UKSSA
UNITED KINGDOM
SECURITY SHREDDING ASSOCIATION

Your assurance of security in shredding

MEMBERSHIP INFORMATION: SECURITY CHECKLIST

The following check list is provided as an initial guide to your organisation's qualification for membership of UKSSA. An UKSSA member is expected to comply with all of the requirements listed, which will form the basis of the vetting procedures. If your organisation does not satisfy all the requirements, UKSSA can provide advice to assist you in meeting them.

Completing this form does not commit you to joining the UKSSA, nor does it commit UKSSA to accepting your application.

BUILDING SECURITY	**COMPLY**
The destruction process must be in a secure isolation from any other waste paper processing. Buildings must be of a secure nature and have high security locks with restricted access to unauthorised personnel at all times.	☐
All unprocessed material must be stored in secure facilities.	☐
Buildings should comply with all relevant fire and safety regulations.	☐
Buildings must be alarmed.	☐
Premisies must have closed circuit television monitoring systems complying with the Data Protection Act.	

SECURE COLLECTION CONTAINERS	
All containers used must be lockable or sealable.	☐
Numbered seals will be provided on customer's request.	☐

TRANSPORT	
Vehicles must have a rigid box body or secure container capable of accomodating all security sensitive materials.	☐
All vehicle doors must be locked and vehicle bodies sealable.	☐
Vehicles must not be loeft open or unloacked whilst unattended.	☐

UKSSA, Heritage House, Vicar Lane, Daventry, Northants, NN11 4GD
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MOBILE SHREDDING OPERATIONS

Vehicles must be clean and presentable at all times. ☐

Vehicles must have a rigid box body. ☐

Vehicles must be fitted with lockable and/or sealable doors. ☐

Vehicles must be capable of communicating with base during operation. ☐

Vehicles must not be left unattended when unprocessed confidential material is on board. ☐

Vehicles must be fitted with an insurance approved immobilising device that functions whilst material is being processed. ☐

SECURITY AND AUDIT TRAIL

All containers will be sealed and documented at all stages of the process, from time of collection through to the issue of a Certificate of Destruction after the material has been shredded, to provide and audit trail as clear proof of service. ☐

SHREDDING

All members must have availability of shredding equipment to meet the following shred size: 22mm wide (or less) or total destruction. ☐

Members should ensure that all material is destoyed withing 24 woking hours. ☐

PERSONNEL

Members must ensure their integrity by vetting employees involved in any aspect of their operation to BS 7858. ☐

Personnel must have received the necessay training and hold appropriate qualifications to ensure they are competant in all aspects of their work. ☐

Identity passed must be issued and worn by employees at all times. Passes should include a recent photograph of the employee, eployee's name, position, company name and contact telephone number. Passes should bear and expirt date of no greater than 3 years. ☐

Drivers must be suitably attired with smart safety clothing. ☐

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INSURANCE

All members must have a minimum of £5,000,000 Public & Products Liability and also £10,000,000 employer's liability insurance. ☐

INSPECTIONS

Members must be compliant with the current Data Protection Act and BS EN 15713. ☐

Members must be registered with the Environment Agency under the Duty of Care Waste Regulations. ☐

Members must provide the opportunity for customers to inspect all security shredding facilities at a mutually convenient time. ☐

ENVIRONMENTAL CARE

All shredded material should be disposed of in an environmentally responsible manner. ☐

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