

DESTRUCTION SERVICES ASSURANCE SCHEME

MEMBERSHIP APPLICATION

Application details

Organisation name	
Applicant name	
Date	

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1 Am I eligible to apply for scheme membership?

Thank you for your interest in being assessed to join CPNI's assurance scheme and for inclusion in CPNI's Catalogue of Security Equipment (CSE) as an assured destruction service provider. Service providers that are eligible to apply must:

- Operate destruction services within the UK
- Offer destruction services on a commercial basis
- Comply with [CPNI's standard "Secure destruction of sensitive items"](#)

CPNI does not accept applications from organisations that subcontract destruction operations or supply services only to a single customer. If you believe you should be eligible but may be mistakenly disqualified, please contact CPNI.

2 How to complete this application form

Please complete all parts of this form. You should also submit information about:

- your procedures (for example, your operations manual) including at least those that are mandatory in CPNI's standard (see section 11.1)
- the output from your destruction equipment (for example, shred or particle size), which must meet the requirements in Annexe A of CPNI's standard. **Please contact CPNI for postal instructions before submitting any samples.**

3 Whom should I contact with questions?

If you have any questions about completing the application form, please contact CPNI. You should receive a response within five working days.

4 Where to send your completed application

Before you submit your application ensure that you have:

- Completed all sections of this form
- Attached information about your procedures to demonstrate compliance with CPNI's standard.

You may submit your application by email via the CPNI website.

5 What happens next?

We will notify you that we have received and are processing your application. Firstly, we review the information you submitted about your procedures. We look for evidence that your procedures comply with CPNI's standard. A representative from CPNI may contact you for further information, quoting the keyword that you supplied. Once that has been completed, we will contact you to let you know whether you need to make any changes or to arrange a visit to observe your operations, review your records and talk to your staff.

6 Your contact details for processing your application

When we need to contact you regarding your application, these are the details we will use.

Name of your organisation

Address of facility (to be assessed)

Member of staff who is CPNI's primary contact

Member of staff who is CPNI's alternate contact

Postal address for CPNI to send documents

Phone number(s)

Email address(es)

Keyword CPNI staff may use to confirm their identity to you (for example "factory")

7 About your application

Telling us what you are applying for will let us process your form more quickly. Please mark all that apply:

New membership

Renewal of membership

Current member adjusting membership categories

Current member adjusting membership scope

Former member joining again

Other (Please supply details)

8 Services you offer

Once you have joined the Scheme, your assured services will be listed in one or more categories for potential customers. Please mark all types of service that you would like assessed:

Fixed destruction facility

You destroy sensitive items on your own premises; sensitive items are brought to the equipment.

Mobile destruction

You destroy sensitive items on your customers' premises; equipment is brought to the sensitive items.

Sensitive item transportation

You collect sensitive items from customers' premises and take them to an external destruction facility; your own or that of another provider.

9 Types of items you accept for secure destruction

The items you list here are those that you are able to destroy to CPNI's standard. Definitions are provided in Annexe B of CPNI's standard. You do not need to be able to destroy all types of items to join the scheme; your organisation may specialise in one or more types. If you provide transport services, you should list the items you are able to transport and that may be securely processed at the destination destruction facilities.

Type of item	Mobile destruction (<i>at the customer's premises</i>)	Fixed site destruction (<i>at your premises, or those of your partner organisation</i>)
Digital memory		
Floppy disks		
Hard disks		
Magnetic tape		
Microform		
Optical disc		
Paper		
SIM and smart cards		
Visual display units		
Other (please state)		

10 Scope of your application

For your application, you should define the parts of your organisation and services for which you want scheme membership. For example:

- Only a portion of your destruction facility may be used for secure destruction; describe this area.
- Only some of your destruction equipment may be able to destroy sensitive items to CPNI's standard; list the equipment by type or individual item.
- Only some of your vehicles are sufficiently secure to meet CPNI's standard; list the vehicles by type or individual vehicle.
- You operate services from bases in different locations; list all the locations you want included.

Only the parts of your organisation and services that you list here will be considered for scheme membership at this time. Subcontractors providing secure transportation to a fixed facility may be included in your scope and will be assessed as if they form part of your organisation. Other subcontractors may not be included.

11 Information about your processes, procedures and equipment

We review your processes and procedures to ensure that you are capable of complying with CPNI's standard. You should submit relevant documents (such as your operations manual) with your application. When in doubt as to whether a document is relevant, include it. There is no need for you to highlight which aspects of your documents demonstrate compliance, though you may do so if you wish.

The output from your destruction equipment must comply with Annexe A of CPNI's standard. For each type of equipment, please provide details of the nature (and particle size, where relevant) of the waste output.

11.1 List of mandatory documented procedures

Here are listed all documented procedures required by the Standard. Some are the responsibility of the owner of the sensitive items. As a service provider, these procedures may not be relevant to your operations. You are not expected to have such procedures and your membership of the Scheme will not be affected by the quality of your customers' compliance with CPNI's standard.

11.1.1 All categories

Procedure	Section in standard
How to determine whether an item is sensitive (owner)	4
How to separate non-sensitive components (owner)	4, 5.1
Selecting appropriate destruction methods and equipment (owner)	4
Authorisation procedure for unaccompanied access (owner)	6.2
Assessment record for personnel identifying sensitive items	4
Procedure for verifying the integrity of destruction equipment	5.7
Tracking procedures	8
Tamper evident seal application	14.2
Tamper evident seal verification	14.2
Tamper evident seal reporting	14.2
Compromise	15

11.1.2 Fixed destruction facility

Procedure	Section in standard
Verification of custodians and their vehicles	9

11.1.3 Mobile destruction

Procedure	Section in standard
Verification of custodians and their vehicles	9

11.1.4 Transport of sensitive items

Procedure	Section in standard
Verification of custodians and their vehicles	9
Driver over-hours procedure	10.11.1
Crew replacement procedure	10.11.2
Vehicle replacement procedure	10.11.3

12 Information about your services for us to publish

12.1 Sales contact details

The contact details you list here are the ones that we will give to customers needing secure destruction services.

Member(s) of staff

Phone number(s)

Email address(es)

Website(s)

12.2 Other information about your organisation

CPNI gives information about scheme members to customers needing secure destruction services. Relevant information that you would like to share about your organisation may be provided here. You should consider including:

- Other accreditation or compliance (such as BS EN ISO 9001, BS EN ISO 14001)
- UK government clearances held by staff (such as CTC, BC, SC or DV)
- Other relevant industry association memberships
- Handling licences, such as hazardous waste or firearms

Before we publish information about your company, we will contact you to agree a form of words. Please attach additional sheets if required.

13 Checklist

Before you submit your application, ensure that you have:

- Completed all sections of this form
- Attached information about your procedures
- Attached information about the output from your destruction equipment.

14 References

- Secure destruction of sensitive items – CPNI Standard
<http://www.cpni.gov.uk/documents/publications/2013/2013062-secure-destruction-sensitive-information.pdf?epslanguage=en-gb>

Other information about your organisation

Thank you for completing this application.