
SELF-ASSESSMENT WORKSHEET

BS EN 15713:2023 — Secure Destruction of Confidential Material

Work through each clause, record what you do today, rate where you are and agree the actions that close the gap.

ORGANISATION

COMPLETED BY

DATE

How to rate: 0 = nothing in place 1 = partly in place 2 = in place, little evidence 3 = in place and evidenced
Fill in on screen or print. Always work from the current published standard.

How to complete this worksheet

1

Get the right people together

Ask the person who runs each area to help. Allow 1–2 hours per sitting; you don't have to finish in one go.

2

Read each clause and the evidence prompt

The grey box tells you what an auditor will look for. The examples underneath show the kind of records that count.

3

Write what you actually do today

Describe the real practice, not what you'd like to happen. Name the document, system or record and where it's kept, e.g. 'Training matrix — SharePoint/HR, updated monthly'.

4

Rate honestly from 0 to 3

0 nothing in place · 1 partly in place or informal · 2 in place but little written proof · 3 in place, followed and evidenced with records. If you can't show it, it isn't a 3.

5

Agree actions, owners and due dates

For anything rated 0–2, write the next practical step, who will do it and by when. Small, specific actions get done.

6

Summarise and review

List your top three priorities on the final page. Revisit the worksheet every few months to track progress.

What counts as good evidence?

- Good evidence is current, approved, dated and actually used — a policy nobody follows isn't evidence.
- Records beat documents: a completed checklist proves more than the procedure that describes it.
- Photos, screenshots, emails and system exports all count if they show the activity happening.
- Leave a box blank rather than guess — blanks show you where to look first.

SCOPE

What BS EN 15713 covers

BS EN 15713:2023 sets requirements for the secure destruction of confidential material — paper, media and electronics.

Evidence to look for: Applies whether destruction is on-site or at your premises.

Examples of suitable evidence

- ✓ Copy of the current BS EN 15713:2023 standard
- ✓ Service scope document listing confidential materials accepted for destruction
- ✓ Material classification guide covering paper, storage media and electronics
- ✓ Management briefing notes explaining the standard’s scope

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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PREMISES

Secure site

Destruction sites must be secured with access control, intruder alarms and CCTV, and separated from other businesses.

Evidence to look for: Access logs and alarm maintenance records.

Examples of suitable evidence

- ✓ Site plan showing secure boundaries and separation from neighbouring businesses
- ✓ Access control logs recording staff and visitor entry
- ✓ Intruder alarm maintenance certificate and recent test records
- ✓ CCTV maintenance log and sample footage covering entrances and destruction areas

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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STAFF

Personnel screening

Staff are screened and sign confidentiality agreements before handling material.

Evidence to look for: Screening records and signed agreements.

Examples of suitable evidence

- ✓ Completed personnel screening records dated before first material handling duties
- ✓ Signed confidentiality agreements dated before staff began handling confidential material
- ✓ HR screening checklist showing identity, employment history and reference checks
- ✓ Staff authorisation register showing screening approval dates and permitted duties

What we do today / evidence we hold

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Actions to close the gap

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Owner

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Due

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Rating

0

1

2

3

COLLECTION

Collection and transport

Material is collected in sealed containers in secure, tracked vehicles and moved to destruction promptly.

Evidence to look for: Chain-of-custody documents for every collection.

Examples of suitable evidence

- ✓ Collection records listing sealed container numbers and collection times
- ✓ Vehicle inspection checklists confirming load compartment locks work
- ✓ Vehicle tracking reports showing collection routes and arrival times
- ✓ Job logs recording collection, receipt and destruction times

What we do today / evidence we hold

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Actions to close the gap

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Owner

--

Due

--

Rating

0

1

2

3

DESTRUCTION**Security levels 1-7**

Material is destroyed to a defined particle size based on its type and sensitivity.

Evidence to look for: Machines and settings matched to the security level agreed with each client.

Examples of suitable evidence

- ✓ Customer destruction instructions recording material types and required security levels
- ✓ Destruction equipment settings log showing selected particle sizes for each material
- ✓ Particle size inspection records with measurements against specified security levels
- ✓ Photographs of destroyed material beside a measurement scale, labelled with job numbers

What we do today / evidence we hold**Actions to close the gap****Owner****Due****Rating**

0

1

2

3

PROOF**Certificate of destruction**

Each job ends with a certificate confirming what was destroyed, when and to what level.

Evidence to look for: Certificates issued and retained for every job.

Examples of suitable evidence

- ✓ Issued destruction certificates stating material types, destruction dates and achieved security levels
- ✓ Certificate register linking every completed job to its certificate number
- ✓ Job reconciliation records matching collected materials with destruction certificates
- ✓ Customer emails confirming receipt of destruction certificates

What we do today / evidence we hold**Actions to close the gap****Owner****Due****Rating**

0

1

2

3

Summary and next steps

Top three priorities

Resources or support needed

Target date for certification or review

Want a second pair of eyes?

Send your completed worksheet to our success team for a free review call.

success@isology.co.uk · www.isology.co.uk/contact