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Security Management System for suppliers to secure printing industry

This CEN Workshop Agreement has been drafted and approved by a Workshop of representatives of interested parties, the constitution of which is indicated in the foreword of this Workshop Agreement.

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EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

Management Centre: rue de Stassart, 36   B-1050 Brussels

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Foreword

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Comments or suggestions from the users of the CEN Workshop Agreement are welcome and should be addressed to the CEN Management Centre.

0   Introduction

0.1 General

The quality of products and services is one of the leading criteria for assessing the extent to which the transactions and operation of a certain (corporate) organisation or company correspond to the desired goals. For producers of secured materials, special machinery or special services for security printers however, the quality requirements for the processes and products are not sufficient: the processes and products/services must be produced, managed and delivered under safe conditions in all stages of production (from the initial contact with the possible customer to the aftercare that may be required after the delivery) in order to meet the requirements of the customers. Technical requirements alone no longer provide sufficient guarantees that the requirements set by the customers will be continuously observed. Due to the lack of technical specification, but also to possible deficiencies within an organisation or company, discrepancies with the requirements set by the customer may occur.

The adoption of a security management system should be a strategic decision of an organisation or company. The design and implementation of an organisation or company's security management system is influenced by varying needs, particular objectives, products provided, processes employed and by the size and the structure of the organisation or company.

It is not the intent of this CWA to imply uniformity in the structure of the security management system or uniformity of documentation.

To achieve the product and process security objectives for an organisation or company, the technical, administrative and human factors that have an influence on the aforementioned security must be effectively controlled. Such control must be geared to reducing, eliminating and above all preventing discrepancies.

The CWA is intended to apply to all sorts of suppliers to graphical companies, irrespective of their scope. The CWA contains requirements that can be objectively audited for certification / registration purposes.

Certification is only possible, if the organisation or company has established a security management system that complies with the provisions described in the risk inventory. Furthermore the security management system has to comply with laws and regulations in force and with additional specific requirements from the customer.

The security management system requirements specified in this CWA are complementary to requirements for products. Information marked " Remark" is for guidance in understanding or clarifying the associated requirement.

Conformity to this CWA also requires compliance with two restricted documents:
- Risk Inventory
- Guideline for implementation.

For security and confidentiality reasons these restricted documents will only be supplied to appropriate parties upon justification of their quality supported by client and bank references, legal status and financial status. For certification organisations a specific procedure to follow has been established. The restricted documents are owned by Intergraf, International Confederation for Printing and Allied Industries a.i.s.b.l., Brussels. More information about the procedures can be found on the website of Intergraf or by contacting the Intergraf offices in Brussels.

0.2 Process approach

This CWA promotes the adoption of a process approach when developing, implementing, and improving the effectiveness of a security management system, to enhance customer satisfaction by meeting security requirements of the customer.

To function effectively an organisation or company has to identify and manage numerous linked activities. An activity using resources, and managed in order to enable the transformation of inputs into outputs, can be considered as a process. Often the output from one process directly forms the input to the next.

The application of a system of processes within an organisation or company, together with the identification and interaction of these processes, and their management, can be referred to as a "process approach".

An advantage of a "process approach" is the ongoing control that it provides over the linkage between individual processes within the system of processes, as well as over their combination and interaction.

When used within a security management system, such an approach emphasizes the importance of:

a) understanding and meeting security requirements;
b) the need to consider processes in terms of added value;
c) obtaining results of security performance and effectiveness; and
d) continual improvement of the security based on objective measurement.

0.3 Basic principles

The organisation or company must endeavour to attain the following security objectives:

- The organisation or company must attain the security of products, processes, premises, information, etc. and use it to continue to meet demonstrably the requirements, and naturally, the needs of customers.
- The organisation or company must give its own management the confidence that the targeted degree of security is actually achieved and remains up to par.
- The organisation or company must give the customers the confidence that the agreed nature and degree of security is or will be attained. If contractually required, this can entail that requirements are agreed on demonstrating justification for this confidence.

The 'Security Management System' is based on the quality standard ISO 9001:2000 on the following grounds:
- The systematic methods of the ISO 9001:2000 (according to the Plan, Do, Check and Act – Deming circle) is adopted, which entails, inter alia, that the management is demonstrably prepared and capable of learning from experience so as to be able to manage, guarantee and improve security;
- The CWA prescribes which elements a security management system contains and not how a specific organisation or company implements these elements. The specific situation within companies always varies;
- All aspects of operational management which are needed in order to be able to control, guarantee, and in so far as possible improve security (organisation or company, responsibilities, procedures, supplies, etc.) are represented in the CWA;
- The security management system has the same chapters (in the same order) as the ISO 9001:2000, whereby the security criteria can be added, per chapter, to the quality criteria. Companies, which already have a quality system that meets the ISO 9001:2000 can thereby, integrate the two assurance systems relatively easily.

Each element of every requirement of the security varies in importance in relation to the type of activity and product. An assurance system must therefore be developed and implemented in such a way that it meets the objectives set in the security policy of an organisation or company.

To facilitate the integration of this CWA with the quality system pursuant to ISO 9001:2000, the same numbers of the various chapters have been retained where possible.

1 Scope

1.1 General

This CWA specifies requirements for a security management system according to which an organisation or company:

a) Needs to demonstrate its ability to consistently provide products that meet security requirements set by law and regulations, requirements from the Secure Printing Industry and customers, and provisions of the risk inventory.

b) Aims to enhance customer satisfaction through the effective application of the security management system, including processes for continual improvement of the system and the conformity to security requirements set by law and regulations, requirements from and customers, and results of the risk inventory.

1.2 Application

The CWA is intended to apply to all sorts of suppliers to the Secure Printing Industry, irrespective of their scope. The CWA contains requirements that can be objectively audited for certification / registration purposes.

Certification is only possible, if the organisation or company has established a security management system that is in accordance with the specifications of the risk inventory. The risk inventory is a special document owned by Intergraf. Furthermore the security management system has to comply with laws and regulations in force and specific requirements from the customer.

If any requirement of this CWA cannot be applied due to the nature of an organisation or company and its product, it shall be considered as excluded from the certification.

Where exclusions are made, claims of conformity to this CWA are not acceptable unless these exclusions are limited to requirements within Clause 7 hereafter, and such exclusions do not effect the organisation or company's ability, or responsibility to meet security and applicable regulatory requirements.

2 Normative Reference

There are no normative references at this time.

3 Terms and definitions

Secured companies
In this CWA Secured Companies are companies producing raw materials, semi-finished and finished products and/or providing services to the Secure Printing Industry and having a security management system conform to this CWA and the requirements of the Risk Inventory for suppliers to the Secure Printing Industry.

Securing
Taking measures intended to protect products, production processes and means of production against violence, threats, danger or damage, theft and embezzlement or other illegal activities.

Security Management System
The system with which all security measures in the organisation or company can be controlled.