



VdS Quick Audit for Cyber Security

Procedure guidelines

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VdS Guidelines for Information Security

VdS Quick Audit for Cyber Security

Procedure guidelines

The present procedural guidelines are binding only if its use, in single cases, has been agreed between VdS and client. The consideration of these guidelines is not binding otherwise; the agreement on use of the guidelines VdS 3474 is optional.

Third parties may, in single cases, accept other security precautions based on conditions which were determined at their own discretion and which do not correspond with these procedural guidelines.

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1 General

1.1 Scope

VdS Schadenverhütung (in the following VdS) offers, upon application, to small and medium-sized enterprises (SMEs) an independent and impartial procedure for the confirmation of indications made by the client on the information security system of the applying enterprise.

Applications according to VdS 3474 are handled in sequence of receipt. No preferences will be given to individual customers.

In the course of the confirmation procedure no consultation will be performed.

The confirmation procedure consists basically of the steps as shown in the following chart.

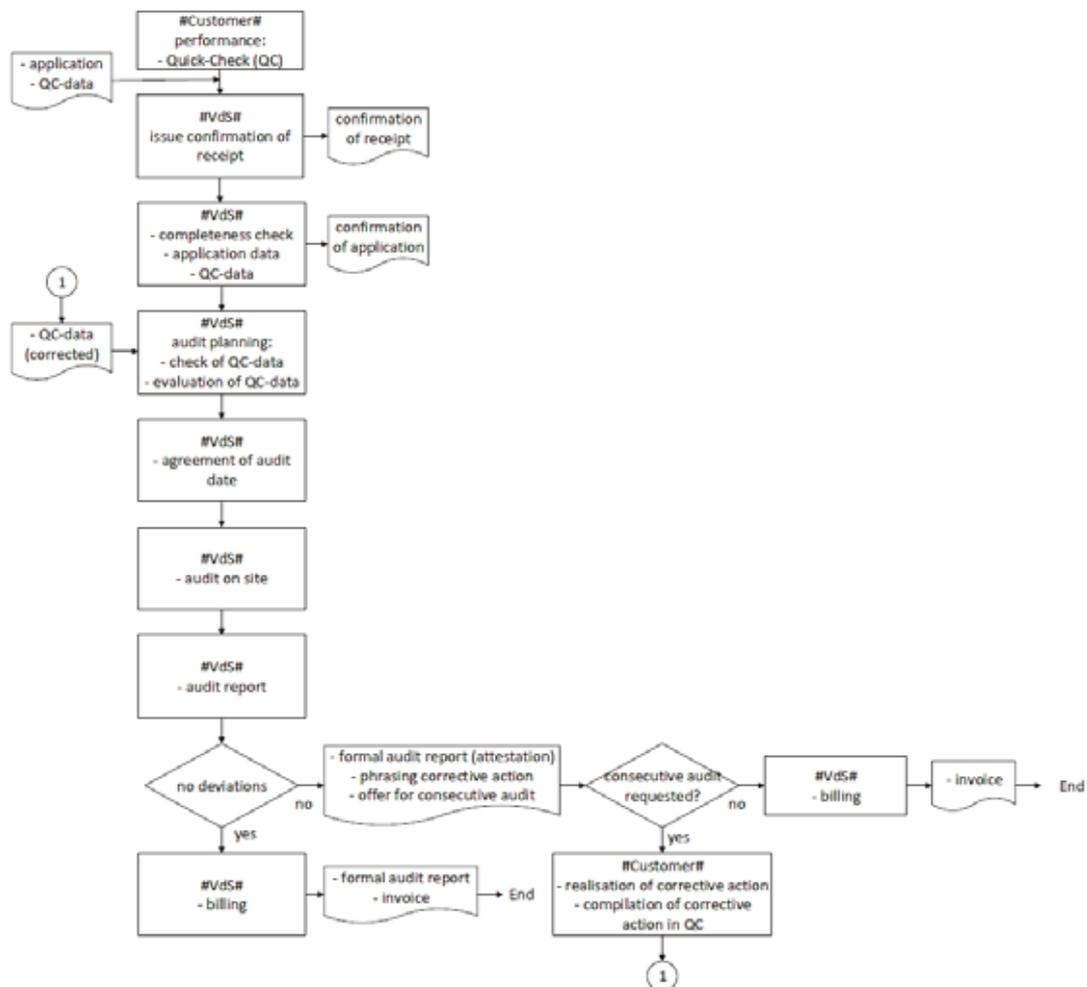


Figure 1-1: Confirmation procedure

1.2 Validity

These guidelines are valid from 01.11.2015. They replace version 2015-03 (01).

This is a translation of the German version. In case of discrepancies the German version shall be binding.

2 Definitions

The definitions as in the guidelines VdS 3473 as well as the following definitions are valid.

Audit: systematic, independent and documented process for obtaining audit evidence and other relevant information and its objective evaluation to determine the extent to which audit criteria are fulfilled.

Note: The determination to what extent fixed requirements are fulfilled may be made during the audit or after the audit, by the customer, the auditor or a third person.

Auditor: Person with demonstrated personal attributes and competence to conduct an audit.

Quick-Check (Quick-Check for cyber security): platform provided online to give structured and defined information on the state of information technology of the enterprise which performs the quick check.

Note: Access to the quick check is given under www.vds-quick-check.de.

Attestation: Confirmation of compliance of the information given by the client during the quick check with the conditions on site at time of the audit.

3 Normative references

These guidelines include dated and undated references to other publications. The normative references are cited at the appropriate places in the clauses, the publications are listed hereafter. For dated references, subsequent amendments to or revisions of any of these publications apply to these guidelines only when announced by a change of these guidelines. For undated references the latest edition of the publication referred to will be applied.

VdS 3177en General Terms and Conditions of VdS Schadenverhütung GmbH for providing testing and certification services

VdS 3473en Cyber security for small and medium-sized enterprises (SMEs), Requirements

4 Attestation procedure

4.1 Preliminary works

The interested party who intends to apply for an attestation according to VdS 3474 is to perform a quick check before handing in the application. Access to the quick check is granted to everybody (www.vds-quick-check.de).

4.2 Application

The procedure may be applied for at VdS in writing by using the annexed form (annex A). The correspondence and the audit procedure is performed in German or English language. Only completely filled application forms shall be processed.

After receipt of the documentation the client receives a confirmation of receipt in due time. After positive check of the documentation on completeness the client receives an order confirmation.

Note: The order confirmation may include the confirmation of receipt.

The results of the quick check (in printed form and signed) shall be annexed to the application. In exceptional cases individual information may be handed in subsequently. VdS reserves the right to require further documentation or explanations on the application.

The procedure will be discontinued if it cannot be finished within 6 months after application, be it because not all necessary documentation is available or due to other reasons. After interruption of the procedure, all documentation handed in to VdS will be returned to the client.

All expenses raised up to that date will be charged to the client. This does not affect a renewed application.

4.3 Auditing

4.3.1 General

The auditing aims to assess the information and results given by the customer in the frame of the quick check.

The evaluation of the indications regarding to its degree of performance, related to requirements on client or third parties side, is not performed.

4.3.2 Audit planning

An audit plan will be set up if all necessary documentation is available, especially considering the extent and the information depth of the documentation handed in as well as – if given – the size of the enterprise.

4.3.3 Audit

The assessment of the indications given by the client in the frame of the quick check is made on site. The duration of the audit depends among other things on the size of the enterprise. The audit is performed by an expert of VdS resp. an expert being charged by VdS and working in the name of VdS. VdS reserves the right – without charging additional expenses – to nominate further persons for the audit.

During the audit the indications made by the client on the quick check are verified. The result is documented in written form by a preliminary audit report.

4.3.4 Corrective action

If realisation of corrective action appears to be reasonable during the audit of the quick check, those will be formulated by VdS. These measures will be presented to the client in conjunction with the offer to confirm their realisation by a consecutive audit.

4.3.5 Attestation

Following the audit or the consecutive audit the client will be issued an attestation and a final report in due time.

4.4 Validity of the procedure

4.4.1 Validity

The indications made in the attestation relate exclusively on the information regarding information security of the client given to VdS in the frame of the procedure and on site.

4.4.2 Repetition of the procedure

The procedure according to VdS 3474 may be repeated after interruption or after formal and proper completion upon new application.

Note: This may be indicated, if e. g. basic conditions of the enterprise have changed and this is to be confirmed to third parties.

5 Advertising

Advertising with the performance of the procedure according to VdS 3474 is not allowed.

Note: The attestation (see clause 4.3.5) may be given to third parties for purposes of evidence only completely and in unchanged form.

6 Fees

The attestation procedure as well as the testing and auditing activities of VdS are subject to fees. The amount of fees may be taken from the table of fees of VdS. On demand the table of fees will be sent to the client free of charge. For the invoicing of services the table of fees will be referred to which is valid at the time of service delivery.

If an agreed audit date is cancelled or postponed for reasons caused by the client, the following fees shall be charged:

- For a cancellation/postponement shorter than four weeks before the agreed audit date 25 % of the estimated audit costs shall be charged.
- For a cancellation/postponement shorter than two weeks before the agreed audit date 50 % of the estimated audit costs shall be charged.
- For a cancellation/postponement shorter than one week before the agreed audit date 100 % of the estimated audit costs shall be charged.

The audit costs are estimated according to the current table of fees. Travelling expenses shall be charged only if cancellation costs have resulted.

7 Miscellaneous

7.1 General Terms and Conditions

The General Terms and Conditions of VdS, VdS 3177, in the version valid at time of conclusion of the contract are applied.

7.2 Supplements to the agreement

Supplements to the agreement shall be made in written form to become effective.

Annex A Application

**Order for assessment and confirmation of statements
on cyber security on base of VdS 3474**

By the certification body of VdS Schadenverhuetung GmbH
Amsterdamer Str. 174, 50735 Köln



A Applicant

A.1 Company name _____

A.2 Representative _____

A.3 Commercial register _____

A.4 Location (street, house no.) _____

A.5 Location (country, postal code, town) _____

A.6 Phone/fax no. _____

A.7 E-mail address _____

A.8 Website _____

A.9 Contact person (if differing from A.2) _____

A.10 Number of employees (total) _____

A.11 Number of employees (IT-administration) _____

B Company resp. department for which the assessment/confirmation is ordered

B.1 Company name _____

B.2 Location corresponds with indication under A (Sections B.3-B.7 may be omitted)

If differing please fill in the following section:

B.3 Company name _____

B.4 Location (street, house no.) _____

B.5 Location (country, postal code, town) _____

B.6 Phone/fax no. _____

B.7 E-mail address _____

C Consultancy services provided by

C.1 Company name _____

C.2 Location (street, house no.) _____

C.3 Location (country, postal code, town) _____

D Issue of the attestation

D.1 Besides the German language issue, an English version is requested.

E Informationen

E.1 The applicant request sending of relevant information (normally by e-mail).
The applicant is aware, that the commitment may be withdrawn at any time without indication of reasons.

F Declaration and consent

The applicant declares:

I/we accept the following rules

- *Allgemeine Geschäftsbedingungen* (General Terms and Conditions), VdS 3177
- *VdS Quick-Audit für Cyber-Security* (VdS Quick-Audit for Cyber-Security), VdS 3474
- *Table of Fees* for auditing and attestation basing on the guidelines VdS 3474

in the valid version as fix part of the contract.

The applicant accepts that
VdS Schadenverhuetung GmbH collects, processes and uses data on persons and other data in the frame of the assessment/confirmation.

Place, date: _____

Signature (as well as stamp) of the applicant
(resp. representative): _____

Stand: 2015-11 (02)en

Notes on the application form

Please read the guidelines VdS Quick Audit for cyber security, VdS 3474 and the following notes carefully before filling in the application form.

- (A) The client is the body represented by the legal entity or its registered manager for which an attestation is to be issued.
- (A.2) Company name of the client as recorded in the commercial register.
- (A.3) The commercial register registration shall be indicated only for initial applications.
- (A.7) Indications on e-mail-address of the client are required, as information predominantly is exchanged via this medium.
- (A.8) Indications are optional.
- (A.9) Main contact person for this attestation procedure.
- (A.10) Number of employees in the enterprise.
- (A.11) Number of employees in the IT administration.
- (B.1) Please formulate exactly as to be indicated as scope in the audit report.
- (F) Legally binding signature of the legal entity of the client or a registered manager. If external bodies (e. g. consultants) were charged with the application, the external body shall enclose a copy of the procuration of the client.