1 The CVIT company should have a clearly defined training policy, authorized at company board level. It should cover the items identified in **6.6.2** to **6.6.6**.

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

6.6.1.2 Training should be carried out under supervised conditions. As soon as the training has been completed, it should be documented.

6.6.1.3 Records should be kept for all elements of training, showing the dates when individuals were trained, the programme of study undertaken, assessments and the trainer(s) involved.

6.6.1.4 Records should be signed both by the employee and by the trainer.

6.6.1.5 The CVIT company should provide training for existing CVIT employees that are transferred to new duties. The training should cover necessary aspects of the new duties that have not been covered by the employee's previous training and new working practices, where applicable.

6.6.1.6 The CVIT company should provide training for employees returning to CVIT duties after leave of absence and for employees rejoining the company from other employment within a period of three months. This training should cover all aspects of the work that enable the employee to return to operational duty.

6.6.1.7 The CVIT company should provide on-the-job training in accordance with **6.6.4** for employees returning to work after a leave of absence, or for employees rejoining the company from other employment within a period of between 3 and 12 months.

6.6.1.8 The CVIT company should provide full re-training in accordance with **6.6.2**, **6.6.3** and **6.6.4** for employees returning to work after a leave of absence, or for employees rejoining the company from other employment within a period of 12 months.

6.6.1.9 Control room employees should undergo additional training in accordance with **9.5.2**.

6.6.1.10 Vault employees should undergo additional training in accordance with **10.4.2**.

6.6.2 CVIT company induction

6.6.2.1 The CVIT company should provide induction training covering subjects including conditions of employment and company history. Such training may be provided as part of the on- or off-the-job training.

6.6.2.2 CVIT company induction training should be completed by employees within ten working days of starting employment.

6.6.3 Pre-deployment training

6.6.3.1 Specialist and industry CVIT training should be provided for employees before being rostered to operational duties as pre-deployment training. Pre-deployment training should be assessed with pass or fail criteria.

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

6.6.3.2 The pre-deployment training (see **6.6.3**) should be successfully completed before the employee is permitted to engage in operational duty. A trainee who fails assessment should be re-assessed by the CVIT company for their suitability for continued employment and re-training.

6.6.4 CVIT company on-the-job training

6.6.4.1 The CVIT company should provide appropriate, structured on-the-job training. This training should be started immediately after the pre-deployment training has been completed, and be completed within five scheduled working days.

6.6.4.2 On-the-job training should include the following subjects:

- a) safe carriage of cash and valuables;
- b) prevention of loss of cash and valuables;
- c) provision of a high quality service;
- d) completion of documentation;
- e) vehicle operation;
- f) use and maintenance of equipment;
- g) operational and security procedures;
- h) health and safety training;
- i) incident management.

6.6.5 Refresher training

6.6.5.1 The CVIT company should put in place policies and procedures regarding the provision of refresher training. Appropriate refresher training should be provided according to these policies and procedures. The company should provide crew refresher training every two years.

NOTE The crew comprises CVIT employees required to work as part of a team to carry out the CVIT service.

6.6.5.2 In addition to any identified company needs, the following subjects should be included in any refresher training provided:

- a) health and safety;
- b) security on the road and reducing risks;
- c) personal safety;
- d) crisis management;
- e) transport law;
- f) emergency procedures;
- g) vehicles and equipment;
- h) operational procedures.

6.6.6 Performance monitoring

6.6.6.1 General

6.6.6.1.1 The company should set performance levels for new and existing employees. These performance levels should be communicated to employees at the start of employment. There should be processes in place to assess and record the performance of employees against these performance levels. Both parties should then sign the record against each applicable aspect of performance after assessment. The company should have a process in place for dealing with non-achievement of the required performance levels.

NOTE In some cases where an employee has failed to meet the required performance levels, re-training in accordance with **6.6.1.6**, **6.6.1.7** or **6.6.1.8** might be applicable or desirable.

6.6.6.1.2 The company should have a process in place for identifying those capable of carrying out performance assessments. These individuals should be referred to as performance assessors. A register of performance assessors should be maintained accordingly.

6.6.6.2 Assessment at three months' service

On completion of three months' service, the performance of employees should be assessed by a performance assessor for their compliance with the required performance levels (see **6.6.6.1**).

6.6.6.3 Ongoing assessment

Employees should have assessments throughout their employment at intervals not exceeding 12 months.

7 Vehicles

7.1 CVIT vehicles, including hired vehicles, should be designed and constructed specifically for the purpose of transporting cash or valuables.

NOTE Attention is drawn to the Road Vehicles (Construction and Use) (Amendment) Regulations 2011 [7].

7.2 A certificate of conformity should be obtained from manufacturers of CVIT vehicles and converted CVIT vehicles. This certificate should clearly indicate that the vehicle has been constructed in accordance with all legal requirements and the purchasers own agreed and documented specification.

7.3 Evidence that CVIT vehicle specifications conform to the requirements of the company's insurers should be made available to the customer on request.

7.4 Modifications or alterations to a vehicle carried out or initiated by the CVIT company should be documented.

NOTE Attention is drawn to the Road Vehicles (Construction and Use) (Amendment) Regulations 2011 [7].

7.5 Apertures introduced to assist loading and unloading should be fitted in such a way as to preserve the integrity of the vehicle's security.

7.6 The cash value carried should never exceed the maximum for which the vehicle is insured.

8 Secure premises

8.1 Secure premises should be provided and maintained for vehicle to vault transfers.

8.2 The company should ensure that access to the secure premises is controlled at all times by the deployment of system or systems that positively verify the identity of authorized personnel. The times at which this is carried out by a control room should be determined by the company.

NOTE Controlled access may be provided either on or off site.

9 Control room

9.1 General

9.1.1 Procedures for action to be taken in the event of emergencies or incidents should be made available to the employees in the control room.

9.1.2 Control rooms should be restricted areas, accessible only to authorized personnel.

NOTE BS EN 50131-1 covers alarm systems for intrusion and hold-up alarms.

9.2 Location

The control room should be situated within premises owned or leased by the company or by an associated company.

NOTE Attention is drawn to the Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 2010 [13], the Fire Safety (Employees' Capabilities) (England) Regulations 2010 [14], the Fire Safety (Scotland) Amendment Regulations 2010 [15], the Fire Safety Regulations (Northern Ireland) 2010 [16] the Building Regulations 2010 [17], the Building Regulations (Amendment) Act (Northern Ireland) 2009 [18] and the Building (Scotland) Amendment Regulations 2011 [19].

9.3 Construction

9.3.1 All parts of the control room should be constructed to be secure and to be able to withstand physical attack for the protection of employees, customer records and property.

NOTE Further guidance regarding the construction and security of control rooms can be found in BS 5979.

9.3.2 Where the normal entrance is directly accessible from the exterior of the premises in which the control room is situated, it should comprise two sequential doors controlled from within the control room and interlocked to prevent more than one door being opened at a time.

9.3.3 Where the normal entrance to the control room is located within premises where access is controlled, it should comprise a single door. This door should open outwards and should be provided with a locking device, operable from within the control room and capable of being locked from outside the control room. Any key used for this operation should be controlled under a documented key control procedure.

9.3.4 Doors, including those for emergency exit, together with their hinges, frames, fixings and locking devices, should be of a substantial construction offering resistance to entry by physical attack.

9.3.5 Where a control room is equipped with emergency doors, these should open outwards and should be provided with unlocking devices intended to be released only in the event of an emergency. Emergency doors should be alarmed, on a 24-hour circuit.

9.3.6 Voice communication across the normal entrance door should be by means of an intercom system. A means of viewing should be incorporated into the door so that the identity of persons wishing to enter the control room can be established before the control room door is opened.

9.3.7 External glazed areas should have glazing offering resistance to physical and bullet attack in accordance with BS EN 356:2000, P6B, and BS EN 1063:2000, BR 4–S.

9.3.8 Ventilation and service inlets should be protected against physical attack.

9.4 Facilities and equipment

9.4.1 The control room should have alarm systems (intruder, CCTV, etc.) capable of detecting intruders and physical attack. Hold-up alarms should be installed in the control room to enable employees to initiate a warning of any attack. Intruder and hold-up alarm systems should conform to PD 6662 at a minimum of grade 3.

NOTE 1 Systems installed prior to 2006 might still be marked as BS 4737-1, BS 4737-2 or BS 7042 which were appropriate standards until 2005.

NOTE 2 It might be advisable to consider implementing intruder and hold-up alarm systems with dual path signalling conforming to PD 6662:2010, notification grade 4, option C.

9.4.2 Emergency lighting, capable of illuminating the control room to a level that allows its continued use, should be provided. The emergency lighting system should operate within 60 s of a mains power failure and should maintain illumination for at least 30 min, to allow evacuation of the premises.

NOTE Attention is drawn to the Health and Safety at Work etc. Act 1974 [4].

9.4.3 The equipment, furnishings and layout of the control room should be consistent with its efficient operation. Heating, lighting and ventilation should be provided to create a reasonable working environment.

9.4.4 A first aid box and fire-fighting equipment should be provided.

NOTE 1 Attention is drawn to the Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 2010 [13], the Fire Safety (Employees' Capabilities) (England) Regulations 2010 [14], the Fire Safety (Scotland) Amendment Regulations 2010 [15], the Fire Safety Regulations (Northern Ireland) 2010 [16] the Building Regulations 2010 [17], the Building Regulations (Amendment) Act (Northern Ireland) 2009 [18] and the Building (Scotland) Amendment Regulations 2011 [19].

NOTE 2 Where company procedures dictate that employees are unable to leave the control room during their work period, it is important that employee facilities are provided within the control room (toilet, washing and cooking). Attention is drawn to the Workplace (Health, Safety and Welfare) Regulations 1992 [20] and the Workplace (Health, Safety and Welfare) Regulations (Northern Ireland) 1993 [21].

9.5 Control room employees

9.5.1 The resourcing of the control room should be consistent with the anticipated work load, the nature of the work, related security risks and the security of the entrance to the control room. The nature of the work to be undertaken should be taken into account in the selection process for control room employees.

9.5.2 Training and instruction of control room employees should include the following:

- a) industry induction;
- b) introduction to control room operations and operational procedures;
- c) detailed explanation of duties;
- d) health and safety at work;
- e) manual handling;
- f) radio/telephone procedure;
- g) documentation and recording procedures;
- h) control of access to and exit from secure premises;
- i) emergency procedures;

NOTE It is important to include tiger kidnap procedures within the emergency procedures.

- j) CCTV operations;
- k) control room equipment.

10 Vault

10.1 General

10.1.1 Vaults should be constructed and operated in accordance with the insurer's requirements.

NOTE Further guidance on vault construction can be found in BS EN 1143-1 and BS EN 1143-2.

10.1.2 Procedures for action to be taken in the event of emergencies and incidents should be established. Vaults should be restricted locations, accessible only to authorized personnel.

10.2 Design and construction

10.2.1 All parts of the vault should be designed, constructed and manufactured by a vault specialist to ensure its physical security, safety and integrity and its ability to protect valuables.

10.2.2 Layered security should be incorporated within the area of the secure premises and the vault, where practicable.

10.2.3 Where the normal entrance to the vault is located within premises with uncontrolled access, the entrance should comprise two sequential doors controlled from within the vault when the vault is occupied. These doors should be interlocked to prevent the opening of more than one door at a time.

NOTE If the vault entrance is located within premises to which access is controlled, a single door is generally considered to be adequate.

10.3 Facilities and equipment

10.3.1 An intruder and hold-up alarm system should be installed conforming to PD 6662, at a minimum of grade 3, and should be set up to enable employees to initiate a warning of any attack on the vault area. The alarm signal should terminate at an alarm receiving centre remote from the premises.

NOTE It might be advisable to consider intruder and hold-up alarm systems with dual path signalling conforming to PD 6662:2010, notification grade 4, option C.

10.3.2 A 24-hour automatic alarm system should be fitted to the vault. This should automatically transmit an alarm signal to an alarm receiving centre in the event of an attack on the vault when the vault is closed.

10.3.3 The equipment, furnishings and layout of the vault should be consistent with safe and efficient operation.

10.3.4 Fire-fighting equipment should be provided.

NOTE 1 Attention is drawn to the Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 2010 [13], the Fire Safety (Employees' Capabilities) (England) Regulations 2010 [14], the Fire Safety (Scotland) Amendment Regulations 2010 [15] and the Fire Safety Regulations (Northern Ireland) 2010 [16].

NOTE 2 Where company procedures dictate that employees are unable to leave the vault during their work period, it is important that employee facilities are provided within the vault (toilet, washing and cooking). Attention is drawn to the Workplace (Health, Safety and Welfare) Regulations 1992 [20] and the Workplace (Health, Safety and Welfare) Regulations (Northern Ireland) 1993 [21].

10.4 Vault employees

10.4.1 The nature of the work to be undertaken should be taken into account in the selection process for vault employees.

NOTE It might be advisable for employers to consider carrying out security screening on a frequent basis for vault employees.

10.4.2 Training and instruction of vault operating employees should include the following:

- a) company induction;
- b) introduction to the vault operations and operational procedures;
- c) detailed explanation of duties;
- d) health and safety at work;
- e) manual handling;
- f) communication procedures;
- g) documentation and recording procedures;
- h) access control procedures;
- i) detailed explanation of the operation of the alarm systems and associated security equipment;
- j) emergency procedures.

Bibliography

Standards publications

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*

BIP 0008-2, *Evidential weight and legal admissibility of information transferred electronically – Code of practice for the implementation of BS 10008*

BIP 0008-3, *Evidential weight and legal admissibility of linking electronic identity to documents – Code of practice for the implementation of BS 10008*

BS 4737-1 (withdrawn), *Intruder alarm systems – Part 1: Specification for installed systems with local audible and/or remote signalling*

BS 4737-2 (withdrawn), *Intruder alarm systems – Part 2: Specification for installed systems for deliberate operation*

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

BS 7042 (withdrawn), *Specification for high security intruder alarm systems in buildings*

BS 10008, *Evidential weight and legal admissibility of electronic information – Specification*

BS EN 1143-1, *Secure storage units – Requirements, classification and methods of test for resistance to burglary – Safes, ATM safes, strongroom doors and strongrooms*

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BS EN 50131-1, *Alarm systems – Intrusion systems – General requirements*

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