

REQUIRED DOCUMENT FOR AUDIT

Dear Sir/ Madam,

Please arrange the following documents/files/registers to make the audit process easier and effective

| Certificates/License | Remarks |
|-------------------------------------|---------------------------------|
| Factory License/ factory permission | |
| Incorporation certificate | |
| Trade License | |
| Documents | Remarks |
| Today's Attendance | Male + Female = Total |
| Personal File | Sample security, packer, loader |
| Resigned file | Sample security, packer, loader |

| Policy/Documents/Register | Remarks |
|--|---|
| Recruitment Policy & procedure | |
| Background check policy & procedure | |
| Termination policy & procedure | |
| Threat awareness policy & procedure | |
| Training on Threat awareness program | Orientation and refresher training, special training to packer/loader/security employee, 7 point & 5 point inspection, agriculture/pest control training, identify Human smuggling, Money laundering & Terrorism Financing, Cyber security training |
| Incident report register/log | |
| Access control policy and procedure | Photo ID policy, Photo ID verification procedure for visitor, driver, contractors |
| Perimeter/wall inspection record/ illegal access/building inspection | Inspect by securities |
| Petrol duty policy and Register | |
| CCTV camera policy | |
| Visitor register/log | |
| Visitor escort policy | |
| Vehicle in/out register | |
| Contraband policy | |
| Factory Security policy | Facility security in a policy in a brief |
| Security risk assessment, internal audit | Risk assessment on supply chain, Internal security audit and corrective action plan |
| Key policy | Including Lost key policy and procedure, duplicate key |

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|---|---|
| Key register and key inventory | |
| Building perimeter/wall/security related repairing register/log | |
| Vehicle control policy | |
| 7 point-5 point policy & procedure | |
| 7 point-5 point inspection register/checklist | |
| Goods tamper policy & procedure | |
| Bolt seal policy/testing certificate | |
| Bolt seal/broken bolt seal register and inventory | |
| Shipment register and shipping documents | PO sheet/BL of full shipment document |
| Audit on Shipping documents | Policy and procedure, internal audit & corrective action plan |
| Parcel/mail screen policy & procedure | |
| Parcel/mail screen register | |
| Data protection policy | |
| Goods overage & shortage policy and procedure | Goods overage shortage register/log |
| Contract/deeds with transport company | Contracts, Transport company trade license, driver hiring procedures, background check |
| Internal security review to the transport company | Drivers background check by facility |
| Cyber security policy and procedure, register | IT Access control, Password/User ID change policy, vulnerability report, licensed software using policy, termination/leave policy, IT equipment disposal records and policy, data back up policy, personal device policy, VPN access control, IT equipment governing policy |
| Cyber incident report procedure and log | Password invalid report, unauthorized access report or breach to administrator, necessary steps to investigate |
| Contractor/supplier security policy | Contractor employees hiring, background screening, security policy sharing to the contractor, supplier/contractor security assessment |
| Transporter agreement | Transport agreement, route map, electronic dispatch log, GPS data/mobile tracking record, non-stop procedure |
| CCTV/IT/security equipment | CCTV maintenance, agreement between licensed contractor, CCTV review records/reports/register, IT/security equipment maintenance record |