

## **ABOUT THE CERTIFICATION PROGRAM**

The NAID Certification Program is offered on a voluntary basis to all NAID member companies providing information destruction services. Through the program, NAID members may seek certification audits for both Mobile and Plant-based operations in paper or printed media, micro media or computer hard drive destruction. The NAID Certification Program establishes standards for a secure destruction process including such areas as security, employee hiring and screening, operational destruction process, and insurance.

NAID Members who are seeking Certification for the first time are required to submit the most current Certification Application and associated fees to NAID Headquarters. Once the application is received complete by NAID Headquarters, an audit is assigned to the location to perform the initial audit. All audits are performed by security professionals with the Certified Protection Professional (CPP) accreditation. The CPP accreditation is issued by the American Society for Industrial Security.

When a NAID Member has had a successful audit, they are issued a certificate, showing their company name, type of operations and the specific media destruction performed at their location. The NAID Member is also listed on the NAID website as certified. This Certification will be effective for one calendar year.

Certified NAID Members are required to apply for recertification on a yearly basis to keep their Certification active. The most current Certification Application and associated fees must be submitted to NAID Headquarters prior to the first day of the month in which the current Certification expires. After the initial audit for the first year, recertification audits will then be required every other year. During the years in which an audit is required, the process for initial audits will be repeated (see above). For non-audit years, Certification will be awarded once a completed application and associated fees are received, prior to the expiration date.

Under the above program, the certification application and associated fees cover only individual locations. If a NAID member operates in multiple locations, each location must submit an application and pass an audit to be certified. NAID members who receive certification must specify which location is certified in company literature when referencing the NAID Certification Program.

The following packet is designed to help further familiarize applicants with the NAID Certification Program and to clarify the specific information required to have a successful audit and maintain certification status. Included are commonly used terms or definitions used in the Certification Program, forms/templates required to be used and be available to the auditor conducting the NAID Certification audit, and the Certification Application. All forms can also be found at [www.aidonline.org](http://www.aidonline.org). NAID is committed to maintaining the integrity of the Certification Program and is here to assist your company in achieving Certification status. Any questions or concerns can be directed to [certification@aidonline.org](mailto:certification@aidonline.org).

## **CERTIFICATION APPLICATION AND SCHEDULED AUDIT PROCESS**

The following are the processes that are adhered to by NAID Headquarters in order for a NAID member to obtain Certification status:

### **Initial/New Certification & Recertification Years Requiring Audits (1<sup>st</sup> year, 3<sup>rd</sup> year, 5<sup>th</sup> year, etc.):**

1. A NAID Member applies for NAID Certification by submitting a completed Certification Application to NAID Headquarters. This includes the Additional Required Materials requested on page 2, as well as the application fee.
2. NAID Headquarters assigns and forwards a copy of the application to the regional auditor.
3. The auditor contacts the applicant to schedule the initial audit appointment.
4. The auditor then completes and faxes the "Audit Confidentiality Agreement," verifying the date and time of the audit, to the applicant and NAID Headquarters.
5. The audit will take place as scheduled and at the end of the audit process, the auditor will report his/her findings on the Auditor Report form to NAID Headquarters for acceptance by Certification Review Board.
6. After reviewing the auditor's findings and recommendation, the Certification Review Board will approve, deny or request further information/action. NAID Headquarters will notify the NAID member of the results. If the audit has been approved, NAID Headquarters will provide the NAID member with appropriate Certification documentation, including posting successful Certification on the NAID website [www.naidonline.org](http://www.naidonline.org).

### **Recertification Process for Non-Audit Years (2<sup>nd</sup> year, 4<sup>th</sup> year, 6<sup>th</sup> year, etc.):**

1. A Certified NAID Member submits a completed Certification Application to NAID Headquarters prior to the first day of the month in which the current Certification expires. This includes the Additional Required Materials requested on page 2, as well as the application fee.
2. Once the application is determined to be complete, NAID Headquarters will provide the NAID member with appropriate Certification documentation, including posting successful Certification on the NAID website [www.naidonline.org](http://www.naidonline.org).

## **CERTIFICATION REVIEW BOARD**

The Certification Review Board, composed of several NAID member representatives and outside professionals in security and records management, will make final outcome decisions on all audits (scheduled and unannounced), including review of any special considerations, and indicate required corrections before, during or after the Certification application and audit process.

## **UNANNOUNCED AUDITS**

As an integral part of the Certification Program, Unannounced Audits will be randomly chosen by NAID's Certified Public Accountant and conducted for approximately 50% of all Certified locations annually. Auditors will have full latitude to check any and all criteria of the Certification Program, but will focus on security measures and observable operations that occur on a daily basis at the member's site. Any problems or issues found during an Unannounced Audit will be referred to the Certification Review Board for review. The Certification Review Board may require necessary actions take place

by the member to rectify problems immediately and can revoke their Certification Status during that period.

### **MULTIPLE LOCATIONS/ CORPORATE PROGRAM**

Companies with three or more locations may utilize this program. Depending upon the number of Company Branches, the audit schedule and fees vary:

- Companies with 3 to 24 Branches – Under this program, each company branch/location providing information destruction services must pass an initial audit per the NAID Certification specifications. Each year thereafter, one-third of the company locations must be audited and approved in order to maintain their Certification. The Branch Application fees are paid at the time of application and are at the standard Certification rates.
- Companies with 25 or more Branches - Under this program, one third of the company branches/locations providing information destruction services must pass an initial audit per the NAID Certification specifications. During each the of two following years, one-third of the company locations must be audited and approved in order to maintain their Certification. The Headquarters & Branch Application fees are paid each year at the time of application and are at a higher Multi-location Program rate.

For more information, contact the NAID International Headquarters Office at (+1) 602.788.6243 ext. 206 or [certification@naidonline.org](mailto:certification@naidonline.org).