Schematic:

Subscriber – User of the NAESB WEQ-012 Standards

Authorized Certification Authority (ACA)

Independent Third Party Auditor

NAESB

The subscriber employs an Authorized CA as noted in the WEQ-012 standards

NAESB requires an affidavit certifying material compliance with the WEQ-012 specification signed under oath by a senior executive officer of the Authorized Certification Authority.

The third party auditor is independent of the Subscriber and the Authorized Certification Authority and is employed by the ACA to review the ACA’s compliance with the NAESB requirements.

The following are the components of the process to be used by NAESB to certify, and maintain the certification of, Authorized Certification Authorities (ACAs):

1. ACA Certification

The NAESB Certification Program utilizes a self-certification format. To be initially certified, the candidate seeking ACA Certification (“Candidate”) must submit to NAESB:

* 1. An affidavit, signed by an Officer or Principal, that the Candidate meets the WEQ-012 requirements and certifies that its answers are accurate and truthful. The affidavit is modeled on similar statements made under Sarbanes-Oxley.
	2. The attestation pursuant to Section 2a(i) and the indication as noted in Section 2(a)(ii).

NAESB does not warrant or guarantee that the ACA’s services comply with the WEQ-012 standard, perform as intended, or comply with representations made by the ACA.

The ACA is not required to be a member of NAESB, but must possess a current and legal copy of relevant NAESB standards.

An ACA may display a valid NAESB Certification Mark provided by NAESB on its web site or documentation for as long as the ACA remains certified.

An ACA must be recertified by NAESB upon purchase, sale or merger of the ACA by/with another external entity.

NAESB will maintain contact information for all ACAs on its web site.

2. Auditing/Renewal

1. To maintain NAESB Certification, the ACA must submit annually to NAESB:

i. an attestation, such as an audit management letter by a Qualified Auditor, that the ACA is compliant in all material respects with the WEQ-012 standards.

ii. an indication of whether the ACA has received any of the following:

(a) an unqualified audit from the most recent SOC 3 engagement employing the version of the AICPA Trust Services Principles, Criteria and Illustrations approved for use by the AICPA for the applicable audit period, including the date completed

(b) an unqualified audit from the most recent WebTrust engagement, employing the version of the AICPA Trust Services Principles, Criteria and Illustrations approved for use by the AICPA for the applicable audit period, which report indicates the ACA has permission to post the **AICPA/CICA *WebTrust Seal*** of assurance on the ACA’s website, including the date completed.

1. The attestation in 2(a)(i) must be performed by an independent, unaffiliated 3rd party auditor (“Qualified Auditor”) that is experienced with SOC 3 or WebTrust engagements employing the AICPA Trust Services Principles, Criteria and Illustrations. *[Note: A requirement of WEQ-012 knowledge may be added once the WEQ PKI subcommittee has completed its standards review]*.
2. The above information will be provided to NAESB contemporaneously with the ACA’s making the report available to other organizations.
3. The ACA may incorporate the WEQ-012 requirements into the audit processes it utilizes to perform related audits of its ongoing business.
4. No auditing of the ACA’s subscribers is necessary.

3. Revocation

a. NAESB may rescind an ACA’s Certification for cause at any time by providing 30 days’ notice in writing to the ACA. ACAs that receive a rescission notice from NAESB are required to notify all affected certificate holders within 5 days that their NAESB certification has been rescinded and their certificates will no longer be valid.

b. Such as, but not limited to, NAESB may revoke the certification of an ACA if:

* + 1. The ACA fails to submit to NAESB, in a timely manner, the submissions of Section 2(a).
		2. The submissions of Section 2(a) indicate that the ACA is no longer in compliance with the WEQ-012 requirements.

4. ACA Notification Requirements

a. The ACA shall notify NAESB and its affected subscribers, as specified by the applicable jurisdictional agency’s notification requirements (for example, NERC EOP-004[[1]](#footnote-1)), upon becoming aware of an applicable security breach. If there are no notification requirements from an applicable jurisdictional entity, the notification should take place by the close of the next business day. An applicable breach shall include breaches that compromise the integrity/trustworthiness of the “root certificate” and/or the certificate signing policies that are used to produce digital certificates.

b. The ACA agrees to notify NAESB and its subscribers a minimum of 90 days in advance of any plans to cease performing the Certification Authority function or intent to withdraw from NAESB’s list of ACAs.

1. NERC Emergency Preparedness and Operations EOP-004-1 Disturbance Reporting, <http://www.nerc.com/files/EOP-004-1.pdf> , includes requirements for submitting notifications of disturbances. [↑](#footnote-ref-1)