AXLR8 BS 7858 Vetting System

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

Contents

Contact AXLR8 on 01344 776500 or sales@axlr8.com

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.

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

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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.
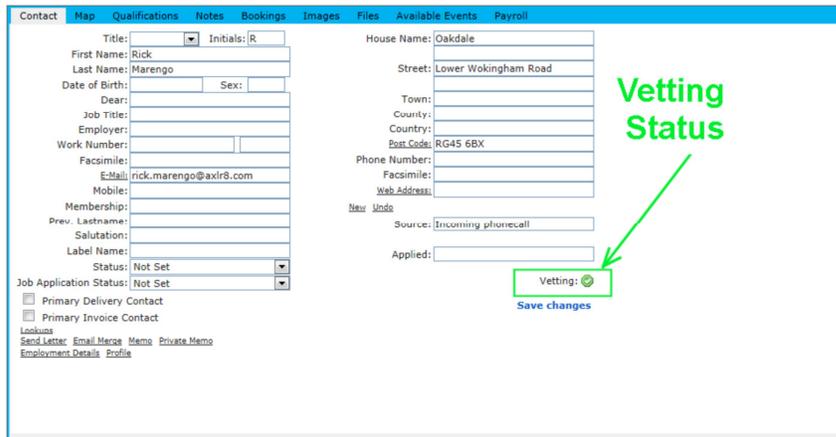
Search by vetting status

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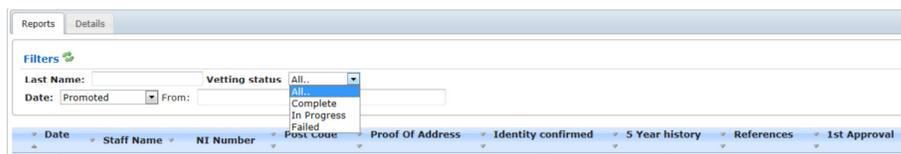
Search by various dates

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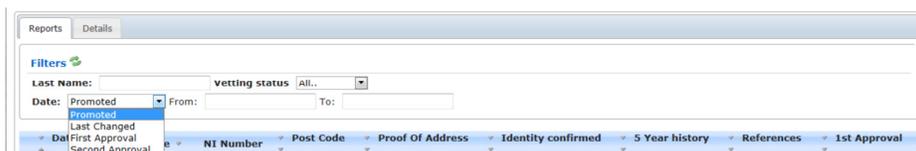
Search for an individual

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

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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.

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

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(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
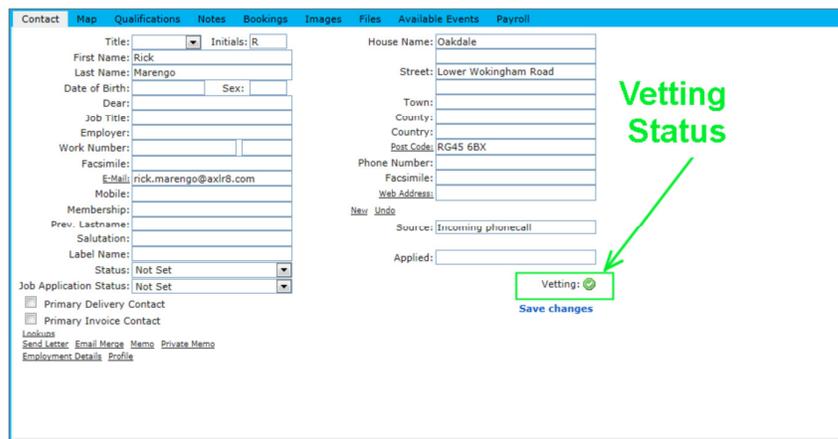
Images

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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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.

| Contact | Map | Qualifications | Notes | Bookings | Images | Files | Available Events | Payroll |

Files for
Rick Marengo

[Attach new Files] [Refresh]

ID	Name	Type	Date Added
4740	001_small.jpg	Not Set	30/05/2012 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	Creek.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	demoimg.jpg	Staff Images	04/11/2011 11:18
3304	spookycat_small.jpg	Not Set	27/10/2011 09:07
900	what_daylight_savings_time_feels_like.jpg	Not Set	19/03/2010 08:41

[Attach new Files] [Refresh]

References

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

| History | References | Education | Emergency Contacts |

References
Rick Marengo

[New]

	Relationship	Name	Address	Telephone	
[Edit]	Rick's priest	Father Murphy	St Joe's	08-555-8	**Documents**
[Edit]	Rick's Boss	Fred	23 Acasia Ave	525456	**Documents**

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 ☑
Name	**Relationship**		**Verified**
▲ Fred	Rick's Boss		☑

Comments	Code	Req Sent	Reply Rcv
called to ask for ref	CL ▼	01/11/2011	
called again	CL ▼	07/11/2011	

| ▲ Father Murphy | Rick's priest | | ☑ |

Comments	Code	Req Sent	Reply Rcv
	N/A ▼		

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Employment history

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

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

Qualifications

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

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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.

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