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**Generic Quality Control Policy v1.0**

**ADISA Training Note**

*The purpose of this document is to detail a quality control process which takes place at the ITAD’ s facility. Please customise it to suit your business activity.*

**Who is responsible for carrying out the checks?**

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| --- |
| **Name:** |
| **Position in company:** |

**For magnetic hard disk drives.**

Once a week xxx will take a sample of xx hard disks, PCs or Laptops which have been processed and will perform two tests.

Test 1 – Each unit will be powered up to ascertain that there is no operating system in place.

Test 2 – The serial number of the magnetic hard disk drive will be crossed referenced with the xxx service and the overwriting report will be identified.

The results of each test will be recorded in the QC log.

**For solid state hard drives.**

Once a week xxx will take a sample of xx solid disk drives, or Laptops which have been processed use this media and will perform two tests.

Test 1 – Each unit will be powered up to ascertain that there is no operating system in place.

Test 2 – The serial number of the magnetic hard disk drive will be crossed referenced with the xxx service and the overwriting report will be identified.

The results of each test will be recorded in the QC log.

**For Networking Equipment.**

Once a week xxx will take a sample of xx network devices which have been processed and will perform a basic check.

The device will be switched on and checked for user data.

The results of each test will be recorded in the QC log.

**For smart phones.**

Once a week xxx will take a sample of xx smart phones hard disks, PCs or Laptops which have been processed and will perform a basic check.

The phone will be switched on and checked for user data in the contacts page, browser history and e-mail settings.

The results of each test will be recorded in the QC log.

**Failures**

Any failure i.e. data discovered on a sanitised unit, should be reported immediately to the operations manager and raised as an incident.

The operations manager will carry out a full investigation to discover the root cause of the failure.

If a failure is discovered **ALL** data sanitised units from the 24hour period surrounding the time the failure was sanitised, shall be tested.