



SECURITY PROVIDERS

Best practice checklist

This checklist will help you assess how you are meeting your legislative obligations as a security provider.

It includes links to useful information that will guide you if improvement is needed.



The below categories relate to both the *Security Providers Act 1993* (SP Act) and the *Security Providers Regulation 2008* (SP Regs).

 Licensing checklist		YES	NO
SP Act s. 9	Does your security firm have a licence? For example: <i>Class 1 Security Firm</i> (SF1)—hire crowd controllers. <i>Class 2 Security Firm</i> (SF2)—security advisor, security equipment installer. Visit qld.gov.au/fairtrading for more information.	☐	☐
	Are all the security providers engaged by your firm appropriately licensed? You can check a licence here.	☐	☐
	Do you have processes in place to ensure that their licences are current? Information on renewing your licence can be found here.	☐	☐
 Security firms checklist			
SP Act s. 9	Are you aware of the responsibilities of a security firm? Further information on a security firm can be found here.	☐	☐
SP Regs s. 10	Does your security firm's business name match the name on your licence? If no, you are required to update your security details.	☐	☐
SP Regs s. 20	Does your security firm have an employment register?	☐	☐
SP Regs s. 21	Does your security firm have a crowd control register?	☐	☐



Crowd controllers checklist

YES

NO

SP Act s. 5

Are you aware of the role and responsibilities of licensed crowd controllers?

Refer to the [crowd controllers guideline](#) for more information.

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SP Regs s. 18

Does the venue/liquor licensee have a crowd controller register?

If the answer is no, a security firm must keep a register of all the crowd controllers at the public place engaged by the firm.

If yes, the register can be either electronic or paper form.

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SP Regs s. 18

Is the register maintained in accordance with the requirements of the Security Providers Regulation 2008?

Additional details regarding both paper and electronic registers are provided below.

[Employment register for the security industry](#)

[Electronic register guideline](#)

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SP Regs s. 18

Is the register kept in a secure place and available for inspection if required?

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SP Regs s. 25

The security firm ensures that the licensed crowd controllers wear the prescribed identification.

More information on these [requirements](#) can be found here.

This includes wearing the identification clearly displayed on the crowd controller at chest height and not displayed on a lanyard.

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