Asda Goods Supplier - Supply Chain Security Standards

Introduction

Asda is committed to ensuring and maintaining high standards of security within its supply chain. We understand the key role our suppliers and their third parties play in this and are committed to working together with our supply-base to achieve these high standards. This document is designed to help You understand the security measures which are required when supplying to Asda.

As our contracted supplier You are responsible for Your own sites along with any third parties You choose to work with in order to fulfil Your orders to us.

We reserve the right to conduct due diligence to ensure these standards are being met and maintained.

Standards

1. Personnel Security

You must ensure that personnel involved directly or indirectly with Your supply to Asda have been hired in a manner that mitigates any security risks. This should include using documented processes that include the screening and verification of new employees. As best practice, this can include measures such as:

- Keeping employee records and performing security checks for security-sensitive roles, where allowable by law

- Ensuring that employees have robust means to identify themselves as such, and that access to premises is restricted and controlled

- A written policy for employee termination, including measures for removing access and permissions from those individuals

2. Physical Access Controls

You must ensure that security risks relating to physical access have been assessed and mitigated at all sites involved in Your supply to Asda. As best practice, this can include measures such as:

- A written policy stating that designated restricted areas or sensitive areas are required to have access controls determining who can enter the area

- Restricting the personal items allowed within certain areas

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- Appropriate procedures to ensure the monitoring and surveillance of the physical premises, particularly sensitive areas, with respect to their security

- Verifying and monitoring visitors and drivers attending premises

3. Physical Security

You must ensure that security risks relating to the physical security at all sites involved in Your supply to Asda have been assessed and mitigated. As best practice, this can include measures such as:

- All security measures documented either as a policy or procedure

- Conduct security assessments regularly with any weaknesses corrected

- Ensuring that only authorised employees and escorted visitors are permitted access to cargo handling and storage areas

- Securing potential access points with measures such as locks and their keys and access cards controlled

- Premises are appropriately constructed, well-maintained and have sufficient lighting for security monitoring.

4. Container / Trailer Security

You are responsible for the security of goods until Asda takes control, including during storage and transit, and must ensure appropriate security measures have been taken to mitigate tampering, infiltration and loss. As best practice, this can include measures such as:

- Specifying security requirements in written contracts with third party freight consolidators

- Ensuring incoming and outgoing containers and trailers are inspected according to industry standards such as the VVTT and 7-Point inspections

- Securely storing any remaining containers or trailers remaining at sites

- Using ISO 17712 High Security Seals (bolt or cable as appropriate)

- Controlling access to seals

- A process for reporting, recording and resolving any inspection issues or seal discrepancies, with loads not departing until resolved

5. Procedural Security

You must have appropriate security methods to prevent tampering with goods You are providing to Asda during their final packaging. As best practice, this can include measures such as:

- A written procedure to ensure that data used to create cargo documents and manifests are accurate, legible, complete, and protected against tampering or loss

- Procedures for employees to report anything unusual found in a shipment, detect any overage or shortage and ensure that shipping cartons are properly labelled

- A procedure to check the carrier's history, hiring procedures, and internal security controls prior to hiring when arranging transportation of cargo to a port or border crossing location

- Conducting a security review of contracted transport companies to ensure compliance with any security measures included in their contract

- A written policy that designates which employees are permitted access to the information systems

6. Information Security

You must ensure that security risks relating to the data involved in Your supply to Asda have been assessed and mitigated. This includes purchase order data, container/trailer numbers, seal numbers, invoices, contacts, etc. As best practice, this can include measures such as:

- A designated system administrator responsible for establishing system users and their usernames

- Assigning users a password which is changed periodically

- A process for system security incidents to be reported

7. Contractor Security

You must ensure appropriate security measures where service contractors are allowed routine or scheduled access to sites.