



**CaSSOA**

THE CARAVAN STORAGE  
SITE OWNERS' ASSOCIATION

# CaSSOA

## Site Surveys

provided by



# Site Surveys

- Why?
- Survey and report to provide:
  - Confirmation of security to ascertain award level
  - Reassurance to customers
  - For insurers
- Survey required every 3 years to ensure report is accurate and up to date
- Process
  - CaSSOA send list of sites to SECOM
  - SECOM contact sites to arrange appointment
  - Survey complete – report to CaSSOA
  - CaSSOA approve award and confirm with site



Capacity	2025
0-50	£308.70
51-150	£321.30
151-300	£333.90
300-500	£352.80
500+	£371.70



# Your Survey

- Members should familiarise themselves with the accreditation matrix
- Surveyors will minimise disruption to business
- Surveys generally take 1-2 hours
- Documentation may be requested:
  - Public liability and employers' liability insurance
  - Fire Risk Assessment
- Surveyors will “report what they see” and are not required to address issues at time of survey unless specifically asked.
- Surveyors will not disclose award outcome at time of survey – survey report is reviewed by CaSSOA first.



# Accreditation Matrix

SECURITY FEATURES ANALYSIS - Maximum of 5 points per section / 25 points in total		
ELEMENT	POINTS	NOTES
PREMISES		
Open to parts where public access may/can be gained	1	<ul style="list-style-type: none"><li>Quality of fencing to be noted.</li><li>Does the fencing act as a visual deterrent or actual physical barrier.</li></ul>
Perimeter comprised of mound, ditch, natural vegetation or similar where public access may/can be gained	2	
Fully enclosed perimeter	3	
Fully enclosed perimeter (to BS standards)	4	
Additional protection - Armco barrier or similar	(1)	
ACCESS CONTROL		
Manual access system with single gate	1	<ul style="list-style-type: none"><li>Is access shared with other businesses? Does this compromise security?</li><li>Is access during business hours or 24/7</li><li>Do site owners manoeuvre caravans into spaces or are public allowed within compound</li></ul>
Manual access system with multiple gates	2	
Electronic access control with single gate	3	
Electronic access control with multiple gates	4	
Multiple electronic access controlled gates with additional protection such as anti-ram bollards	5	
SURVEILLANCE		
Aged, basic system*	1	<ul style="list-style-type: none"><li>*All systems must be fully compliant with data protection regulations</li><li>*All systems - Proof of system maintenance required. Log documents.</li><li>*All systems - Footage saved for a 'reasonable' period of time -30 days</li><li>Quality of image to be noted. Can usable evidence be retrieved.</li></ul>
Entry, Exit, Perimeter Coverage*	2	
Full coverage - entry, exit, perimeter +assets / with lighting support if required*	3	
Full coverage - entry, exit, perimeter +assets / with lighting support if required* + notifications internally or externally	4	
Full coverage - entry, exit, perimeter +assets / with lighting support if required* + notifications internally or externally + Analytic / AI driven (norms & exceptions)	5	



## ALARM SYSTEMS

External motion sensors	1	<ul style="list-style-type: none"> <li>All systems - Proof of system maintenance required. Log documents.</li> <li>External sensors / fence tamper guard points can be combined, and added to either internal or externally monitored systems.</li> </ul>
Tamper fence guard system or similar	1	
Intruder alarm system linked to CCTV / mobile devices	3	
Externally monitored alarm system	4	
Externally monitored alarm system which covers CCTV controls, keys & customer data	5	

## ADDITIONAL SECURITY

Security lighting - part site / motion sensed	1	Additional points to maximum of 5
Security lighting - full site / motion sensed	2	
Asset tagging to record & alert movements	1	
Physical walk round checks	1	
Active presence on site	1	
Airlock system	1	

## SITE ADMINISTRATION

Storage contract in place	-	<p>For information only - no points value.</p> <ul style="list-style-type: none"> <li>Are photo ID / registration documents required to register as a customer</li> <li>Personal data storage must be compliant with GDPR</li> </ul>
Customer records / IT management	-	
Vermin Control	-	
Visiting service engineer / Additional services	-	
Professional Memberships	-	



TOTAL POINTS	
Total Number of Points	

CaSSOA GRADING				
	< 11	11-14	15-19	20+
	Ungraded	Silver	Gold	Platinum
Existing Grading				
Current Grading at Survey				
Grading on Completion of Recommendations				

- Where more than one storage compound/building or area is available; each and every individual storage area will be assessed which may result in differing grades for multiple storage arrangements.
- Vermin control, planning permission and fire protection measures will also be taken into account.
- Any site hoping to attain platinum will need high level of security features to mitigate/reduce caravan theft and should be aware that each and every compound will be assessed individually. Each compound will need to be fully enclosed to prevent any unauthorised pedestrian access.
- Where third party access may be gained, i.e. over fields, earth bunding arrangements; the site would not be considered to be of a Platinum standard.
- For any site to gain Platinum status, compounds will need to be securely enclosed utilising British Standard approved fencing or similar; benefit from approved security features, and have robust access control systems in place.



# Survey Reports

PREMISES DESCRIPTION	
Site area (size) of premises	
Employers Liability Insurance	(min £10m required) YES NO
Public Liability Insurance	(min £5m required) YES NO
Number of compounds to be assessed	
Number of buildings / structures used for storage	
Adjoining / Adjacent properties / land / access	
Previous loss history	
Planning Permission	Y/N
Are customers allowed to have hitch locks / wheel clamps on vehicles whilst in storage?	Y/N

EXTERNAL STORAGE	
External Storage (per compound) Area / Size	
Surface	
Number of units stored internally	
Distance between each stored unit	
Storage of flammable liquids / <del>gases</del> or other special hazards	

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INTERNAL STORAGE	
External Storage (per compound) Area / Size	
Surface	
Number of units stored internally	
Distance between each stored unit	
Storage of flammable liquids / Gases or other special hazards	

FIRE PROTECTION	
Has a Fire Risk Assessment been undertaken to confirm with the Regulatory Fire <del>Safety</del> <u>Code</u> 2005?	
Are any buildings fitted with automatic fire or smoke alarm systems?	
Do fire & smoke alarm systems comply with BS Standards?	
Are the Fire Alarm Systems monitored remotely?	
Are service maintenance agreements in place?	
Are fire extinguishers available throughout premises / buildings?	

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Number and type of extinguishers provided	
Are hose reels available?	
Distance to nearest fire station (full time / retained)	
Are additional water supplies available?	

Images	
Floor Risk Image To be provided on site audit pro	
Aerial Image To be provided on site audit pro	
Misc	

SECURITY FEATURES (per compound / storage unit)		
Maximum of 5 points per section; Total of 25 points		Points
<b>PREMISES</b> Are the premises fenced and gated to prevent unauthorised access?  Note quality of fencing  Is the fencing a visual <del>obstacle</del> or actual physical barrier		
<b>ACCESS CONTROL</b> Is access / ingress to the site fully logged / controlled?  Is access shared with other businesses? Does this compromise security?  Is access during business hours or 24/7?		
<b>SURVEILLANCE</b> <ul style="list-style-type: none"> <li>All systems must be fully compliant with data protection regulations.</li> <li>All systems - Proof <del>of</del> <del>system</del> maintenance required. Log documents.</li> <li>All systems - Footage saved for a 'reasonable' period of time - 30 days</li> <li>Quality of image to be noted. Can evidence be retrieved.</li> </ul>		
<b>ALARM SYSTEMS</b> All systems - Proof <del>of</del> <del>system</del> maintenance required. Log documents.  External sensors / fence tamper guard points can be <del>combined and</del> added to either <del>visual</del> or externally monitored systems.		
<b>ADDITIONAL SECURITY</b>  Security Lighting Asset tagging Physical walk around checks Active presence on site Alarmed system Other		





<b>SITE ADMINISTRATION</b> Storage Contact in place Customer record keeping Vent in control Visiting service engineer / additional services provided Professional memberships		
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<b>TOTAL POINTS</b>	
Total Number of Points	

<b>CE380A GRADING</b>				
	< 10 Ungraded	11-14 Silver	15-19 Gold	20+ Platinum
Existing Grading				
Current Grading at Survey				
Grading on Completion of Recommendations				

<b>Recommendations</b>

- Recommendations
- Upgrades / Downgrades



# SECOM

- Surveyors
- What happens during a survey
- What SECOM can offer



CaSSOA is a trading name of Caravan Security Storage Limited.  
Registered in England and Wales under number: 3699697.  
Registered office: Market Square House, St James's Street,  
Nottingham, NG1 6FG

