

## **NAID AAA Certification**

NAID AAA Certification is the only set of criteria that assesses all aspects of a secure destruction operation and is subject to two levels of independent audit by certified protection professionals.

The National Association for Information Destruction (NAID) is a not for profit trade association founded in the USA in 1993 to educate business and government about the secure destruction of discarded information. It has grown into a internationally respected source of guidance and plays a significant part in promoting legislation to ensure good practice. Members are required to observe a strict code of conduct and ethics. NAID now has several thousand members across the world. Allshred is a founder member of NAID Europe and one of 22 NAID members in the UK.

In 2002 NAID recognised that customers wanted more than just the claim that NAID members observe the strict code of ethics of the association. NAID introduced a set of criteria covering all aspects of the security, administration and operations of a secure destruction business. Audits are carried out annually by independent certified protection professionals on companies that apply. This is NAID AAA Certification.

It has gained widespread international recognition as a thorough assessment of any secure shredding company. To ensure that standards are maintained throughout the year, unannounced audits were added to the programme in 2007.

## **NAID AAA Certification Outline Criteria**

### **Employee Requirements.**

1. Confidentiality agreement and legal registration.
2. Access individuals –Criminal record search, Employment history verification, Drug screening results. Min 7 years. Use 10 years.
3. Drug and alcohol screening – random testing.
4. Criminal record search update –every 3 years.
5. Drivers licence validity for trucks.

### **Operational Security.**

1. Written policies and procedures for drivers and destruction operators.
2. Photo ID badges.
3. Specific company uniform.
4. Customer documentation process including certificate of destruction.
5. Chain of custody for material prior to destruction.
6. Secure container for transit of material.
7. Truck roadworthiness and inspection.
8. Truck lockable and locked at all times.
9. Two-way communication system.
10. Destruction service on site.

### **Endorsements & the Destruction Process.**

1. Media endorsement – cross-cut shred.
2. Quality control for destruction process.
3. Responsible disposal of shredded media – written agreement with agent.

### **Company Assurances.**

1. Legal business registration.
2. General liability insurance to min US \$ 2 million.