

BP Associates

Security & Risk Management Consultants





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1. The Consultancy



BP Associates is a group of experienced, multi-disciplined security and risk management professionals. We specialise in interfacing with organisations enabling them to develop and maintain a competitive business edge by managing risks at a strategic and tactical level.

We recognise that the successful management of risks and the implementation of proportionate control measures are critical to shareholder value and baseline margins.

Pro-active risk assessment and sound risk management will enable you to protect your market position. We can turn your risks into opportunities of fiscal accountability and performance measurement. This will evidence business efficiency and culminate in cost savings. Our teams will determine the critical risks you face, the impact this is likely to have on your business and develop strategies for reducing your exposure to risk.

Our innovative approach recognises that your organisation may face specific issues that require tailored solutions, and we are in the unique position to be able to utilise and offer risk expertise across the full spectrum of security disciplines.

Through proven methodologies and implementation of best practice, BP Associates helps organisations build and maintain a safe and secure business infrastructure.



2. Security Risk Management



Forward-thinking companies utilise this suite of solutions to identify areas for development, assess strategic planning needs, create project security designs and arrange security implementation.

Today's premier companies recognise that security is a vital and integral part of the ongoing business process. They understand that alignment with goals, initiatives and technologies throughout the projects are crucial to success.

Like any business process, security is effective only when based on reliable information and a sound strategic plan. In order to maintain effective controls continual monitoring is necessary to ensure that security solutions evolve to meet changing business needs.

Our problem solving team serves as a trusted guide to the development of a comprehensive and robust security strategy. We enable companies to achieve security excellence by creating comprehensive, integrated systems for managing security risks.



3. Employee Screening



BP Associates work in partnership with companies to create a practical screening programme within the terms of the Data Protection Act. Such a programme is designed to provide companies with sufficient information so that an informed decision can be taken in respect of the candidate's employment. Furthermore, the process identifies, at an early stage, those candidates who would contrive to fabricate previous employment information, financial status or documents for the purpose of securing employment.

Services may include:

- Checking work history – 10 years
- Verifying educational and/or professional attainments
- Obtaining written personal references
- Checking credit information
- Disclosure of information – Criminal Records Bureau (subject to licencing and statutory provisions under the Security Act 2001)
- Property ownership search
- Company directorship search
- Full media database search



4. Data Protection



The Data Protection Act 1998 places a heavy burden on businesses to manage personal data in accordance with current legislation.

CCTV systems are rapidly advancing in technology and are now widely used as a cost effective security solution. Images captured by this medium are now governed by the Data Protection Act and Data Subjects have a right to such images. Non-compliance with statute can have serious implications to a business.

BP Associates will survey your systems and provide you with appropriate advice to ensure your company is compliant with the legal requirements. Additionally we can deliver training to your staff, design protocol tools and provide an independent audit of the arrangements.

Services may include:

- Initial site audits and compliance tools analysis
- Drafting of company policy and operational procedures
- Design and implementation of documentation for subject to access, CCTV tape management, incident logs, visitor access, maintenance reports and control room operator logs
- Data Protection Act awareness training
- Continuous audit and review programmes



5. 'Whistleblowing' & Confidential 'Hotlines'



The Public Information Act recommends that companies offer employees an independent confidential 'Hotline' where they can 'blow the whistle' and bring issues of concern to the top management of businesses, anonymously and without fear of reprisal.

The benefits of utilising this facility are:

- Identify underlying problems, which may not have come to light by other means
- It is an accountable process
- Evidences a corporate responsibility towards the welfare and security of all stakeholders in the business

BP Associates offer clients a choice of services provided by their independent 'Hotline' facility.

Services may include:

Stage 1 enquiries

- Receipt of document or telephone call
- Analysis and logging of information
- Issuing a pseudonym name where required
- Contacting nominated company representative
- Report on information and analysis

Stage 2 enquiries

- Undertaking investigation – utilising additional support services if required
- Interviews and gathering witness statements
- Liaison with company representative
- Liaison with Police & Crown Prosecution Service where considered appropriate
- Fully documented report
- Annual reports to the company representative reflecting a breakdown of call criteria



6. Substance Misuse In The Workplace

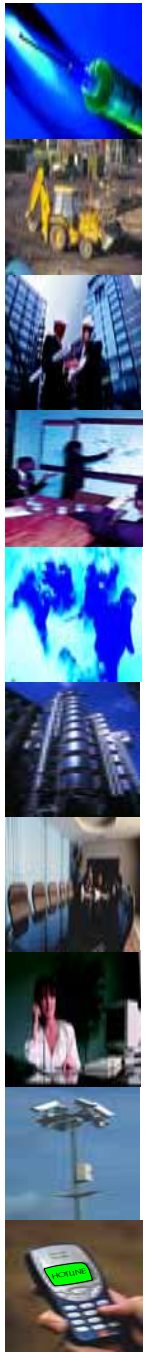


Substance misuse in the workplace is an increasing problem, which can have detrimental effects to businesses both from a human resources perspective and also as a commercial risk. Legislation and good corporate governance dictates that the level of exposure from such risks must be addressed appropriately.

BP Associates pride themselves on offering a complete end-to-end service from initial discussions and draft proposals through the consultation period on to the implementation process. Our team will work closely with your organisation to project manage the whole process from start to finish to your agreed deadlines even down to providing unbiased advice on current screening methodologies.

Services may include:

- Policy consultation with employees
- Development of drug and alcohol policy or review of existing policy; discussion with union(s) where appropriate
- Communication of policy
- Drafting and communication of testing procedures
- Policy implementation
- Drug and alcohol awareness training for Occupational, Personnel, Human Resource and other operational managers incorporating risks, drugs most common in the workplace, indicators of use and drug paraphernalia, legislation, employee assistance programme and company policy
- Advisory service



7. Security Project Management



BP Associates offer clients their expertise in project management. Starting at the tender stage, they survey and analyse the security threats posed to projects, drawing on intelligence sources in both the public and private sectors. The tailored solution will cover all aspects of the proposed security system and will encompass policy, procedures and contingency planning to ensure effective day-to-day operational management. Continuous audit and review will re-evaluate the security requirements as the project develops.

Services may include:

- Site visits, including liaison with local police, local authorities and other relevant bodies
- Environmental scanning
- Evaluation of attendant risks identified and report on the security control measures required to eliminate or reduce risks to manageable proportions.
- Security process engineering - Designing the structure of your future security program and establishing a path to achieve it
- Incident pattern analysis
- Designing and implementing a full range of bespoke support documentation
- Establishing and monitoring key performance indicators
- Site specific cost analysis for pre-tender, tender and contract phases
- Contingency planning – designing and implementing emergency plans and procedures to allow businesses to effectively deal with security incidents and other crises



8. Security Survey and Audit



A thorough security survey is carried out at the clients premises or project locations to fully comprehend the individual business processes. This would include consultation with nominated stakeholders, to ensure that all factors are considered in determining that the most cost effective and appropriate security systems are procured.

Once commissioned it is necessary to regularly audit the security arrangements including the policy, operational documents, mechanical / I.T. facilities and human resources, to ensure that the chosen system continues to deliver the client's security need and value.

The purpose of the audit is to establish a baseline. This baseline information is then used as a reference against which improvements in performance over time can be measured.

Services may include:

- Organisation assessment - To see if current security functions fit the needs of the overall business
- Framework gap analysis - To compare current security functions with our best-practice model
- Security benchmarking - To measure current security functions against those of other organisations of the same size in the same industry



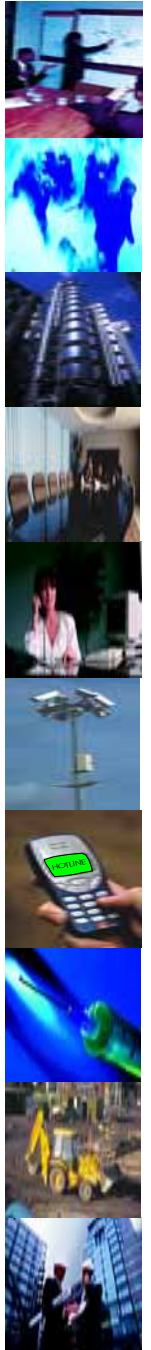
9. Training



BP Associates has experienced training resources approved by both the International Professional Security Association and Security Industry Training Organisation, who can design and facilitate bespoke security training packages to all sectors of commerce and industry.

Courses

- Managing commercial threats
- Security awareness – BS7499
- Security for supervisors
- Bomb threat awareness
- Managing corporate fraud
- Investigative interviewing techniques
- Loss prevention skills
- Dealing with aggression
- Communication skills
- Customer care
- Managing safely
- Risk assessment
- Basic health and safety
- Manual handling
- COSHH
- Display screen equipment
- NEBOSH GC
- Fire awareness & practical use of extinguishers
- Fire marshals
- First aid



10. Specialist Security Services



BP Associates is able to draw upon a full scope of security disciplines in delivering security solutions that can be tailored specifically to meet our client's requirements or utilised in support of our core business services.

Services may include:

- Covert foot and mobile surveillance
- Overt surveillance
- Counter-surveillance
- Advanced and defensive driving skills
- Optical evidence gathering
- Conflict management
- Electronic 'sweeping'
- Test purchases
- Executive protection
- Forensic analysis
- Customs and Excise and Crown Prosecution Service liaison
- Covert integration
- Intelligence and evidence gathering



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