

Notice to Employees

Unannounced Audits for NAID AAA Certification

i-SIGMA®



All employees are hereby notified that **your company**, as a NAID AAA Certified operation, **is subject to unannounced audits** based on the certification criteria of your most recently completed and approved certification application with i-SIGMA.

About the Auditor

- All certification audits are conducted by i-SIGMA-subcontracted, independent auditors who have achieved their CPP (Certified Protection Professional) designation – the highest level of professional security management accreditation from ASIS International.
- The auditor is charged with the responsibility and discretion to confirm that your company is complying with NAID AAA Certification standards/ criteria.

When an auditor arrives for an unannounced audit, please contact the following

Company Representative(s)/ Audit Contact:

Your Rights

- Ask and Verify the following from the Auditor:
 - Auditor Assignment & Confidentiality Agreement
 - Must be signed and dated by i-SIGMA program official and auditor
 - You may make a copy of this for your company records
 - Auditor Photo ID Badge
 - Must be signed by auditor
 - You may copy down the auditor # if you wish to verify
 - If you have any reason to doubt the legitimacy of the audit, you may contact i-SIGMA as indicated below
- Only allow the Auditor access to the operations and/or documentation to what you, as an individual employee, have access.
- The audit should not unreasonably disrupt your current operations or ability to perform services. This Unannounced Audit is a check to see that your company practices are consistent with the Certification standards. Therefore, the auditor will NOT be reviewing all of the certification documentation and/or criteria.

Your Responsibilities

- The auditor should be allowed access to the operations and documentation necessary to verify that your company meets the Certification standards/criteria as set forth in the Certification Application. If you have the authority to admit the auditor, please do so.
- If you cannot provide the auditor access to particular aspects that they want to see, please notify the appropriate person at your company who can provide this access, i.e. owner or Audit Contact (indicated above)
- If asked, you should sign the Auditor's Report acknowledging that the auditor did come to your operations to conduct and unannounced audit – your signature does NOT indicate agreement with the findings in the report.

i-SIGMA Certification Department

Email: certification@isigmaonline.org

Website: www.isigmaonline.org