

Supply Chain – Vetting Guidance

All Sub-Contractors **delivering services** to KBS Maritime on His Majesty's Naval Base Portsmouth (HMNB(P)) are expected to security clear their own staff. It is mandated that all contractors and sub-contractors must, as a minimum, be in possession of a Baseline Personnel Security Standard (BPSS) security check to gain access into HMNB(P) to engage in projects or works. Therefore, as a minimum all subcontractors are to have completed a BPSS Check prior to commencing onsite.

The BPSS requirement is made up of the below checks:

- ID and right to work
- Basic Criminality check via the DBS
- 3-year employment history check

Subcontractors should use a 3rd party screening company to obtain their BPSS, please see below for our preferred list of organisations. Other screening companies can be used but we cannot confirm that the clearance will provide everything needed for access and this may cause delays.

- Chexperts: [Chexperts | KBS Maritime - Supplier Vetting](#)
- Secure Screening Services | [Comprehensive Background Screening Solutions | Secure Screening](#)
- The Security Watchdog (Link) | [BPSS | Pay-Per-Candidate Screening Package | Matrix Security Watchdog](#)

KBS Vetting will pass verification of clearances to the Naval Base Pass Office.

Permanent PCN passes will no longer be issued or renewed for non-resident contractors and they will be issued Green visitor passes for the duration of the contracted service provision up to a maximum of 30 days. This may be extended further if supported by a clear business reason as an exception, subject to approval by Base Security.

PCN passes maybe issued for non-resident contractors who are delivering projects extending beyond the 30-day period (on a case-by-case basis). In line with the HMNB(P) Security Standing Orders permanent passes will only be issued if there is a regular access requirement into the Naval Base in excess of 3 times per week or a business requirement which requires the holder to access the Naval Base in an emergency or outside of normal working hours on any day of the year.

The below information should be collated in a single e-mail "envelope" per person:

- KBS Maritime Official Secrets Act
- BPSS clearance certificate/screening report
- A copy of the individuals passport photo page
- The table on Page 2 fully completed

Please send to vetting@kbsmaritime.com at least 5 working days in advance of entry to site. E-mails are to be titled KBS Maritime Subcontractor BPSS Verification. This is the same email address for any queries.

Title	
Forename	
Middle Name	
Surname	
Known as Name	
Date of Birth	
Town of Birth	
Country of Birth	
Gender	
Nationality	
Is Dual Nationality held – Yes/No	
If yes – please provide additional Nationality	
Applicant Email address	
National Insurance Number	
Direct Employer	
Applicant Job Title	
Company coming onsite at KBS with if different	
KBS Sponsor	
KBS Sponsor Email Address	
KBS Business Unit	
KBS Home Site	
Start Date at BAE site	
Expected Leave Date	
BPSS checks processed internally or externally	
If external – please confirm agency	
5 Year address history – Including residency to and from date (please also include non-UK addresses where applicable)	
<u>Level of Clearance Required (Select as required)</u>	BPSS Only (delete if not applicable)
	BPSS and SC (delete if not applicable)