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To: All NSI approved companies

Dear Colleague

BS 7858:2012 – CAREER AND HISTORY RECORD INCOMPLETE

I am writing in relation to some enquiries we have received about the application of sub-clause 4.7 g) of BS 7858:2012, the text of which is given in the Annex attached to this letter.

It has come to light that the examples of potential evidence listed in sub-clause 4.7 g) of BS 7858:2012 are not necessarily available in every case. For example a person may not have been in work for some time due to raising a family or providing long term care for someone.

Where the examples of potential evidence listed in sub-clause 4.7 g) of BS 7858:2012 are not available due to circumstances that are valid, we will accept two alternative items of documentation provided they show acceptable verification of the duration and the reasons for the incomplete record.

Examples of documentation could include records of official payments from Government Departments and/or bank statements showing expenditure associated with activities relevant to the reasons for not being at work. Records of membership of valid organisations and/or certificates of attendance at colleges of further education might for example be relevant in some cases.

You must keep records of the documentation on the security screening file and you should pay particular attention to ensuring that there is a credible character referee for the incomplete period in question.

The Statutory Declaration method described in 4.7 h) of BS 7858:2012 may be used in exceptional cases. However there are limits to the use of Statutory Declarations in BS 7858, which is why the process described in 4.7 g) of BS 7858:2012 is followed in most cases.

Please do not hesitate to contact me if you have any questions or queries.

Yours sincerely

Tony Weeks
Head of Technical Services



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ANNEX

TEXT OF SUB-CLAUSE 4.7 g) of BS 7858:2012

CAREER AND HISTORY INCOMPLETE

Career and history record incomplete: where the record of career and history is incomplete, the screening officer should seek alternative evidence to verify the duration and the reasons for the incomplete record. Examples of potential evidence should include NI records or two or more different items from: payslips (start and finish of a period), P60s, P45 (to show date of leaving), redundancy letter (confirming end of a period), contract of employment or offer letter (to show start of employment), bank statements (to show regular payment of wages/salary), proof of long service, company identification, any correspondence from the employer to the employee over the period.

The period should be independently confirmed by a character referee. A character reference should not be obtained from previous employers, relatives (by blood or by marriage) and/or persons residing at the same address as the individual. The character referee should be asked to confirm that they have personal knowledge of the individual being security screened during the gap period in question.

NOTE 2 In exceptional cases, the method described in item 4.7h) may be used.