



Screening checklist (BS 7858)

Assessors take a sample and look for the same three things. Gaps, unverified references, files signed off incomplete.

Record document types seen rather than copying documents onto this sheet. Where there is a gap in the history, explain it and record the explanation — a gap closed up by adjusting dates is a far worse finding than the gap would have been. Take every requirement from the current revision of the standard; none is printed here.

APPLICANT	POSITION APPLIED FOR	REFERENCE
SCREENING STARTED	SCREENED BY	TARGET COMPLETION

IDENTITY AND RIGHT TO WORK

Record what was seen. Do not copy document details onto this sheet.

	SEEN	VERIFIED	N/A
Proof of identity — document type recorded separately	☐	☐	☐
Second proof of identity	☐	☐	☐
Proof of current address	☐	☐	☐
Right to work established per current Home Office guidance	☐	☐	☐
Share code checked, where applicable	☐	☐	☐
National Insurance number evidenced	☐	☐	☐
Photograph taken for the file	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

EMPLOYMENT AND ACTIVITY HISTORY

For the period the current revision of the standard requires.

Period covered — from / to

Employer or activity — dates — verified?

Employer or activity — dates — verified?

Employer or activity — dates — verified?

Employer or activity — dates — verified?

Employer or activity — dates — verified?

Employer or activity — dates — verified?

GAPS, AND HOW EACH IS EXPLAINED

The first thing an assessor looks for. A gap is not a failure — an unexplained gap is.

REFERENCES

A reference on headed paper that arrived by email, from an address nobody checked, is not a verified reference.

Referee — organisation — requested — received — verified
by — how

Referee — organisation — requested — received — verified
by — how

Referee — organisation — requested — received — verified
by — how

Referee — organisation — requested — received — verified
by — how

Any reference refused or not returned, and what was done

FURTHER CHECKS

As the standard and the role require. Handle the results with the care the data demands.

	DONE	OUTSTANDI	N/A
Criminal record check appropriate to the role and jurisdiction	☐	NG	☐
Financial probity check where the role requires it	☐	☐	☐
Qualification or training certificates verified	☐	☐	☐
SIA licence checked against the register	☐	☐	☐
Previous screening transferred, where permitted	☐	☐	☐
Overseas checks where the history requires them	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

OUTSTANDING ITEMS

A file signed off as complete with an item outstanding is the third thing assessors find.

DECISION

This file contains special category and criminal offence data. Hold it securely, restrict access, and retain it only as long as the purpose requires.

SCREENING COMPLETE?	DATE COMPLETED
DECISION	DECIDED BY
CLEARED TO DEPLOY FROM	FILE HELD SECURELY AT