

 **Certification Program**

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## **NAID® Certification Program for Information Destruction Operations**

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 Mobile and/or Plant-based operations in paper or printed media, micro media and/or computer hard drive destruction. The NAID Certification Program establishes standards for a secure destruction process including such areas as operational security, employee hiring and screening, the destruction process, responsible disposal and insurance.

New applicants are required to submit the most current Certification Application and associated fees to NAID Headquarters. Once the application is determined to be complete, an auditor is assigned to the location to perform the initial audit. To maintain Certification, the most current Certification Application and associated fees must be submitted to NAID Headquarters on an annual basis. Recertification audits are conducted every other year and must be successful in order for Certification to remain active.

All audits are performed by security professionals who have earned 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.

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 pass the audit to be certified. NAID members who receive certification must specify the location certified in company literature when referencing the NAID Certification Program.

### ***Certification Application and Scheduled Audit Process***

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

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 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. At the end of the audit process, the auditor will report his/her findings on the Auditor Report form to NAID Headquarters, which is then forwarded to the Certification Review Board.
6. After reviewing the auditor's findings and recommendation, the Certification Review Board will approve, deny or request further information/action on the applicant's Certification. 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).

### ***Certification Review Board***

The Certification Review Board, which is 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). This includes review of any special considerations requested by the applicant prior to the audit, as well as requests for any additional information, corrections or further action 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 single-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.