

Decision 1010 from June 25th, 2004 for approval of the methodological norms and documents provided by article 69 of Law 333/2003 regarding watch over goods, objectives, valuables and protection of the individuals. Published in the Romanian Official Gazette Part I, no. 722 from August 10th, 2004

Acting in accordance with article 108 from Romanian Constitution and article 69 of Law 333/2003 regarding watch over goods, valuables and protection of the individuals,

Romanian Government adopts the present Decision:

Article 1 The methodological norms regarding the issue, renewal, suspension and annulment of operating licenses for companies specialized in watch and protection, also certification of managers and watch agents, provided by annex 1, are approved.

Article 2 The methodological norms regarding the issue, renewal, suspension and annulment of operating licenses for companies specialized in alarm systems to prevent burglary, also certification of managers and technical personnel, provided by annex 2, are approved.

Article 3 The technical norms regarding the design and execution of technical protection and alarm systems to prevent burglary, provided by annex 3, are approved.

Article 4 The specific documents that are necessary for performing and keeping records of watch service and its patterns, provided by annex 4, are approved.

Article 5 The documents needed for organizing and proceeding training activities and qualification courses for watch personnel and bodyguards, provided by annex 5, are approved.

Article 6 Inobservance of the provisions of the methodological and technical norms stipulated in articles 1-3 entails, according to case, disciplinary, contravention or penal punishment.

Article 7: (1) The following actions are considered contraventions:

- a) not instituting and inobservance of the patterns established for the specific documents needed to perform and keep records of the watch service, provided by annex 4.
- b) not recording the entries in the special register for keeping accounts of the contracts in chronological order in a due time of five days from signing them, according to article 22 paragraph (3) of Law 333/2003 regarding watch over goods, objectives and individuals protection;
- c) not using the identification tag by the watch personnel or bodyguards when performing duty;
- d) endowing the watch personnel or the usage of camouflage face covers, protection masks or handcuffs;
- e) inobservance of the internal organizing and operating regulations by heads of the units specialized in alarm systems with regard to employment, training and control of the expert personnel;

- f) inobservance of the provisions of article 1 paragraph (3) of the technical norms stipulated by annex 3;
 - g) instituting area dispatches without obtaining approval for the organizing and operating regulation from the General Inspectorate of Romanian Police, or inobservance of the provisions of this;
 - h) not urgently informing the territorial police station about the occurrence of situations that may endanger public order and individuals' safety and about negative events related to watch service.
- (2) The contraventions stipulated by paragraph (1) are sanctioned with fine of 5.000.000 lei up to 10.000.000 lei.
- (3) Ascertaining contraventions and applying penalties are performed by policemen, gendarmes, as well as by mayors or representatives of these, according to their competence, in compliance with the law.
- (4) The provisions of Governmental Order no. 2/2001 regarding the juridical policy of contraventions, ratified with modifications and supplements by Law 180/2002, with ulterior modifications are applied to the contraventions stipulated by paragraph (1).

Article 8: Annexes no. 1-5 are part of the present decision.

PRIME-MINISTER,
ADRIAN NASTASE

Countersigning:

State Minister, the Minister of Administration and Internal Affairs,

Marian Florian Saniuta

The Director of the Romanian Intelligence Service,

Alexandru Radu Timofte

The minister for Public Finances,

Mihai Nicolae Tanasescu

Bucharest, June 25th, 2004

No. 1. 010

Methodological Norm

regarding the issue, renewal, suspension and annulment of operating licenses for the companies specialized in watch and protection, certifying managers and attesting security agents

CHAPTER I

The issue and renewal of Operating Licenses for the companies specialised in watch and protection

SECTION 1

Issue of operating licenses for watch and protection companies that solicit license after the Law 333/2003 regarding watch over objectives, goods, valuables and individuals protection came into effect

Article 1: Specialised watch and protection companies, further called companies, must be founded according to the provisions of the law and operate with previous approval from the Romanian Intelligence Service, on the basis of the license issued by the General Inspectorate of Romanian Police.

Article 2: (1) In order to obtain the operation license, company managers need to file the following documents to the county police station or the General Police Department of Bucharest, according to the territorial jurisdiction where the company has its headquarters:

- a) application paper addressed to the General Inspectorate of Romanian Police – Public Order Police Department, by which they solicit license for at least one of the activity fields provided by law, which must be registered, dated and contain the name of the company, address of its social/administrative headquarters, telephone and fax numbers;
- b) notice issued by county police inspectorate, or, according to case, by General Police Department of Bucharest, according to the territorial jurisdiction the company will locate its headquarters on, with reference to the field of activity, name of the company, certifying the associate/associates and management personnel and released before the company's registration to the Trade Register and that remains valid for licensing. Verifications for issuing license will be extended to the husband, wife or the

person co-existing with the associate/associates and management personnel in order to become acquainted with his activities, social conduct and any criminal records;

- c) the company's constitution documents according to commercial legislation and inspection certificate from Trade Register;
- d) copies of identification papers, graduation diplomas and curriculum vitae of associates and administrators;
- e) medical and psychological certificates issued by authorized institutions to certify that the managers of the company have the necessary abilities and resources to perform their duty;
- f) documents to attest that management personnel have adequate qualification in order to perform duty, respectively graduation diplomas for qualification courses or certificates to prove at least one-year of work experience in the field of securing objectives, goods and valuables. Persons who can provide evidence of their employment in defense, public order and national security sectors are excepted from the obligation of obtaining the qualification certificate;
- g) legalized affidavit of associate/associates regarding the company's financial resources for endowing personnel with uniforms and means of self-defense and a file with the material, technical, transportation and communication means, audio-video equipment, recognition and identification devices, alarm systems to prevent burglary, timing and numbering systems, surveillance centres, computing technique and utilized software, armament and other technical means part of the future equipment of the company, according to its field of activity;
- h) affidavits of associates/administrators stating that they are not involved, and never have been, in foreign intelligence institutions, secret transnational organisations and have not collaborated with these;
- i) submission of registration evidence with the name of the company and its distinctive marks registered at the State Office for Inventions and Trademarks, together with their photographic representations and the notice for the County Council, or, according to case, the Bucharest General Council regarding the fact that the company will locate its headquarters in their area of responsibility;
- j) submission of proof of payment for the tax to obtain the operational license;
- k) the company's organisation and operation regulations regarding watch over objectives, goods, valuables and the protection of individuals will have the following structure:
 - I. general provisions;
 - II. the company's organisation chart;
 - III. employment conditions, observing the labour legislation and the stipulations of Law 333/2003;
 - IV. training of personnel and their control while performing duty;

- V. the attributions of company personnel, according to categories: associate, administrator, executive director, head of department, branch manager, objective manager, shift manager, security agent, security agent for the transport of goods and valuables, bodyguard, consultancy services;
- VI. the endowment of personnel with means of protection and self-defense, according to the law;
- VII. final provisions, stipulating: regulations regarding the collaboration with relevant public authorities, according to the law, in order to notify them on negative events related to the watch service, as well as offer information related to national security; the commitment not to enter unfair competition and involve the personnel in illegal activities; the obligation to notify the General Police Inspectorate and the relevant territorial police department on modifications related to organisation, structure, headquarters, telephone or fax numbers, cease or suspension of activity, within 15 days; the obligation to quarterly inform the territorial police department on its activity;

(2) Employees have to submit the data and information related to national security immediately to company management and communicate the manner and the circumstances they entered in their possession. Managers, in their turn, have to obligation to inform the Romanian Intelligence Service or other authorities that have attributions related to national security, and make available the data support. It is forbidden for the one that enters the possession of this data and information to copy, multiply or transmit it to other unauthorized natural or legal persons.

(3) The documents stipulated in paragraph (1) are to be submitted in 4 copies.

Article 3. – The operation license is granted only if all company managers or representative of legal persons comply with the conditions of the law and obtained the approval from the Police and the Romanian Intelligence Service. The refusal of approval from the Romanian Intelligence Service is not motivated in case it is based on data and information related to national security.

SECTION 2

The issue of operation license for specialized watch and protection companies that were authorised before the coming into force of Law 333/2003

Article 4. - (1) In order to obtain operation license for the companies that were authorised before the coming into

force of Law 333/2003, their managers will submit, within the term provided by law, the following documents to the county police inspectorates or the Bucharest General Police Department that cover their headquarters:

- a) license application;
- b) copy of the inspection certificate, issued by Trade Register Office, regarding the present situation of the company;
- c) evidence regarding their on-going activities and number of employees, stating the number of individuals that obtained qualification certificates;
- d) registration certificate, of the new type, issued by Trade Register Office;
- e) the list with the material, technical, transportation and communication means, audio-video equipment, recognition and identification devices, alarm systems to prevent burglary, computing technique and utilized software, armament and other technical means from the company's endowment;
- f) registration evidence with the company name and its distinctive marks registered at the State Office for Inventions and Trademarks, together with their photographic representations;
- g) proof of payment for the tax to obtain the operational license;
- h) the company's organisation and operation regulations renewed in the conditions stipulated in Section 1;
- i) the company's organisation and operation regulations and the original authorisation on the basis of which it operated, in order to withdraw it;
- j) fiscal record and the proof of tax payment;
- k) affidavit of associates/administrators stating that they are not involved, and never been, with foreign intelligence institutions, secret transnational organisations and have not collaborated with these;
- l) notice for the County Council or, according to case, the Bucharest General Council, regarding the fact that the company has its headquarters in their area of responsibility.

(2) The documents stipulated in paragraph (1) are to be submitted in 4 copies.

Article 5. – (1) The operation license is granted only if all company managers or representative of legal persons comply with the conditions of the law and obtained the approval from the Police.

(2) The companies that do not have on-going activities, or the personnel structure according to their organisation and operation regulations, are not issued operation licenses.

(3) The companies that ceased or suspended the activity they were licensed, for a period longer than 6 months, will consign their licenses to the territorial public order police stations in order to be maintained in passive records until resuming their activity.

Article 6. – After the term stipulated by article 70 of Law 333/2003, the authorizations issued between 1996 and 2003 are rendered null.

SECTION 3

The renewal of operation licenses for specialised watch and protection companies

Article 7. – Companies may ask the General Inspectorate of Police – Public Order Police Department, through county police inspectorate or, according to case, the Bucharest General Police, for renewal of operation license every three years, submitting, in this regard, the following documents:

- a) application for license renewal;
- b) evidence of on-going activities and number of employees;
- c) fiscal record and proof of tax payment;
- d) proof of payment for the tax to obtain the operational license;
- e) the list with the materials and technical equipment from company's endowment, according to its field of activity;
- f) copy of the investigation certificate issued by Trade Register Office regarding the company's present situation;
- g) original operation license.

Article 8. – In the case of issue and renewal of operation licenses for companies, the approval from the Romanian Intelligence Service is mandatory.

Article 9. – The companies that ask for issue or renewal of operation licenses can perform only the activities stipulated in Law 333/2003.

Article 10. – Operation license renewal may be solicited with at least five months before the validity term expiration.

CHAPTER II

Suspension of the right to sign new contracts and employ personnel for companies specialised in watch and protection

Article 11. – The company that employs the agent who establishes that one of the contraventions stipulated in article 60 letter g) of Law 333/2003 took place, entailing suspension of the right of the company under sanction to sign new contracts and employ personnel for a period of 1 up to 3 months, informs about it the public order police service within the county police inspectorate that covers the area where the company's headquarters is located, which keeps their record, or the Bucharest General Police Department in order to take the legal measures, after paying the fine or after the final court rule rejects the appeal against the contravention report.

Article 12. Upon record of at least two such contraventions within 3 months, the public order police service within the county police departments or the Bucharest General Police Department, according to case, on the basis of the report regarding the sanctions and their motivations, establishes, depending on the gravity of the felonies, the suspension of right for the company under sanction to close new contracts and employ new personnel for a period of 1 up to 3 months, and communicates the measure, the date of suspension, and its duration to the General Police Inspectorate, the Romanian Intelligence Service, Trade Register Office, Territorial Labour Office, as well as to the respective company.

CHAPTER III

The annulment of operation licenses for companies specialised in watch and protection

Article 13. – (1) In case that one of the contraventions stipulated in article 62 of Law 333/2003 is observed, the Romanian Intelligence Service withdraws the previous approval or in default of license renewal application in the term provided by law, the General Police Inspectorate, or, according to case, the Court will establish the annulment of operation license.

(2) The county police inspectorate or, according to case, the Bucharest General Police, which were notified about commission of one of the contraventions entailing license annulment, will conduct investigations and establish the circumstances of the committed crime, in a 30 days period. In case that the crime is confirmed, the file with the operation license and company's organisation and operation regulation will be forwarded, with motivated report, to the General Police Inspectorate, who will take further measures in a 10 days period.

Article 14. – (1) The license annulment is communicated to the company under sanction, the Romanian Intelligence Service, the county police inspectorate or to the Bucharest General Police Department that proposed the measure and to the territorial Trade Register Office.

(2) The issue of new operation licenses for companies whose operation licenses were rendered null can be solicited after one year from the finalization of the measure.

(3) Losing or deterioration of operation license is published in the Romanian Official Gazette, Part III.

CHAPTER IV

Certifying the heads of the companies specialised in watch and protection

Article 15. – The company heads, which that were designated after the company was issued operation license, will submit the following documents to the county police inspectorates or to Bucharest General Police Department that cover their headquarters:

- a) registered and dated application by which they request certification, stating the name of the company, its social or administrative headquarters, telephone and fax numbers;
- b) copies of identification papers, graduation diplomas, training documents and curriculum vitae of the associate or associates, as well as of the persons to supervise the watch activities and hold an administrator position, executive director or any other similar positions;
- c) documents to attest the title and position he/she will hold in the company;
- d) affidavit stating their not involvement with foreign intelligence institutions, secret transnational organisations and collaboration with these;
- e) criminal record certificate.

Article 16. - The conditions for certification are cumulative and unfulfilling one of them entails refusal to grant the certificate.

Article 17. – Certification is mandatory, is granted in 30 days and is communicated to the mentioned persons, without motivating the negative notifications.

Article 18. – Certification is mandatory also for branch and post managers.

CHAPTER V

Certification and attestation of watch personnel and bodyguards

Article 19. – Certification is solicited by the head of the employing company or of the institution that organizes the qualification courses, submitting the following documents to the police station in whose territorial jurisdiction the person to be certified lives:

- a) registered and dated application from the employing company or the institution that organizes qualification courses, by which they solicit certification;
- b) copy of the identification document;

- c) certificate of health to attest that the solicitor is physically and psychologically able to perform watch service;
- d) copy of the last graduated school diploma;
- e) criminal record certificate.

Article 20. – According to the importance of the goods and valuables to be secured, as well as for the protection of the individuals and of those performing body guard service, the watch personnel may be equipped with fire arms, rubber batons, small capacity tear sprays and other means of defense provided by law, after the plan for watch and transportation of goods and valuables or the protection plan has been approved.

Article 21. – The documents to obtain approval from police to carry weapons are submitted to the public order police services within the county police inspectorates or, according to case, within Bucharest General Police Department, and these documents are the documents stipulated in article 19, as well as the results of the psychological test performed by an authorized laboratory.

Article 22. – (1) For the individuals that are to perform watch service in units that hold state secrets or develop strategic activities, approval from the county station of the Romanian Intelligence Service, along with the approval from police, is needed.

(2) The persons stipulated in paragraph (1) will submit affidavits stating that they have never been involved with secret transnational organisations, foreign intelligence or military and paramilitary services, they have not been trained by these to perform specific activities nor have they participated in external military conflicts.

Article 23. - (1) The employer issues the service permit to carry weapons, that is annually legalized by the public order police service within the county police inspectorates or, according to case, by Bucharest General Police Department.

(2) The service permit to carry weapons must include: the name and surname of the watch personnel, the series and number of identification papers, the position within the company, the series and caliber of the weapon, the quantity of ammunition, signature of the head of the legal person and stamp, spaces to insert photo and annual visa from police institutions or, according to case, from Romanian Gendarmerie.

Article 24. – Positive approval can be withdrawn when the conditions that stood on the basis of its issue are not met anymore and the measure is communicated to the respective company.

Article 25. – Certifying personnel to perform watch over objectives, goods and valuables and body guard service is made after obtaining approval from police institutions and graduation of paid qualification courses with a minimum 90 days duration, according to the conditions established by the public authority in charge of employment and training personnel.

Article 26. – Qualification courses for watch personnel may be organised by Romanian Gendarmerie, Watch and Protection Service, public guards corps, companies specialised in watch and protection, as well as by legal

persons that are registered with CAEN 8042 code as their object of activity, that have qualified trainers and the necessary material and documentary grounds.

Article 27. – After passing the exam and obtaining graduation diploma of the qualification courses, the graduate is issued the certificate on the basis of which he/she can perform security agent or bodyguard duty, by the General Police Inspectorate through the county police inspectorates or, according to case, through Bucharest General Police Department.

Article 28. – In the case of the professionally certified persons that are to be equipped with armament, there are solicited approval from public order services or , according to case, from Bucharest General Police Department, where the result of the psychological test performed by an authorized laboratory and criminal record certificate are submitted.

Article 29. – The employer solicits criminal record certificate for the certified security agents coming from other companies.

Article 30. – The operation license form is provided by annex no. 1A*).

Article 31. – The form of the certificate on the basis of which watch personnel may perform security agent or bodyguard profession is provided by annex no. 1B*)

*) Annexes 1A and 1B are duplicated in facsimile.

ANNEX 1A

|-----|
|| REÎNNOIRE || REÎNNOIRE ||
|| LICENTA || MINISTERUL ADMINISTRATIEI SI INTERNELOR || LICENTA ||
|| || INSPECTORATUL GENERAL AL POLITIEI ROMÂNE || ||
||Nr. _____|| DIRECTIA POLITIEI DE ORDINE PUBLICA ||Nr. _____||
||Data _____|| ||Data _____||
|| || LICENTA DE FUNCTIONARE || ||
|| Director || NR. _____ || Director ||
|| L.S. || || L.S. ||
|| || ||
|| REÎNNOIRE || În conformitate cu art. ____ din Legea [nr. 333/2003](#) privind|| REÎNNOIRE ||
|| LICENTA ||paza obiectivelor, bunurilor, valorilor si protectia || LICENTA ||
|| ||persoanelor, constatam ca sunt îndeplinite conditiile necesare|| ||
||Nr. _____||licentierii si aprobarii ca _____ cu sediul în _____||Nr. _____||
||Data _____||înmatriculata la Oficiul Registrului Comertului cu codul ||Data _____||
|| ||unic _____ atribut fiscal _____ si nr. de ordine _____|| ||
|| Director ||sa efectueze activitati de _____|| Director ||
|| L.S. || _____|| L.S. ||
|| || _____|| ||
|| REÎNNOIRE || _____|| REÎNNOIRE ||
|| LICENTA || || LICENTA ||

	Nr. _____		Director Data _____		Nr. _____	
	Data _____		L.S. Nr. dosar _____		Data _____	
	Director				Director	
	L.S.				L.S.	

ANNEX No. 1B

ROMÂNIA	ROMÂNIA
MINISTERUL ADMINISTRATIEI SI INTERNELOR	MINISTERUL ADMINISTRATIEI SI INTERNELOR
INSPECTORATUL GENERAL AL POLITIEI ROMÂNE	INSPECTORATUL GENERAL AL POLITIEI ROMÂNE
INSPECTORATUL DE POLITIE AL JUDETULUI _____	INSPECTORATUL DE POLITIE AL JUDETULUI _____
(D.G.P.M.B.)	(D.G.P.M.B.)
Seria _____	Seria _____ Nr. _____
Nr. _____	
	ATESTAT
Domnul _____, nascut în anul _____,	În baza prevederilor art. 41 din Legea [nr. 333/2003](#), domnul _____,
luna _____, ziua _____, în _____,	nascut în anul _____, luna _____, ziua _____, în localitatea _____,
CNP _____, cu aviz nr. _____,	CNP _____, avizat cu nr. _____ din _____, de catre
a absolvit cursurile de calificare, în	Serviciul Politiei de Ordine Publica din Inspectoratul de Politie al
perioada _____ organizate de _____	Judetului _____, a absolvit cursurile de calificare profesionala în
din localitatea _____, fiind ATESTAT	perioada _____, organizate de catre _____ din
pentru exercitarea profesiei de agent de paza si	localitatea _____, fiind ATESTAT pentru exercitarea profesiei de
ordine cod 5169.1.1	agent paza si ordine cod 5169.1.1
	L.S.
Data eliberarii _____ Semnatura titular	Data eliberarii _____ Semnatura titular
Nr. înregistrare _____	Nr. înregistrare _____

Methodological Norm

Regarding the issue, renewal, suspension and annulment of operation licenses for companies specialised in alarm systems to prevent burglary, certifying their managers and technical personnel

CHAPTER I

The issue and renewal of operation licenses for companies specialised in alarm systems to prevent burglary

SECTION 1

The operation of companies specialised in alarm systems to prevent burglary that solicit license after the coming into force of Law 333/2003 regarding watch over objectives, goods, valuables and protection of individuals

Article 1. - The companies specialised in alarm systems to prevent burglary, further called companies, operate on the basis of the license that is issued by the General Police Inspectorate, with previous approval from Romanian Intelligence Service and is valid for three years.

Article 2. – In order to obtain operation license, the head of the company submits the following documents to the county police inspectorate or, according to the case, Bucharest General Police Department that cover their headquarters:

- a) operation license application, stating the activities solicited to be licensed, address, telephone numbers from social and administrative headquarters;
- b) the company's constitution and operation documents in copies, respectively the company's constitution act, finalised court decision of authorizing the company's constitution and registration certificate with the company's unique registration code from Trade Register Office. The company's object of activity must include CAEN codes: 7420 for design, 4531 for installation, 3162 for manufacture and 4534 for service and maintenance, according to the activities solicited to be licensed, except from installation, which is conditioned by maintenance and service;
- c) company heads' documents, as following: identification papers, last graduated school diploma and curriculum vitae, being necessary that at least one person has qualified training in the field in order to be professionally tested by the relevant police station;
- d) inspection certificate issued by Trade Register Office describing updated situation of the company, except from newly constituted companies;

- e) affidavit of associates/administrators stating that they have never been involved with secret transnational organisations, foreign intelligence or military and paramilitary services, they have not been trained by these to perform specific activities nor have they participated in external military conflicts;
- f) fiscal record;
- g) proof of payment for the tax to obtain the operational licence;
- h)** the company's organisation and operation regulations, structured as follows: general provisions, company's organisation chart, employment conditions, training of personnel and its control while performing their duty, company endowment, the course of action in developing the licensed activities and final provisions.

Article 3.

- (1) Operation license is granted only if all the company's managers, defined by norms, were issued approval from Police and the Romanian Intelligence Service.
- (2) The refusal of approval from the Romanian Intelligence Service is not motivated in case it is based on data and information related to national security.
- (3) In case that legal persons are associates of the company, there will also be submitted their authorization documents and documents of their legal representative that has to obtain the above mentioned approvals. The same conditions must be met in the case of the companies with foreign capital.

Article 4. – When granting license the company organisation and operation regulation is also approved and the operation license is issued with 3 years validity.

Article 5. –License issue for authorized natural persons, according to Law 507/2002 regarding the organisation and operation of economic activities by natural persons, is similar to granting licence for commercial companies and is made by submitting the authorization issued by town halls instead of the constitution act of the company, stating the performance of installation and maintenance of alarm systems services. Licensed natural persons are allowed to execute works only for dwellings, their annexes and alarm systems for automobiles that do not require design plans approved by Police.

Article 6. – Before being registered to Trade Register Office, the companies performing services in the field of alarm systems to prevent burglary and constituted after the coming into force of the present methodological norms, will solicit the county police inspectorate or, according to the case, Bucharest General Police Department, the issue of principle endorsement for managers, which stays valid for being licensed.

SECTION 2

The issue of operation licenses for companies specialised in alarm systems to prevent burglary authorized before the coming into force of Law 333/2003

Article 7 – In order to be licensed for operation. The companies authorized on the basis of Law 18/1996 regarding watch over individuals, objectives, goods and valuables, in six months from the coming into force of the present methodological norms, must submit the following documents to the county police inspectorate, or to the Bucharest General Police Department, according to whose territorial jurisdiction covers the respective company's headquarters:

- a) application for issue of operation license, stating the activities to be licensed, the address and telephones of the company's social and administrative headquarters;
- b) the authorisation issued by police in original form and the approved internal regulation, for annulling them;
- c) the registration certificate with the unique registration code from Trade Register Office;
- d) fiscal record certificate and proof of tax payment;
- e) investigation certificate issued by Trade Register Office reporting the present status of the company;
- f) the police approvals for the heads of the company;
- i) affidavit of associates/administrators stating that they have never been involved with secret transnational organisations, foreign intelligence or military and paramilitary services, they have not been trained by these to perform specific activities nor have they participated in external military conflicts;
- g) proof of the ongoing activities, especially those regarding the installation and maintenance contracts and the authorised specialised personnel;
- h) list with the equipment in use, their quality and origin certificates, as well as their characteristics and functioning parameters;
- i) list with executed works;
- j) proof of licensing tax payment;

Article 8. –The companies that do not have on-going activities, or the personnel structure according to their organisation and operation regulations, are not issued operation licenses.

Article 9. – The operation licenses of the companies that do not apply for the issue of operation license in the period of time stipulated by law are rendered null and the respective companies are not permitted to operate in the field of alarm systems to prevent burglary.

SECTION 3

The renewal of operation licenses for companies specialised in alarm systems to prevent burglary

Article 10 – The request for renewal of the company's operation license is made 5 months before its expiration date.

Article 11 – In order to renew an operation license, the company must submit the following documents to the county police station or the General Police Department of Bucharest that covers the company's headquarters:

- a) application for license renewal stating the solicited activities, address and telephone numbers of the company's headquarters;
- b) registration certificate with the unique registration code at the Trade Register Office;
- c) fiscal record certificate;
- d) investigation certificate issued by Trade Register Office with the updated situation of the company;
- e) the approvals of the company's managers, issued by Police;
- f) proof of tax payments;
- g) proof of the on-going activity, referring especially to installation and maintenance contracts and to the approved employed personnel on duty;
- h) affidavits of associates/administrators stating that they have never been involved with secret transnational organisations, foreign intelligence or military and paramilitary services, they have not been trained by these to perform specific activities nor have they participated in external military conflicts;
- i) proof of license tax payment;
- j) the list with the equipment in use, their quality and origin certificates, as well as their technical features and function parameters;
- k) the list with the executed works.

Article 12 – The renewal of the operation license is granted only if the company meets all the conditions stipulated in article 11 letter e)-i) and the approval from the Romanian Intelligence Service is obtained.

Article 13 – All the documents requested to obtain license and its renewal are to be submitted in four copies.

CHAPTER II

Suspension of the right to sign new contracts and employ personnel for companies specialised in alarm systems to prevent burglary

Article 14 - The company that employs the agent who establishes that one of the contraventions stipulated in article 60 letters g) and h) related to the provisions of article 28, paragraphs (6) and (7), and of articles 30, 31 and 34, paragraph (2) of Law 333/2003 took place, entailing suspension of the right of the company under sanction to sign new contracts and employ personnel for a period of 1 up to 3 months, informs about it the public order police service within the county police inspectorate that covers the area where the company's headquarters is located, which keeps their record, or the Bucharest General Police Department in order to take the legal measures, after paying the fine or after the final court rule rejects the appeal against the contravention report.

Article 15 - Upon record of at least two such contraventions within 3 months, the public order police service in the county police departments or the Bucharest General Police Department, according to case, on the basis of the report regarding the sanctions and their motivations, establishes, depending on the gravity of the felonies, the suspension of right for the company under sanction to close new contracts and employ new personnel for a period of 1 up to 3 months, and communicates the measure, the date of suspension, and its duration to the General Police Inspectorate, the Romanian Intelligence Service, Trade Register Office, Territorial Labour Office, as well as to the respective company.

CHAPTER III

The annulment of the operation licenses for companies specialised in alarm systems to prevent burglary

Article 16 - In case that one of the contraventions stipulated in article 62 of Law 333/2003 is observed, the Romanian Intelligence Service withdraws the previous approval or in default of license renewal application in the term provided by law, the General Police Inspectorate, or, according to case, the Court will establish the annulment of operation license.

(2) The county police inspectorate or, according to case, the Bucharest General Police, which were notified about commission of one of the contraventions entailing license annulment, will conduct investigations and establish the circumstances of the committed crime, in a 30 days period. In case that the crime is confirmed, the file with the

operation license and company's organisation and operation regulation will be forwarded, with motivated report, to the General Police Inspectorate, who will take further measures in a 10 days period.

Article 17 - The license annulment is communicated to the company under sanction, the Romanian Intelligence Service, the county police inspectorate or to the Bucharest General Police Department that proposed the measure and to the territorial Trade Register Office.

Article 18 – (1) The issue of new operation licenses for companies whose operation licenses were rendered null can be solicited after one year from the finalization of the measure.

(2) Losing or deterioration of operation license is published in the Romanian Official Gazette, Part III.

CHAPTER IV

Certifying the heads of the companies and technical personnel

Article 19 – The heads of companies are natural persons operationally involved the activity of the company, they occupy a management position in the company, respectively: administrators, associates, directors.

Article 20 – The associates or shareholders that are not directly involved in the company's business are to submit affidavits regarding the matter with no need for approval from the Romanian Intelligence Service.

Article 22 – The conditions for certifying the heads of the companies are the conditions established for the companies specialised in watch and protection and stipulated in article 20, paragraph (9) and (10) of Law 333/2003 and for certifying the technical personnel the conditions stipulated for watch personnel in article 39 of the above-mentioned Law must met.

Article 23- Positive approval for certifying the company's heads and technical personnel can be withdrawn when the conditions that stood on the basis of its issue are not met anymore or when the heads of the companies and technical personnel committed delinquencies on duty that ask for annulment of the labour contract under the provisions of labour legislation; in this situation the approval from police is rendered null.

CHAPTER V

Granting approval to operate monitoring alarm dispatches to prevent burglary

Article 23 – In order to be granted approval to operate for monitoring alarm dispatches to prevent burglary, the applicant must submit the following documents in their photocopies to the county police inspectorate or, according to the case, to the General Inspectorate of Romanian Police:

- a) approval application, registered and dated and addressed to the General Inspectorate of Romanian Police;
- b) the organising and operating regulation of the monitoring alarm dispatch to prevent burglary;
- c) copy of the license issued by the General Inspectorate of Romanian Police;
- d) event insurance policy;
- e) contract to perform services signed between the company specialised in watch and protection that ensures the intervention and the company that carries out the installation and connection of the alarm systems to prevent burglary to the dispatch and both companies must be licensed, if it is the case;
- f) equipment purchasing documents.

Article 24

(1) The organizing and operating regulation of the monitoring alarm dispatch mainly comprises the following chapters:

- a) the identification data of the company;
- b) the services that the company carries out;
- c) the organisation chart of the dispatch, specifying the intervention device and the number of auto crews available on each shift;
- d) a description of the equipment in use, mentioning: the type and the characteristics of the equipment, the number of telephonic lines available for data transmission, the monitored signals, and for the radio equipment there will be specified the type of connection with the uni/bi-directional objective, the power autonomy, the approvals and licenses for operating in the data-voice radio-communication network.
- e) the transmission mode of the alarms structured on the objective classes;
- f) the prerogatives, training and endowment of personnel structured on categories;
- g) the obligations of management personnel and of categories of employers of the dispatch in order to comply with the provisions of the Law 333/2003;
- h) the mode of registering and archiving the events;
- i) the principle of technical confirmation of the intervention time.

(2) In the annex to the organizing and operating regulation of the dispatch there are to be presented photos representing the auto vehicles used on intervention, with front, side and back view.

Article 25 – Approval is solicited after purchasing the equipment.

Article 26 – The annulment of the companies' licenses entails, according to the law, withdrawal of the approval granted to the monitoring alarm dispatches to prevent burglary.

[ANNEX 3](#)

Technical Norm

Regarding the design and manufacture processes of alarm systems to prevent burglary

CHAPTER I

General Provisions

Article 1 –

(1) Present technical norms apply when designing, installing and using the protection and alarm technical systems to prevent burglary.

(2) Present technical norms address licensed companies specialised in performing such works, as well as the beneficiaries of protection and alarm technical systems and have mandatory character.

(3) The applications with alarm systems to prevent burglary are designed, installed and used in compliance with the present technical norms.

Article 2 – The configuration of the protection and alarm technical systems is established according to the importance of human and material valuables and to the assessed risk level.

Article 3

(1) The equipment and components of the above-mentioned systems must be utilized in compliance with the provisions of the law.

(2) To certify the components of the alarm systems to prevent burglary, a testing Laboratory, further called Laboratory, will be established within the General Inspectorate of Romanian Police in order to classify and establish the security class of the above-mentioned components,.

(3) The Laboratory's conditions of employment, organisation and operation are approved by order of the Ministry of Administration and Internal Affairs.

Article 4 – Subject to certification are the design projects of the anti-burglary alarm systems for: financial-banking

units, public institutions, casinos, exchange centres and pawn-shops, large commercial buildings, armament and ammunition shops, mineral oil products stations, storehouses for toxic substances and products, special units and other objectives with a large number of individuals or a large amount of important valuables.

CHAPTER II

The constitutive devices of protection and alarm technical systems to prevent burglary

Article 5

(1) The protection and alarm technical systems to prevent burglary ensure the mechanical and electronic security of the objective under watch.

(2) The configuration of the systems is established by connecting elements of mechanical protection with electronic devices so that they complete each other and achieve the security level in accordance with the assessed risk level.

3) Mechanical security consists in disposals with elements of protection to ensure safe conditions not to endanger the life or integrity of individuals, respectively valuables.

4) Electronic security is achieved by the installation of equipment to ensure: detection of unauthorised entrance in protected areas, access control and goods purloin control and video surveillance.

Article 6 – The structure of the anti-burglary subsystem consists of: alarm station with control panels, remote controls, detection devices and warning and signalization equipment.

Article 7 – Access control subsystem includes the central unit that administers the checkpoints, the control unit, the locks and electromagnetic door operation locks.

Article 8 – CCTV subsystem comprises video cameras, multiplex equipment, equipment for visualization and recording images.

Article 9 – Physical-mechanical protection is ensured at least in the spaces where valuables are stored and handled.

Article 10 - The safety classes of the used physical-mechanical means are established by the accredited laboratory, in compliance with the provisions of the Romanian and European standards.

CHAPTER III

Regulations for designing alarm systems to prevent burglary

Article 11

(1) Design projects of alarm systems to prevent burglary are elaborated by the certified technical personnel of the companies that were licensed for that activity, observing the provisions of the present technical norms.

(2) The design of the applications with alarm systems to prevent burglary is elaborated in compliance with the provisions of the activity related norms and the internal regulations of the units, taking into consideration the protection level established by the unit's management according to the valuables to be protected, to the existence and location of vital areas, access tracks, the traffic of personnel and clients, the physical-mechanical fittings, the type of watch, the location of the watch devices and the distance to the specialised intervention personnel the unit has a services contract with.

Article 12 – Execution projects to be approved are submitted to the public order police service within the county police inspectorate in accordance to the territorial jurisdiction where the objective is located or, according to the case, to the General Police Department of Bucharest and will comprise the following documents:

a) certification application of the beneficiary, containing: the address of the beneficiary and of the objective to be protected, telephone/fax numbers, the object of the project and term of finalization, the company executing the work and the number of the license issued by the General Inspectorate of Romanian Police, the personnel that elaborated, verified and approved the project and the superintendent of work, with the numbers of the approvals issued by police;

b) the plan comprising the location and enclosures of the objective to be installed the alarm system to prevent burglary, with street names and the buildings neighbouring it;

c) elements regarding the construction: the type of construction, measurements of rooms, as well as their purpose of use, all of them to be realised at a convenient scale. In the case of old buildings or in course of restoration, it is mandatory to specify the construction materials, the thickness of the external walls, of the ceilings and floors, as well as of the walls of the rooms where valuables are preserved. For spaces with stained-glass windows, windows and access doors, there must be made reference to the type of protection by means of mechanical-physical units and their safety class. When referring to the type of construction, there must be stated if this is old, newly built, restored or in course of construction;

d) chart representation of the structure of the anti-burglary alarm system proposed for the installation: the name and type of elements, their quantity, the name of the manufacturing company, the purveyor, quality certifications;

e) description of the areas protected by anti-burglary alarm systems, the assigned detection device, the type of

- area programming and its incorporating partition (chart representation) and the notation of detection elements within the structure of anti-burglary alarm system must be included in the drawing sketches of the project;
- f) specification of the site of the alarm station to prevent burglary and of control panels, as well as the location of access control and CCTV equipment;
 - g) power calculation of the system issuing its autonomy in case that the power system is shut down;
 - h) catalogue technical data of the units of the alarm system to prevent burglary, its performances, usage, operation description, means of programming and other facilities, annexing the prospects of the manufacturer;
 - i) the type of guarantee insurance, of service and intervention in case of disturbance of the alarm system to prevent burglary. The deadline to repair the malfunctions of anti-burglary alarm systems installed in objectives of major importance is of maximum 12 hours in the locality where the installing company has its headquarters, respectively 24 hours in other localities;
 - j) cable register;
 - k) certification documents for the equipment in use, issued by an accredited laboratory under the provisions of the law;
 - l) drawing sketches of the objective, representing the location of the component elements of the system, mapped at a convenient scale and using standardized symbols.

Article 13

- (1) The projects must be elaborated observing the following conditions:
 - a) the project must be written out in duplicate, one copy will be handed to the beneficiary by report, and the other one will be kept by the planner in the conditions of preserving secret work documents, observing the provisions of the law;
 - b) the planner must register the project, particularly attach them a code number and paginate them, specifying the total amount of pages, and insert the code and the name of the planner in the header or footer of each page;
 - c) when writing out the title page, the objective and the personnel that elaborated the documentation must be specified.
- (2) Access to design projects of alarm systems to prevent burglary is granted only to authorized personnel, whose professional duties are strictly related to the above-mentioned projects.

CHAPTER IV

Rules to be observed when manufacturing the constitutive equipment of alarm systems to prevent burglary

Article 14 – The manufacture of the constitutive equipment of electronic security systems is realized only with approval from the General Inspectorate of Romanian Police, meeting the following conditions:

- a) the equipment must be manufactured in compliance with the Romanian and international standards;
- b) the equipment must ensure the designed and approved functions.

Article 15 – Alteration of the products is permitted only with approval from the manufacturer and police.

CHAPTER V

Rules regarding the location of the constitutive equipment of alarm systems to prevent burglary

Article 16

- (1) The alarm station must be seated in a location less frequented by the company's employers and totally inaccessible to unauthorized individuals.
- (2) The control panels of the anti-burglary alarm system must be installed at a certain distance from the station and as close as possible to entrance area, in order to reduce the delay period assigned to the entrance area; the period must be the shortest time possible (maximum 10 seconds).
- (3) In objectives secured both with systems and human patrol, the control panels are installed in the capacity of the watch stations and the panels must have alphanumeric characters for receiving clear messages silently, in case of threat with weapons.
- (4) Motion detectors will monitor with priority the protected valuables and possible intrusion ways and their apposition must not permit modification of the protected area.
- (5) All the integrant elements of the system are electronically protected from unauthorized intervention and are installed in compliance with the manufacturer's prospectus.
- (6) Cable lines are pulled through tubes or notches, apparently to mask them.
- (7) Alarm signalization in case of burglary is effectuated both locally, by at least two acoustic warnings, one of them placed outdoors, with self-alimentation and luminous light flash, and at distance.
- (8) Alarm horns must be installed at the maximum height permitted by space in order to prevent their neutralization, and the outdoor one must be placed in a position visible from the main neighbouring street.

(9) The communication devices used for connecting the local system to the monitoring dispatch, that located in any other area than within the station, are supervised by motion detectors and are placed in less visible locations.

Article 17

(1) It is forbidden to install anti-burglary alarm systems that do not have a power supply to ensure their self-sufficiency in case of power shut-down.

(2) The system's main power source must be the electrical voltage network and the substitute one must contain: the batteries or generators that need to ensure the system's normal functioning for minimum 24 hours, with 30 minutes of acoustic warning. For objectives situated in rural areas, the power supply source must ensure 72 hours self-sufficiency. When the power supply source is a group of generators, the dimension of the batteries is made only for the starting period of the group.

(3) For CCTV equipment there must be ensured a recording self-sufficiency of 15 minutes from power shut-down.

(4) The anti-burglary alarm system is connected to power separately from other power consumers and the respective electric panel will be electronically protected by the alarm system.

Article 18 –The intrusion of unauthorized individuals in protected areas, such as: pay office, IT office, watch dispatch, access to treasury, will be limited by the access control subsystem.

Article 19

(1) The installation of video cameras in the company's access areas must ensure a detail image in order to record all the persons entering the unit, front view and image from customer-service area.

(2) The spaces that are not permanently lightened and are secured by video cameras must be endowed with infra-red spotlights.

(3) When a local dispatch does not exist, the video or the digital recorder must be placed in a well protected area, properly secured and locked, in order to eliminate all possibilities of stealing the video cassettes or the digital recorder, especially during a negative event.

CHAPTER VI

The installation and operation of alarm systems to prevent burglary

Article 20

- (1) The equipment can be installed only after obtaining the approval for the application project from the competent police department.
- (2) The installation performer ensures the observance of the approved project.

Article 21

- (1) The beneficiary of the anti-burglary alarm system has the obligation to periodically change the operation codes of the equipment and when informed that one of the beneficiaries has a code breach and must periodically check the system's functioning.
- (2) When completing the installation work and actuating the important objectives, the beneficiary has the obligation to solicit from the county police inspectorate the participation of a specialist in alarm systems to prevent burglary who ensures that the provisions of the approved project have been observed and verifies the system's efficiency.
- (3) The installer ensures the training of the beneficiary's personnel who is in charge with the system and a statement will be signed in regard to the matter.

CHAPTER VII

Ensuring maintenance and repair service of alarm systems to prevent burglary

Article 22

- (1) The alarm systems to prevent burglary are periodically verified and maintained by the personnel of the installing company, or, according to case, by the company that provides maintenance and repair services.
- (2) The beneficiaries of the approved systems are obliged to sign a contract for maintenance and repair services with licensed companies, with the observance of the intervention time in case of system's malfunction, time that must not exceed 12 hours in the same locality, respectively 24 hours for companies with headquarters located outward and the repair time, that is maximum 24 hours.

Article 23

- (1) When completing installation of alarm systems to prevent burglary, the performer of the work obligatorily submits the following documents to the beneficiary:

- a) the design project of the anti-burglary alarm system and the approval from police;
 - b) the documents of the installed equipment and the system's operation directions;
 - c) the documents that attest the professional training of the personnel operating the system;
 - d) the log of events of the alarm system to prevent burglary.
- (2) The log of events of the alarm system must contain all the employers that participated in the installation and activation processes of the alarm system to prevent burglary and afterwards any technical event that intervenes in its optimum running.
- (3) The log of events is kept by the beneficiary, access to it being granted only to the qualified personnel of the company that ensures maintenance service.
- (4) In the log of events there must be mentioned the events that influenced the optimum functioning of the anti-burglary alarm system and the periodic technical verifications, registering: the date and time of the malfunction occurrence, the date and time of repair, the repaired or replaced components, the employers that performed the job, their signature.
- (5) The periodic technical verifications comprise all actions that are necessary for functional maintenance and optimum running of the alarm system to prevent burglary, ensuring that the system is functional as a whole, that the detection devices do not miscarry any damages, displacements or disguise that may reduce the supervised area and that provides distance signal transmission.

Article 24 – When solicited by beneficiary, the company that performed the installation of the system or ensured its maintenance is compelled to submit, by written report, the programming codes of the stations and the afferent documentation.

CHAPTER VIII

Monitoring alarm systems

Article 25

- (1) The beneficiaries of alarm systems to prevent burglary are allowed to connect their systems to alarm monitoring dispatches that are approved by police.
- (2) When monitoring an anti-burglary alarm system there must be ensured the transmission of at least 5 types of signals to the monitoring center, as well as the examination of the connected system's situation, at certain periods of time, according to the class of objective.

Article 26

- (1) According to the class of the monitored objectives, the equipment of the dispatch will ensure the verification of the connected system's situation, observing the following conditions:

- a) residential objectives – at least once in 24 hours;
 - b) commercial objectives – at least once in 12 hours;
 - c) financial-banking objectives – at least once in three hours;
 - d) strategic objectives – at least once in one hour.
- (2) It is forbidden to connect the monitoring dispatch by telephonic line to objectives with vulnerable telecommunication network without approval from beneficiary.
- (3) The dispatch equipment will realize the technical confirmation of the agents' arrival time to the objective, in order to precisely determine the intervention duration at the occurred event.
- (4) The organisation of the zonal dispatches is effectuated by taking into account the monitorship of alarm systems to prevent burglary within the locality where the centre operates and the neighbouring areas, ensuring intervention in high time.

CHAPTER IX

Alarm systems to prevent burglary to secure financial-banking companies

SECTION 1

Rules regarding the elaboration of alarm systems to prevent burglary

Article 27 – When elaborating the structure of alarm systems to prevent burglary, the following must be taken into account:

- a) a zone or an address is distinctively assigned to each detection element within the anti-burglary station, except from the cases when a room has been provided with more than one detectors;
- b) partitions within the anti-burglary station are made for the ante-treasury –treasury areas, watch station, IT office, the traffic runs of watch personnel towards baths, access doors or towards other compartments previously established by the unit's decision makers;
- c) keyboards are obligatorily allocated to the partition of treasury and watch station; the last one must be alpha-numeric;
- d) the panic buttons and pedals must contain retainers and then be released by key (mechanical memory), and at pay-desk the buttons must be doubled with pedals;
- e) the panic button for the watch personnel must be mobile;

- f) the delivery of alarm signal transmission to authorised persons.

SECTION 2

The equipment in use and its anti-burglary alarming functions

Article 28

- (1) The devices of the anti-burglary system can be used in applications of security systems within financial-banking companies if they meet the conditions stipulated in paragraph (2) and articles 29 and 30.
- (2) The alarm station to prevent burglary must command the following facilities:
 - a) events recording in high time, with the potential to visualize and print them;
 - b) the proper amount of zones to allocate to the detection elements from each supervised area, except from the elements within the same room;
 - c) the partition of the zones in order to ensure the particularization of certain areas and traffic runs;
 - d) detachable alpha-numeric keyboard for installation at distance;
 - e) operation codes to individualize them;
 - f) communicator for distance transmission.

Article 29

- (1) The equipment within the CCTV subsystem may be utilized on these applications if they have high-resolution properties according to European standards, command automatic light compensation and comprise as integrant mandatory component the permanent recording of images in supervised areas.
- (2) Data compression for simultaneous recording of all the images prevailed by video cameras is realized with equipment that allows individual processing of the images from each registered camera, displaying the date and time.
- (3) Images are recorded with video-recorders or digital equipment for recording and reproducing images that meet the technical requirements stipulated in the present technical norms, ensuring that the recordings display the date, time and clear images in order to identify the individuals and traffic within the supervised area.
- (4) When programming the image recording equipment there must be ensured continuous recording, in real time, within the areas accessible to customers, and motion detection in other areas, and when using a long-standing recorder, a cassette will record a period of 24 hours.
- (5) TV cameras must have ½ or 1/3 inches format, with conversional lens for selecting the proper image width and depth accordantly to the supervised area, ensuring that the recorded images permit person identification.

(6) In order to visualize multiplex images, TV monitors with a diagonal larger than 14 inches must be provided.

(7) The recorded images are archived for a period of 30 days.

Article 30 – The equipment for image recording and reproducing must command the following facilities:

- a) must ensure the recording of the images prevailed by each camera;
- b) must allow the copy of selected images;
- c) the quality of images must permit person identification;
- d) must be utilized on these applications, be approved and offer safe functioning.

Article 31

(1) In case of event occurrence, the cassettes or the supports with recorded images must be preserved until the case is finalized, and for the cases that regard police competence the cassettes will be submitted to the investigation bodies, at their written solicitation.

(2) The installer of the alarm system to prevent burglary is compelled to provide the investigation body with all the necessary logistics for processing the recorded images.

Article 32 – The equipment constituting the access control subsystem must command the following functions:

- a) must register, in real time, all entrances in check points, in an indestructible internal storing unit for minimum 30days;
- b) must monitor doors, signalize when doors remain open and alarm unauthorized, without confirmation entrance;
- c) must ensure the correlation of functions with the date and time.

Article 33 – The safety classes of physical-mechanical protection elements are established according to the protected valuables and the assessed risk level.

Article 34

(1) Outdoor windows that are placed under 3 metres high must be fixed and ensure delay at intrusion in the unit.

(2) Exterior doors that are used for transferring valuables must be opened only from interior.

(3) Pay desks with cover panes must secure individuals against fire weapons;

(4) Exposed pay desks must be endowed with cash-dispensers with temporized opening.

(5) The embedment of automatic cash dispensers must provide minimum 800 daN resistance to evulsion.

CHAPTER X

The minimum structure of anti-burglary system on classes of objectives

SECTION 1

Financial-banking units

Article 35 – For financial-banking units, the electronic security system has the following structure:

- a) anti-burglary subsystem: will protect access areas in the company and the areas storing valuables. The equipment must ensure event recording, in real time, for a period of at least 30 days, partitions for access areas, valuables and patrolling runs, signal transmission to dispatch.
Detectors with different functioning principles, including “trap” type sensors that are not specified in the design project, secure areas of major importance.
Moreover, the management personnel and the employers performing duties in risky areas must be provided with danger signalization devices and individual system access codes;
- b) access control subsystem: reduces unauthorized entrance to important areas, registers, in real time, for minimum 30 days, the entrances in control points and permits opening from inside in case of calamities;
- c) CCTV subsystem: supervises access areas to unit, providing front view – detail image, observes customer-service areas and the ones where valuables are maneuvered, including automatic cash dispensers.

Article 36

- (1) The windows or/and outdoor stained-glass windows placed under 3 metres high are endowed with glasses resistant to manual attacks that pertain to the safety class corresponding the European Standard EN 356, if they are not protected by other means of mechanical security.
- (2) Exterior doors from areas with valuables must pertain to one of the resistance classes stipulated by European Standard ENV 1627.
- (3) Data storage rooms, containers and cabinets must have the resistance class corresponding to the types of data storage supports, in accordance to European Standard SR EN 1047.
- (4) Pay-desks must be certified and have at least the minimum resistance class provided by European Standards EN 10063 and EN 1522.

(5) The treasury room, safes, including the ones incorporated in automatic cash dispensers, must have at least the minimum resistance class provided by European Standard SR EN 1143, and the resistance level is established according to the protected valuables.

SECTION 2

Anti-burglary alarm systems to secure commercial objectives: supermarkets, markets, cash&carry, large commercial buildings

Article 37

- (1) The alarm system to prevent burglary is structured in: anti-burglary subsystem, CCTV and access control.
- (2) The anti-burglary subsystem must ensure the protection of access ways within the objective and areas storing valuables, as well as event recording, in real time, for a period of 30 days.
- (3) The shop –windows, in case they exist, must be provided with detectors for window breaking.
- (4) The equipment within the CCTV structure must ensure image recording for a period of 30 days and be secured against aggressors.

Article 38

- (1) Areas with shop-windows where valuables are displayed must have at least the minimum resistance level provided by European Standard EN 2356.
- (2) The safes must have at least the minimum resistance class provided by European Standard SR EN 11443.
- (3) The areas for storage and operation of monetary valuables must ensure protection against burglary and have at least the minimum resistance class provided by European Standard ENV 1627.

SECTION 3

Anti-burglary alarm systems to secure exchange and pawn houses, armament and ammunition shops and collecting cash-desks

Article 39

- (1) The anti-burglary alarm systems to secure exchange and pawn houses, armament and ammunition shops and collecting cash-desks must be structured in: anti-burglary equipment, access control, CCTV and mechanical protection.

(2) The equipment must ensure: event recording in real time for a period of 20days, transmission, protection of the safe with vibration sensors and its location with detectors with different functioning principles, at least two, keyboard installed at distance and individualised operation codes.

(3) The equipment within the CCTV structure must be installed discretely, be mechanically protected against aggressors and ensure image recording from customer-service and entrance areas for a period of minimum 10 days.

Article 40

(1) The partition walls of the exchange house/pawnshop must have the mechanical resistance corresponding to the classes provided by European Standard ENV 1627.

(2) Exchange windows must be provided with bulletproof glasses and trays for indirect cash operations and must ensure protection against fire weapons, corresponding to European Standard EN 1522.

(3) The safes must have at least the minimum resistance class provided by European Standard SR EN 1143, and the ones less than 1.000 kilos must be embedded in walls or floors.

Article 41 – In case that permanent human watch does not ensure protection of the above-mentioned objectives, the alarm system to prevent burglary must be connected to an alarm monitoring dispatch.

SECTION 4

Anti-burglary alarm systems to protect public utility institutions

Article 42 – The anti-burglary subsystem protects area where goods, valuables or classified documents are in use or stored.

Article 43 – Video surveillance is done in access and public areas.

Article 44 – The recorded images are archived for minimum 30 days.

SECTION 5

Anti-burglary alarm systems to protect areas for cultural or sportive events: stadiums, gyms, auditoriums

Article 45 – Anti-burglary subsystem must protect areas with valuables and it must also ensure an alarm signal in case that individuals are in danger.

Article 46 – Access ways, lobbies, as well as the spectators stands are video surveyed.

Article 47 – The recorded images are archived for minimum 10 days.

SECTION 6

Anti-burglary alarm system to protect storage areas with different usages, petrol stations

Article 48 - Anti-burglary subsystem must protect areas with valuables and it must also ensure an alarm signal in case that individuals are in danger.

Article 49 - Access ways, lobbies, as well as the pumps area is video surveyed, ensuring the identification of car registration numbers and persons in the area.

Article 50 - The recorded images are archived for minimum 20 days.

CHAPTER XI

Final Provisions

Article 51 – Modifications and additions to alarm systems to prevent burglary must be performed only by licensed companies, after obtaining approval from police, and then annexed to the original design project.

Article 52 – Upgrades or replacements of security systems components will take place upon expiry of average product lifetime or when operation conditions are not met anymore.

Specific Documents

necessary for the execution and records of security service and their models

Article 1. – The necessary documents in order to execute and keep records of security services are the following:

- a) the station record – for objectives where the watch system consists of 3 or more watch stations, in which case one or more shift supervisors will be designated, an objective supervisor or a chief of service, according to case, by the beneficiary, in case of its own security system, or by the service provider, in the case of specialised watch and security companies, who will coordinate the specific activities and collaborate with the management of the unit under watch, together with whom they establish the most efficient measures;
- b) the report register for the shifts, used in each watch station;
- c) the report register for the armament, used in all armed watch stations;
- d) the access register for persons;
- e) the access register for vehicles, if that is the case;
- f) the access register for industrial rail lines, if that is the case;
- g) the track register for the armament stored in the armament room;
- h) the control register, keeping records of all verifications made by beneficiary and provider representatives;
- i) the unique control register, keeping records of all verifications made by police or gendarmerie personnel, according to case;
- j) the events register;
- k) the special register, keeping records of all contracts.

Article 2.

(1) The documents used in watch services, except for those provided for in art. 1, letters g) and k), are numbered and recorded at the secretariat of the unit under watch.

(2) The special register keeping records of all contract and the track register for the armament used during service are numbered and registered annually at the police departments within county police inspectorate or within the Bucharest General Police Department, according to case.

Article 3. – The models for the specific documents used in watch services are those stipulated in annexes 4 a) – 4 k), which are part and parcel of the present annex.

*) Annexes 4 a)-4 k) are duplicated in facsimile.

[ANNEX 4a\)](#)

**- Model of Watch Station Bulletin -
The structure of watch service**

Date _____ at objective _____

| | | | Semnatura |

|Nr. |Numarul si felul| Orele de | Numele si prenumele |-----|

|crt.| postului |executare a| personalului de paza |La intrarea| La |

| | |serviciului|care executa serviciul | în post |iesirea |

| | | în post | |din post|

|---+-----+-----+-----+-----+-----|

|---| |-----+-----+-----+-----|

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|---+-----+-----+-----+-----+-----|

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[ANNEX 4b\)](#)

**-Model of Report register for personnel shift change -
WRITTEN REPORT**

Încheiat astazi _____ ora _____ la postul nr. _____ din obiectivul _____.

Noi, agentii de paza _____ si _____ am

procedat primul la predarea si secundul la primirea postului dupa cum urmeaza:

Am predat Am primit

[ANNEX 4c\)](#)

**- Model of Report Register for armed personnel shift change -
WRITTEN REPORT**

Încheiat astazi _____ ora _____ la postul nr. _____ din obiectivul _____.

Noi, agentii de paza _____ si _____ am

procedat primul la predarea si secundul la primirea postului dupa cum urmeaza:

S-a predat arma _____ model _____ seria _____ nr. _____
cu _____ cartuse si accesoriile aferente.

Mentiuni cu privire la starea tehnica a armamentului si munitiei _____

Am predat Am primit

[ANNEX 4d\)](#)

**-Model of Access Register for Persons
at objective _____ -**

Nr.	Numele si	Seria si numarul	Destinatia	Ora	Ora	Observatii
0	1	2	3	4	5	6

(numele si prenumele)

în calitate de _____, aflat (aflati) în serviciul

(agent paza, controlor acces, etc.)

de paza la _____, postul nr. _____, am

(societatea comerciala, institutia)

constatat ca:

Azi _____, la ora _____, numitul (numitii) _____

a (au) fost surprins (surprinsi) în timp ce _____

(se va descrie fapta comisa, bunurile recuperate si

masurile luate în legatura cu acestea)

Cazul a fost sesizat la _____

(se va indica forul si persoana sesizata)

Signature,

[ANNEX 4k](#)

- Model of Special Register for keeping records of contracts
- at company. _____ -

| | Data si | Obiectul | | | Numar | | Data | |

| | numarul |contractului| |Beneficiar| posturi | Numar | încetarii | |

|Nr. |contractului|(paza, garda| Durata |(denumire |prevazute|personal|raporturilor|Obs.|

|crt.|de prestari | de corp, |contractului|si adresa)| pe |de paza |contractuale| |

| | servicii | transport | | |schimburi| alocat | si motivul | |

| | | valori) | | | | | | |

|-----+-----+-----+-----+-----+-----+-----+-----+-----|

|-----+-----+-----+-----+-----+-----+-----+-----+-----|

NOTE: The document is confidential and is held by the unit's manager at the company's headquarters.

ANNEX 5

DOCUMENTS

For organising and running training and qualification courses for watch personnel and bodyguards

Article 1.

(1) The watch and bodyguard personnel that received the approval of police or gendarmerie officers, according to case, to hold and use firearms and ammunitions during their service, have the obligation to undergo specific professional training regarding the procedures on holding and using firearms.

(2) The training sessions are organised by the management of the legal person, on the basis of the topics it elaborates annually, which are approved by police or gendarmerie officers, according to case.

Article 2 – The specific professional training for unarmed watch personnel is done monthly, on the basis of annual topics, approved by the management of the legal person.

Article 3 – The education plans and topics plans for the qualification courses in the area watch and order agent – code 5169.1.1 in the Qualifications Nomenclature is approved by the Romanian Police General Inspectorate, the National Command of the Romanian Gendarmerie, or the Watch and Protection Service, according to case.

Article 4 – In order to receive the approval, the applicants need to submit the following documents to the institutions mentioned in art. 3:

- a) the statute or constitutive act of the specialised watch and protection company or of the legal person, showing that this service is in its area of activity, according to the CAEN code 8042;
- b) the education plans and the topics according to annex 5A*), which is part and parcel of the present annex;
- c) the list of trainers, together with their CVs and copies of their diplomas;
- d) the documents showing that the organizer ensures the assets for the training course: areas for the training courses, the physical training and firing sessions;

e) the list of educational documents at their disposal.

Article 5. – The entire set of documents is to be submitted in 3 copies.

*) Annex 5A is duplicated in facsimile.

[ANNEX 5A\)](#)

**APPROVED
TRAINING PLAN
FOR "WATCH AND ORDER AGENT" QUALIFICATION COURSE
(Code 5169.1.1)**

Nr.	Disciplina	Ore	%	Obs.
1.	Pregatirea profesionala specifica.	57	15,8	
2.	Pregatire juridica (legislatie) generala.	25	6,9	
3.	Pregatire tehnica specifica:		6,4	
	- cunoasterea armamentului;			
	- instructia focului;			
	- tragere cu armamentul;			
	- cunoasterea si folosirea mijloacelor de radio si			
	telecomunicatii;	23		
	- cunoasterea si folosirea PSI;			
	- acordarea primului ajutor.			
4.	Pregatirea fizica.	15	4,2	
5.	Practica în serviciul de paza.	240	66,6	
TOTAL ORE DE CURS		360	100	

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APPROVED
THEME PLAN
For specific professional training

Total				
Nr. Denumirea temei	Expunere	Dezbatere	Aplicatii	ore
Crt.			alocate	
+-----+-----+-----+-----+-----+				
1.	Organizarea si desfasurarea activitatii de paza în	2	-	- 2
	România:			
	reglementarea juridica;			
	formele de paza;			
	paza transportului unor valori importante;			
	atributiile M.A.I. (politiei);			
	regimul de sanctiuni.			
+-----+-----+-----+-----+-----+				
2.	Sistemul de paza si dispozitivul de paza:	2	-	- 2
	sistemul de paza;			
	componentele sistemului de paza;			
	planul de paza.			
+-----+-----+-----+-----+-----+				
3.	Mijloacele tehnice folosite în paza:	2	-	- 2
	mijloace mecano-fizice de protectie;			
	mijloace electronice;			
	dispeceratul de monitorizare a alarmelor de			
	fractie.			

4.	Postul si agentul de paza:	2	-	-	2
	- locul, rolul si importanta postului de paza;				
	- amenajarea si dotarea postului de paza;				
	- agentul de paza, conditii de încadrare,				
	pregatire, echipare si dotare cu mijloace de				
	autoaparare.				

| 5. |Obligatiile si drepturile personalului de paza | 2 | - | - | 2 |

6.	Atributiile si raspunderile personalului din	2	-	-	2
	serviciul de paza:				
	- la intrarea în serviciu;				
	- pe timpul serviciului;				
	- la iesirea din serviciu.				

7.	Documentele folosite în serviciul de paza si modul	2	-	-	2
	de utilizare a acestora:				
	- buletinul posturilor;				
	- registrul cu procese-verbale de predare-primire a				
	serviciului;				
	- registrul cu procese-verbale de predare-primire a				
	armamentului din post;				
	- registrul de evidenta a accesului persoanelor;				
	- registrul de evidenta a accesului				
	autovehiculelor;				
	- registrul de evidenta a accesului pe caile ferate				
	uzinale;				
	- registrul de evidenta a miscarii armamentului;				
	- registrul de control;				
	- registrul unic de control;				
	- registrul de evenimente.				

8.	Masuri de paza, îndeplinirea exemplara a	4	2	-	6
	acestora - conditie obligatorie pentru asigurarea				
	eficientei serviciului de paza:				
	- paza obiectivului;				
	- paza transport valori;				
	- securitatea financiar-bancara;				

| - garda de corp; | | | |

| - interventia la alarmele de efracție și hold-up. | | | |

|-----+-----+-----+-----+-----|

| 9. |Accesul în obiectiv. Controlul persoanelor, | 2 | - | - | 2 |

| |bagajelor și mijloacelor de transport: | | | |

| - reglementarea accesului; | | | |

| - controlul persoanelor; | | | |

| - controlul bagajelor; | | | |

| - controlul mijloacelor de transport. | | | |

|-----+-----+-----+-----+-----|

|10. |Modul de acțiune a agentului de pază în diverse | 2 | 2 | - | 4 |

| |situații: | | | |

| - atac asupra obiectivului; | | | |

| - agresiuni verbale și fizice asupra agentului de | | | |

| |pază; | | | |

| - calamități naturale; | | | |

| - avarii industriale; | | | |

| - catastrofe (incendii, explozii); | | | |

| - conflicte de muncă; | | | |

| - alte situații. | | | |

|-----+-----+-----+-----+-----|

|11. |Modul de acțiune a agentului de pază pentru | 2 | 2 | - | 4 |

| |imobilizarea și predarea faptuitorului: | | | |

| - reținerea și imobilizarea; | | | |

| - predarea infractorilor; | | | |

| - conservarea probelor; | | | |

| - întocmirea raportului de eveniment. | | | |

|-----+-----+-----+-----+-----|

|12. |Regimul armelor de foc și al munițiilor: | 2 | 2 | - | 4 |

| - reglementarea juridică; | | | |

| - categorii de arme de foc; | | | |

| - deținerea, portul și folosirea armelor militare | | | |

| |pentru autoapărare; | | | |

| - formele de deținere; | | | |

| - condițiile de păstrare a armelor și munițiilor; | | | |

| - predarea-primirea armelor de foc și munițiilor; | | | |

| - uzul de armă. | | | |

|-----+-----+-----+-----+-----|

|13. |Uzul de armă: Legea [nr. 17/1996](#). | 2 | 2 | - | 4 |

|-----|
|14. |Paza transportului de valori importante: | 2 | 1 | - | 3 |
| |- planul de paza pentru transport valori; | | | | |
| |- modul de actiune în diverse situatii. | | | | |
|-----|
|15. |Garda de corp: | 2 | 2 | - | 4 |
| |- notiune; | | | | |
| |- atributiile agentului de paza; | | | | |
| |- dotarea cu mijloace de autoaparare si folosirea | | | | |
| |acestora; | | | | |
| |- modul de actiune în diferite situatii. | | | | |
|-----|
|16. |Modul de actiune a echipajelor mobile ce asigura | 2 | - | - | 2 |
| |interventia la obiectivele monitorizate prin | | | | |
| |dispeceratele de zona: | | | | |
| |- dotarea si echiparea; | | | | |
| |- anuntarea evenimentului si deplasarea; | | | | |
| |- modul de actiune în diverse situatii. | | | | |
|-----|
|17. |Cunoasterea si folosirea mijloacelor de aparare din| 2 | 2 | - | 4 |
| |dotare: | | | | |
| |- folosirea bastonului de cauciuc (tomfa); | | | | |
| |- folosirea sprayului iritant lacrimogen; | | | | |
| |- alte mijloace. | | | | |
|-----|
|18. |Principalele reguli si norme de comportament ale | 2 | - | - | 2 |
| |agentului de paza: tinuta, conversatia, relatiile | | | | |
| |cu personalul firmei, cu beneficiarii si publicul. | | | | |
|-----|
|19. |Trasaturile psihice de baza ale agentului de paza: | 2 | - | - | 2 |
| |- atentia, curajul, stapânirea de sine; | | | | |
| |- teama, frica, stresul; | | | | |
| |- tehnici psihologice de învingere a acestor stari.| | | | |
|-----|
|20. |Trasaturile psiho-fizice ale infractorului. | 2 | - | - | 2 |
| |Descrierea infractorului pe baza portretului | | | | |
| |vorbit. | | | | |
|-----|
| |TOTAL ORE | 42 | 15 | - | 57 |

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APPROVED
THEME PLAN
For juridical training (general legislation)

||||| Total |

|Nr. | Denumirea temei |Expunere|Dezbatere|Aplicatii| ore |

|Crt. |||| |alocate|

|-----+-----+-----+-----+-----|

| 1. |Proprietatea si regimul juridic al acesteia. | 2 | - | - | 2 |

| |Raspunderile agentilor de paza privind respectarea | |||| |

| |si apararea proprietatii. | |||| |

|-----+-----+-----+-----+-----|

| 2. |Infractiunea si contraventia | 2 | - | - | 2 |

|-----+-----+-----+-----+-----|

| 3. |Infractiuni contra patrimoniului: | 3 | - | - | 3 |

| |- furtul; | |||| |

| |- tâlharia; | |||| |

| |- abuzul de încredere; | |||| |

| |- gestiunea frauduloasa; | |||| |

| |- distrugerea. | |||| |

|-----+-----+-----+-----+-----|

| 4. |Infractiuni de serviciu sau în legatura cu | 3 | - | - | 3 |

| |serviciul: | |||| |

| |- neglijenta în pastrarea secretului de serviciu | |||| |

| |- luarea de mita; | |||| |

| |- darea de mita; | |||| |

| |- purtarea abuziva; | |||| |

| |- calomnia; | |||| |

| |- insulta; | | | |

| |- neglijenta în serviciu. | | | |

|-----+-----+-----+-----+-----|

| 5. |Infractiuni privitoare la regimul stabilit pentru | 2 | - | - | 2 |

| |unele activitati reglementate de lege: | | | |

| |- nerespectarea regimului armelor de foc si al | | | |

| |munitiilor; | | | |

| |- nerespectarea regimului materialelor radioactive, | | | |

| |toxice si otravitoare; | | | |

| |- nerespectarea regimului materialelor explozive; | | | |

| |- nerespectarea regimului de ocrotire a unor | | | |

| |bunuri. | | | |

|-----+-----+-----+-----+-----|

| 6. |Infractiuni contra vietii, integritatii corporale | 2 | - | - | 2 |

| |si sanatatii: | | | |

| |- omorul; | | | |

| |- uciderea din culpa; | | | |

| |- lovirea sau alte violente; | | | |

| |- vatamarea corporala; | | | |

| |- loviturile cauzatoare de moarte; | | | |

| |- vatamarea corporala din culpa. | | | |

|-----+-----+-----+-----+-----|

| 7. |Infractiuni contra libertatii persoanei: | 2 | - | - | 2 |

| |- lipsirea de libertate în mod ilegal; | | | |

| |- violarea de domiciliu; | | | |

| |- amenintarea; | | | |

| |- santajul; | | | |

| |- violarea secretului corespondentei. | | | |

|-----+-----+-----+-----+-----|

| 8. |Contraventii savârsite de personalul de paza si | 2 | - | - | 2 |

| |sanctionarea acestora. | | | |

|-----+-----+-----+-----+-----|

| 9. |Obligatiile ce revin agentului de paza în cazul | 3 | - | - | 3 |

| |constatarii unei infractiuni flagrante. Paza |(ofiter | | | |

| |locului faptei. |politie)| | | |

| |Mijloace materiale de proba, pastrarea si | | | |

| |conservarea acestora. | | | |

|-----+-----+-----+-----+-----|

| 10. |Legitima aparare | 2 | - | - | 2 |

|-----+-----+-----+-----+-----|

| 11. |Notiuni de legislatia muncii: | 2 | - | - | 2 |

| |- contractul de munca; | | | |

| |- drepturi, recompense, sanctiuni; | | | |

| |- abateri disciplinare; | | | |

| - desfacerea contractului de munca; | | | | |

|-----+-----+-----+-----+-----|

| | Total ore | 25 | - | - | 25 |

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APPROVED

THEME PLAN

For specific technical training for armed agents

| | | | | Total |

| Nr. | Denumirea Temei | Expunere | Dezbateri | Aplicatii | ore |

| Crt. | | | | alocate |

|-----+-----+-----+-----+-----|

| 1. | Armamentul din dotarea agentului de paza. Tipuri, | 2 | - | 2 | 4 |

| descriere, caracteristici tehnico-tactice. | | | | |

|-----+-----+-----+-----+-----|

| 2. | Instructia focului. | 2 | - | 1 | 3 |

|-----+-----+-----+-----+-----|

| 3. | Tragere cu armamentul din dotare - 2 sedinte. | | | 7 | 7 |

|-----+-----+-----+-----+-----|

| 4. | Cunoasterea si folosirea mijloacelor de telefonie | 2 | 2 | - | 4 |

| si radiocomunicatii din dotare. | | | | |

|-----+-----+-----+-----+-----|

| 5. | Masuri ce trebuie luate de agentul de paza în caz | 2 | - | 1 | 3 |

| de incendiu. Cunoasterea si folosirea mijloacelor | | | | |

| | PSI - Decretul [nr. 400/1981](#). | | | | |

|-----+-----+-----+-----+-----|

| 6. | Primul ajutor în caz de fracturi, luxatii, stop | 2 | - | - | 2 |

| | cardio-respirator, plagi prin taiere sau împuscare. | | | | |

|-----+-----+-----+-----+-----|

| | TOTAL ORE | 10 | 2 | 11 | 23 |

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THEME PLAN
for physical training

Modalitati de desfasurare
Nr. Activitatea ----- Total
Crt. Expunere Dezbateri Aplicatii ore
1. Elemente tehnice comune mijloacelor autoapararii - - 1 1
fizice:
- însusirea procedeelor de cadere;
- pararea si eschiva în aparare.
2. Doborârea atacatorului: - - 1 1
- prinderea si dezechilibrarea;
- aruncarea peste sold;
- aruncarea peste umar.
3. Procedee tehnice de luxatie: - - 2 2
- la nivelul degetelor mâinii;
- la nivelul cotului;
- la nivelul genunchilor;
- la nivelul vertebrelor cervicale.
4. Procedee tehnice de strangulare: - - 1 1
- strangulare în cruce;
- strangularea carotidei;
- strangularea cu antebratul de la spate.
5. Tehnica loviturilor în atac si aparare - - 2 2

	- pozitii de lupta;			
	- distanta în lupta cu atacatorul;			
	- deplasari în pozitiile de lupta;			
	- lovitura cu pumnul la cap (barbie);			
	- lovitura cu pumnul la corp;			
	- lovitura cu vârful degetelor asupra ochilor,			
	gâtului sau abdomenului;			
	- lovituri cu muchia palmei;			
	- lovituri date cu cotul mâini;			
	- lovituri cu genunchiul;			
	- lovituri cu piciorul de pe loc si din saritura;			
	- combinatiile de lovituri.			

|-----+-----+-----+-----+-----|

| 6. |Verificarea însusirii elementelor tehnice specifice. | - | - | 1 | 1 |

| |Procedeele învățate: | | | |

| |- exercitiile 1-5. | | | |

|-----+-----+-----+-----+-----|

| 7. |Lupta de autoaparare la atacurile cu obiecte | - | - | 2 | 2 |

| |taietor-întepatoare: | | | |

| |- lovitura de cutit; | | | |

| |- lovitura laterala de cutit; | | | |

| |- lovitura de cutit la corp; | | | |

| |- lovitura de cutit de jos în sus; | | | |

| |- lovitura de cutit la corp din spate; | | | |

| |- lovitura de cutit prin împungere. | | | |

|-----+-----+-----+-----+-----|

| 8. |Lupta de autoaparare în cazul atacurilor cu obiecte | - | - | 2 | 2 |

| |contondente: | | | |

| |- lovitura de sus în jos la cap; | | | |

| |- lovitura laterala la cap si corp; | | | |

| |- lovitura prin împungere. | | | |

|-----+-----+-----+-----+-----|

| 9. |Lupta de autoaparare la amenintare cu arma de foc: | - | - | 1 | 1 |

| |- amenintarea cu pistolul, din fata; | | | |

| |- amenintarea cu pistolul, din lateral; | | | |

| |- amenintarea cu pistolul, din spate. | | | |

|-----+-----+-----+-----+-----|

| 10. |Verificarea însusirii elementelor tehnice specifice | - | - | 2 | 2 |

| |luptei de autoaparare: | | | |

| |- exercitiile 7-9. | | | |

|-----+-----+-----+-----+-----|

| |Total ore | - | - | 15 | 15 |

|-----+-----+-----+-----+-----|

| Nota: |

|Pentru însusirea deprinderilor motrice specifice autoapararii, instructorul va folosi la |
|fiecare sedinta de instruire metoda explicatiei, metoda demonstrarii si metoda exercitiului |
|descompus si global. Cursantii, prin studiu individual, vor exersa anumite elemente si |
|procedee tehnico-tactice în scopul consolidarii lor. |

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The Schedule of Practical Activities

Goal: forming and fixing skills and practical acquirements for performing watch service over individuals, objectives, goods and valuables.

Duration: 240 hours of controlled practical activities.

Location: the objectives that benefit from watch services provided by the company.

|Nr. | Activitatea | Locul | Responsabil | |

|Crt. | | | |

|-----+-----+-----+-----+-----|

| 1. | Participarea la recunoasterea unui obiectiv ce|La un obiectiv | Sef curs, | |

| |urmeaza a fi luat sub paza, urmarindu-se |ce urmeaza a fi| sef obiectiv | |

| |însusirea principalelor elemente ale planului |luat sub paza | | |

| |de paza si cunoasterea documentelor postului | | | |

| |de paza. | | | |

|-----+-----+-----+-----+-----|

| 2. | Verificarea însusirii, cunoasterii consemnului|La obiectivul | Sef curs, | |

| |postului, a obligatiilor ce revin agentilor de|unde se executa| sefi obiective | |

| |paza înainte de a intra în serviciu, pe timpul|practica | | |

| |serviciului si la iesirea din serviciu | | | |

| |(posturi fixe, acces obiectiv). | | | |

|-----+-----+-----+-----+-----|

| 3. | Exerciitiu cu tema: Accesul în obiective. |La obiectivul | Sef curs, | |

| |Controlul persoanelor (legitimarea), controlul|unde se executa| sefi obiective | |

| |bagajelor si autovehiculelor, documentele care|practica | | |

| |se întocmesc la descoperirea bunurilor | | | |

| |sustrase din obiectiv. | | | |

|-----+-----+-----+-----+-----|

| 4. | Pânda si flagrantul, procedee folosite în |La obiectivul |Cadre de conducere,| |

munca de paza. Modul de organizare si	unde se executa	sef curs, sefi	
executare a acestor activitati. Documentele	practica	obiective	
care se întocmesc la realizarea flagrantului.			
Conservarea probelor.			
-----+-----+-----+-----			
5.	Instructaj în portul si folosirea armamentului	La obiectivul	Sefi obiective
din dotarea agentilor de paza si escorta	unde se executa		
transport valori.	practica		
-----+-----+-----+-----			
6.	Instructia focului.	La sala de curs	Sef curs
-----+-----+-----+-----			
7.	Cunoasterea, folosirea si întreținerea	La obiectivul	Cadre de conducere,
mijloacelor tehnico-operative folosite în	unde se executa	sef curs, sefi	
activitatea de paza. Învatarea procedeeelor de	practica	obiective	
comunicare prin coduri si parole. Protectia			
comunicarilor prin mijloace tehnice.			
-----+-----+-----+-----			
8.	Garda de corp, instruirea agentilor de paza,	La obiectivul	Cadre de conducere,
dotarea cu mijloace de autoaparare si	unde se executa	responsabili PSI,	
folosirea acestora, modul de actiune în	practica	sef curs, sefi	
diferite situatii.	obiective, asistent		
			medical
-----+-----+-----+-----			
9.	Modul de actiune a echipajelor mobile ce	La obiectivul	Cadre de conducere,
asigura interventia la obiectivele	unde se executa	responsabili PSI,	
monitorizate pentru dispeceratele de zona.	practica	sef curs, sefi	
Dotarea si echiparea, anuntarea evenimentului		obiective, asistent	
si deplasarea. Rezolvarea situatiilor		medical	
operative.			
-----+-----+-----+-----			
10.	Simularea urmatoarelor momente operative:	La obiectivul	Cadre de conducere,
a) Incendiu la o sectie a obiectivului;	unde se executa	responsabili PSI,	
b) Explozia unui recipient cu substante	practica	sef curs, sefi	
toxice;		obiective, asistent	
c) Scurtcircuit la un transformator electric;		medical	
d) Inundarea subsolului cladirii datorita			
spargerii unei conducte de alimentare cu apa;			
e) Deteriorarea grava a cladirii în urma unui			
cutremur de mare intensitate;			
	- evenimentele au avut loc pe timp de zi, iar		
iar unele pe timp de noapte (d, e);			
	- victime (raniti si decedati)		
	- însusirea acordarii primului ajutor.		
-----+-----+-----+-----			

11.	Simularea urmatoarelor situatii, pe timp de	La obiectivul	Sef curs,	
	zi:	unde se executa	sefi obiective	
	- producerea unor altercatii în apropierea	practica		
	obiectivului;			
	- fortarea intrarii în obiectiv;			
	- parcarea unor autoturisme în apropierea			
	obiectivului;			
	- actiuni stradale violente în zona			
	obiectivului;			
	- atac asupra obiectivului.			

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12.	Descrierea unei persoane pe baza	La obiectivul	Cadre de conducere,	
	semnalmentelor statice si dinamice,	unde se executa	sef curs, sefi	
	identificarea unei persoane dupa fotografie;	practica	obiective	
	redarea altor amanunte necesare identificarii			
	- evidentierea capacitatii de memorare a			
	agentului de paza.			

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13.	Paza bunurilor si valorilor pe timpul	Efectivele vor	Cadre de conducere,	
	transportului acestora. Momente operative:	fi repartizate	sef curs, sefi	
	- existenta documentelor ce reglementeaza	pe obiective si	obiective transport	
	transportul;	vor participa	valori	
	- controlul mijlocului de transport;	efectiv la		
	- natura si valoarea bunurilor (valorilor)	aceste		
	care se vor transporta;	activitati		
	- functionarea mijloacelor de alarma si	împreuna cu		
	legatura radio;	agentii		
	- existenta încuietorilor de siguranta;	specializati în		
	- asigurarea cu combustibil;	aceste misiuni		
	- itinerarii (de baza si variante);			
	- starea conducatorului auto;			
	- stabilirea numarului de agenti pentru			
	escorta;			
	- instruirea personalului de paza în vederea			
	misiunii;			
	- mod de actiune în diferite situatii			
	(defectarea autodubei, ambuteiaje, cataclisme,			
	atac armat, etc.).			

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14.	Reluarea în scopul fixarii si verificarea	La obiectivul	Sef curs,	
	exercitiilor 2, 3 si 4. Cunostintele teoretice	unde se executa	sefi obiective	
	si deprinderile practice vor fi apreciate cu	practica		
	note de catre instructorii de practica.			

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|15. |Concurs de cunoastere a armamentului din |La obiective | Sefi obiective | |
| |dotare. | | | |

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16.	Instructaj în folosirea mijloacelor de	La obiectivul	Sefi de obiective	
	autoaparare din dotare. Documente care se	unde se executa		
	întocmesc în urma folosirii acestora.	practica		

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17.	Reluarea în scop de fixare si verificare a	La obiectivul	Sef curs,	
	însusirii cunostintelor si formarii	unde se executa	sefi de obiective	
	deprinderilor a exercitiilor 11 si 12.	practica		
	Abilitatile si cunostintele acumulate de			
	cursanti vor fi apreciate cu note			
	(calificative) de catre instructorii de			
	practica.			

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18.	Reluarea exercitiilor 13 si 14. Instructorii	La obiectivul	Cadre de conducere,	
	vor urmari nivelul cunostintelor si	unde se executa	sef curs, sefi	
	priceperilor cursantilor în solutionarea	practica	obiective	
	momentelor operative create, eliminarea unor			
	imperfectiuni teoretice, a unor erori sau			
	simplificari din partea acestora. Notele			
	instructorilor de practica sa reflecte			
	calitatea si gradul de performanta atins de			
	cursant, masura în care acestia corespund			
	cerintelor si exigentelor misiunilor de paza a			
	persoanelor, bunurilor si valorilor.			

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19.	Întocmirea lucrarilor scrise si studiul	La sala de curs	Sef curs	
	individual în vederea sustinerii examenului de			
	absolvire a cursului de calificare.			

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| Examen de absolvire a cursului |6 |

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| Total ore activitati practice |240 |

SIGNATURE AND STAMP