

# **IAPSC**

## **BEST PRACTICES - PROTOCOL FOR ESTABLISHMENT AND REVIEW**

### **MISSION STATEMENT**

Established in 1984, it is the mission of the IAPSC to continually advance the practice of the security consulting profession. One critical means by which this mission is to be achieved is through the establishment of consensus-based and peer reviewed Best Practices where the knowledge, expertise, and experience of the IAPSC membership, along with that of the security industry in general, will be utilized.

### **GOALS AND OBJECTIVES**

1. Produce national consensus-based, peer reviewed Best Practices to provide guidance to security consultants, forensic experts and practitioners on wide range of issues affecting their profession.
2. Establish a methodology for the development of new and periodic review of existing Best Practices.
3. Involve interested members of the IAPSC and other participants to support Best Practices development.
4. Build and sustain alliances with related organizations to benchmark IAPSC Best Practices.
5. To identify and develop a body of knowledge through the collection of related research, publications, and other related information that may contribute to the knowledge base.
6. To assemble a data base of existing security-related standards, guidelines and practices.

## **BEST PRACTICES COMMITTEE**

The President of IAPSC will appoint a chairperson to oversee the activities of the Best Practices Committee, along with interested members to serve in accordance with the By-Laws of the Association.

## **BEST PRACTICES AD HOC COMMITTEE**

The President of IAPSC will appoint those members of the Association who have national or industry-wide expertise and experience directly related to the Best Practice at issue.

## **PROCEDURES**

### **DEVELOPMENT OF NEW BEST PRACTICES**

#### **1. Proposed Best Practice**

Any member of the IAPSC may submit a request for the development of a new Best Practice, with a brief description in writing, to the Chairman of the Best Practices Committee or Executive Committee. This request may be submitted by e-mail or regular mail. After an initial review, the proposed Best Practice is submitted to the Board of Directors. A simple majority of the Board may approve proceeding with the initial draft. The President of the IAPSC will appoint interested volunteer members to a Best Practices ad hoc committee to prepare the first draft.

#### **2. Submission of First Draft to Membership**

The first draft will be submitted to the general membership of the IAPSC and selected non-members for review and comment for a 45 day period. A body of knowledge in the form of reference materials, including research studies, data, treatises, publications and other related standards, guidelines, or practices are to be identified and prepared in a bibliography to be attached to the draft with the first review.

#### **3. Review of Commentary by Ad Hoc Committee**

The comments received from the membership and non-member individuals will be

reviewed by the ad hoc committee and incorporated into the second draft as appropriate as determined by the ad hoc committee.

#### 4. Submission of Second Draft to Membership

The revised second draft will be submitted to the membership and non-members for an additional 45-day comment period. The ad hoc committee will include a listing of all comments submitted to the initial draft and a short description of the rationale for not including any comments that were not included in the second draft.

#### 5. Review of Commentary by Ad Hoc Committee

The BP Committee will review any additional comments and revise the second draft accordingly. BP Committee will include a listing of all comments submitted to the second draft and a short description of the rationale for not including any comments that were not included in the final draft.

#### 6. Final Draft to Board for Vote

The final draft of the new Best Practice is to be sent to the Board of Directors for a vote. A majority of the Board will determine acceptance or rejection of the new Best Practice. A vote is to be taken within 45 days of the date of submission.

#### 7. Final Editing

The final approved draft will be checked for completeness, grammar, punctuation and other structural correctness. No substantive changes are to be made to the document at this stage.

#### 8. Publication

The new Best Practice is to be published by placing it on the IAPSC web site and available to the public at no cost. The Executive Director will prepare a press release and will archive the new Best Practice, along with all meeting notes and memoranda.

## **REVIEW OF EXISTING BEST PRACTICES**

### 1. Automatic Review of Existing Best Practices

Existing Best Practices are to be reviewed every five years after initial establishment or upon petition to the Board by any active member of the IAPSC, showing cause (e.g., an event or circumstance that could materially affect the Best Practice).

### 2. Ad Hoc Committee Review

The President will appoint an ad hoc committee of interested and appropriately experienced members to make recommendations for additions, deletions or other changes to the existing Best Practice.

### 3. Membership Review

The existing Best Practice is to be reviewed by the full membership for a 45 day comment period.

### 4. Ad Hoc Committee Review

Comments received will be reviewed by the ad hoc committee, who will make recommendations to modify the existing Best Practice as needed.

### 5. Membership Review

The revised Best Practice is to be reviewed by the full membership for a 45 day comment period. The ad hoc committee will include a listing of all comments submitted to the initial draft and a short description of the rationale for not including any comments that were not included in the second draft.

### 6. Ad Hoc Committee Review

Comments received will be reviewed by the ad hoc committee, who will make recommendations to modify the existing Best Practice as needed. The ad hoc committee will include a listing of all comments submitted to the initial draft and a short description of the rationale for not including any comments that were not included in the second draft.

## 7. Final Draft to Board for Vote

The final draft of the revised Best Practice is to be sent to the Board of Directors for a vote. A majority of the Board will determine acceptance or rejection of the revised Best Practice. A vote is to be taken within 45 days from the date of submission.

## 8. Publication

The revised Best Practice is to be published by placing it on the IAPSC web site and available to the public for purchase and to IAPSC members at no cost. The Executive Director will prepare a press release and will archive the new Best Practice, along with all meeting notes and memoranda. If no changes are made to the existing Best Practice, a footnote is to be added noting the date of last review and approval.

*Approved by the IAPSC Board - July 27, 2007*  
*Updated – April 2015*