

ADISA[®]

CERTIFICATION

Guidance Note: AGN 2			
Adding a facility by growth or acquisition			
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Introduction

ADISA Certification is a site-specific certification so companies who grow into “Group Certifications” need to ensure that the certification is offered across all sites offering the service to ensure transparency of capabilities by site for data controllers. This guidance note provides a roadmap to help certified companies add sites / companies to their certification.

Scope

This guidance note applies to:

- All certified companies who are adding a new facility to their ITAD operations within the UK.
- All certified companies who acquire or merge other ITAD operations within the UK and wish to operate ITAD services across both sites under one customer engagement and under one brand.

This guidance note does not apply to:

- Companies who are adding a new site or acquiring a company which does not do ITAD services.
- Companies who are expanding ITAD operations into overseas territory and do not wish those sites to be certified.

Details – Adding a site to certification.

When an ITAD wants to add a new site to certification the process to be followed is as follows:

- Complete the adding site to certification plan.
- Book a Surveillance Audit.

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Adding a new site form v1.0

Membership Number AACO

Section 1 – Member Information

Company Name	
Current Certified Address	
New Address to be added to certification.	

Section 2 – Physical Security Certification Assessment

Member should use this list as a check list to ensure all aspects have been assessed during the project planning stage.

YES - NO Does the building have the same layers of physical security as existing DIAL Level?

YES - NO Does the building have its own CCTV in place?

YES - NO Does the building have its own alarm system in place?

YES - NO Has a PIR assessment been done?

Section 3 – Governance Assessment

YES - NO If this is part of an acquisition, are you intending on operating as a singularity across multiple sites?

YES - NO Have you considered the implication on your business should one site fail all sites within the group fail?

YES - NO Does the building have its own alarm system in place?

YES - NO Has a PIR assessment been done?