

Certification Program Update

ICP2505-01

Applies to: NAID AAA Certification; PRISM Privacy+ Certification

Board Approval: 19 March, 2025

Announcement Date: 20 May 2025

Effective Date: 20 May 2025

Enforcement Date: 20 August 2025

Noncompliance prior to the Enforcement date will not incur a fine, but will still need remediation.

Subject: Specification 1.6 Update - Annual Requirement

A) Background: The i-SIGMA Board of Directors has approved an update to the i-SIGMA Certification Specification Manual to address specific changes to the manual in the following areas:

- 1) Section 1.4
- 2) Terms and conditions #16
- 3) Terms and conditions citing CRB
- 4) Section 4.5 and related Glossary entry

B) Updates in i-SIGMA Certification Specifications Reference Manual:

Prior to: May 20, 2025: 1.4 ONGOING ACCESS INDIVIDUAL SCREENING (Level 3)

Ongoing criminal record searches are required for all Access Individuals. The application requires the Applicant to choose between three ways of complying.

Option #1: One-third of Access Individuals have been randomly selected and criminal record searches conducted annually.

Option #2: One-third of all Access Individuals are screened the first year, a different 1/3 are screened the following year, and the remaining 1/3 are screened in the third year.

Option #3: All Access Individuals have criminal record searches conducted every three years.

AUDIT METHODOLOGY

Auditor will review the evidence of ongoing criminal record search of the Access Individual based upon the method indicated.

Current: 1.4 ONGOING ACCESS INDIVIDUAL SCREENING (Level 3)

Ongoing criminal record searches are required for all Access Individuals every three years.

AUDIT METHODOLOGY

Auditor will review the evidence of ongoing criminal record search. (end).

Prior to: May 20, 2025: 16 Terms & Conditions

“...All assessed fines must be paid within 30 days, unless the applicant chooses to appeal, in which case a formal appeal must be submitted to i-SIGMA Headquarters no later than 45 days after the date of notification of the fine/sanction.”

Current: 16 Terms & Conditions

All assessed fines must be paid within 30 days, unless the applicant chooses to appeal the findings of the audit report (meaning applicant believes there is an error in the report) or the calculation of fines, in which case a formal appeal must be submitted to i-SIGMA Headquarters no later than 30 days after the date of notification of the fine/sanction

Prior to: May 20, 2025: 25 & 26 Terms & Conditions

25. The Applicant understands that the i-SIGMA Auditor does NOT approve or deny Certification, and that the Auditor’s findings will be submitted to the CRB for approval, determination of remedial actions and/or additional fees necessary to approve a Certification, or denial of application.

26. The Applicant has 14-business-days (as determined by the date on the notice sent to the Applicant regarding the results of an audit) to submit any protest of the results of an audit to the CRB in writing. The Applicant understands that the protest should clearly state the perceived reason of the failure to achieve Certification and why the finding is incorrect. The Applicant understands that the CRB will rule on the dispute within one month from receiving it. The Applicant will accept the ruling of the CRB’s final and seek no further remedy, legal or otherwise, except to reapply for Certification at the Applicant’s discretion.

Current: 25 & 26 Terms & Conditions

25. The Applicant understands that the i-SIGMA Auditor does NOT approve or deny Certification, and that the Auditor’s findings will be submitted to i-SIGMA Certification Staff for review and processing.

26. (Removed)

Prior to: May 20, 2025: 4.5 NON-PAPER PHYSICAL DESTRUCTION ENDORSEMENT

“Non-Paper Media primarily consisting of Optical or Magnetic Tape must be destroyed in accordance with the Applicant’s publicly stated and contractually agreed method of destruction.....”

Current: 4.5 OPTICAL MEDIA/ MAGNETIC TAPE MEDIA

Non-Paper Media primarily consisting of Optical or Magnetic Tape must be destroyed in accordance with the Applicant’s publicly stated and contractually agreed method of destruction.

Prior to: May 20, 2025: Glossary: Non-Paper Media

Optical Media (Digital Video Disks, Compact Disks). Floppy Disks. X-Rays

Current: Glossary: Optical Media/ Magnetic Tape Media

Optical Media (Digital Video Disks, Compact Disks). Floppy Disks. X-Rays

