

# AXLR8 BS 7858 Vetting System

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This document is an overview of the features of this module which integrates with AXLR8 staffing systems.

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# 1 Vetting reports and filters

## Getting started

On filling out the application form to join your company, the applicants will provide data and certain statements about their employment history, identity and qualifications to work for you in the security industry.

They may be promoted by you to your staff bank and (at your discretion and within the three month limit) worked during their vetting period.

You can get to this list by clicking the Vetting menu item on your left hand menu. This will launch the BS7858:2006 system shown below.

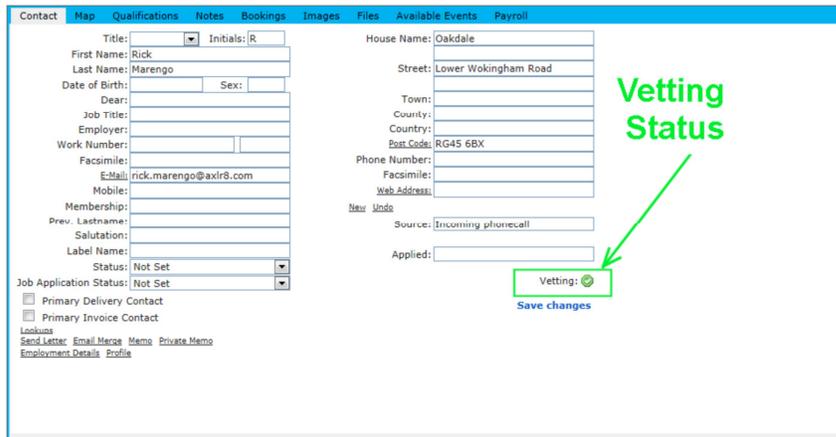


By default, the vetting system will list all your “pending” staff who are not yet vetted. This will be your working list. It may be that you will start to collect the data at a mass interview and vetting morning or afternoon event, for example. Over the following weeks other information such as written references from previous employers will come in.

Date	Staff Name	NI Number	Post Code	Proof Of Address	Identity confirmed	5 Year history	References	1st Approval
31/12/2011	A...	97614C	E13 9BS	X	X	X	X	X
31/12/2011	A...	128A	UB8 3PH	X	X	X	X	X
31/12/2011	A...	E6 1B	E6 1B	X	X	X	X	X
31/12/2011	A...	66 C	TW11 0HB	X	X	X	X	X
31/12/2011	A...	0 9JB	0 9JB	X	X	X	X	X
31/12/2011	A...	372 U	SW8 4RJ	X	X	X	X	X
31/12/2011	Aa...	128: A	W2 5HB	X	X	X	X	X
06/07/2012	Abbas	NW90LP	NW90LP	X	X	X	X	X
31/12/2011	Abbd	E11 4EX	E11 4EX	X	X	X	X	X
31/12/2011	Abby	0 49 B	UB10 8SS	X	X	X	X	X
31/12/2011	Abd	9 8 A	E7 9LX	X	X	X	X	X
31/12/2011	Abdel	45 D	KT4 8DF	X	X	X	X	X
06/07/2011	Abd	NW8 8NY	NW8 8NY	X	X	X	X	X
31/12/2011	Abd	9RN	9RN	X	X	X	X	X
31/12/2011	Abd	L	L	X	X	X	X	X
31/12/2011	Abd	4 6BW	4 6BW	X	X	X	X	X
31/12/2011	Abd	R 7UD	R 7UD	X	X	X	X	X
31/12/2011	Abd	T1 0NG	T1 0NG	X	X	X	X	X
31/12/2011	Abd	SE 7BJ	SE 7BJ	X	X	X	X	X
31/12/2011	Abd	11 3DW	11 3DW	X	X	X	X	X
31/12/2011	Abd	3DZ	3DZ	X	X	X	X	X
31/12/2011	Abd	R A S	6NU	X	X	X	X	X
31/12/2011	Abd	16 49 B	TW11 7QY	X	X	X	X	X
31/12/2011	Abd	28 11	E11 4EX	X	X	X	X	X
31/12/2011	Abd	11 3DW	11 3DW	X	X	X	X	X
06/07/2012	Abd	tw...	tw...	X	X	X	X	X
31/12/2011	Abd	SJ 910	TW4 6VA	X	X	X	X	X
26/04/2012	Abd	SJL 71B	6HQ	X	X	X	X	X

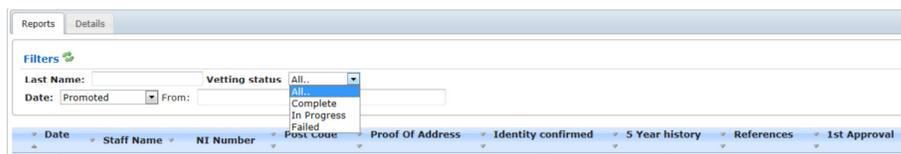
A red cross means *not done*, a green tick means *completed*. There is also an overall status for each staff member.

The green tick in the screenshot below indicates this staff member is fully vetted but a red cross would suggest that the vetting had not completed successfully in the allotted time. An orange symbol indicates “vetting in progress” but still within the three month deadline.



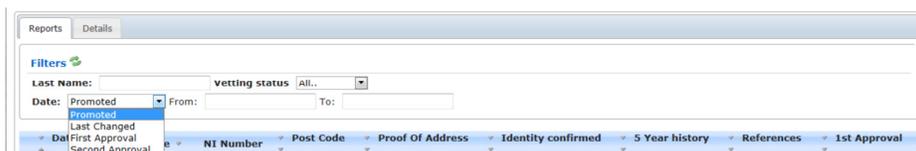
### Search by vetting status

This allows you to pick, say, all staff still in progress and look through them to see what needs to be expedited.



### Search by various dates

For example you could search for all not changed for a fortnight or all who had their first approval last week.



### Search for an individual

In the example below, we have searched by last name.

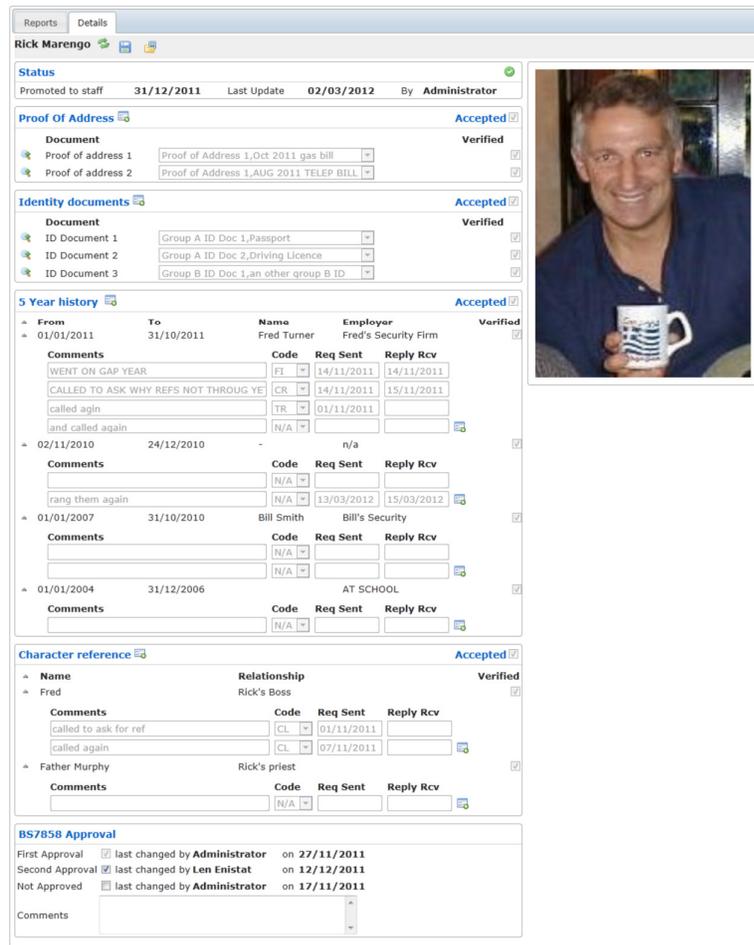


## 2 Vetting process

Every member of staff must have:

- Two high quality proofs of ID
- Three proofs of address
- Employment continuity evidence for five years
- Two references

As these are collected, they are recorded (together with the progress of chasing the documentation in the case of references and employment proof) on this form.



**Reports Details**

**Rick Marengo**

**Status**  
Promoted to staff 31/12/2011 Last Update 02/03/2012 By Administrator

**Proof Of Address** Accepted

**Document** Verified

Proof of address 1 Proof of Address 1,Oct 2011 gas bill

Proof of address 2 Proof of Address 1,AUG 2011 TELEP BILL

**Identity documents** Accepted

**Document** Verified

ID Document 1 Group A ID Doc 1,Passport

ID Document 2 Group A ID Doc 2,Driving Licence

ID Document 3 Group B ID Doc 1,an other group B ID

**5 Year history** Accepted

From	To	Name	Employer	Verified
01/01/2011	31/10/2011	Fred Turner	Fred's Security Firm	Verified
<b>Comments</b>				
WENT ON GAP YEAR	FI	14/11/2011	14/11/2011	
called agin	TR	01/11/2011		
and called again	N/A			
02/11/2010	24/12/2010		n/a	
<b>Comments</b>				
rang them again	N/A	13/03/2012	15/03/2012	
01/01/2007	31/10/2010	Bill Smith	Bill's Security	Verified
<b>Comments</b>				
	N/A			
01/01/2004	31/12/2006		AT SCHOOL	Verified
<b>Comments</b>				
	N/A			

**Character reference** Accepted

Name	Relationship	Verified
Fred	Rick's Boss	Verified
<b>Comments</b>		
called to ask for ref	CL	01/11/2011
called again	CL	07/11/2011
Father Murphy	Rick's priest	Verified
<b>Comments</b>		
	N/A	

**BS7858 Approval**

First Approval  last changed by Administrator on 27/11/2011

Second Approval  last changed by Len Enistat on 12/12/2011

Not Approved  last changed by Administrator on 17/11/2011

Comments

### Audit trail

All vetting activities are date stamped as you can see in the above screenshot

Once all the documentation is in order, there must be a first and second approver. The date of all approvals (or rejection) is recorded as are all the other activities. It is therefore possible to have people arrive for an interview with their passport and copy it, sign it as a true likeness of the person and

- (a) scan in the signed copy for the electronic records

- (b) file the signed paper copy
- (c) hand the original passport back to its owner.

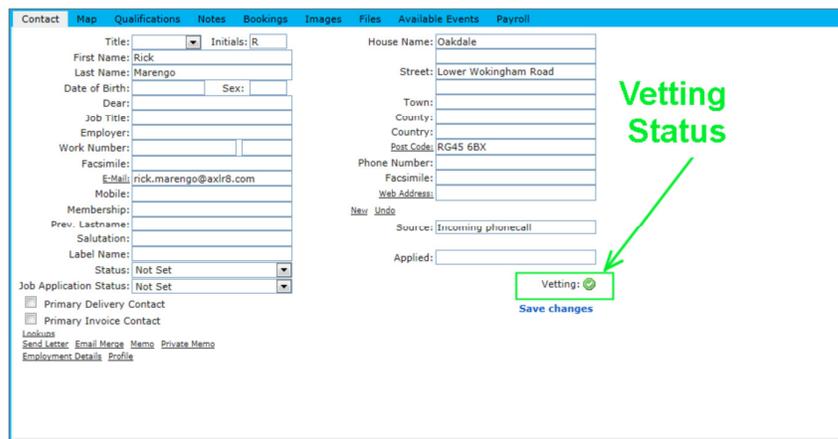
This procedure can be repeated for any picture ID or for things like copies of original utility bills for Proof of Address.

### 3 Staff records

With the BS7858 Vetting module, your AXLR8 system will also have extra functionality in the staff details section.

#### Overall vetting status

As mentioned, this is shown on the *Staff Details* main tab

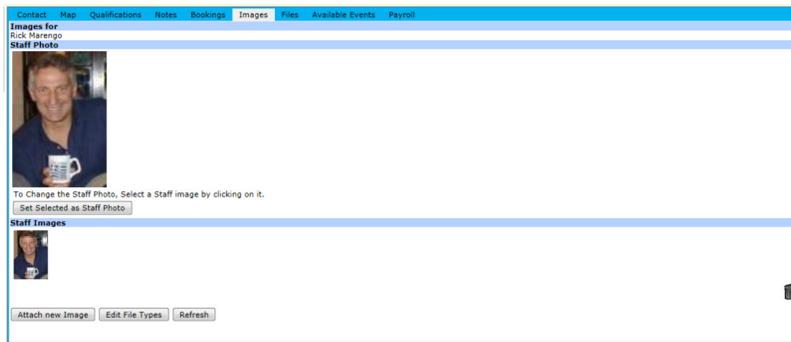


The screenshot shows the 'Staff Details' form in the AXLR8 system. The 'Vetting' field is highlighted with a green box and a green arrow pointing to it, with the text 'Vetting Status' written in green next to the arrow. The 'Vetting' field contains a green checkmark icon. Below the 'Vetting' field is a 'Save changes' button. The form includes various fields for personal and contact information, such as Name, Date of Birth, Address, and Phone Number.

#### Images

Some of the files you hold will be images of the person (either taken at or checked during the interview). They may have been uploaded by the applicant using your AXLR8 online application form. These may be reused for ID cards at events, recognising staff on large teams who are previously unfamiliar to their team leaders or for sending to clients. It ensures the person you are vetting is indeed the person you have on the system!

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The screenshot shows the 'Staff Images' section of the AXLR8 system. It displays a 'Staff Photo' of a man in a blue shirt. Below the photo, there is a message: 'To Change the Staff Photo, Select a Staff image by clicking on it.' and a button 'Set Selected as Staff Photo'. There is also a 'Staff Images' section with a small thumbnail of the same photo. At the bottom, there are buttons for 'Attach new Image', 'Edit File Types', and 'Refresh'.

## All files

All the files attached to a staff member are viewable in the next screen shot for an easy overview. They may have been uploaded by the staff member from the online application form and added to on the staff portal later. Some will have been uploaded by internal administration managers. However, the screens that follow show specific files attached for specific parts of the vetting process which have probably been added following manual checks by your internal administration staff.

ID	Name	Type	Date Added
4740	001_small.jpg	Not Set	20/05/2012 12:43
3559	logo.jpg (1)	Group B ID Doc 1	27/11/2011 21:59
3558	orange-tree-toys-red-steam-engine-wooden-toy.jpg	Group A ID Doc 2	27/11/2011 21:58
3465	crack.jpg	Group B ID Doc 1	17/11/2011 14:34
3464	Autumn_Leaves.jpg (2)	Group A ID Doc 1	17/11/2011 14:34
3434	Autumn_Leaves.jpg (1)	Proof of Address 1	14/11/2011 17:17
3433	Autumn_Leaves.jpg	Not Set	14/11/2011 17:16
3410	1RHINO	Proof of Address 1	11/11/2011 11:44
3409	RHINO2 (2)	Proof of Address 1	11/11/2011 11:41
3408	RHINOS (1)	Proof of Address 1	11/11/2011 10:21
3407	2RHINO	Not Set	11/11/2011 10:17
3406	RHINO	Not Set	11/11/2011 10:16
3405	Rick's place	Proof of Address 2	11/11/2011 10:15
3399	RICK	Staff Photo	10/11/2011 20:02
3392	PASSPORT (1)	Group A ID Doc 1	10/11/2011 15:03
3391	UTILITY BILL	Not Set	10/11/2011 14:58
3383	logo.jpg	Not Set	07/11/2011 15:13
3376	demoma.jpg	Staff Images	04/11/2011 11:18
3304	spookvat_small.jpg	Not Set	27/10/2011 09:07
900	what_daylight_savings_time_feels_like.jpg	Not Set	19/03/2010 08:41

## References

Field staff may not add or change these documents – only internal administrators who have been granted the authority.

History	References	Education	Emergency Contacts		
<b>References</b>					
Rick Marengo					
<input type="button" value="New"/>					
<input type="button" value="Edit"/>	Relationship	Name	Address	Telephone	Documents
<input type="button" value="Edit"/>	Rick's priest	Father Murphy	St Joe's	08-555-8	<b>Documents</b>
<input type="button" value="Edit"/>	Rick's Boss	Fred	23 Acasia Ave	525456	<b>Documents</b>

As with Employment History, the activities of internal administration managers following up to obtain the references and check them are date stamped and form an audit trail.

Character reference		Accepted <input checked="" type="checkbox"/>		
Name	Relationship	Verified		
▲ Fred	Rick's Boss	<input checked="" type="checkbox"/>		
<b>Comments</b>	<b>Code</b>	<b>Req Sent</b>	<b>Reply Rcv</b>	
called to ask for ref	CL	01/11/2011		
called again	CL	07/11/2011		
▲ Father Murphy	Rick's priest	<input checked="" type="checkbox"/>		
<b>Comments</b>	<b>Code</b>	<b>Req Sent</b>	<b>Reply Rcv</b>	
	N/A			

## Employment history

Field staff may not add or change these documents – only internal administrators who have been granted the authority.

You will have seen how these relate to the screenshot in the vetting process section above.

History References Education Emergency Contacts										
Employment History										
Rick Marengo										
New										
Edit	Name	Company	Address	Telephone	Business Nature	Position Held	Details	Start Date	End Date	Documents
	Not Set	AT SCHOOL	Not Set	Not Set	Not Set	STUDENT	Not Set	01/01/2004	31/12/2006	Documents
	Bill Smith	Bill's Security	Bill House	997979	Sec	Door Manager	Not Set	01/01/2007	31/10/2010	Documents
	-	n/a	Not Set	Not Set	Not Set	Tourist	Travelling - checked passport and tickets	02/11/2010	24/12/2010	Documents
	Fred Turner	Fred's Security Firm	Fred's HQ	010101eee	Sec	guard	Not Set	01/01/2011	31/10/2011	Documents

Here is the audit trail showing the collection of the documents from witnesses/ previous managers to substantiate this applicant's employment history.

**5 Year history** Accepted

From	To	Name	Employer	Verified															
01/01/2011	31/10/2011	Fred Turner	Fred's Security Firm	<input checked="" type="checkbox"/>															
<b>Comments</b> <table border="1"> <thead> <tr> <th>Code</th> <th>Req Sent</th> <th>Reply Rcv</th> </tr> </thead> <tbody> <tr> <td>FI</td> <td>14/11/2011</td> <td>14/11/2011</td> </tr> <tr> <td>CR</td> <td>14/11/2011</td> <td>15/11/2011</td> </tr> <tr> <td>TR</td> <td>01/11/2011</td> <td></td> </tr> <tr> <td>N/A</td> <td></td> <td></td> </tr> </tbody> </table>					Code	Req Sent	Reply Rcv	FI	14/11/2011	14/11/2011	CR	14/11/2011	15/11/2011	TR	01/11/2011		N/A		
Code	Req Sent	Reply Rcv																	
FI	14/11/2011	14/11/2011																	
CR	14/11/2011	15/11/2011																	
TR	01/11/2011																		
N/A																			
02/11/2010	24/12/2010	-	n/a	<input checked="" type="checkbox"/>															
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Code	Req Sent	Reply Rcv																	
N/A																			
N/A	13/03/2012	15/03/2012																	
01/01/2007	31/10/2010	Bill Smith	Bill's Security	<input checked="" type="checkbox"/>															
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01/01/2004	31/12/2006		AT SCHOOL	<input checked="" type="checkbox"/>															
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Code	Req Sent	Reply Rcv																	
N/A																			



## Qualifications

Field staff may not add or change these documents – only internal administrators who have been granted the authority.

Contact Map Qualifications Notes Bookings Images Files Available Events Payroll								
Qualifications								
Mr Rick Marengo								
New								
Edit	Qualification	Certificates	Status	College / University	Examination Board	Start Date	End Date	Documents
	HWQ Level 2 Or Equivalent In Training	Not Set	Not Set	Not Set	Not Set	Not Set	Not Set	Documents
	SIA (D)-Door Supervisor	Not Set	PASS	Not Set	Not Set	Not Set	Not Set	Documents
	Please do not use this Qualification	Not Set	Not Set	Circus School	Circus	01/01/2008	31/12/2009	Documents

## Education

Field staff may not add or change these documents – only internal administrators who have been granted the authority. As with the other documents, a staff member may upload them but only an authorised Administration manager may add them to the specific qualifications records.

History	References	Education	Emergency Contacts			
<b>Education History</b>						
Rick Marengo						
Qualification	O- Levels					
University	Hecantspell University					
Certificates	lost					
Marks	100's					
Start Date	01/02/2012					
End Date	02/02/2012					
	Delete		Save			
New	Hide Details					
	Qualification	University	Certificates	Marks	Start Date	End Date
Edit	O- Levels	Hecantspell University	lost	100's	01/02/2012	02/02/2012