Please complete and return this Annex with the Application Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Annex for Specialist Services approval  Please use the checklist to confirm you have provided all necessary document  for your application. | | | | | | | | | | | | | | **Annex Q** | |
| 1 Name of applicant company | | | | | Click here to enter name | | | | | | | | | | |
| 2 Scheme - Please select the scheme you are applying for | | | | | | | | | | Choose an item | | | | | |
| 3 Details of the services that you wish to be included in the scope of approval  Please refer to NSI’s Security Services: British Standards and NSI Codes of Practice for scopes (including scopes not listed below). Please note: Contracts must be in place before auditing. | | | | | | | | | | | | | | | |
| British Standard | Scope description | | | | | | | | Select | | | | | | No of contracts |
| BS 8484 | Lone Worker Device Services | | | | | | | |  | | | | | | Enter no. |
| BS 102000 | Investigative Services | | | | | | | |  | | | | | | Enter no. |
| NCP 110 | Technical Surveillance Countermeasures | | | | | | | |  | | | | | | Enter no. |
| NCP 111 | Security Screening Services | | | | | | | |  | | | | | | Enter no. |
| NCP 112 | Real Time-Counter Eavesdropping Detection | | | | | | | |  | | | | | | Enter no. |
| NCP 119 | Provision of Labour in the Security and Events Sector | | | | | | | |  | | | | | | Enter no. |
| Other | Please enter the British Standard and name of activity | | | | | | | | | | | | | | |
| Please enter the British Standard and name of activity | | | | | | | | | | | | | | |
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| 4 Security screening to BS 7858 | | | | | | | | | | | | | | | |
| 4.1 Name of the person specifically responsible for security screening. | | | | | | | | | | | Enter name | | | | |
| 4.2 Is everyone in the company suitably screened? If no, please give details. | | | | | | | | | | | Select | | | | |
| If no, please give details: | | | Click here to enter text | | | | | | | | | | | | |
| 5 Sub-contracting | | | | | | | | | | | | | | | |
| 5.1 Do you sub-contract any of your work out to other companies or individuals? *If No, continue to 6. If Yes, continue to 5.2.* | | | | | | | | | | | | Select | | | |
| 5.2 Provide further details including security screening arrangements, training, etc. | | | | | | | | | | | | | | | |
| Click here to enter text | | | | | | | | | | | | | | | |
| 5.3 Provide names and addresses of companies and individuals used for sub-contracting. | | | | | | | | | | | | | | | |
| Click here to enter text | | | | | | | | | | | | | | | |
| 6 Existing certification | | | | | | | | | | | | | | | |
| 6.1 Please indicate whether you already hold BS EN ISO 9001 Certification | | | | | | | | | | | Select | | | | |
| 6.2 If Yes please enter the name of your certification body? | | | | | | Click here to enter text | | | | | | | | | |
| 7 Documentation | | | | | | | | | | | | | | | |
| 7.1 Gold applicants only  Please confirm that you have a documented Quality Management System that meets the requirements of BS EN ISO 9001 and which includes the following:   * Process Descriptions/flowcharts * Mandatory and any additional procedures * Other relevant documentation such as working instructions, example forms, quality records, engineer’s worksheets, document control records, etc.   This must be available at the time of the initial audit.  Note: If your company is transferring from another UKAS accredited certification body, a copy of that company’s last report is also required.  *Note: Prior certification to BS EN ISO 9001 is not required as this will be included as part of your NSI audit.* | | | | | | | | | | | | | Select | | |
| 7.2 Silver applicants only  Please confirm you hold records and documents as required by the relevant British standards or relevant NSI codes of practice which will be available at the time of audit such as:   * Risk assessment * Copy of Quotation * Copy of Contract * Agreed Assignment Instructions * Incident reports * Customer correspondence * Screening records | | | | | | | | | | | | | Select | | |
| 7.3 Confirm that you have read and understood the current NSI Regulations and Approval Criteria. | | | | | | | | | | | | | Select | | |
| 8 Branches | | | | | | | | | | | | | | | |
| Give details of all branches to be included in this application for approval (please do not include the head office named on the main application form). | | | | | | | | | | | | | | | |
| Address incl. postcode | | Click here to enter full address  Click here to enter postcode | | | | | | | | | | | | | |
| Telephone number | | Enter no. | | | | | | | | | | | | | |
| Address incl. postcode | | Click here to enter full address  Click here to enter postcode | | | | | Email address | | | | Enter email address | | | | |
| Telephone number | | Enter no. | | | | | | | | | | | | | |
| Address incl. postcode | | Click here to enter full address  Click here to enter postcode | | | | | Email address | | | | Enter email address | | | | |
| Telephone number | | Enter no. | | | | | | | | | | | | | |
| For more branches, please provide a separate list with the same details requested above. | | | | | | | | | | | | | | | |
| DECLARATION | | | | | | | | | | | | | | | |
| We confirm that the information provided in this Annex is accurate. | | | | | | | | Select | | | | | | | |
| To be signed by the proprietor – or all partners in the partnership – or a director authorised to sign on behalf of the limited company. | | | | | | | | | | | | | | | |
| Signature | | | | Print name | | | | | | | Date | | | | |
|  | | | |  | | | | | | | Click or tap to enter a date | | | | |
|  | | | |  | | | | | | | Click or tap to enter a date | | | | |
|  | | | |  | | | | | | | Click or tap to enter a date | | | | |

**Thank you for completing this form**

**Please use the checklist on the following page**

**Please submit this form by email to:** [**applications@nsi.org.uk**](mailto:applications@nsi.org.uk)

|  |  |  |
| --- | --- | --- |
| **Specialist Services Applicant checklist** | | |
| Please fully complete and submit these documents for your application | **Select** | ***NSI office*** |
| Completed Application Form or Short Application Form for existing NSI approved companies. |  |  |
| Completed Annex Form Q in full |  |  |
| Application Fee - Please ask NSI for a quotation |  |  |
| The following documents are required for new applications only (not normally required when extending the scope of an existing approval. However, NSI reserves the right to request additional information at any time). | | |
| Finance  Limited companies and PLCs: NSI reserves the right to request statutory accounts during the application process  Sole traders and partnerships are asked to submit a full set of prepared accounts (including Profit & Loss, and Balance Sheet) for the last 3 years (covering a 4 year period by showing comparative figures).  If the company has been trading for less than 4 years:   * For new Gold applicants, a minimum of 2 years' statutory accounts are required * For new Silver applicants,   + Companies trading between 1 and 2 years: a minimum of 1 year's statutory accounts and 1 year’s projected business plan to include Profit & Loss and Balance Sheet.   + For Start Up Companies: 2 year projected business plan is required to include a Profit & Loss and Balance Sheet (a letter of comfort is optional)   Note: A model business plan is available upon request. |  |  |
| Personal Data Forms  Required for Directors, Partners, and Shareholders (with 10% or more of the shares).   * If your company is Stock Exchange listed (or is a subsidiary of a Stock Exchange listed company), ask for clarification on which individuals need to submit this. * Evidence of security screening will be required at the time of the initial audit. |  |  |