

Dear Suppliers:

The following documents are suggested general documents which would be requested for review during SCAN Audit. Auditors have the right to request other documents not listed below for review if auditors have reasonable grounds to believe such documents are relevant to the SCAN Audit.

#	Documents
1	Business license, permit
2	Security vision and responsibility
3	Previous SCAN Audit CAPA Report (If this is Re-audit)
4	SCAN Security and Threat Awareness Training Certificate
5	Security risk assessment record
6	Written cargo process map
7	Documented crisis plan
8	Service contract between the factory and business partner
9	Business partner list and Procedure for selecting business partners and suppliers including carriers, consolidators
10	Regular risk assessment of business partner's operation
11	Minimum security standards (in local language) provided to business partner
12	Written cyber security policy to protect information technology systems and devices including printer
13	Written procedure to remove network access for employees.
14	Network systems backed up policy and record
15	Container/trailer integrity security inspection procedure
16	Trailer/container comprehensive inspection record
17	Photos and/or CCTV records during the container/trailer loading process
18	7-points inspection training records
19	Procedure where management or supervision conducts follow up inspections
20	Written procedure to track, trace and require confirmation of arrival at destination
21	Tracking records for the movement of containers & trailers, e.g. GPS records
22	Facility written instructions to transportation service drivers detailing that only required stops are permitted
23	Driver and visitor information records/log book
24	Written security procedure for contracted less than container load (LCL) service providers
25	Procedure that requires an LCL container or trailer to be secured after each stop with either a tamper evident seal or a padlock
26	Written procedure for air shipments

...making excellence a habit.™

27	Agricultural security-Pest control procedure
28	Specification and/or test report of the seals demonstrating compliance with ISO17712
29	Seal control procedure for its receiving, verification, storage and distribution; Seal control log and inventory audit report
30	Written procedure to report unauthorized access to a container, a trailer, or product storage areas within the facility including who to notify
31	Restricted areas access control procedure
32	Written procedure for shipping documents for merchandise/cargo to be legible, complete, and accurate
33	Shortage& overage detection procedure and handling records
34	Bill of lading with seal number recorded
35	Procedure of restricting access for shipping and receiving documentation
36	Procedure for notifying local law enforcement and the customer when an illegal shipping activity or abnormality is suspected or detected
37	Access control procedure
38	Notify business partners of security issues procedure
39	Procedure for controlling the issue, removal, and changing of access devices such an ID badge, door and lock keys, access cards, and security alarm codes
40	Security staff job description
41	Security guard patrol record
42	Preventative maintenance procedure for inspecting perimeter fencing or other barriers, buildings, and structures and relevant records
43	Written procedures governing the use of the security technology
44	Maintenance contract for security systems
45	Alternate/back-up electrical power supply system maintenance records (if electronic security system is available)
46	Documented reviews of conduct random CCTV footage periodically
47	CCTV recording records, and CCTV system user book
48	Visitor access control procedure and records
49	Mail& package screen procedure& records
50	Procedure for validating information provided on an employment application, such as an address, previous employment history, education, personal or professional references, and a certification
51	Employee backgrounds check procedure (including criminal back ground check, credit check, especially for sensitive positions such as shipping, warehouse control, security, IT, contract workers, etc.)
52	Employees Security Threat Awareness training program and relevant training evaluation records
53	Training record of employees who conduct security and agricultural inspections
54	Threat Awareness training informing employees of procedures to report suspicious activity or a security incident and relevant records
55	Threat Awareness training programs for sensitive or restricted areas
56	Training programs on Threat Awareness, Contraband, Human Smuggling and Terrorism

57	Incentive or recognition program for encouraging employees reporting suspicious activity or a suggestion to improve security
58	Pest contamination training records
59	Cyber security training records
60	Certificate proving the factory participating any government, local custom, WCO accredited security program
61	Certificate proving the factory participating C-TPAT
62	Factory Layout
63	Employee roster
64	Annual revenue statistics/records