Security Guard Contract Checklist

Use one sheet per bidder. Tick a line only once the company has shown you the proof, and note gaps to raise before signing.

Property _____ **Security company** _____

PPO license number _____ **Qualified manager** _____

Checked by _____ **Date** _____

Company license and manager

	CHECK	BASIS
☐	Current PPO license found in the BSIS Verify a License lookup	B&P 7582.1
☐	Legal name on the proposal matches the BSIS record	BSIS Verify a License
☐	Qualified manager named; BSIS told within 30 days of a change	B&P 7583.2(g)

Insurance

	CHECK	BASIS
☐	General liability policy filed with BSIS, $1,000,000 or more per occurrence	B&P 7583.39, 7583.40
☐	Certificate issued to the property with policy number and dates	Buyer request
☐	Property and manager named as additional insured by endorsement	Buyer request
☐	Workers' compensation certificate received	Buyer request
☐	Auto liability certificate for driving patrols	Buyer request
☐	Written notice of cancellation promised	Buyer request

Officers and training

	CHECK	BASIS
☐	Each assigned officer looked up as a registered security guard	B&P 7583.3(a)
☐	Card, or approval printout with photo ID, carried on duty	B&P 7583.3(a)
☐	Use-of-force course completed before registration	B&P 7583.6
☐	16 skills hours in 30 days and 32 in six months	B&P 7583.6
☐	8 hours of review or practice each year	B&P 7583.6

Armed posts and weapons

	CHECK	BASIS
☐	Armed posts listed in the contract	Buyer request
☐	Firearm permit tied to the registration; officer 21 or older	B&P 7583.3, 7583.12; BSIS firearms fact sheet
☐	Calibers on each permit match the weapons carried	BSIS firearms fact sheet
☐	Baton certificate; chemical agent course proof	B&P 7583.37(c), (d)

Reports

	CHECK	BASIS
☐	Firearm discharge reported to the employer in no more than 24 hours	B&P 7583.3(d)
☐	Discharge or qualifying altercation reported to BSIS in 7 business days	B&P 7583.2(f)
☐	Copy of any BSIS report about the property sent to you	Buyer request
☐	Daily logs, incident report format and timing agreed	Buyer request

Contract terms

- ☐ Parties: legal name and PPO license number as the BSIS lookup shows them
- ☐ Posts, hours, patrol routes, duties and limits in written post orders
- ☐ Who may change the post orders
- ☐ Minimum officers per shift and how call-offs are filled
- ☐ Credit when a post goes unfilled
- ☐ Named supervisor, inspection frequency and after-hours contact
- ☐ Right to have an officer removed, and replacement time
- ☐ Indemnity that lines up with the insurance
- ☐ Rates by post, overtime and holiday rates, notice of changes
- ☐ Wage pass-through terms
- ☐ Renewal, termination for convenience or cause, notice periods
- ☐ Subcontracting only with written consent, to a licensed PPO
- ☐ Ownership and retention of guard-tour data, video and reports

Notes