



Security Industry Authority

Company Licence Checker User Guide

Version 2 (August 2010)

What is the Company Licence Checker?

The company licence checker is one of the online services available at <https://portal.the-sia.org.uk/web/start.swe>.

It is **not** a means of checking whether a *company* is licensed or not. The SIA does not license companies.

The company licence checker enables private security companies to ensure that the operatives they deploy are licensed. Users can create lists of licence numbers that will be routinely checked by our system. The licence checker will identify any suspended or revoked licences within those lists, as well as any licences that have expired or are due to expire soon.

Organisations wishing to use the company licence checker (or any of our other online services) must nominate at least one 'lead sponsor' to act as our main point of contact. Please see the *Registering as a Company Sponsor* guidance document, available on request or as a download from our website.

Using the Company Licence Checker

Creating a List

To create a list, use the NEW button in the licence checker Lists section. Give the list a name and comments that are meaningful to you.

You can sort the list of lists using the small up/down triangles (▼ and ▲) above each column heading.

You can also SEARCH for a list with the NAME or COMMENTS matching some text you enter, e.g. search for a name of "Paul" will find any lists such as "Paul's London list", "Paul Matthews", "Pauline's list no. 2", etc.

You must SAVE your list for the name to be stored. It is automatically stored against the company/branch your user id is linked to.

You can EDIT the name and comments or DELETE your list by clicking on the relevant symbol. You will need take care to keep each list up to date with leavers or new starters and with any changes to licence numbers through renewals, lost & stolen etc.

Adding Licence Numbers to a List

Click on the list you wish to add licences to. The row is highlighted (shaded).

If the list already has licences in it, these are shown in the lower half of the screen under Licences.

Click the ADD button under the Licences heading.

You may either key in licence numbers one by one, separated by a comma, or copy and paste licence numbers from another program.

Copying Licence Numbers from Microsoft Excel

If you are copying/pasting from another program, (e.g. Microsoft Excel), bear in mind the following:

Each licence number must be exactly 16 digits long with a leading zero if applicable. E.g. 0101200036490711 and not 101200036490711.

You can make sure MS Excel displays numbers with a leading zero by formatting the field to a type of TEXT.

You can also use an MS Excel formula such as this one:

```
=TEXT(G25,"0000000000000000")
```

where G25 is a cell containing a (numeric) licence number.

You can copy a column of numbers together and type a comma "," after each one. Or you could use a formula such as:

```
=CONCATENATE(TEXT(G28,"0000000000000000"),",")
```

to add a comma after each number.

Hints and Tips

Before you start, bear in mind the following:

1. You may have any number of lists but only ten lists are displayed on the page at one time. You can scroll through or sort the lists using the buttons above the columns.
2. You may have any number of licences in a list but only ten licences are displayed on the page at one time. Again you can scroll through or sort the licences using the buttons.
3. Lead sponsors (and financial controllers) can view lists for ALL branches in your company
4. Standard sponsors can view lists for their own branch only.
5. You might find that having lists of, say, 50 to 200 licences per list is reasonably manageable. The lists are automatically sorted in reverse order of status, so that Suspended or Revoked will normally appear first (if any).
 - You can sort up or down by any of the columns by clicking on the up/down arrows above each column (▼ and ▲).
6. If your company is large you might need to plan how to organise the lists more carefully.
 - 50 lists of 400 licences would allow you to track up to 20,000 individuals
 - You could organise lists by “branch” with standard sponsors responsible for a smaller number of lists
 - If you name each list carefully you will find it easier to retrieve, either by using the SEARCH button or sorting the lists.

We are always interested in your feedback and will take this into account as we develop our facilities further. Please send your comments to:
companysponsors@sia.homeoffice.gov.uk