

SIA ACS Rules of Verification

Security Industry Authority, Approved Contractors Scheme (SIA, ACS)

- Alcumus ISOQAR Ltd is the ACS assessing body or verifier.
- The applicant is the company applying for certification to the ACS.

ALCUMUS ISOQAR has had an agreement in place to act as an ACS Assessing Body with the SIA since 2006. The latest agreement was renewed in April 2017

ALCUMUS ISOQAR is an approved assessing body for the above scheme. The scheme is owned by the SIA and both ALCUMUS ISOQAR Ltd and ACS applicants agree to comply with the SIA rules for registration. The applicant is the entity applying for certification to the ACS. Certificates are issued by the SIA.

1. ALCUMUS ISOQAR agrees to provide a quotation to carry out verification audits for ACS.
2. The applicant for the ACS agrees to include SIA in correspondence including auditor verification visit plans and any amendments.
3. The applicant will accept email as one of the methods of communication.
4. The ALCUMUS ISOQAR Ltd audit verification visit plan will include dates, activities and locations to visit and this may be adjusted by the SIA.
5. All matters relating to the ACS verification process will be made available to the SIA.
6. The proposed visit days for each and every visit must allow the SIA at least three working days prior notice of the visit.
7. Audit verification time allocated by ALCUMUS ISOQAR is based on the SIA document: Assessment Planning Guidelines for the ACS. All verification days allocated must be completed by ALCUMUS ISOQAR.
8. All applicant audit verification material will be sent to SIA with recommendations from ALCUMUS ISOQAR Ltd. The SIA will decide if a certificate is to be awarded.
9. After the first successful certification ALCUMUS ISOQAR Ltd will conduct annual re-verification visits to confirm continued approval.
 - Annual re-verification requires the applicant to update their online achievement record and the assessment is carried out in line with SIA guidelines.
 - Re-application for ACS is every three years and requires the applicant to complete the whole application process via the SIA, and the verification process by ALCUMUS ISOQAR as per the initial assessment.
 - Any extension to the applicant's scope will be treated as a new ACS verification. Application will be made to the SIA and verification carried out by ALCUMUS ISOQAR.

10. ALCUMUS ISOQAR fees for verification will be charged on a standard day rate fee set by ALCUMUS ISOQAR Ltd (fees may be changed without prior notice). The same day rate will be charged for any follow-up visit to the applicant for whatever reason. Extra office days will be charged, at the standard day rate, for the preparation of reports.

11. SIA-ACS Routes to approval

ALCUMUS ISOQAR only offers the standard route to approval. The SIA will advise applicants on the appropriate route for their needs.

Other criteria may apply to the above (see the SIA-ACS routes to Approved Contractor Status).

12. Certificate suspension or withdrawal is at the discretion of the SIA.

13. Appeals and complaints - any appeals or complaints against the ACS process will go to the SIA. Any appeals or complaint regarding the verification process will go to ALCUMUS ISOQAR Ltd.

14. All fees paid to ALCUMUS ISOQAR Ltd are strictly non-refundable and are invoiced 30 days in advance. Fees for any verification audit activity will be reviewed annually and may be increased.

15. Cancellation of any type of verification dates by the client within twenty working days of the agreed dates will result in ALCUMUS ISOQAR Ltd claiming an extra day rate from the company for each audit day cancelled.

16. Verification or Re-verification Visits

- Verification audit fees are to be paid at least 10 working days prior to commencement of the audit.

- Fees for re-verification visits are to be invoiced 30 days prior to the visit to cover one year's registration and re-verification visits.
- The annual verification fees for the following year are to be paid at the same time each year.
- Extra visits as a result of non-compliance (failing to meet the required standard) will be chargeable at ALCUMUS ISOQAR's standard fee at the time.

17. It is a condition of the rules of registration that all applicants should, if requested, allow SIA staff to visit their companies, announced or unannounced.

18. Liability - Neither ALCUMUS ISOQAR Ltd nor any of its servants or agents warrants the accuracy of any verification audit, review, information, certification, service or advice supplied. Except as stated in this document, neither ALCUMUS ISOQAR Ltd nor any of its servants or agents shall be liable for any loss, expense or damage however so sustained by any company, client or person due to any act whatsoever taken by ALCUMUS ISOQAR Ltd or its servants or agents, save to the extent that any attempted exclusion or liability would be contrary to law.

19. Indemnity - The applicant will indemnify ALCUMUS ISOQAR Ltd against any claims or losses suffered by ALCUMUS ISOQAR Ltd as a result of misuse by the applicant of any approval or verification given to the applicant by ALCUMUS ISOQAR Ltd under its rules of verification.

ALCUMUS ISOQAR Ltd reserves the right to change these rules of verification herewith without prior notification.



0026



0026